



**Board of Directors Meeting
Conference Call
September 29, 2014 (3:05 pm – 5:10 pm)**

Present: Mike Klyop, Charla Stevens, Catharine Mirabile, John Roller, David Wheel, Jennifer Kinville

Phone: Laurie Glaude, Anne Vallette, Barbara Hecker, Deb Burkholder, Kathy Nelson, Jim Reidy, Kevin Kelleher, Tina Sharby, Claire Dunleavy, Phyllis Shurn-Hannah

Minutes: The minutes of the August meeting were voted on and approved unanimously. Catharine Mirabile made the motion to accept and Charla Stevens seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
Chapter Presidents	Send event information to Amy Cann to put on the website	Ongoing
Chapter Presidents	Review your Board Members information; send updates to John Roller and Amy Cann; include names, emails, and Board positions	
Chapter Presidents	Send an updated CLIF form for your new fiscal year	
All	Think about ideas for partnering with a non-profit organization and send your thoughts to Mike; If you're interested in participating in this initiative, see Mike	
All	See Tina if you are interested in hosting a DWC event or have venue suggestions	
All	Ideas on how to partner with non-profit organizations	
All	Ideas on how to assist Dave with the suicide prevention initiative	
All	See Mike if you know someone who would be interested in HR Certification, Social Media, or other roles on the State Council	

Director – Mike Klyop

Director-Elect

Mike thanked Laurie Glaude, Anne Vallette, and Tim Dabrieo for their interest in the Director-Elect position. All are great candidates and everyone appreciates their efforts and commitment to the State Council. Thank you to everyone who voted. Congratulations to Tim Dabrieo who is our new Director-Elect!

State Council Agenda

Mike thanked everyone for their support. He has begun talking with all Board Members and is looking to determine the agenda of the State Council. He is beginning to look at our strategic focus which will

include looking at the mission, vision, and values. He is also focused on filling the open positions on the State Council, including the Certification Chair, Social Media Chair, and potentially the SHRM Foundation Chair since Tim has a new role.

Leadership Conference - 2014

The Leadership Conference is this week! It will be held on October 2, 2014 at The Derryfield in Manchester. Jen Shirkani and Robin Albert are confirmed speakers for this event. Thanks to Deb Tuttle for leading the charge and to Amy, Silvia, and Jenn for their work on this conference. The day will also include a SHRM update, HR competency certification update, legal update, an overview of SHRM, Chapters, State Council, and our website, and a Membership panel discussion. Robin Albert will talk about volunteerism – how to find them and keep them. Jen Shirkani will discuss Ego vs EQ and the State Council will raffle off 5 of her books, Ego vs. EQ.

The core leadership areas (CLAs) best practices breakout sessions will round out the day. There will be a breakout session for Treasurers this year which will be led by a CPA who is also the Treasurer for a non-profit organization. The breakout sessions are a good time for representatives from different chapters to get together and talk about what is going on in their chapters and sharing best practices. CLA Chairs should be ready to facilitate the breakout sessions with the chapter chairs.

Non-Profit Organization Partnership

While we have donated to non-profit organizations in our community, Mike discussed the possibility of having an affiliation with an organization for a period of a year or more. It would be a chance for us to give back to our community. Possible organizations include the Boys & Girls Club, NH Food Bank, and Easter Seals.

Kevin Kelleher shared that Merrimack Valley has a theme of working with organizations that help those impacted by homelessness, which also involves helping people get ready for a job including mock interviews, how to dress, and presentation skills. One focus is how to break the cycle. Charla Stevens discussed Families in Transition which has various locations in NH. Since we do not have events like chapters, it is difficult to have events such as collect food for a food pantry.

Mike has asked everyone to think about how we can partner with a non-profit organization and send ideas to Mike. If you are interested in participating in this initiative, please let Mike know. If this initiative begins in 2015, we may consider donating to a non-profit organization before the end of the year.

Chapter Update

Mike has added this topic to our agenda. This month's featured chapter is MAHRA and Laurie shared some updates about MAHRA.

MAHRA has added new positions including:

Governance Chair – looks at their bylaws, keep them in compliance, and helps with succession planning. Many of their roles have “Elect” positions including Treasurer-Elect. This practice has been helpful to ensure a smooth transition. This role is also responsible for collecting and reporting on metrics to determine how the chapter and board are performing. They are working on a dashboard to capture all of the initiatives they are working on. Laurie will share this information with other chapters.

Social Media Chair – The person in this role is very active on social media including Twitter, LinkedIn, etc.

MAHRA collaborated with SHRA to work with senior HR professionals. They did a focus group with them to see why they are not attending meetings and asking what they want to see. They created a Masters Series and the first event is on March 18, 2015. The topic and presenter will be geared toward senior HR professionals. This is still in the planning stages and they will analyze it after the fact.

MAHRA has a relationship with Chamber of Commerce and they are targeting companies in Manchester that may not have HR departments. This relationship will help ensure that business owners and managers have some of the tools they need to handle HR issues.

General Information Requests

Mike has received a few requests to distribute to our board, chapters, and on our website. We had an open discussion about this topic.

Charla shared that we do have e-blasts, but otherwise, it is very informal. In a lot of cases, she would receive information that may be of interest to chapters and the HR community. She would send an email to the entire State Council, which includes the chapter Presidents. She sometimes will add additional HR professionals, including past State Council Directors. Events are generally put on our website and on the LinkedIn page. Emails are also sent to those who signed up on our website to be an Inner Circle member. Depending on the request, it may also be sent to the BIA and put on LaborNet. If there was anything that was questionable, she would send it to the Executive Team (State Council Officers) for additional opinions. Examples of requests include surveys to members or promoting events.

Mike is mindful of not inundating people with emails and also wants to be sure to evaluate requests to be sure they are in line with our agenda and initiatives and also supports the HR community. If you do have a request to send something out broadly, please be sure to include context and Mike will request clarification if needed. Requests have increased as the State Council increases our profile in the community.

Deb Burkholder asked about promoting the Employment Leadership Awards Ceremony and Business Panel. She is facilitating the panel.

Nomination Committee

Mike proposed having a Nomination Committee to assist with succession planning and identifying people for roles on the State Council. Everyone on the State Council should participate in this effort, however, these individuals would have more in depth conversations about the roles and the commitment. Kathy Nelson shared that they have a Leadership Development Committee who recruits committee chairs and committee members. The committee is made up of Past Presidents.

Everyone liked the idea and suggested the Nomination Committee be made up of Past State Council Directors, the Chapter Liaison, and the Past President of a chapter. John Roller suggested we have job descriptions which has information about what is involved, including the time required

Certification Chair

Mike is recruiting for a Certification Chair. Please see Mike if you have anyone in mind for this position.

Strategic HR New England Conference – Bud Bernstein

Bud continues to thank New Hampshire for their support of this conference. All 6 New England State Councils have endorsed the conference again this year. The conference will be held October 19-21 at the Mount Washington Hotel.

The State Council receives 2 free attendances normally reserved for the Director and Director-Elect. The State Council has voted to send 2 additional attendees (registration only). Claire is attending this year and is using her credit from 2013 when she was unable to attend. The attendees will be Mike Klyop, Charla Stevens, Deborah Burkholder, and Jennifer Kinville.

Mission and Vision Statements

Mike and the team who discussed this will revisit this initiative. As a reminder, below are the latest drafts. The subcommittee will get together to work on redrafting the Vision Statement and will send it out for a vote.

Draft Mission Statement:

The HR State Council of NH's mission is to actively promote the advancement of the human resources profession by:

- Providing leadership and structure to NH SHRM members and chapters.
- Creating opportunities to communicate and facilitate the exchange of vital ideas and information for members of the HR profession and the business community.
- Actively promoting the professional development of current and future HR professionals.
- Serving as a resource to proactively meet the HR challenges of today and the future.
- Partnering with State and Federal Legislators to advocate on issues of significance to employers and employees.

Vision Statement Discussions

Regionally – we want it to be NH, regionally, and nationally

Most pressing – what is the threshold; challenges and opportunities

Contemporary – rather than now and in the future

The committee will regroup to discuss the vision statement.

Draft Vision Statements

To be the regionally recognized resource on the most pressing human resources issues of the day – now and in the future.

To be the recognized resource on human resources issues – now and in the future.

To be the recognized resource on HR challenges and opportunities – now and in the future.

To be the recognized resource on contemporary HR challenges and opportunities.

Director-Elect – Tim Dabrieo

Tim was unable to attend and asked that Mike share information regarding the November SHRA event. The Director of HR Competencies for SHRM, Kari Strobel, will be presenting at the SHRA meeting on November 13, 2014. This will be an evening meeting and will be held in Portsmouth. Please visit <http://www.shranh.org> for more details and to register.

Past Director – Charla Stevens

Thanks to Charla for stepping in to help lead the State Council and assisting Mike as he transitions into the Director role. Charla has also been working closely with the GSHRC on the merger with the State Council.

SHRM Update – Phyllis Shurn-Hannah

The SHRM Leadership Summit will be held November 20-22 in Washington, DC at the Downtown Marriott Marquis. Registration is now open. The Director, Membership Chair, and Certification are all invited to attend. Registration and hotel accommodations (2 nights) are covered by SHRM for those positions. If the Director cannot attend, please send the Director-Elect. Each State Council and Chapter may send 4 additional “independent” attendees at their cost.

SHAPE is due January 31, 2015.

There are a lot of webinars happening regarding certification. The last webinar is now available and can be sent out. It is available on the landing page of the VLRC. There is also a toolkit available. It has a lot of information including videos that can be shown at Board Meetings, Chapter Meetings, etc. There is also lot of information in the Q&A section.

SHRM is holding a town hall discussion on SHRM’s Competency Certification with Jeff Cava, Member of the SHRM Board of Directors and EVP, CHO of Starwood Hotels & Resorts. It will be held in Boston on Tuesday, October 21, 2014.

SHRM is starting a Preferred Provider Program where a Preferred Provider may recognize its own educational activities with SHRM Professional Development Credits (PDCs). State Councils and Chapters in good standing are invited to become a SHRM Preferred Provider free of charge. For additional information, please visit <http://certification.shrm.org/faq.php>.

CLIF should be updated for those with fiscal years that ended over the summer.

Crystal Adair has joined the SHRM Northeast Team as the Member Engagement Associate. Member Engagement Associates are responsible for basic inquires and request; rosters, collateral material, membership confirmation, mailing lists, e-blasts, chapter listings and updates on SHRM websites. They are also the initial point of contact for student chapter. Crystal can be reached via email at crystal.adair@shrm.org.

Phyllis will be working closely with student chapters and the College Relations Directors. SHRM is hoping to make it easier for students to transition to chapters once they graduate.

SHRM and HRPS (HR People & Strategy) are still working on their affiliation to better meet the needs of HR professionals. The certification changes took priority this year. SHRM will continue to move forward with this initiative.

Reminder: SHRM Updates are now available online on the VLRC.

Treasurer – Jennifer Kinville

The September 29, 2014 Treasurer Report and Financials was distributed for review. The Treasurer’s Report and Financials were voted on and approved unanimously. Charla Stevens made the motion to accept and Dave Wheel seconded the motion. Jenn will research moving our funds to TD Bank.

Treasurer’s Report for September 29, 2014

Current Balance

Checking Account Balance	\$33,033.49
Pay Pal Balance	\$1,062.92
Total Balance	\$34,096.41

GSHRC – Accounts Receivable

Per Agreement	\$2,500.00
At Large Attendees (111 @ \$15)	\$1,665.00
Total Balance	\$4,165.00

Leadership Conference - Estimates

Income	\$8,725.00
Expenses	-\$4,375.28
Net Income	\$4,349.72

Transactions since August 15, 2014

Legislative Conference – Attendees	\$190.00
Leadership Conference – Sponsors	\$1,000.00
Leadership Conference – Attendees	\$65.00
Leadership Conference – Attendees (PayPal – net amount)	\$1,062.92
SHRM Foundation Donation	-\$1,000.00
Leadership Conference – Books (Ego vs. EQ) for raffles	-\$106.25
Leadership Conference – Giveaways	-\$552.32
Leadership Conference – Speaker Gifts (R.Albert/D.Moulton)	-\$100.00
Leadership Conference – Frames for sponsor table displays	-\$19.90
Strategic HR Conference – Klyop, Kinville, Burkholder, Stevens	-\$1,700.00

Additional Notes

- GSHRC – Calls have begun with GSHRC Treasurer
- Secretary/Treasurer – Discussing splitting these roles due to the addition of the GSHRC; further discussions needed
- Bank – Discussing the possibility of changing banks; GSHRC with TD Bank; will research and discuss further
- QuickBooks – Will be purchased before year end to begin the process (approved at last meeting)

Chapter Liaison – John Roller

Pulse Survey

John is working on the pulse hiring survey and thanked Deb B for her help. He is still in the process of pulling this together and organizing the data.

Branding the Council

John is working on a program that he previously worked on with the Chamber of Commerce which is an HR Training program for small businesses. John and Jim Reidy met with Michael Skelton, the new President and CEO of the Greater Manchester Chamber of Commerce and he is interested in moving this forward. This would involve a certification series where there would be 4 meetings covering employment law, employee relations, and other HR topics. This is designed for someone at the company who is doing the HR functions but is not an HR professional. It is still in the development phase.

Chapter Meetings

John and Mike have met with some of the chapters to find out what chapters are looking for assistance on from the State Council. There was a question about the Speakers' Bureau that was previously discussed. This is an area of focus for all chapters since the programs drive the attendance at meetings. There was discussion about whether we should have a position on the State Council for Programming/Professional Development since the role in the chapters is so crucial

Membership – Anne Vallette and Catharine Mirabile

Anne and Catharine have had calls with the chapter Membership chairs. They are discussing best practices and are looking forward to meeting on Thursday at the Leadership Conference.

Anne and Catharine continue to define what the State Council's role is with the chapters as it relates to membership. There are limits as to how much communication can be done with At Large members. One idea is to promote the Inner Circle. If they register through our website, we can send messages to them. Jenn will design a form to have on Thursday for people to join the Inner Circle.

They plan to design and send postcards to At Large members. They are working with the chapters on this. The overall goal is to grow membership in the chapters by 5%. They plan to meet again in December to see if the postcards generated activity.

Deb Burkholder shared that WorkReady NH wants to be more involved. The college directors want to be more active in the chapters but WorkReady NH is not willing to pay for various chapter memberships. They would pay for a corporate membership to all chapters.

HR North – Claire Dunleavy

HR North had their meeting last week and it went really well. They had 21 people in attendance. Their next event is November 19, 2014. They currently have 30 members.

Website – Amy Cann

Amy was unable to attend. No updates to report.

Legislative Action – Jim Reidy

The A-Team has been active during district days in August. Catharine, Rick, and Charla had meetings with staff members of the Representatives and Senators.

There is an opening for an A-Team Captain for Annie Kuster. They are looking for someone in that district which includes the Concord area and further north.

SHRM continues to keep busy with advocacy issues and updates the website with a variety of issues.

College Relations – Deb Tuttle

Deb was unable to attend. No updates to report.

Workforce Readiness – Deb Burkholder

Deb will be facilitating a panel at the Employment Leadership Awards Ceremony and Business Panel on October 16, 2014. She is representing the State Council at this conference in her role as Workforce Readiness Chair. This awards ceremony ties in well with the DWC.

NH has invested in the WorkReady NH program and is working with the colleges throughout the state. ACT Work Ready Communities (WRC) empowers states, regions, and counties with data, process, and tools that drive economic growth. Mandy Fraser is playing a key role in this initiative. The BIA HR committee is working on this initiative as well. The next meeting is October 17, 2014. For additional information, please visit <http://workreadycommunities.org/NH>.

Diversity – John Wilson

John was unable to attend. No updates to report.

SHRM Foundation – Tim Dabrieo

Tim will have a gift basket at the Leadership Conference and he will be selling raffle tickets to benefit the SHRM Foundation.

Tim is working with the SHRM Foundation regarding the donation report. It is not reflecting individual donations correctly. If you have not made your donation, please consider donating a minimum of \$25 to the SHRM Foundation

HR Certification – Open

This position is open. If you are interested or know someone interested in this role, please see Mike.

Social Media/Marketing – Open

This position is open. If you are interested or know someone interested in this role, please see Mike.

GSHRC – Laurie Glaude

Merge of State Council and GSHRC

The merge of the State Council and the GSHRC is well underway. Laurie thanked Charla for all of her work on this. January 1, 2015 is the target date to transfer GSHRC to the State Council and close out the account of the GSHRC .

2015 Conference

The theme has been chosen for the April 28, 2015 which is HR Lead, Advise, and Advance. They are creating a save the date.

ESGR Program – Dave Wheel

There is an upcoming Guard deployment of a small group of aviators based out of Concord this fall. They will be deployed to Afghanistan.

There is a large deployment of approximately 400 set to go to the UAE in February for a full year. It is set to be a training mission. They are from various areas including Plymouth, Berlin, and Nashua. They are in the process of preparing for their deployment.

As part of their Employer Recognition Program, the local NH committee has partnered with the 157th Air Refueling Wing of the NH Air National Guard to allow civilians to experience an actual in-flight refueling mission aboard a KC-135 "Stratotanker" based at Pease Air Guard Base in Portsmouth. The flight on October 15, 2014 has been designated for "Human Resource Professionals". Members of the State Council will be participating.

The H2H (Hero 2 Hired) Program (<http://www.h2h.jobs>) has been replaced with a new program called eBenefits (<https://www.ebenefits.va.gov>). This is a portal for Veterans, Service Members, and their families to research, find, access, and manage their benefits and personal information. This site includes resources to assist Veterans and Service Members find jobs. They are working on transitioning to the new site.

Dave shared that Jim is retiring at the end of October and they are recruiting for his role. Jim recently received the PSU Alumni Achievement Award! Congratulations to Jim!

One of their initiatives is to prevent suicide which accounts for 20% of veteran deaths. This is a problem among veterans and he is looking to spread the word about this issue. He would like to talk further about this issue to see how we can help. It is important to know what to look for and who to refer people to if they are having issues. Please think about how we can assist with this.

Tina shared that Easter Seals has a program designed to help military and families prepare for deployment and assist them deployment called the Veterans Count pogrom. Please see Tina is you know anyone who would be interested in learning more about this.

Diversity Workforce Coalition (DWC) – Tina Sharby

The DWC's third event was held on Tuesday, September 16, 2014 at the Sheraton Portsmouth Harborside Hotel. The topic was Knock Your Socks Off Diversity: 25 Ways to Bring Diversity and Inclusion Sizzle

to any Organization with Carole Copeland Thomas. The program was approved for 2 HRCI credits. The turnout was lower than expected. They are in the process of planning for their next event in January.

There are currently about 20 DWC members and they are working on renewals and a membership campaign. The Programming Committee is looking to do different types of programs to encompass all types of diversity. MAHRA is working on an event with Wayne Jennings. It is the 8th Annual Diversity Conference and dinner for Business and Education on Thursday October 30, 2014.

If you are interested in hosting a DWC event at your location or have ideas for a venue, please contact Tina.

Local Chapter Updates

Chapter Presidents, please send your events to Amy Cann to advertise on our website.

Adjourn

John Roller made the motion to adjourn the meeting, seconded by Catharine Mirabile, and approved unanimously.

2014 HR State Council of NH Meetings

Friday, December 5, 2014 ~ 8:00 – 10:00 am ~ McLane, Manchester, NH

If you are interested in hosting a meeting, please see Mike.

State Council / GSHRC Events

Thursday, October 2, 2014 ~ Leadership Conference ~ Manchester, NH

Tuesday, April 28, 2015 ~ GSHRC ~ Manchester, NH

Thursday, August 6, 2015 ~ Tri State Leadership Conference ~ Portsmouth, NH

Other Events

Strategic HR New England Conference ~ October 19-21, 2014 – Bretton Woods, NH

SHRM Leadership Summit ~ November 20-22, 2014, Washington, DC

Submitted, Jennifer Kinville, SPHR, Secretary/Treasurer