



**Board of Directors Meeting**  
**February 17<sup>th</sup>, 2017 (8:00am – 10:00am)**

Present: Timothy Dabrieo, Catharine Mirabile, Nancy Rowell, David Twitchell, Linda Tuells, Dawn Barker, Andrea Chatfield, John Wilson, Jeannie Dibella, Tina Sharby, Karen VanWormer, Anne Vallette

Phone: Jessica Bourassa, Fran Lefavour, Lisa Lemieux, Armando Llorente, Michelle Gray, Denise Vaillancourt, Kristine DiFiore, Barb Hecker, Andrea Chatfield

Absent: Mike Klyop, Michael Pacheco

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
Tim	Begin planning for Leadership Conference	March
All	Recruit for open positions	Ongoing

**Director – Tim Dabrieo**

Welcome New Members

- New 2017 Board Members: Mike Pacheco, Catharine Mirabile, and David Twitchell

Position Openings

Workforce Readiness/College Relations: Let Tim or Catharine know if you know someone that is interested as applications are being accepted.

**Director-Elect – Catharine Mirabile**

1. **Certification App** – SHRM has updated its certification “app” to automatically upload certain credits (example: if you’re attending a SHRM event – VLS, etc.). It has also implemented a reminder/notification series which will be sent throughout the 3-year certification cycle. SHRM has also implemented a “single sign on” across many of their portals, which will allow for a seamless transfer of data to the applicable platform. Because of this single sign-on capability, it is important for SHRM members (especially those with certifications) to update their email address.

2. **Certification credit to State Councils and Chapters** – Chapters and State Councils will continue to receive a financial incentive for new and renewed certifications for 2017. Currently chapters will receive \$20 per certification and State Councils will receive \$10 for both At-large and chapter SHRM members for certification.
3. **Reminder of the Chapter Promotion Email Program (CPEP)** – This email program allows chapters that are not eligible for SHRM’s e-blast program (which are 100% and Super Mega chapters) to participate by requesting two emails to be sent by SHRM on their behalf. I’ve attached information from the VLRC and also the direct link. This is a great reminder for chapters that were not aware and a way to reach At-large members for important events!  
<https://community.shrm.org/vlrc/resources-shrm/viewvlrcarticle?DocumentKey=c3c0e69d-051b-4ee0-8d22-86e70c4adeb2>
4. **Value Proposition of State Council to Chapters** – The group did an exercise of creating an “elevator speech” that explains more about the State Council (and its purpose). Great idea to do this exercise with our State Council leadership team and once developed, include in all communications to chapters, vendors and events. *Example - HR State Council of New Hampshire supports over 1,500 human resources professionals in our state by assisting with legislation, education, advocacy and networking opportunities (LEAN).* This could be used in addition to our State Council’s vision and mission statement (which I know we have, but couldn’t find it on our website).
5. **Excel Award and SHAPE (reminder)** – The Excel award is separate from the SHAPE document deadline (3/15 for Excel Award). Also the Pinnacle Award is due by September 9<sup>th</sup>. Chapters and State Councils should review their current initiatives and consider for submission for the Pinnacle award, even if it had been submitted in the past or even if the chapter is small.
6. **SHRM’s new printing portal (reminder)** - This is a one-stop shop for chapters and the State Council. Customizable collateral that is co-branded with SHRM. Can develop brochures, postcards and business cards and either print yourself or have SHRM’s 3<sup>rd</sup> party print (for a fee). Current materials include membership marketing, SHRM Certification resources flyer and more to be developed. A separate login must be made to create an account for this service and I have already created one, in the event we want to utilize this portal. Direct link to printing portal:  
<https://community.shrm.org/vlrc/new-item3/new-item>
7. **SHRM Affiliate Accessory Store** - Materials for co-branding for State Councils and Chapters with SHRM and chapter/SC logo. Example of items include tablecloths, keychains, mugs, plaques (for past presidents, etc.), and much more! Direct link to site:  
<https://community.shrm.org/vlrc/resources-shrm/httpscommunityshrmorgvlrcviewdocumentaffiliate-of-shrm-accessory-storecommunitykey3fce3c52-fe59-4917>
8. **SHRM Legislative Conference** – State Council Legislative Director is able to attend for free. Highly encourage Chapters to subsidize all or part of the cost for conference for their Legislative CLA.

9. **Membership Advisory Council representative (MAC)** – Laraine Knauss is our new MAC and they explained that the SC can invite the MAC to events to provide exposure on their role and SC’s role. MACs will also be sending out annual survey soon and it is highly encouraged for SC to promote the chapters to answer this survey, as the answers provided will be directed to SHRM’s board of directors.
10. **SHRM Foundation** – 51<sup>st</sup> year! They explained their new vision and mission. They also have a new aging workforce partner opportunity and an accompanying electronic “badge” for your website if you participate.
11. **Social media ideas** - Provided multiple ideas for leveraging social media for events and general exposure. Things like using hashtags on all types of social media, using Facebook live for showing events (like a short interview after an event), using “Easily” and “Pick-to-Chart” for infographic use.

**Secretary – Jessica Bourassa**

The meeting minutes of the December meeting were voted on and approved unanimously.

**Treasurer – Nancy Rowell**

Update on closing out GSHRC financials:

- Accountants to file a second extension for the Alliance/GSHRC plan year of 7/1/15-6/30/16 (due now 5/15/17).
- We will then file a “short plan year” of 7/1/16-12/31/16 (due 5/15/17 as well) to get us aligned with the SC fiscal year (which is a calendar year).
- They then directed us to close out the operating account of the GSHRC and open a separate account under the SC. From all the discussions, I have be a part of the funds of the Alliance/GSHRC are to remain separate from the SC so we can operate the GSHRC from it.

**HR State Council of New Hampshire  
Treasurer’s Report for December 31, 2016**

**Beginning Balance – December 1, 2016**

<b>HRSC Checking Account Balance (opened 12/4/15) -</b>	<b>\$38,010.55</b>
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**Transactions since December 1, 2016**

<i>Income:</i>	
SHRM (12/2 ACH) – Pinnacle Award	\$1,000.00
Strategic HR U.S. (Mt Washington Conference)	\$2,200.00
SHRM – Annual Support	\$2,000.00
<i>Expenses:</i>	
Timothy Dabrieo Expenses (SHRM VLS)	-\$280.96
SHRM Foundation donation	-\$866.00
Michael Klyop Expenses (SHRM VLS)	-\$918.57

**Profit / Loss through December 1, 2016**

Income	\$5,200.00
Expenses	-\$2,065.53
<b>Net Profit/Loss</b>	<b>\$3,134.47</b>

**Ending Balance – December 31, 2016**

<b>HRSC</b> Checking Account Balance -	<b>\$41,145.02</b>
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**Granite State HR Conference  
Treasurer’s Report for December 31, 2016**

**Beginning Balance – December 1, 2016**

<b>GSHRC</b> Checking Account Balance -	<b>\$73,085.06</b>
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**Transactions since December 1, 2016**

<i>Income:</i>	
	\$0.00
<i>Expenses:</i>	
	-\$0.00

<b>Total Transactions -</b>	<b>0.00</b>
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**Profit / Loss through December 31, 2016**

Income	\$0.00
Expenses	-\$0.00
<b>Net Profit/Loss</b>	<b>-\$0.00</b>

**Ending Balance – December 31, 2016**

<b>GSHRC Checking Account Balance –</b>	<b>\$73,085.06</b>
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The financials of the December meeting were voted on and approved unanimously.

2017 Budget

The proposed 2017 SC budget was voted on and approved unanimously.

**GSHRC – Tim Dabrieo / Fran Lefavour**  
Profitability and Profit Sharing

- How it was prior to merger:
  - Agreement as stated in the By-Laws: The GSHRC will pay \$2,500 each year to the council given its contribution to the marketing and promoting the conference and providing access to the at-large member list. Any income in excess of \$32,500, will be reviewed and assessed by the GSHRC for consideration of further allocation of funds to the State Council. Payments to the Chapters are \$15 per member that attends the conference
- How it is now:
  - The assets of the GSHRC as of the close of 2014 conference will be set aside in a separate bank account in a restricted fund that will serve as a reserve fund to ensure funding for future conferences. These funds will be used to pay upfront expenses for each event, as revenue is received the reserve fund must be restored to its starting balance. Excess funds for events held in 2015 and thereafter, will be passed through the State Council's operating account. In the event the State Council dissolves, the reserve fund will be allocated to the various human resources chapters throughout the state on a pro-rated basis in accordance to membership.

Fran mentioned that there will still be a table for all credits at the conference but volunteers are needed.

**ESGR – Suicide Prevention Awareness Training Program – Dave Wheel**

No updates at this time.

**Programming – Kristine DiFiore**

No updates at this time.

**SHRM Certification – Amy Wright**

The HR State Council of New Hampshire is offering NH chapter members the opportunity to win a \$600 scholarship. Funds may be used for the SHRM Certification exam and/or preparation (SHRM-CP or SHRM-SCP). The deadline for submission is March 31st. As of today, I have not received any scholarship applications. I have been working closely with Fran in getting the programs for the Granite State HR Conference approved for HRCI and SHRM recertification credits. I am happy to report that, to date, all sessions are approved with SHRM for 1.25 PDCs. HRCI has been a little more difficult. To date, 4 of the sessions have been approved for 1.25 HRCI Business (strategic) recertification credits. HRCI approved 9 of the breakout sessions for 1.25 General recertification credits. Lastly, HRAGC has arranged for Dr. Maria Manus Painchaud, SHRM-SCP, SPHR to facilitate a study prep seminar. The study group will meet at Northeast Delta Dental beginning on 2/11/2017 – 4/12/2017. The schedule for the study prep seminar is comprised of 10 sessions in an executive format to maximize the learning experience. HRAGC is extending the discounted cost of \$1,000 to all chapter members. For info about the study group, please contact Matthew at mbecker@rowleyagency.com. The SHRM Spring Testing window is May 1 through July 15, 2017.

**Social Media/Marketing – Michelle Gray**

No updates at this time.

**Chapter Liaison – Anne Vallette**

No updates at this time.

**Membership – Dave Twitchell**

No updates at this time.

**Technology/Website – Linda Tuells**New Section

Chapter Resources heading on the toolbar – News, Certification, Shape and CLIF. This section has been updated to make the information easier for our members and chapters to view.

Chapter Webinars, Meeting, etc.

Please forward the dates, times, title of meeting, speaker information, and registration link to be placed on the website.

**Legislative Action – Andrea Chatfield**

\*SB11 Update\*

**Workforce Readiness – David Twitchell**

I will be sitting in on an ACT conference call next week for Workforce Readiness. I will try to get information from the San Diego meeting before Friday. I have sent the applications and letters out for the College Scholarship and participation at the GSHR Conference in April. I have yet to receive anything from any of the schools I sent letters to. I would hope sometime this week I will get something in the mail. (We do not need to find someone to fill the Workforce Readiness role.

**SHRM Foundation – Jeannie DiBella**

No updates at this time.

**Diversity – Armando Llorente**

From an activities perspective, the DWC has been very active with important initiatives:

- Friday, Feb. 10, the DWC held its strategic planning meeting. The group exchanged many ideas through a process that Tina Sharby and John Wilson facilitated. This will help identify priorities for 2017 and beyond.
- Thursday, Feb. 16, the DWC is hosting a networking event at GYK Antler (MHT) to familiarize attendees with the DWC and our programs. Additionally, John Wilson is going to briefly address some of the concerns and questions he has fielded re: the Trump administration's efforts to keep certain foreign national out of the country. Have many, many unknowns as to what will ultimately happen with this Executive Order; but, this is an important effort to acknowledge the issue and that we are following it closely.
- March 2, the DWC and the Maine Hiring Coalition have a conference call to further discuss/identify synergies re: mutual program offerings, initiatives, etc.

From a Diversity Outreach and Awareness view, I have to connect with 2 SHRM chapters: River Valley and Greater Merrimack Valley to learn about their Diversity Strategy and/or initiatives and familiarize them with the DWC. Hope to connect within the next couple of weeks.

**NHBSR partnership:**

New Hampshire businesses are operating in an extremely competitive labor market. Therefore, hiring the right person is imperative. The most untapped, diversified and highly marketable employee in our state is the qualified individual with disabilities. The goal of this webinar is the share knowledge and build awareness for the opportunities for businesses to work with NH Vocational Rehabilitation to find loyal and productive employees. NHVR has built a team of consultants to work with businesses and NHVR clients to establish mutually-beneficial working relationships. Learn how this program might add to your

great workplace culture at this one hour lunchtime webinar! Join Jim Hinson at the New Hampshire Department of Education, Vocational Rehabilitation.

Jim Hinson is employed by the New Hampshire Department of Education, Vocational Rehabilitation and is responsible for establishing community partnerships with NH Business owners and other community leaders to assist in efforts to recruit, hire, retain, and promote the hiring of people with disabilities. Under Jim Hinson’s leadership, he has established strong community partnerships with state and local government agencies, non-fore profits, and the business community to successfully establish community employment programs for people with disabilities.

Follow the link to the NH Businesses for Social Responsibility website to sign up for this, and other webinars of interest to the HR community: [www.nhbsr.org/events](http://www.nhbsr.org/events)

Jim Hinson can be reached at [Jim.Hinson@doe.nh.gov](mailto:Jim.Hinson@doe.nh.gov) or 603-271-7093.

### **Local Chapter Updates**

None at this time.

### **Adjourn**

Tim Dabrieo made the motion to adjourn, seconded by Jessica Bourassa, and approved unanimously.

### **2017 HR State Council of NH Meetings**

<b>Date</b>	<b>Location</b>	<b>Time</b>
February 17 <sup>th</sup>	Easter Seals Office	8-10AM
April 3 <sup>rd</sup>	Easter Seals Office	4-6PM
June 2 <sup>nd</sup>	Call-In Only	8-10AM
August 11 <sup>th</sup>	Call-In Only	8-10AM
October 6 <sup>th</sup>	Easter Seals Office	8-10AM
December 4 <sup>th</sup>	Easter Seals Office	4-6PM

### **State Council / GSHRC Events**

GSHRC ~ Tuesday, April 18<sup>th</sup> and Wednesday, April 19<sup>th</sup> ~ Manchester, NH

### **Other Events**

“Women in Technology ~ April 10<sup>th</sup>, 2017 ~ Portsmouth, NH



**Submitted,** Jessica Bourassa, PHR, SHRM-CP, Secretary/Treasurer-Elect

The HR State Council of New Hampshire is committed to actively promoting the advancement of the human resources profession by providing leadership and a voice for New Hampshire human resource professionals, facilitating the exchange of ideas, sharing of information, and connectivity of human resource professionals and the business community, supporting the New Hampshire SHRM Affiliate Chapters, actively promoting the professional development of current and future human resource professionals, serving as a resource to proactively meet the human resource challenges of today and the future, and partnering with State and Federal Legislators to advocate on human resource issues of significance impacting the workforce.