



**Board of Directors Meeting
December 4, 2015 (8:03 am – 10:00 am)**

Present: Mike Klyop, Tim Dabrieo, Charla Stevens, Jennifer Kinville, Nancy Rowell, Catharine Mirabile, Jeannie DiBella, John Wilson, Dave Wheel, Tina Sharby, Dawn Barker, Armando Llorente, Amy Wright, Dave Twitchell, Kevin Keleher,

Phone: Linda Tuells, Barbara Hecker, Jessica Bourassa, Denise Vallaincourt, Anne Vallette, Jim Whitmore, Deb Burkholder, Jim Reidy

Minutes: The minutes of the October meeting were voted on and approved unanimously. Tim Dabrieo made the motion to accept and Charla Stevens seconded the motion.

<u>Name</u>	<u>Action Item</u>	<u>Due Date</u>
CLAs	Send 2015 initiatives to Tim Dabrieo for the SHAPE plan	Dec 31
CLAs	Send 2016 goals and initiatives to Tim	Jan 31
All	Consider donating to the SHRM Foundation; if you do, please email Jeannie	Dec 31
All / CLAs	Send 2016 Budget requests to Mike, Tim, and Nancy	Dec 31

Director – Mike Klyop

Welcome New Members

Mike officially welcomed Katie Marble as the new Legislative Chair. Welcome, Katie!

Thank you – Members

Mike thanked Deb Burkholder for all her work on Workforce Readiness. She is coming off the State Council at the end of the year and she is working with Dave Twitchell who will be taking over in that role. Jenn Kinville is also stepping down and she is working with Nancy Rowell and Jessica Bourassa to transition the Treasurer and Secretary duties to them. Welcome Dave, Nancy, and Jessica!

Board Meeting Schedule

The meeting schedule of Monday afternoons and Friday mornings seem to work well for everyone. Mike will draft a schedule for 2016. Charla said McLane would be happy to continue to host the meetings.

Transition Planning

If you need assistance transitioning a new member into your role, please see Mike, Tim, Charla, or Jenn.

Succession Planning

Thanks to everyone who has been involved in succession planning and the nomination committee for all their work.

Anne Vallette will be transitioning into the Chapter Liaison role. Our current openings include Programming Director and College Relations/Young Professionals.

Various committees are looking for members! Please see the CLA chair if you're interested (or know someone who may be interested) in joining the Certification, Marketing, Web, Treasurer, Diversity, or Membership committees.

Strategic Goals – discussed at a previous meeting

Strategic Goals 2015 - 2020

- I. Resource to the Community
Thought leader and resource to business, HR professionals, & legislative communities
 - Go to for HR Expertise at the state (State Council) and local level (SHRM affiliate chapters)
- II. Chapter Support
Be an integrated resource and support with SHRM affiliate chapters
 - System of support
 - Fostering collaboration
 - Drive HR professionals to the SHRM affiliate chapters
- III. Statewide Programs
Implement workforce readiness programs
 - Facilitation of statewide resources to address skill gap issues via ACT/NCRC, and current and existing programs throughout the New Hampshire
 - Succession planning throughout SHRM affiliate chapters to the State Council

Director-Elect – Tim Dabrieo

Tim is preparing the 2015 SHAPE which is due on January 31, 2016. If you had an initiative in 2015, please send the information to Tim by December 31, 2015.

Tim is also looking ahead to 2016. Please think about your goals and initiatives for 2016 and send the information to Tim.

Past Director – Charla Stevens

Special thanks to Charla Stevens who has been a member of the State Council for many years. We can't thank you enough for your contributions!

SHRM Update – Dan Griffiths

Dan was unable to join us for the meeting. Please visit the Volunteer Leaders’ Resource Center (VLRC) on the SHRM website for updates.

Treasurer – Jennifer Kinville

The Treasurer’s Report and Financials were distributed for review. We anticipated the money from SHRM for the Certifications in 2016 but we received it early. The Chapters have not yet received their funds yet.

We will use the 2015 budget as the starting point for the 2016 budget, including the current budgets for the CLAs. Please send any special budget requests to Mike, Tim, and Nancy.

Treasurer’s Report for December 4, 2015

Current Balance

Checking Account Balance	\$34,241.02
Total Balance	\$34,241.02

Transactions since October 5, 2015

SHRM National – Grant	\$2,000.00
SHRM National – Certifications	\$3,120.00

Profit / Loss through September 25, 2015

Income	\$24,934.99
Expenses	-\$29,947.92
Net Loss	(\$5,012.93)

2015 Remaining Income Projections

Please note below income projections are estimated based on 2014 actuals.

GSHRC – At Large Member Attendees and Profit Share	\$4,165.00
Total Projected Income	\$4,165.00

2015 Remaining Expenses Projections

SHRM Leadership Summit (Klyop, Nelson, Mirabile)	-\$1,500.00
HR Certification – Scholarship (Stromgen)	-\$600.00
State Council Meetings – food/refreshments (Oct/Dec)	-\$300.00
Bank Fees – changing banks, fees, checks (unsure of fees)	-\$150.00

SHRM Foundation – donation	
DWC donation / Diversity	
Other CLAs	
Total Projected Expenses	-\$3,550.00

PayPal Account has been closed.
St. Mary’s Bank Closed account December 3, 2015.
TD Bank Opened account December 3/4, 2015.

Membership – Catharine Mirabile

At the SHRM Leadership Conference, Catharine shared with other states that NH has a Chapter Liaison position. Many State Council Directors were interested in learning more about the role! We think it could be a Pinnacle Award Winner!!

SHRM shared updates to the VLRC. There are a lot of great resources including rolling presentations, videos, and sample announcements for Chapters to use. Most Chapters were not represented at the Leadership Conference, so she will work to make sure she shares this information with the various Chapters.

SHRM also talked at the SHRM Leadership Conference about the 51% membership requirements – please do not panic and see Mike or Catharine if you have any questions.

Chapter Liaison – Anne Vallette

Anne is transitioning out of Membership and will be our new Chapter Liaison. Congratulations to Anne!

Programming – Open Position

This position is currently open. If you have interest in the person or have a recommendation, please see Mike.

HR North – Beth Hutchins

Denise shared that HR North have had a bit of bad luck. In October, they had to cancel their program due to low registration numbers. In November, their speaker had to cancel at the last minute due to being called into court. They are looking forward to their meeting in March starring our own Tim Dabrieo!

Technology – Linda Tuells

Linda received 13 requests to join the Inner Circle. There are currently 59 people in the Inner Circle. Linda is adding the events from the Chapters to the website and the information is linked to the websites.

Legislative Action – Jim Reidy

Jim shared that one of the tracks at the GSHRC, will be a legislative track. It was a way to reboot the Legislative Conference. Breakout sessions will include Katie Marble discussing the legislative process, Dave Juvet going over the current bills going through the process, and someone will cover the rules and regulations coming along.

The October event with Kelly Ayotte was a great success! Thanks to all who attended.

The definition of a full time employee is still in the legislative process. Another interesting bill is the Gender Advancement in Pay (GAP) Act. It is based on the NH pay equity law that provides stronger protections for employees and is similar to an amendment she introduced last fall during debate on the Paycheck Fairness Act. Fees collected for violations would be used to study how the issue of pay gap can be addressed.

Thank you to Jim for all of his efforts in the Legislative Chair position! Welcome to Katie Marble!

Workforce Readiness – David Twitchell

Dave has seen a lot of duplication of efforts between Workforce Readiness and College Relations. Dave has been working with Deb Burkholder as he transitions into this role. MAHRA merged their Workforce Readiness and College Relations roles and SHRA is moving in that direction. Dave is reviewing the two CLAs to determine if combining the two areas makes sense. Everyone is in agreement with this direction. Deb thanks Dave for taking this role on.

ACT's College and Career Readiness Campaign is looking for nominations of deserving students, high schools, community colleges, and businesses who are making positive impacts on their communities through their efforts to advance college and career readiness. If you would like to nominate a person or organization, please do so before year end. Refer to Dave's email, contact Dave, or visit www.act.org for more information.

Dave participated in a Workforce Readiness conference call. Oklahoma holds a Ready to Work Conference which includes sessions including Driving Business Success with Workplace Flexibility, Mental Illness and Addiction: The Impact on the Workforce, and the When Work Works Award (Sloan Award) winner presentation. Dave would like to consider adding that to the 2017 GSHRC.

College Relations/Young Professionals – Open Position

Please see the notes above from Workforce Readiness.

Diversity – John Wilson

In November, there was a meeting to discuss how the State Council can support the efforts of the Diversity CLA and the Diversity Workforce Coalition (DWC).

John Wilson joined the State Council as the Diversity Chair on the State Council and began an initiative to start the DWC. The State Council and DWC have an affiliation and each Board has a member on the other's Board. The two organizations work together, advertise events, and support each other. The DWC discusses how they can assist the Chapters. Not all Chapters have a Diversity Chair.

Should we have the organizations merge? How can we have synergy between the State Council and DWC? Can we combine efforts to minimize the amount of duplication of efforts?

Chapters struggle with the issue of diversity. Diversity is a broad topic – more than ethnicity and race. It includes veterans, disabled, education, religion, social-economic differences, etc. The discussion centered around providing Diversity assistance throughout the State of NH. This could be a great way for the State Council to assist the Chapters and others throughout the State.

The DWC mission is broader than State Council in terms of location and efforts. Those Chapters with Diversity Chairs can help the Chapters start small – picking an area of diversity and focusing a meeting around that. We also talked about having the meeting events not be titled “Diversity”.

Armando suggested doing an awareness campaign about what the DWC does and can do. We can also learn from the Chapters what they would like. Then we can work to provide the resources. These goals are in line with the State Council goals to provide resources to the community, support to chapters, and statewide programs.

We all agree to reaffirm our commitment to our affiliation with the State Council and DWC. Armando will move into the role as the Diversity Chair and will continue to be the State Council's Board Member on the DWC.

Diversity Workforce Coalition (DWC) – Jim Whitmore

Please see the notes above regarding Diversity and DWC. The DWC has an event planned with St. Anselm in January regarding hidden biases.

SHRM Foundation – Jeannie DiBella

Jeannie is working on the report from SHRM on donations to verify that the donations are showing on the report. We encourage everyone to make a donation to the SHRM Foundation. If you do, please email Jeannie to let her know so she can confirm your donation appears on the report. Jeannie will send a link for individuals to make donations to the SHRM Foundation.

In order to hit Platinum, the State Council would have to donate more in 2015 than we did in 2014. It does not include individual donation credits. To hit Platinum and Champion status, we would have to donate \$3,500. We have donated to SHRM Foundation this year because of the raffles at our conferences and also the donation in lieu of speaker fees for our Tri-State Leadership Conference. We decided not to make an additional donation to the SHRM Foundation in 2015.

HR Certification – Kathy Nelson

SHRM has begun paying out the incentives to State Councils and Chapters for individuals who have received their SHRM-CP or SHRM-SCP. None of the NH Chapters have received any incentives yet.

The deadline for the pathway is December 31, 2015. At the SHRM Leadership Conference, SHRM confirmed that the deadline will not be extended. A lot of people are waiting until the end of the year to delay the start of the 3 year certification period.

If you need SHRM-CP and SHRM-SCP ribbons for name badges, please contact Kathy. Some Chapters have received them and recognize their members at the meetings and with the ribbons.

Kathy reminded everyone that the SHRM Preferred Provider program will be renamed the SHRM Recertification Provider program. Please be sure to update your files with the new information and logo.

Kathy plans to send out a notice in 2016 to gather applications for the certification scholarships. Please spread the word!

Social Media/Marketing – Michelle Gray

Michelle was unable to join us today. There are no updates to report.

GSHRC – Laurie Glaude

Laurie was unable to attend the meeting today. The GSHRC will be a day and a half conference this year! They are bringing the legislative piece into the conference. It will be held at the Radisson in Manchester on April 26-27, 2016. The theme is The HR Strategic Advantage. This year's conference will include a track for the senior level HR professionals and also for the generalists. They are planning a social event on the first day.

ESGR Program – Dave Wheel

Dave shared that there are still soldiers overseas and not all of them will be home by the end of the year.

Dave continues to work on the suicide prevention initiative and he distributed information about the facilitated training program that is being offered. He will email the PowerPoint slides of the presentation and also a summary of the training.

If you are interested in scheduling this at your chapter, please contact Dave. The program is 1 ½ hours. There is also the option to add a 20 minute HBO video followed by a discussion. Barb Hecker shared they are planning a panel at their June meeting regarding mental illness in the workplace

Local Chapter Updates

Chapter Presidents, please send your events to Linda Tuells to advertise on our website.

Kevin shared that the GMV chapter will be hosting Terry Choate next week on the topic of Workplace Violence Active Shooter. If interested in attending, please visit the State Council website or the GMV website for more details.

Adjourn

Catharine Mirabile made the motion to adjourn the meeting, seconded by Tim Dabrieo, and approved unanimously.

2016 HR State Council of NH Meetings

Schedule to be sent out soon.

The meeting schedule will continue with Monday afternoons and Friday mornings. The summer meetings will be conference calls only.

Charla said McLane will be happy to host the meetings.

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

State Council / GSHRC Events

Granite State HR Conference ~ Tuesday-Wednesday, April 26-27, 2016 ~ Manchester, NH

Other Events

SHRM Regional Meeting ~ February 5-6, 2016 ~ Dallas, TX

Strategic HR Conference ~ October 23-25, 2016 ~ Bretton Woods, NH

Submitted, Jennifer Kinville, SPHR, SHRM-SCP, Secretary/Treasurer