

KVHRA

Board Meeting Minutes

Date: January 11, 2017

9:00 a.m. to 11:00 a.m.

Place: O'Brien's Restaurant, Waterville

Present: Kristy Gould, Lori Page, Susan Ouellette, Lila Hallowell, Jeanine Libby, Annette McLaggan, Lisa Madore, Kathleen Hale, Sharon Crowe, Frances Fisher, Karena Cochran

Absent: Janie Miller

Guest: None

Meeting Minutes: [November and December Meeting Minutes approved](#)

Today's Meeting: How to Prepare for a MHRC Notification of Claim by Deb Wentworth

There were 42 Pre-Registered

- 1 Walk-in
- 4 No Shows
- Total of 39 plus 1 speaker attendees
 - No cash was collected
 - \$135 in checks received

Membership - new member was voted in – [Yes Voted in and need to get KVHRA Welcome Packets](#)

Becky Bettersby	Director of Training & Development	Backyard Farms	SHRM Member: No
Sue Gayne	VP – Human Resources	NFR Distributors Inc	SHRM Member: Yes
Juanita Blondin	HR Manager	NRF Distributors Inc	SHRM Member: Yes

Program Committee:

Need to fill in one or two more programs – such as Linda Blessing –tracking and retaining employees with a topic on “How to keep the best employees”. Lisa is working on getting all the program information for Peter Gore. Kristy will need the write up from Peter. Kathleen will review from past years on what we have for Peter and pull something together for that one. Still need some sponsors for some of our meetings. Lisa will update the list and send it out to all of us showing what is needed. Doing a really good job with programming!

Core Leadership Updates

- a) SHRM Foundation – **Board**
- b) Diversity – **Open**
- c) Finance – **Lila Hallowell** - \$21,192.91 in our account with \$2,412.62 in the scholarship account
- d) College Relations – **Open**
- e) Legislative/Governmental Affairs – **Open** - Janie is interested in this position and will get back to us with her decision.
- f) Workforce Readiness – **Open**
- g) SHRM Certification - Susan Ouellette stated that there is a job description for the certification chair position and that we support both SHRM and HRCI and continue to offer programs to qualify for CE Credits for both organization, and apply for business credits with HRCI whenever possible.

- h) Scholarship update – **Janie Miller**
- i) Membership Retention and Recruitment –Membership Roster and Registration – **Annette McLaggan**
- j) Marketing and Communication – **Janie Miller**
- k) Web- **Karena Cochran** will be taking over the web. For now Kristy will continue doing the e-mail while Karena learns the SHRM web application.

Other Topics:

Feedback from today's meeting: Real good presentation as Deb was very interesting to listen to. She would be a great contact for "conflict resolution" and "mediation".

Renewals – we are about half way giving us a total of 47. We had 89 as of 12/31/16. All renewal forms should go to the register. Lila will hold onto them for a little while.

It was asked if Lori could keep a copy of the updated membership roster. Frances will give the roster to Lori on a monthly basis. It's going to be researched to see if this could be something that can be accessed through the web site.

Membership – The roster between KVHRA and SHRM tied up.

New Board Members: Orientation with Kristy will be set up later in the month of February. Like to find the time to get Frances, Sharon and Karena in person and the rest could be invited electronically.

The creation of a calendar to put on the KVHRA web site with tasks that needs to be completed. Kristy will have this ready for us in February.

Kristy let us all know that she will be using her work e-mail as her primary one. A word of caution: Think before you reply all and ask yourself does everyone really need to be part of this e-mail chain? Therefore, let's condense some of the e-mail traffic to the ones that really need to see it.

It was decided that the pre- meeting board phone calls would be discontinued and that the ones involved directly in the meeting will be contacted to be sure everything is taken care of. In addition, the new member votes should be done via e-mail prior to the meeting. This will save valuable time.

Susan will bring in SHRM CD's for backup plan in case a presenter doesn't show up.

Meeting cancellation really can't do it that morning so it will need to do the day before.

Leadership Functions – core leadership updates. Some of our core function areas to keep track of our initiatives each year with projects such as workforce readiness, college relations, diversity and legislative updates. Anyone doing work in these areas can report it to the chapter for credit in our SHAPE Plan.

SHAPE plan – Susan is working on this to be filed by January 31, 2017. KVHRA Chapter in good standing - we did not do any initiatives in 2016.

We have a new vendor for our KVHRA logo wear - B&B Embroidery. Therefore, new board members will be able to pick one item worth a \$30 value toward KVHRA logo wear. Other board members may place orders. We also discussed that we could give logo dollars up to \$25 in place of the Amazon gift cards for door prizes. Kristy will talk to Janie about this incentive to eliminate the Amazon gift cards. There was also discussion on doing a special drawing at the convention dinner that anyone wearing KVHRA logo wear, their name will go into a hat to be picked for KVHRA merchandise.

In June the board will need to start recruiting for a new treasure as Lila's term will be ending in 2017.

NEXT MEETING: February 8, 2017, at Augusta Civic Center, Augusta, Maine

Respectfully Submitted: *Jeanine M. Libby*

Jeanine M. Libby, Board Secretary