

KVHRA Board Meeting Minutes

Date: March 11, 2015

9:30am to 11:00am

Place: O'Brien's Waterville

Present: Sandra Turner, Susan Ouellette, Lila Hallowell, Lori Page, Lisa Madore, Kathleen Hale, Janie Miller, Kristy Gould

Absent: Valerie Cote, Annette McLaggan, Cherie Champe, Jeanine Libby

Guests: None

Meeting Minutes

- [Approved February meeting minutes with the following changes: Remove Waterville at the top of the page; Under Absent, correct spelling of Janie Miller's first name and remove Barry Martin as he is no longer a board member.](#)

Today's Meeting ~ Maine Legislative Update!

There were 39 Pre-Registered + 1 speaker and 2 sponsors

- 2 Walk-ins
- 2 No Shows
- Total of 42 attendees including Speaker and Sponsor
- Money received \$50 (\$.00 in Cash and \$50 in Checks)

Membership

- [Joan Hanscom, voted in as a new member \(Member in Transition\) – newly certified PHR in January 2015. Welcome!](#)
- [Angela Harvey – Lila will send her a reminder email to complete the membership application form as she has already paid her membership dues.](#)

Program Committee

- Speakers all set for 2015 however we are still missing sponsors. Maine Staffing and Kleinschmidt Group as sponsors for upcoming meetings.
- Lori will review membership applications to see who may have indicated an interest in working on a committee.
- Lisa recommended that we add to the program evaluation if someone is interested in working on a committee or if their company would be interested in being a sponsor. (who isl update?)
- Program Development—Kathleen Hale
 - Kathleen will reach out to Mark Dawson from the DOL for potential speakers for 2016. Will suggest other departments from the DOL present as well.
 - Kathleen will reach out to David Pease to obtain his bio for the registration form for his upcoming program.
 - Kathleen will also contact Linda Blessing to see if she would like to present another program in 2016.
- KVHRA will again make our annual \$100 gift card donation to the SHRM Foundation silent auction at the annual convention in May. Lila is going to order with the other cards we need for speakers, door prizes and rewards for members who attain the SHRM-CP or SHRM-SCP in 2015.

Shape The Board agreed to use our reserved time for a make up meeting in May to get together to work on the Shape Plan, to finalize the Board position descriptions, discuss board succession planning and recruitment of new members, and take time to think strategically about our Chapter and plans for 2016. Susan will send a meeting notice to reserve the time on your calendars.

Core Leadership Updates:

- a. **SHRM Foundation**
- b. **Diversity**
- c. **Finance:** We have \$_____ in our account along with \$_____ in the scholarship fund.
- d. **College Relations**
- e. **Legislative/Governmental Affairs**
- f. **Workforce Readiness**
- g. **SHRM Certification**
- h. **Scholarship** – An Email will go out in the fall
- i. **Membership Retention and Recruitment** – Janie Miller will add a section to the KVHRA Brochure
- j. **Membership Roster & Registration**
- k. **Marketing & Communications**

Other Business

- The board voted on offering a \$25 Amazon gift card to those members who either complete the SHRM tutorial or obtain their SHRM certification in 2015. Barry will talk about the tutorial and SHRM certification at the next meeting.
- Lila gave 5 \$50 Amazon gift cards to Kathy Hale for the speakers. She will also order 20 \$25 Amazon gift cards (for door prize and for those members who complete the tutorial or obtain their SHRM certification in 2015 and designate KVHRA as their chapter) and order 4 more \$50 Amazon speaker gift cards to take us to the end of the year.
- Janie volunteered to update the KVHRA brochure and we will hand out at the HR Convention. She will add a section “perks of being a board member”.
- Lori will update the membership application form to include the other certifications. Kristy will update the on-line form.
- Lila will look up the last time we received a deposit from SHRM and will report back out at the April meeting. Discussed possibly requesting a detail report from SHRM.
- Just a reminder that Board Members are offered a free day at the HR Convention (Tuesday). Please be sure to sign up early.

- We will have our strategic planning meeting on Wednesday, May 13, 2015 at the City Center in Augusta starting at 8:30 to around Noon time. Lunch will be served. Some topics: SHAPE, responsibilities, job descriptions, etc. Susan and Kristy will work on the agenda and send out.
- Kristy will continue updating the web through 2015.
- It's important to build a committee to help our board members with such things as programs, membership, etc.
- Lila will forward to the board members the email she receives from the KV Chamber of Commerce. (done). Lisa will reach out to them as to how we can utilize their resources.
- Sandy will take over college relations and Janie will take over marketing
- We talked about purchasing trinkets to give-a-away at the information table for the local chapters at the HR Convention. Janie will get the pricing and report back to the Board.
- All Board members are asked to send Susan their cell phone/home phone/work phone numbers in case she needs to get hold of us for cancellations. She will add the numbers to the calling tree and distribute to the Board.
- Lila will send the Board the group email contact card she set up. (done)
- Susan updated us on the State Council as they talked about an email sharing. Susan will get more information and report back to the Board. (Susan has a call in to Barry to get more info and will update the Board on this before our next meeting).

NEXT MEETING: April 8, 2015 at the Augusta Civic Center

Respectfully Submitted: _____

Lila Hollowell, KVHRA Treasurer (in the absence of Jeanine Libby)