

# KVHRA

## Board Meeting Minutes

**Date:** November 9, 2016

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

Place: O'Brien's Restaurant Waterville

**Present:** Kristy Gould, Susan Ouellette, Lila Hallowell, Lori Page, Jeanine Libby, Annette McLaggan, Lisa Madore, Kathleen Hale, Valerie Cote, Cherie Champe, Janie Miller

**Absent:** Dawn Palmer

**Guest:** None

### Meeting Minutes

- [Approved the October Minutes](#)

### Workplace Violence: Surviving an Incident of Violence/Active Shooter, presented by Lt. Terry Choate Jr., Blue-U Defense

There were 61 Pre-Registered

- 3 Walk-in
- 9 No Shows
- Total of 55 attendees plus 2 speaker 1 sponsor total 58
  - Money collected totaled: \$70 in checks + \$50 in cash total \$120

### Membership - new member was voted in

| Name                | Position                     | Company             | SHRM (yes/no) |
|---------------------|------------------------------|---------------------|---------------|
| <b>Holly Duguay</b> | Lead Advisor Human Resources | Central Maine Power | Yes/01349851  |

### Program Committee December's Meeting:

At our December's meeting, Annette and Janie will be facilitating round table discussions on sharing best practices. December meeting will need to be set up differently with (7) seven cells to accommodate the meeting. Janie will be e-mailing all of the speakers for December's meeting. One person will take notes at each table. Plan to do the regular program and present on best practices that we pull from each table. We will have scholarship announcements, new board members announcements. Need to get real deep into the topic. Trading prizes will be allowed. Selection will be random. One board member will be assigned to each table.

New Board will be announcement at our next meeting. Kristy will take a picture of the new board members to post on our web site.

### SHRM Affiliate Program for Excellence (SHAPE)

### Core Leadership Updates

- a) SHRM Foundation –Kristy will submit the \$125 for KVHRA donation at the Leadership Conference.
- b) Diversity – **Cherie Champe**
- c) Finance – **Lila Hallowell** - \$17,039.47 in our account plus \$3,275.12 in the scholarship account. Lila will provide each month to the Board a profit & loss report.
- d) College Relations – **Dawn Palmer**

- e) Legislative/Governmental Affairs – **Open** - Janie is interested in this position and will get back to us with her decision.
- f) Workforce Readiness – This is great to have part of our Shape Plan. Lisa with her driving program and Cherie with her club house program if we can pull together within KVHRA on doing a community outreach program and document for it to count in the Shape plan.
- 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 look to offer programs to qualify for CE Credits.
- 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 taken over the web.

#### Other Topics:

#### Membership

All materials are up on the web site, Kristie will be sending out an e-blast on the renewal by December 1, 2016 for the year 2017. We lose funding from SHRM – SHRM gives us financial support for all our members. This way it will be a win / win for both members and SHRM. Non-SHRM members will be going up by \$15. Therefore, it will be a total difference of \$25 being a Non-SHRM.

SHRM membership Susan has a \$15 certificate off to get the discounts that will MRM15STC code for by 12/15. The SHRM membership will increase to \$9 in 2017.

Kathleen has done a real good job getting Sponsors for KVHRA meetings. We are all set in December and January still need one for February. Janie will stop in Homewood Suites a new hotel in Augusta to see if they will be interested in sponsoring one of our meetings.

Over the past handful of meetings it's been noticed that our sponsors have been taken more time in the meetings; therefore, cutting into our program time. It was suggested the sponsor should be brief with 10 minutes max because the biggest benefits to the sponsors is that they are getting advertising from us through our web site and table tops. All HR cards go into a drawing when they bring a door prize and they get to keep the cards. They are included in our breakfast and get to network with all the HR professionals attending the meeting. There was discussion about starting earlier or giving the sponsor a section in the room to set up offering them the opportunity to talk with HR before and after the group.

Have a slide show going on to do a presentation on all the flyers that we are putting on the table. This would make KVHRA paper friendly. Put up a power point and add in our pictures, book club information, upcoming programs, current sponsors, and other announcements.

[KVHRA board members voted to do an extra door prize for anyone who registers as a KVHRA member before December 31, 2016. They will be entered into a drawing. This will be a second drawing. Early registration for 2017 will receive an Amazon gift card of \\$25.](#)

CLIF – Chapter Leadership Form. Kristy will process this for the chapter.

There was more talk about a ½ day meeting to be offered by KVHRA in the month of September or October.

Membership we are waiting to finalize with Crystal Adair from SHRM. Dec 15 – 20 is the blackout period with e-mail. Lori can copy Barry Martin and Susan on getting to our letter finalized. KVHRA membership renewal needs to be out before the end of the end. Roster needs to go to Lori, and these numbers need to report for our chapter. Annette

and Lori will be working together on this project. Crystal will need to approve our letter. The letter is our outreach effort – this is one of our requirements.

Board Meetings – Kristy reminded us that we need to have a quorum, 75% majority of the board – 12 would mean 7 - to conduct the business of the board. Any officer missing 3 meeting in a row, we need to have a conversation with the board members to take them off the board. We will continue to go forward, the new board members will be informed of this rule and that the board will be actively exercising this provision.

**NEXT MEETING: December 14, 2016 at the Augusta Civic Center in Augusta, Maine**

Respectfully Submitted:           *Jeanine M. Libby*            
*Jeanine M. Libby, Board Secretary*