

KVHRA

Board Meeting Minutes

Date: October 12, 2016

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

Place: Augusta Civic Center

Present: Kristy Gould, Susan Ouellette, Lila Hallowell, Lori Page, Jeanine Libby, Annette McLaggan, Lisa Madore, Kathleen Hale

Absent: Valerie Cote, Cherie Champe, Janie Miller, Dawn Palmer

Guest: None

Meeting Minutes

- [Approved the May and September Minutes](#)

Managing Presenteeism in the Workplace, presented by Tom Downing, Lifeline Center for Workplace Wellness

There were 45 Pre-Registered

- 0 Walk-in
- 9 No Shows
- Total of 38 attendees plus 1 speaker 1 sponsor
 - Money collected totaled: \$35 in checks + \$25 in cash

Membership - new member was voted in

Name	Position	Company	SHRM (yes/no)
Beverly LaCasce	Payroll and Benefit Specialists	Child Development Services	Professional / No

Program Committee

At our December's meeting, Annette and Janie will be facilitating round table discussions on sharing best practices.

SHRM Affiliate Program for Excellence (SHAPE)

Core Leadership Updates

- SHRM Foundation – [The 2016 Board Donation was voted on to do \\$125 SHRM Foundation.](#) Susan will finalize payment.
- Diversity – **Cherie Champe** . Kristy attended a conference that was put on through Central Maine HR Association that the Diversity Hiring Collation presented and found it to be very interesting. Lisa will reach out to Dave V at Live & Work in Maine for more diversity.
- Finance – **Lila Hallowell** - \$21,604.20 in our account plus \$3,775.12 in the scholarship account. Lila will provide each month to the Board a profit & loss report.
- College Relations – **Dawn Palmer**
- Legislative/Governmental Affairs – **Open** Kristy stated that the HR day in Augusta was a success.
- Workforce Readiness – Lisa is creating a CDL training program and she is incorporating area businesses within the community to make this a success.
- 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.
- Scholarship update – **Janie Miller**

- i) Membership Retention and Recruitment – Lori Page stated that letters will be going out to renew membership.
- j) Membership Roster and Registration – **Annette McLaggan**
- k) Marketing and Communication – **Janie Miller** - Kristy attended the State Council initiative on the new web site called member view. This is web base program that would cost \$900. It's a robust program. We have a platform and it works for us. There is no need to change over. The new web site is nice, but overall not worth the investment and time to change over. Not compatible with PayPal.

Other Topics:

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.

Nominations received: Francis Fisher, Membership Roster and Registration; Annette McLaggan, President- Elect; Lori Page, Membership Retention and Recruitment; Jeanine Libby, Secretary; Sharon Crow, At Large Member; Open, Program Chair. Kristie Jandrow – will assist as co-chair with membership roster; need a chair for Program. Lisa Madore offered to assist the program committee.

Program Committee: 2017 starting to create the program calendar now. Lisa, Susan, Kathleen, and Sharon Crow will conference call to work on 2017 program year. We have our standards such as Employment Law, Wage and Hour, KMA, David Pease, Barry Martin, Susan can do a people map, Diversity Council, ACA / Update on Trends in Healthcare with Ann Wright. Susan suggested that everyone works on the topics together and divide up the remaining tasks to complete the program schedule.

SHAPE: Not sure if the December program would count as an initiative for us. Susan will get very creative on the write up for this program to possibly qualify.

KVHRA Book Club we will have more information about the book that will be picked. This is part of an education piece as members gain knowledge. We could make this part of our business meeting. Give a book giveaway for door prize to encourage participation. Annett will see about bringing this up with Lisa, turning this program into a quarterly book club. A quarter to read a book is sufficient for most HR as we all have very busy schedules.

Review the evaluation forms – we have responses to see what the data comes up with. 25 forms were filled out. Brainstorm survey forms will need to complete for the door prize. We will have more discussion about conducting the program survey online after the meeting.

Nomination: Kristy Gould – President Elect – Annette McLaggan. **Vote to send Kristy & Annette to the DC conference this year.** President paid hotel, transportation, and event. President elect also. Valuable networking and bonding for President and the President Elect.

Membership Renewal: We need to incentivize SHRM members. Currently it is \$10 and if you are a SHRM member – we really need to discount it; non-SHRM member change to \$60; now its \$35 member and nonmember \$45. People paid already this year 2017, will be grandfathered. Group rates may apply. Member pays \$20 in advance / \$25 non-member for the breakfast. Continue with the way we are. **Increase membership to \$60 for non-SHRM members was voted on.** Lila will be reaching out to the member that has not paid the dues on time; she will be sending a note out to see if she wishes to be a member. Rosters will be financial incentive. To encourage members to get members to renew it will be at this rate by this date, then if you pay after it will be at this rate. We decided not to go that route because we are already increasing the membership dues. Encourage everyone to pay their dues before January 1, 2017. Laurie will be working on the renew letters within the next week. Renew by December 31.

We are looking for someone to continue on with CE credits for SHRM and HCI.

NEXT MEETING: November 9, 2016 at the O'Brien's Restaurant Waterville, Maine

Respectfully Submitted: *Jeanine M. Libby*

Jeanine M. Libby, Board Secretary