

KVHRA Board Meeting Minutes

January 8, 2014

9:30am to 11:00am

O'Brien's Waterville Best Western

Present: Lisa Madore, Kathleen Hale, Susan Ouellette, Kristy Gould, Jeanine Libby, Bryan Flagg, Barry Martin, Lila Hallowell, Cathy DeMerchant, Annette McLaggan, Valerie Cote

Absent: Lori Page, Sandy Turner

Guests: Lydia Sy

Meeting Minutes

- [December 2013 meeting minutes were approved.](#)

Today's Meeting ~ Employee Engagement and Motivation in a Tough Economy

- 31 people were in attendance
 - 35 signed up in advance
 - 0 cancel – 0 replacements
 - 7 were no shows
 - 3 at the door
- Money received \$95 at the door

Membership

- [One New Professional Membership – Belinda Wadleigh – Maine Municipal Association.](#)

Program Committee

- Kathleen Hale will be reaching out to the speakers with all the correct forms – this will keep things in order.
- Kathleen and the group talked about procedures to follow, past practices and future needs.
- Everyone had a great conversation on sponsors and will be e-mailing Kathleen ones to reach out too.
- SHRM said “no” to the meeting that we asked them to speak at for us and for Lydia Sy.

Finance

- Cathy and Lila will continue to work together on transferring the finance duties
- Lila and Lisa will be meeting to set up the bank authorization at Kennebec Savings Bank
- Lila is loading QuickBooks onto her computer
- We have not heard back from the Attorney. Lisa made a note to contact.

Membership

- Membership is coming along good and we plan to do a raffle at the March meeting to draw a free membership.

Scholarship

- Two Scholarships were awarded at the meeting today. One to Jodie Hanson from the City of Augusta for one-day at the 2014 HR Convention; the other to Mary-Caye Pitre for the Brenda Stinchfield Memorial Scholarship for the full convention.
- The State Council 2-day scholarship was split between Jeanine Libby and Annette McLaggan. Both will be attending Wednesday. Thank you Bud!
- Susan will plan to reach out to Janie Miller to help out on the Scholarship program.
- Scholarships are generally granted in both Spring and Fall.

Web Committee

- Kristy will update the web site to show our new mailing address.
- Kristy is working on archiving the KVHRA documents on the web site.
- Kristy doing a great job with the web!

College Relations

- Lisa and Lucy at Thomas College are working together on offering a mentoring program. KVHRA will be the outlet – we market it with the day and night students. Lisa will also see about having a link on our KVHRA web site to directly connect to Thomas College.
- Thomas College along with Lisa will be announcing the mentoring program at our March meeting.

Legislative/Governmental Affairs

- Bryan talked about this at the meeting today.

Diversity and Inclusion

- N/A

Workforce Readiness

- Continue to forward workforce readiness activities information to Lisa.
- Val and Brian will e-mail Lisa with updates on their involvement with Workforce Readiness.

Certification

- The next testing window is in December 2013 Susan will go onto the site to see if we have any newly certified members.

SHRM Foundation

We are all set

Other Business

- Need to have a board discussion on charitable contributions.
- Dee Campbell donated a box of useful books to KVHRA. Thank you Dee.
- New Mail Box is now set-up: Kennebec Valley HR Ass * PO Box 1445 * Waterville, ME 04901
- Barry will send out next month's program for us to review.
- An e-mail blast will go out to the ones that attended Nov and Dec meetings notifying attendees the HRCI numbers to apply for credit.
- Dinner at the HR Convention – Lisa will talk to the Samoset.
- We had a discussion on creating a backup plan in case something should happen to the speaker. Therefore, under the Volunteer Resources Leadership Presentations section of the SHRM site, we should review the programs offered, pick one and have it on the back burner if the need arises.
- Septembers 2014 Topic we had a short discussion on assigning Barry to do a presentation on succession planning.

NEXT MEETING

February 12, 2014, at the Augusta Civic Center

Respectfully Submitted: _____

Jeanine M. Libby, Board Secretary

Items in blue indicate a board vote