

# KVHRA

## Board Meeting Minutes

**Date:** February 10, 2016

9:30am to 10:30am

**Place:** Augusta Civic Center – Augusta, ME

**Present:**, Dawn Palmer, Susan Ouellette, Janie Miller, Lila Hallowell, Kathleen Hale, Lori Page, Barb Gabri, Jeanine Libby, Lisa Madore, Valerie Cote and Annette McLaggan

**Absent:** Cherie Champe, Kristy Gould,

**Guest:** Berry Martin, Wade Lesperance

### Meeting Minutes

- **Approved the October & December Minutes. (We had no meeting in November)**

**Today's Meeting ~ Managing Presenteeism in the Workplace – Ted Talk instead as speaker was unable to attend.**

There were 49 Pre-Registered

- 2 Walk-in
- 8 No Shows
- Total of 43 attendees plus 0 speakers
  - Money collected totaled: \$215 in checks + \$145 cash = \$70

### Membership **11 new members was voted in KVHRA**

Name	Position	Company	# of yrs in HR	SHRM (yes/no)
<b>Anania, Kim</b>	President	KMA HR Consulting, Falmouth	15	Yes
<b>Bartlett, Angela</b>	HR Generalist	Pine State Trading, Gardiner	5	No
<b>Cochran, Karena</b>	Sourcing Spec	Eastern Maine Healthcare Systems	2.5	No
<b>Doody, Robin</b>	Talent Acquisition Spec	Eastern Maine Healthcare Systems	8+	Not current but renewing
<b>Driggs, Bethany</b>	Director of HR	Backyard Farms (??)	20	Yes
<b>Golden, Jane</b>	VP of HR	Jobs for Maine Graduates	20	Yes
<b>Lesperance, Wade</b>	HR Recruiter/EE Relations	Backyard Farms	1	Yes
<b>Pinkham, Heather</b>	HR Generalist	Backyard Farms	11	Yes
<b>Sawtelle, Joyce</b>	VP of HR	Performance Foodservice, Augusta	25	Yes
<b>Wood, Robin</b>	Director of HR	Reed & Reed, Woolwich	20	Yes
<b>Zimba, Greg</b>	Recruiter	Eastern Maine Healthcare Systems	1	No

### Program Committee

- Programming looks good for 2016 and we have some great presentations!

- Maine Staffing, Jamie Miller, will possibly sponsor a meeting in either Sept or Nov. She will get back to us to confirm.
- Affordable Care Act – March meeting. This presentation may be helpful. Scott Smith will talk about the “Affordable Care Act and What’s Next”.
- April meeting with Linda Blessings. She gave us some content – Kathleen will e-mail the board the list of topics that she can speak on.
- There was discussion on the topic of performance appraisals and how to engage the managers to do it correctly – possible to seek strategic credit for this meeting. Workplace violence was another topic that was discussed and Jeanine Libby will reach out to Jane Golden to see if her husband would be interested in speaking about this topic. Barry Martin can do some fantastic presentation such as his manager coaching. Meanwhile, Kathleen will put together a draft of future programs.
- At our December meeting, Susan will do a presentation on People Map.
- Sponsorships – remember to send them to Kathleen.

### **SHRM Affiliate Program for Excellence (SHAPE)**

- Will be discussion on our SHAPE Plan and how some of the requirements changed at our March strategic meeting.

### **Core Leadership Updates**

a) SHRM Foundation – **BOD**

b) Diversity – **vacant**

c) Finance – **Lila Hallowell**

- \$21,254.76 in our account. Lila calculated how much we take in each month for meetings and sponsors versus what we pay out for expenses. This will include prepaid members a well. With that, we are down a couple thousand dollars within our bank account. Lila did a report that we are breaking even for the meeting or coming ahead just a little bit. The Augusta Civic Center is more expense. Jamie is on the board with one individual with Civic Center; therefore, she will see if we can renegotiate our breakfast meetings at the Civic Center. (Barry asked a super question for us to review: Why are we seeing a decline in the meeting attendance –reviewing programing and the meetings. Use marketing to promote it and balance what is being offered. We may want to make some time to open up on the floor for feedback, comments, and talk about our meetings”.
- **Voted and approve the online pay paid option to registrations meetings.**
- Lila position is up this year also. Need to recruit for this position.

d) College Relations – **Sandra Turner**

- e) Legislative/Governmental Affairs – **Barb Gabri**
- f) Workforce Readiness – **Cherie Champe**
- g) SHRM Certification - **Susan Ouellette**
- h) Scholarship update – **Janie Miller**
- i) Membership Retention and Recruitment – **Lori Page**
- j) Membership Roster and Registration – **Annette McLaggan**
- k) Marketing and Communication – **Kristy Gould and Janie Miller** –

Other Topics:

- The board will also need to focus on getting a co-chair to assist in programing. This will be a topic in March at the Strategic KVHRA meeting.
- Need to recruit for our new web master
- Backup plan for when the speaker doesn't show up. Janie will be reviewing materials on hand. Also, Susan has people maps for backup plan.
- The Strategic Plan meeting will be set in March after the breakfast meeting. May end up having lunch together after.
- New SHRM planning documents will be talking about this in the Strategic meeting.
- A review of the job descriptions will be done at the meeting also to be sure we have everyone's roles under a good understanding. Furthermore, with the job descriptions we need everyone involved in each area so no one is over piled with work.
- Jamie talked about the non-voting members. For example Barb is doing all the legislative updates for the board. We had a discussion on ways to encourage involvement within the board. Need to find our replacements and reward them for their help to assist us. With Barb we paid for her breakfast meeting last year. Anyone who wants to be involved we need to have some incentive to bring them on. Structure – co-chairs and co-directors. Barry shared his idea – share your makeup often times its beneficial to have co-chairs. Review the bi-laws we may need to change them to allow us add in co-chairs / co-directors.
- **The board voted to pay for breakfast for the non-board members.** Required to have them come to a certain number of meetings such as (say the % of meetings that they need to attend to qualify – also Board members) This will be a strategic meeting discussion.
- Onboarding new board member to go online on our KVHRA to get our instructions.

**NEXT MEETING: March 9, 2016 at the O'Brien's Restaurant, Waterville Best Western**

Respectfully Submitted: \_\_\_\_\_

*Jeanine M. Libby, Board Secretary*