

KVHRA

Board Meeting Minutes

Date: March 9, 2016

9:30am to 10:30am

Place: O'Brien's Rest. Waterville, ME

Present: Kristy Gould, Susan Ouellette, Janie Miller, Lila Hallowell, Kathleen Hale, Lori Page, Lisa Madore, Valerie Cote and Annette McLaggan

Absent: Cherie Champe, Dawn Palmer, Jeanine Libby

Meeting Minutes

- **Approved the February minutes with the following changes. Money collected – corrected the format of how it was written.**
- **Under Program Committee: Next to last bullet item – changed will to may and added if no other program comes forward.**
- **Under Other Topics: Added after non-board members (who volunteer on behalf of KVHRA)**
- **Will forward corrected minutes to the Board**

Today's Meeting ~ Managing Health & Costs: Specialty Pharmacy.

There were 29 Pre-Registered

- 5 Walk-in
- 6 No Shows
- Total of 29 attendees plus 1 speakers
 - Money collected totaled: \$50 - \$25 in checks + \$25 in cash

Membership - 2 new members were voted in

Name	Position	Company	SHRM (yes/no)
Kelsey Lee	Sr. Labor Relations Spec	State of Maine	No
Julie Banta	Branch Manager	Bonney Staffing	No

**Julie has paid her membership dues; Kelsey still needs to pay

Program Committee

- Programming is coming together for 2016. Still need a speaker for December and 3 sponsors to fill. Annette, Lisa and Janie will reach out to potential sponsors and will have them contact Kathleen Hale to assign the month. Suggestion made for the December meeting to have a round table discussion; pick 3-4 topics and have an expert at each table. Members will rotate to a different table after 15 minutes. Annette and Lori agreed to organize the December program. We will need a write up to send for credit approval in early October. We will allow time at the end to have a holiday celebration.

SHRM Affiliate Program for Excellence (SHAPE)

- Reviewed the SHAPE at the strategic meeting. It was agreed that our chapter meets the Chapter in Good Standing affiliation requirements as: Non-100% chapters affiliated with SHRM on or after January 1, 2004. We discussed that we need to start promoting SHRM Membership as a valuable resource for companies as well as to retain our minimum requirements for SHRM members at KVHRA as those change in the future.

Core Leadership Updates

- a) SHRM Foundation – **Valerie Cote assigned to lead**
- b) Diversity – **Cherie Champe assigned to lead**
- c) Finance – **Lila Hollowell** - \$22,176.70 in our account plus \$3,775.12 in the scholarship account. Lila will provide each month to the Board a profit & loss report. On line registration working excellent.
- d) College Relations – **Dawn Palmer assigned to lead**
- e) Legislative/Governmental Affairs – **Open**
- f) Workforce Readiness – **Kristie Jandreau expressed an interest**
- g) SHRM Certification - **Susan Ouellette**
- h) Scholarship update – **Janie Miller**
- i) Membership Retention and Recruitment – **Lori Page – we agreed that as a membership development opportunity for the December meeting we would allow our members to bring a guest with them at no cost. KHRA would pay for their breakfast. They will need to be registered somehow for a headcount.**
- j) Membership Roster and Registration – **Annette McLaggan**
- k) Marketing and Communication – **Janie Miller**

Succession Planning: Lila expressed an interest in the web master once her term as treasurer is up and Annette expressed an interest in president-elect. Kathleen would like to step down as Program Chair.

Other Topics:

- It was voted and all in favor to pay the legal fees to O'Donnell, Lee, McCowan & Phillips for filing our 2016 annual report. Total due was \$150 for the agent fee and \$35 for the filing fee. Lila will take care of providing firm with the notes where our current board was voted in as well as pay the invoice.
- It was voted and all in favor to pay for member attendance at the Tuesday evening HR Convention Gala. Susan will work with Heather Bassett and will register those who will attend the Gala. It was also agreed that we would have a basket of some sort at the auction to support the SHRM Foundation. Valarie agreed to make a quilt and Susan will pick up some other items to be placed in the basket.

NEXT MEETING: April 13, 2016 at the Augusta Civic Center, Augusta, Maine

Respectfully Submitted: *Lila Hollowell*

Lila Hollowell on behalf of Jeanine M. Libby, Board Secretary