

**HUMAN RESOURCES ASSOCIATION – GREATER CONCORD, NH**  
**Program Year 2017-2018**  
**Board Meeting Minutes – February 14, 2018**  
**Northeast Delta Dental, Two Delta Drive, Concord, NH**

**Board Members Present:** Matt Becker, Denise Vaillancourt, Bonnie St. Lawrence, Melissa Abbott, Elena Preston, Michelle Morse, Jessica Beaudet, Beth Deragon, Beth Carpenter (via telephone) and Maria Morais.

**Board Members Absent:** None

**Guests:** None

**January 3, 2018, Board Meeting Minutes**

**VOTE:** A motion was made by Denise Vaillancourt and seconded by Jessica Beaudet to accept the minutes of the January 3, 2018, meeting.

**Discussion:** None.

All present voted in agreement of the change to the draft minutes and the January 3, 2018, minutes were approved for posting on the Association's website.

**Financial/Treasurer's Report**

Jessica reported that membership is on budget; programs are doing very well this year and have been profitable.

**VOTE:** A motion was made by Jessica Beaudet and seconded by Denise Vaillancourt to accept the financials as presented.

**Discussion:** None

All present voted in agreement to accept the financials as presented and to place them on file for audit. Approved.

**WORKPLAN UPDATES**

Please see Committee Reports

**Membership Vote**

(Total Members before this vote: 157; 88 SHRM Members, 56.1% Affiliation)

**For February 14, 2018, Vote:**

**New Members:**

No new members for this vote:

**Renewing Members:**

No candidates were presented for renewed membership:

**VOTE:** No vote was needed this month.

**COMMITTEE REPORTS**

**Community Relations** – reported by Beth Deragon

The Committee was meeting at the same time as today's Board meeting. The committee will need assistance with writing a blurb for SHAPE. Denise offered to help work with the committee on this. Fran DeCinto emailed many people letting them know about various volunteer opportunities, explaining that it could be just a once a year volunteer commitment, not necessarily every month. The committee is also looking at ways they might be able to assist the refugee population.

**Leadership Development Committee** – reported by Denise Vaillancourt  
Nothing new from the LDC. They will begin the planning process for the spring events; Strategic Planning session, succession planning, and the Social in May.

**Finance Committee** – reported by Jessica Beaudet  
**Deposits and Bank Statements**

There are two deposit reconciliations made monthly; the first will match the bank statement and the second on to let the Board know what is coming up. Next month, Jessica and Melissa will do the financials together. It was also noticed that the bank statements run mid-month to mid-month. Jessica will print a statement that shows the whole month to make it easier to read and match up with our monthly reports.

### **Audit**

Jessica reported that the auditors did not find anything of concern. They mentioned that Jessica was the only one with access to QuickBooks to make entries; we are planning to move to an on-line version of QuickBooks, and at that time the Chair would have separate read-only access to QuickBooks.

Denise Vaillancourt asked what the thinking process was as to why there were only a few changes made after the last audit (in 2013). Denise asked that the Finance Committee discuss Item 4: Deposits and would like the committee to suggest possible solutions. The recommendations should be brought back to the Board next month.

### **Scholarships**

SHRM Study Course – we had one scholarship in the fall, none in the spring (not enough people enrolled). Maria Manus Painchaud would like to take over the marketing of the Study Course.

We will do 4 or 5 scholarships for the GSHRC; Matt will work with Marketing about a creative way to promote the scholarships.

Matt has a call with the State Council on Friday (Feb. 16); Matt will find out what their plans are for the conference – will there be a table we will be asked to help out with?

**Marketing Committee** – reported by Matt Becker

The committee is looking at the promotion of the upcoming events, including the Granite State HR conference. There is a possibility of a new member on the committee; Matt will let us know when this is finalized.

**Membership Committee** – reported Elena Preston

The committee met just this morning (around 8:15 am). They are all set for the February 15 meeting; they are working on updating the Membership Directory; budget was submitted to Finance. Elena has been sitting in on the quarterly check-in call from Dave Twitchell with all Membership Chairs. Shelby Workinger may step into the role of Chair – Elena is working with Shelby.

**Programs Committee** – please see written report submitted to the Board.

**HR North** – reported by Beth Carpenter

No news to report from HR North this month.

**OLD BUSINESS** – None this meeting.

## **OTHER BUSINESS**

### **Board Budget**

Maria Manus Painchaud will adjust the cost of the SHRM Study Course so we can break even (we have fewer than the 8 people needed to break even). The SHRM donation is a little more than last years' donation (as it needs to be). We left the 50/50 raffle in the budget (Elena suggested that we tie this to a specific meeting, so we don't forget to do the raffle. For the gift basket donation for the National Conference, perhaps we could use more of our promotional items.

Denise Vaillancourt recommended that since our financial position is strong, it may be time to do a full financial audit. If we put \$7,500 in the budget for the audit, that should cover it. We should have the following items audited:

- All general entries
- All reports
- Due to our size, the audit would basically look at everything.

The process should take about a day (if we pull everything ahead of time and the prep work is done off-site).

The auditors should attend a Board of Directors meeting to ask questions on what we would like to have them look at and how they will conduct the audit. They should report the results back to the Board of Directors directly.

Jessica will email Nathan Wechsler for the cost. Jessica asked for the time frame we would like to have the audit; Denise recommended that we do this in the off season (and possibly there will be a price break). Jessica and Elena recommended that we wait until late September or October so that the renewals would be slowing down by then.

### **Website Update**

Elena met with Tim Grotheer to discuss the possibility of moving to a new platform for the website. The current platform must have updates done manually and there is a learning curve on how to do this, so it's not easy to transition this to another person or to have multiple people/committees making manual updates. Tim said there is a new CMS platform we could transition to that has many features we really need. The new platform would be easier to work with and would allow for:

- Easier to manage as webmaster
- Member access
- Policies in place
- Committee member access

One very exciting feature is that the rates would remain the same – no additional cost to HRAGC. Tim said when we give him the approval to move forward, he will give us a tentative launch date of July 1, 2018.

All Board members agreed we should go ahead with the update to the website platform. Elena will contact Tim and let him know we want to move forward.

There being no further business to come before the Board, upon a motion duly made by Elena Preston and seconded by Denise Vaillancourt, it was unanimously voted to adjourn at 8:59 a.m.

Respectfully submitted,

*Bonnie St. Lawrence*

Bonnie St. Lawrence  
Secretary, HRAGC