

HUMAN RESOURCES ASSOCIATION – GREATER CONCORD, NH
Program Year 2017-2018
Board Meeting Minutes – November 1, 2017
Northeast Delta Dental, Two Delta Drive, Concord, NH

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

Board Members Absent: Beth Carpenter and Maria Morais.

Note: Naomi Butterfield has stepped off the Board.

October 4, 2017, Board Meeting Minutes

VOTE: A motion was made by Denise Vaillancourt and seconded by Elena Preston to accept the minutes of the October 4, 2017 meeting.

Discussion: None.

All present voted in agreement of the change to the draft minutes and the October 4, 2017, minutes were approved for posting on the Association's website.

Financial/Treasurer's Report

VOTE: A motion was made by Jessica Beaudet and seconded by Michelle Morse 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

Finance Committee:

Reported by Michelle Morse and Jessica Beaudet. Assets are on the high side, due to a check for the SHRM Study Group not clearing yet. Membership renewals are on track. The 990 has been filed. The audit with Nathan Wechsler is scheduled for November 10, 2017. Jessica will have the meeting at her office, and expects it will last about six hours. The Finance Committee submitted an updated Timeline and Workplan for 2017-2018 (sent with the Board materials).

Membership Committee:

Reported by Elena Preston. Membership has submitted their Workplan to the LDC and will send to the Board shortly. Shelby Workinger is taking care of ordering the 5-year badges. The committee has recommendations for the membership gift and also the Holiday card. Shannon Wright and Shelby Workinger are taking on more responsibility.

Membership Vote

(Total Members before this vote: 135; 84 SHRM Members, 62.2% Affiliation)

For November 1, 2017, Vote:

New Members:

No new members for this vote

Professional: 0 members

Associate: 0 members

Affiliate: 0 members

Student: 0 members

Renewing Members:

4 candidates were presented for renewed membership:

Professional: 4 members (Ljiljana Mlinar, Sue Lang, Janis Nazarenko, Shelby Workinger)

Associate: 0 members

Affiliate: 0 members

Student: 0 members

VOTE: A motion was made by Elena Preston and seconded by Denise Vaillancourt to approve the 4 renewing members for membership in the HRAGC.

All Board members agreed and the 4 members were approved for membership in the HRAGC. Approved.

COMMITTEE REPORTS

Community Relations – reported by Beth Deragon

Beth reported they have a new committee member - Sarah Rossetti, a former SNHU Student Chapter member. The committee is working on Concord Regional Tech volunteers – Merchants Automotive has agreed to help out. Fran Decinto and Beth discussed the possibility of helping with the foreign refugee population in the area. The committee will continue to discuss how they might help this population tap into resources that already exist.

Leadership Development Committee – reported by Denise Vaillancourt

The zip file with the information for all Board and Committee members was sent out to the Board and Chairs. They are working on a Board succession plan for next year.

Finance Committee – reported by Michelle Morse

Michelle reported the committee reviewed the financials and the 990 filing. They are in the process of documenting the Treasurer's duties and procedures to make it easier for an incoming Treasurer. Judith Pellowe is working on a Quickbooks update to allow the downloading of PayPal into Excel to make things easier. The committee continues to work on a timeline for the budget process which will be coming up shortly.

Marketing Committee – reported by Matt Becker

Matt reported the committee is working on tablecards and the newsletter. They are also talking about updating the slideshow for the beginning of the program meetings. Peter Glendinning and/or Brenda Rugg will attend some of the Program Committee meetings to keep in touch.

Membership Committee – reported by Elena Preston

Please see Workplan update. Elena continues to work with Crystal at SHRM to make sure our membership numbers are correct.

Programs Committee – reported by Matt Becker and Denise Vaillancourt

The script for the agenda for Program meetings will be sent out the Monday before the meeting, so there is time for everyone to prepare. Jessica Beaudet asked when

registration closed before a program meeting. The Board discussed this and agreed this should be communicated to the membership. Perhaps the Tuesday before the meeting should be the cut-off date. This gives the people doing the registrations and tags time to complete this. Denise will reach out to Mary Lambert in Programs. The Board also wanted to clarify about raffles.

- All cards that are in the membership basket (on the registration table) will be for the book raffles and will not be shared with the vendors/sponsors.
- If a vendor/sponsor would like to have their own basket and collect cards for a raffle prize, then members can put their cards into that basket.
- When a speaker has a raffle gift, they can use the membership basket. If the speaker wants business cards, they must have their own basket to collect cards.

HR North - reported by Matt Becker.

Matt received an email from someone interested in HR North, but he has not heard back from this person.

OLD BUSINESS - None

OTHER BUSINESS:

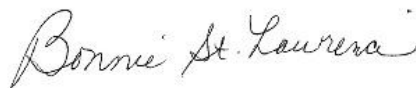
SHRM Recertification - State Council is supposed to get the word out before the end of the year, so members know that if they recertify before the end of the year, they will be entered into a raffle.

Member Gift - Elena Preston presented several options to the Board for member gifts for Member Appreciation in January. The Board decided on a nice cooler bag with our logo.

Holiday Cards - Elena presented several designs for the holiday card and the Board decided on the card to use this year (holly berries and multiple wreaths).

There being no further business to come before the Board, upon a motion duly made by Denise Vaillancourt and seconded by Michelle Morse, it was unanimously voted to adjourn at 8:53 a.m.

Respectfully submitted,



Bonnie St. Lawrence
Secretary, HRAGC