

HUMAN RESOURCES ASSOCIATION – GREATER CONCORD, NH
Program Year 2017-2018
Board Meeting Minutes – October 4, 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, Maria Morais and Melissa Abbott.

Board Members Absent: Beth Carpenter, Naomi Butterfield and Beth Deragon

Guests: Mary Lambert, Chair of the Programs Committee

September 6, 2017, Board Meeting Minutes

VOTE: A motion was made by Denise Vaillancourt and seconded by Elena Preston to accept the minutes of the September 6, 2017 meeting.

Discussion: None.

All present voted in agreement of the change to the draft minutes and the September 6, 2017, minutes were approved for posting on the Association's website.

Financial/Treasurer's Report

VOTE: A motion was made by Matt Becker and seconded by Jessica Beaudet 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.

Audit by Nathan Wechsler

VOTE: A motion was made by Denise Vaillancourt and seconded by Elena Preston to approve the procedural audit described in the Engagement Letter provided by Nathan Wechsler, pending any feedback from Board members.

Discussion: None

All present voted in agreement to approve the audit; feedback from Board members (if any), will be discussed at the next meeting. Approved.

New Vice President

VOTE: A motion was made by Matt Becker and seconded by Denise Vaillancourt to approve Melissa Abbott as the Vice President of the HRAGC Board of Directors.

Discussion: Jessica Beaudet asked if Melissa would continue on in her role as the Chair of the Finance Committee. Denise Vaillancourt said this was discussed with Melissa beforehand and she will stay on as Chair of the Finance Committee in addition to the new role of Vice President.

All present voted in agreement to approve Melissa Abbott as the Vice President of the HRAGC. Approved.

WORKPLAN UPDATES

Programs Committee:

Reported by Mary Lambert. Mary reported that all programs for the year have been finalized (just looking for a speaker from the DOL). All sponsors are lined up for the year as well. Jen Raimer is handling the catering for the program meetings. The committee will discuss the invoice from Alan's for the last program meeting (mentioned by Jessica Beaudet in the Finance report). Mary will send the list of the programs for the year to the Board. Denise Vaillancourt noted that the State Conference dates were moved to late March. The Board discussed that it might be better to move our program meeting from March to April. Mary will talk with the committee and see if this is a possibility.

Marketing Committee:

No Workplan Update

Membership Vote

(Total Members before this vote: 117; 76 SHRM Members, 64.95% Affiliation)

For October 4, 2017, Vote:

New Members:

6 candidates were presented for new membership:

Professional: 5 members (Marie Dokoupil, Rebecca Funk, Michael Lambert, Nicole Senecal, and Luanne VanBrocklin)

Associate: 0 members

Affiliate: 1 member (Terri Pastori)

Student: 0 members

Renewing Members:

11 candidates were presented for renewed membership:

Professional: 11 members (Darnelle Bjorck, Terri Brennan, Elizabeth Carpenter, Holly Fadden, Christine Marie, Kelly Moore, Kathy Nelson, Robin Pelczar, Vicki Perham, Linda Sheehy, and Martha Walters.

Associate: 0 members

Affiliate: 0 members

Student: 0 members

VOTE: A motion was made by Elena Preston and seconded by Michelle Morse to approve the 11 renewing members and 6 new members for membership in the HRAGC.

All Board members agreed and the 17 members were approved for membership in the HRAGC. Approved.

COMMITTEE REPORTS

Community Relations - no report this month.

Elena and Matt met a few weeks ago with Sarah Rossetti, a former SNHU Student Chapter member. They are proposing that Sarah be the liaison between the Student Chapter and the Community Relations committee. Matt and Elena will keep the Board updated.

Leadership Development Committee – reported by Denise Vaillancourt
No meeting was held for last month; the committee has filled several open positions and continues to review the information received with the applications. They have a list of volunteers who would like to volunteer on an episodic basis for the Community Relations committee.

Finance Committee – reported by Michelle Morse and Jessica Beaudet
Jessica shared that there was a good profit on the last program meeting. Jessica will work with the Programs committee to determine why the cost of the breakfast was more expensive (we were billed for 10 more people after the meeting).

Jessica reported that the committee is looking for a new web-based software program to replace Quickbooks. They need software that can connect to the bank accounts, PayPal and will be more secure than the current system. After the audit is complete, the committee will do a 30-day free trial of some software packages. Jessica and Michelle will bring the findings from the research and their recommendation to the Board for discussion and approval.

Michelle reported the committee is working on writing procedures for the Treasurer position. They are also working on the SOP and updating the Workplan to reflect any changes.

Marketing Committee – reported by Matt Becker

Matt reported that Peter Glendining was introduced as the new Chair of the Marketing Committee. Brenda Rugg will assist Peter (however, she is not the co-chair). Matt will attend the next Marketing committee meeting. The committee is working on table cards for the program meetings.

Membership Committee – reported by Elena Preston

The committee is working on SOPs and the Workplan. There is still a vacancy in the Chair role.

Elena is working with Crystal at SHRM to make sure our membership numbers are correct.

Programs Committee – report included in the Workplan update (see above).

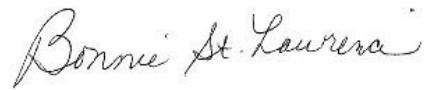
HR North – no report this month.

OLD BUSINESS - None

OTHER BUSINESS: None

There being no further business to come before the Board, upon a motion duly made by Denise Vaillancourt and seconded by Jessica Beaudet, it was unanimously voted to adjourn at 8:30 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bonnie St. Lawrence". The signature is written in black ink and is positioned above the printed name.

Bonnie St. Lawrence
Secretary, HRAGC