# SHRM Delaware State Council – Board meeting

# April 4, 2018 – 12-2 PM, held at WSFS Bank, Wilmington, DE

**Attendees: Joanne Lee,** **Jon McDowell**, **Aimee Boyd,** **Frank Ingraham**, **Jackie Poquette**, **Ashley Eckard**, **Susan Post**, **Amanda Novak, Gina** **Edwards, Jennifer Bagley**, **Cindy Crompton-Barone, Laurie Sample**, **Bette Francis, Melissa Cullen, Maria Clyde**

Absent: Maribeth Dockety, Nicole Evans (schedule conflicts prevented attendance)

**Welcome by Frank Ingraham, State Council Director**

* Ground Rules Discussed. Thankful for opportunity to serve the board at this time. Special Thanks to DESC Volunteer Leaders and today’s meeting host, WSFS Bank
* **Action Item- Send ideas on how we can honor/recognize Tricia’s leadership by noon, April 15th.**
* Influence Factors/Volunteering/Positive Tips –Top ten reasons for volunteering –learn and have fun, see handout
* Introductions, role updates & review SHRM Code of Ethics
* Discussion of the purpose of state council – see bylaws (Art. III)

**SHRM Field Services Director, Northeast Region – Susan Post**

* Clarify the role of SHRM Field Services Director. Provide support, share best practices
* Celebrate A Team has 10,018 members
* April 10 – deadline for SHRM Foundation scholarship. For individuals and chapters
* Thank you for volunteer efforts

**Secretary** - held by Admin as is an open position

**Treasurer** – This role is transitioning to Maria Clyde.  They will get together with Frank and Tricia next week.

* The balance in the SC checking account is $3,375.64.  We are waiting on the stipend from SHRM for each certified chapter member who recertified in 2017.  The SC receives $10.00 per member and the Chapters receive $20 per member.

* DESHRM received $4,000.00 for hosting a study group last fall for Chapter members.  The Chapter received $200.00 per study group participant.  We had 20 in the class that I facilitated.

* **Conference revenue sharing for the 2016 and the 2017 is an outstanding payable to the State Council from Delaware SHRM.**

**Legislative Affairs Director- Jon McDowell**

* Link to April 2018 Legislative Update: <https://c.ymcdn.com/sites/deshrm.site-ym.com/resource/resmgr/legislative_updates/Legislative_Update_4-1-18.pdf>
* Link to April 2018 Legislative Survey: <http://www.deshrm.org/surveys/default.asp?id=2018_Legislative_Survey>
* 817 - Number of National SHRM Members in Delaware - [file:///C:/Users/Laurie/Downloads/Delaware%20SHRM%20Members%20from%20SHRM%20%20National.pdf](file:///C%3A/Users/Laurie/Downloads/Delaware%20SHRM%20Members%20from%20SHRM%20%20National.pdf)
* [SHRM Legislative Guide with Index](file:///C%3A%5Cresource%5Cresmgr%5Clegislative_updates%5CSHRM_Legislative_Guide_With.docx)
* <https://deshrm.site-ym.com/resource/resmgr/legislative_updates/SHRM_Legislative_Guide_With.docx>
* Legislative Days on April 26, 2018 in Dover at Legislative Hall
* Need to Identity our footprint in Delaware for legislative efforts. Need demographic information, number of people that we represent, economic impact
* Approval of Advocacy and Legislative Guide pending

Policy on how state council takes a stand on state council. – asking if this policy should be adopted – possibility of Pinnacle Award submission

Action Item: Jon to Reach out Bob Carragher, Legislative Position at SHRM

**State Council Director-Past**  – Cindy Crompton-Barone

* Welcome to WSFS, supporting conference committee with speaker selection.
* Action Item: Add Tricia Clendening to website as Past SC Director, take Jr. off Frank’s name - done

**DE SHRM Board Member: Jennifer Bagley**

* Reported on upcoming events including Diversity and Inclusion Conference in July
* Legislative Day on April 26th
* DE SHRM Annual Conference – November 1st and 2nd
* Using marketing firm of Aloysius, Butler and Clark to survey members on engagement
* Action Item: Jen to send Susan and Frank copy of survey once completed
* Action Item: Use of SHRM Email Blast to send out survey to all Delaware SHRM Members
* Discussion of revenue Sharing for state Conference. Discussion as to if there was an actual agreement between state and conference, questions about what it has been in the past. Noted that agreement was in writing in past minutes. Need for transparency. Prior practice was noted as being 10% of net proceeds. Need for something in writing for future
* Action Item: Need for written procedure for revenue sharing for both DELMARVA and State Council for both conference profit and loss
* Policies for treasurer have been reset as now paying for a bookkeeping service.
* Two half day retreats, June 12 8AM-12PM Delmarva and State Council are invited, member survey will be shared
* Working on Programs for 2019

**DelMarVa Board President– Melissa Cullen**

* DelMarVa is Collaborating with DE SHRM on the D&I and conference
* 2018 Programming

**Certification** **– Joanne Lee**

* Aimee and Joanne are working on combining an Emerging Professional networking event and Joanne presenting an informational certification session prior to a DESHRM and DelMarva SHRM monthly meeting.  We are planning the event for August 14th at DESHRM and will coordinate with Melissa for DelMarva.
* Looking into providing a virtual study group for entire state
* Action Item – Joanne to connect with Dr. Weinstein of Wilmington University in regards to a joint effort to provide a certification study group

**Young Professionals** **– Aimee Novak**

* Plans to host a Networking event on August 14th. Purpose would be to discuss importance of SHRM certification, membership information, networking. Would like to target emerging and young professionals

**Marketing/ Communications – Ashley Eckard**

* Working on updating website, board member page and events in the entire state.
* Working on communication across all forums, promoting both chapters and council
* Conference – 66 speaker submissions, 8 credits to 12 credits. Two full days. Keynote speakers are Sarah McBride, Jennifer McClure of Disrupt HR, Jack Gottleib, YCST and an executive C-Suite Panel
* New this year is an “Ignite HR Stage” – small stage for practitioners to highlight and share success stories. Create an experience while attending conference
* YCST to assist in certifying conference for legal credits. This would open up another population to attend conference
* HR Person Award Dinner– possibility of dinner on first day to honor HR professionals

**Professional Development – Amanda Novak**

* Action Item – Move workshop to Fall. Workshop on May 21st with a professional coach on the topic of “Effective Coaching Styles”. – on hold
* Possibility of mock trial and Mike Aiken, SHRM speaker

**Workforce Readiness – Jackie Poquette**

* Need for a co-chair
* Information on 5 job fairs including Goldey Beacom College, Dover Air Force base, Del Tech – Apprenticeship Program
* Mock interviewing at Goldey Beacom College
* Action Item: Jackie to send information on job fairs to admin to put on DE SHRM Counsel website

**College Relations – Co-Chairs not present/provided update – Frank reported**

* MDSHRM College Relations representative, Christine Meehan, student engagement event this October can be attended by our Delaware College Relations Chairpersons so as to learn/observe the process with the potential to include a student-related event at next year's state HR conference
* Susan Post noted work with College Relations leaders from CT/RI/NH and will share best practices
* Looking into creating student chapter at Del State Univ.
* Collaborate with Maryland SHRM on Student Games – may attend to see how it is organized. Strategic Plan – Long-Term Strategic Thinking – Execution Plan review

**Strategic Direction 2018-2023 > Key Focus Areas & 2018 DESC Key Initiatives**

Key Initiatives, handout distributed

**Succession Planning** – targeting slate identification by 30SEP2018

* Jon McDowell submitted nomination for role of Director-Elect
* 2019 Slate of Officers - nominations open now for 2019
* Action Item: Begin publicizing these roles and opening now for 2019 Board
* Voting should be completed no later than November (Art.V.D.1.) – schedule vote by 31OCT2018
* Action Item: Frank and Bette - Need for organizational chart for State of Delaware, chapters, state council, at large members. Need for testimonials, possibilities of aspiration statements

**Exploration Team** – evaluate affiliation business model > next steps/timing to explore if chapters should combine. Should we have one organization to drive Delaware.

The team would prepare a report that fully describe:

1. What a State Chapter Affiliation Model would look like (i.e., Rhode Island)

2. Investigate the Expected vs. Actual Experience in Rhode Island

1. Identify advantages/dis-advantages and similarities/differences of the existing three Delaware-based SHRM-affiliated entities

4. Review similarities and differences of memberships of both Chapters, as well as, characteristics/composition of all three Boards of Directors

5. Review and Compare by-laws of three entities and Make a Recommendation of Bylaws if merged

**Action Item: Have chapters and council identify who would want to sit on exploration team. Send two names to Frank by April 15**

**Wrap-up**

* Each person identifies #1 learning/liked best from today’s meeting
* Members shared likes as: Collaboration, getting to know others, face to face meeting, action items, meeting was organized, meet SHRM representative, priority to Delaware HR professionals, outlining initiatives, opportunity to learn, passion for HR
* Minutes of March 22, 2018 DE State Council Teleconference were approved
* Next meeting = **12 - 2 PM conference call on 23APR2018**

Frank to send out 2018 additional dates of conference calls and meetings – done/attached

**Board Mtg.              Date/Time**

- Conf. call       - 23APR2018/12-2PM

- Conf. call       - 21MAY2018/12-2PM

- Conf. call       - 25JUN2018/12-2PM

- Face-to-face - 23JUL2018/12-2PM

- Conf. call       - 27AUG2018/12-2PM

- Conf. call       - 24SEP2018/12-2PM

- Face-to-face - 22OCT2018/12-2PM

- Conf. call       - 19NOV2018/12-2PM

- Conf. call       - 10DEC2018/12-2PM

**Adjourned at 2:00. Motion by Melissa Cullen, seconded by Jennifer Bagley**