

# NHAVA NEWS

October 2006

## PARTICIPATE!

As fall begins to make its presence known with lower temperatures and brilliant colors, we see the Annual Meeting of NHAVA fast approaching. The Program Committee and the NHAVA Board of Directors have been busy for months arranging the details to make this meeting interesting and it is important for the membership to attend and participate. Plan to attend - use this meeting to make your opinions known so that NHAVA is your organization.

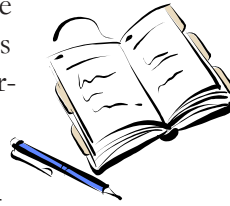
This will be a transition year with David Poisson leaving as President of NHAVA. There is a slate of officers that deserves your attention.

Use the time before the meeting to

network with everyone. It is very easy to only greet those people we know. Make it a point to meet and talk with at least one NHAVA member you have never met before. Talk to any one of the many committee members and let them know if you are happy or unhappy with their committee's work. Share an idea with someone.

It is very easy to complain that an organization does not do something or fulfill its mission. It takes a little more effort to carry that complaint one step further and make your feelings known to someone who will do something about it.

Plan on attending the Annual Meeting on October 11th and PARTICPATE!



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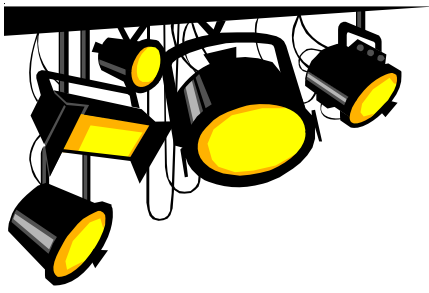
## President's Message

Wow! Did you miss a great program if you were not at the July meeting. Peter Francese was a wonderful speaker and gave us a tremendous amount of information. This, and other great meetings, is one of the reasons why you should send in your membership application now.

Our October meeting is the first annual meeting on the new fiscal calendar (as approved by a bylaws change). We will be voting on another change regarding the terms of board members, have the elections of officers and board members, and present the Lonergan Award.

I expect that our newly elected officers will take us to new places. I have enjoyed my service on the board and the last 2 1/2 years as president. It has been my pleasure to be a part of such a fine professional organization as NHAVA. I wish you well.

*David Poisson*



# Spotlight on Members

## Lois Meredith

This issue we are featuring a bubbly, vivacious and dedicated Administrative Manager, Lois Meredith. Although Lois has held the position of Administrative Manager for the New Hampshire Highland Games only since November, she is no stranger to the 31-year-old organization. Previously, Lois was the volunteer coordinator for the games with the first three years serving as a VOLUNTEER volunteer coordinator.

Lois says, "It is wonderful to work for an organization that you are passionate about." She continues, "It is great to get paid for something you love to do." This is certainly evident as Lois talks about the Highland Games and the volunteers she works with. Her enthusiasm overflows.

Volunteers are utilized for mailing and organizing as well as for special events such as Concord's Market Days and Tartan Days. But the majority of volunteer hours are at the annual Highland Games where 250 volunteers are found busy with set-up, break down, crowd control, security, sales and assisting with special events. Many of these dedicated folks have been returning each year since the inception of the games. They receive free admission and a T-shirt. Lois makes sure each volunteer receives a personal thank-you as well as a written notes from both herself and the board of directors.

The biggest challenge for Lois is "getting it all done." She feels very connected to her volunteers and wants each one to know he or she is special. Thus Lois strives to make sure the needs of the volunteers are communicated down the lines.

No stranger to volunteerism, Lois was a volunteer firefighter for twenty years in Hillsboro. Ten of those years she was an officer where she saw volunteer administration at its best and worst. She also has the distinction of having been the first female firefighter and officer.

Currently Lois is the Communications Chairmen of NHAVA. She is the key person in seeing that the quarterly newsletter reaches the membership and is serving her second term on the board of directors. A member of NHAVA since its second year, Lois supports its mission and would like to see more participation in the organization.

In her "free" time Lois enjoys cooking, crafts and sewing. Her album of custom-made teddy bears dressed in their finery is a testament to her talents. She also finds time to be with family, enjoy boating on the Maine coast or being in the mountains.

We see Lois as a busy, outgoing and positive lady who is always willing to lend a hand or offer a suggestion to help someone.

# Labor Laws Related to Volunteers

## Legislative Committee Report

At our last two NHAVA membership meetings, our speakers have referred to a future need for volunteers as companies downsize and as Boomers retire and want to share their professional skills with nonprofits. As volunteer administrators, it is imperative that we know the legal parameters related to this. The basis for these laws is the federal **Fair Labor Standards Act**. A good source for specific information is found at [www.nonprofitRISK.org](http://www.nonprofitRISK.org) There you can find Negotiating the Legal Maze to Volunteer Service, Labor Unions or Google the Fair Labor Standards Act followed by the specific topic you want to research; for example, “definition of volunteer.” Another source is the NH Department of Labor Inspection Division, [www.state.nh.us/dol](http://www.state.nh.us/dol) Phone: 271-1492 or 271-6294. The following are a few of the applicable laws regulating volunteerism.

**The Fair Labor Standards Act forbids volunteers serving a “for-profit” entity.** This includes hospitals that are “for-profit,” a touchy subject as it happens in New Hampshire, but it is legally prohibited.

**Volunteers Replacing Paid Workers:** The volunteer cannot replace an employee or impair employment opportunities by performing work which would otherwise be performed by regular employees. An accountant may not be fired because a person offers to do the accounting as a volunteer. Neither can an agency fire an accountant then advertise the position as a volunteer one. If a job such as a special events coordinator is *eliminated* from an agency, it can be filled by a volunteer, but it can never become a paid position again.

It is questionable when a volunteer is doing the same job as a paid employee. For example, in a library where a volunteer checks out books or returns books to stacks when there is a paid employee doing the same job. A determination of the legality should be made with the NH Dept. of Labor before a volunteer is assigned to a situation like this.

**”Paying” Volunteers:** Volunteers may be paid expenses, reasonable benefits, a nominal fee, or any combination thereof, for their service without losing their status as volunteers. They may be reimbursed for out-of-pocket expenses incidental to providing volunteer services such as the cost of meals and transportation expenses. They may receive a nominal fee (stipend) as long as it is not a substitute for compensation and it must not be tied to productivity.

**Employees as volunteers for the agency for which they work.** Individuals may not volunteer for their workplace *if they are doing the same job for which they are paid*. Examples: A bookkeeper cannot be paid for 20 hours then continue to do the same work as a volunteer for an additional 20 hours. A hospital nurse may not volunteer as a nurse at the same hospital’s blood drive. The nurse could volunteer to register or to serve refreshments.

Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer. This means that an employee cannot be required to volunteer if refusing to do so results in a punitive measure. Example: An employee cannot be *required* to volunteer outside of work hours, if it means using vacation time to do so.

# Committee Reports

## Membership Committee — Lisa Perry

As of July 13<sup>th</sup> we had 57 members listed in the database during renewal time we have recruited 8 new members but, one left his job already...so, I guess that makes 7? And a total of 18 members have renewed their membership. So here goes my list of new members since the last newsletter. Carol Stewart- Program Director – NH Mediation Program; Dawn Seeley-Coordinator of Volunteers & Donations- Family in Transition; Pat Lincoln-Membership & Marketing Director- Girl Scouts of Swift Water Council

Jennifer Koos- Volunteer Coordinator- Cocheco Valley Humane Society; Pamela Bennett- Gift store manager& Visitor Services- The Manchester Historical Assoc. Millyard Museum; Francesca Pettengill- RSVP Asst. Coordinator- Southern NH Services, Inc.; Amy Moy- Membership/Marketing Director- Girl Scouts of Swift Water Council; Susan Allen- Program Coordinator- Crotched Mountain Foster Grandparent Program; Susan Rivet- Volunteer Director- American Red Cross.

## Communications Committee – Lois Meredith

I want to thank Jean Desany for rounding up all the information and editing everything before it came to me. As I prepared for the 2006 NH Highland Games, I had no additional time for anything - I ate, slept and lived the Games! So kudo's to Jean for all her hard work! Thank you too to everyone who got their material in by the original deadline. Remember please we are always looking for information to include in the News - so if you have a story, tidbit, item of interest, send it along to Jean or myself.

## Bylaws Committee

At the September board meeting the board approved the following proposed bylaws changes. These changes will be presented to the membership at the October 11, 2006 meeting for a vote.

These changes are intended to:

1. limit all terms on the board to one year instead of two years
2. limit consecutive service on the board to six years
3. redefine the Immediate Past President role to an advisory, non-voting position, also limited to one year.

These changes will give members an opportunity to serve on the board without having to make a two-year commitment. Members may serve on the board up to six years but will be able to do it in increments of one-year service.

### ARTICLE V – OFFICERS AND DUTIES

#### Section 1: Officers and Duties

There shall be **four five** officers of the board of directors consisting of a President, Vice-President, Secretary, Treasurer ~~and the immediate Past-President.~~

#### Section 6: Immediate Past-President

The immediate past-president shall serve **for one year in an advisory role as a non-voting ex officio member** of the board of directors. ~~to provide advice and be a resource to the officers.~~ The immediate past-president shall also perform such duties as assigned by the president.

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## Mark Your Calendar



### Meeting Dates

Annual Meeting  
October 11, 2006

**BE THERE!**



## Members in the News

### Don Chesnel Honored By Elks

Donald E. Chesnel of Rochester and Rochester Elks Lodge No. 1393 received the Veteran Volunteer of the Year Award (2005-2006) from the New Hampshire State Elks Association at the New Hampshire State Elks Convention at Loon Mountain, Lincoln, last month.

The award is given annually to an Elks member in each state who has demonstrated commitment and dedication to veterans and associated programs.

Chesnel was cited by the Elk National Headquarters and the Elks National Veterans Service Commission for unselfish work with and for veterans. He is a past exalted ruler of Rochester Elks Lodge No. 1393, past state president of the New Hampshire Elks Association, past district deputy of the South District of New Hampshire and current grand lodge committeeman for the Government Relations Committee for Area 1, which includes all of New England and New York state.

Chesnel is a member and past executive board member of the New Hampshire Association of Volunteer Administrators and is currently on the executive committee of the board of directors for VolunteerNH!.  
*Foster's Daily Democrat*

Check out the following website for some interesting information about what's going on nationally. Sounds like some exciting plans are being made. Perhaps we should consider how NHAVA can participate in these discussions. The notice regarding the Congress of Volunteer Administrator Associations certainly provides that invitation to us. Something to consider...

David, can this be added to our discussions at the September board meeting?

<http://www.covaa.org/>

**Visit the NHAVA website: [www.nhava.org](http://www.nhava.org)**

You'll find:

Membership info, Officers/Board members,  
Upcoming events, *NHAVA News*, Bylaws,  
Professional Competencies, Photos and Links

*If you'd like to add info, send it to Dave Poisson.*

### **Plan to Attend!**

#### **2007 Governor's Conference on Volunteerism.**

NH Technical Institute  
Concord, NH  
40 Sessions on all aspects of  
volunteerism, volunteer programs and  
management.

***Watch for registration  
notice and check out the  
VolunteerNH! website for  
details.***



# Volunteer Administrator-On-Call Program

The NHAVA Volunteer Administrator-On-Call Program was established to provide support and encouragement to those who are new to the field of volunteer administration.

<u>Month</u>	<u>Name</u>	<u>Contact Info</u>
Sept '06	Lois Meredith	Administrative Manager NH Gathering of the Scottish Clans Concord, NH (603)229-1975 <a href="mailto:lois@nhscot.org">lois@nhscot.org</a>
Oct '06	Lynne DeVivo	Director of Volunteer Services Lakes Region General Hospital Laconia, NH (603)527-2895 <a href="mailto:ldevivo@lrgh.org">ldevivo@lrgh.org</a>

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## ARTICLE VI – BOARD OF DIRECTORS

### Section 1: Composition of the Board

The Board of directors shall consist of the officers of the association, **the immediate past president**, chairs of the standing committees and a maximum of **7 6** members at large. The Board of Directors shall have no fewer than ten (10) and no more than fifteen (15) **voting** members.

### Section 7: Term

- B. An association member elected to the board of directors, including all elected officers, shall serve in that position for a term of **one two**-years.
- C. All members of the board of directors, including elected officers may serve no more than six consecutive years on the board.**
- D. All members of the board of directors, including elected officers are eligible for re-election to the same office, a different office or general board membership.
- E. An elected officer (president, vice-president, secretary, and treasurer) shall serve in the same office consecutively no more than **three two** terms or **three four**-years **and after serving three consecutive terms or three years in the same office** shall be ineligible for re-election to the same office until one term (**one two**-years) has elapsed.

## ARTICLE VII – COMMITTEES

### Section 2: The Executive Committee

The **four five** officers serve as the members of the executive committee. Except for the power to amend the articles of incorporation and by-laws, the executive committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors.

# NHAVA Annual Meeting

Wednesday, Oct. 11, 2006

The Common Man

25 Water Street, Concord, NH

**BUT SERIOUSLY FOLKS... WE NEED HUMOR!**

**Come to the NHAVA Annual Meeting and experience the positive effects of humor, optimism and creativity!**

The Membership meeting will begin at 9:00am with registration, networking and coffee, followed by the annual business meeting at 9:30am – 10:30am.

The program with our speaker, Lynn Durham, RN - Well Being Coach will take place, 10:30am - 11:30am.

A buffet lunch at 11:30am will be followed by the Judith Lonergan Award presentation and other committee awards and recognition.

REMEMBER TO BRING YOUR BUSINESS CARDS FOR DOOR PRIZE DRAWINGS!

## **Serious Fun? Moving Beyond Z? Presented by Lynn Durham, RN –Well Being Coach**

Seriously now, research shows you are more responsible and effective with humor, optimism and creativity in your life. How can we change our world, boost morale, productivity and attendance? Come join Lynn Durham, get some empirical evidence to show the importance, a few tools and strategies for use and experience the positive effects of humor, optimism and creativity. Let's become positive deviants, go Beyond Z and have some serious fun!

Lynn Durham, RN is a well-being coach who facilitates mind body spirit programs helping people to become more stress hardy. She has taught nursing and attended the Harvard Deaconess Mind Body Medical Institute in Boston. Lynn has presented to audiences nationally, people never seeing things quite the same afterwards. (Lynn's website is: [lynndurham.com](http://lynndurham.com))

### **SPECIAL REQUEST!!!**

Lynn has invited NHAVA members to share their stories. Think back over the times you have laughed. If you have an interesting tale to tell her about something funny, if you have anything that shows how your optimistic thought or creative ability has saved the day please call Lynn at 603-926-9700 or send a note to [smile@lynndurham.com](mailto:smile@lynndurham.com). *Let's start having fun now by remembering and sharing our humor, optimism and creativity.*

P.S Let her know if the names need to be changed to protect the "guilty!" ;-)

#### **Directions to THE COMMON MAN in Concord:**

From the South, take exit 13 off I-93 ... go left ... The Common Man is just a little ways ahead on the right ... Now if you're coming from the North, take the same exit and make a right ... The Common Man is just on your right.

NHAVA  
PO Box 3364  
Concord, NH  
03302-3364

The NHAVA Annual Membership meeting will take place on Wednesday, October 11<sup>th</sup>, 2006 in the Senate Chamber Function Room at The Common Man, 25 Water Street, in *Concord*.

*BE SURE TO SEND IN YOUR ANNUAL MEETING LUNCH RESERVATION OF \$10.00 WITH YOUR MEMBERSHIP APPLICATION AND DUES.*

*If you are planning to attend the lunch and have **not** sent in your reservation please call Donna Wright at 663-2463 or email [dwright@elliott-hs.org](mailto:dwright@elliott-hs.org) to register for the lunch. A final lunch count will be given to The Common Man on Friday, October 6<sup>th</sup>.*

