



**New Brunswick Chapter  
ANNUAL REPORT  
May 2007**

**Submitted by Heather Cossaboom**



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## President's Message

2007 was my second year as President of the New Brunswick Chapter and it was another exciting year. The Executive continued its work towards increasing the profile of IPMA within the Province and among the human resources community. I would like to welcome Michelle Losier. Michelle has accepted the position of President Elect and she will be assuming the presidency in the fall.

Although it is 2007, work has begun in preparation for the national conference to be held in Fredericton in 2009. The HR Community of the province looks forward to this upcoming event.

Many thanks go out to the Executive for their support and dedication over my term as president towards realizing the mandate of IPMA – Canada in our province of New Brunswick.

Heather Cossaboom – IPMA CP  
President  
IPMA - NB Chapter



## Membership

In March 2006, the New Brunswick Chapter of IPMA had 89 members. This includes 51 individual members, 34 certified members, 1 student, 1 Chapter Honorary Life Member, 1 National Honorary Member and 1 Emeritus.

As of March 2007, the New Brunswick Chapter of IPMA has 97 members. This includes 67 individual members, 27 certified, 1 Chapter Honorary Life Member, 1 National Honorary Member and 1 Emeritus. This is an 8.9% increase over last year. Our aim this year was to increase membership by 12% and although we fell slightly short of this goal, the Chapter will continue to strive to maintain and increase membership in 2008.

Over this year as part of our strategic plan objectives, the Executive has visited the universities, and community colleges to discuss and to promote IPMA, certification and the benefits of membership into this exciting organization. At the PD events, tables were set up to provide information on IPMA- Canada.

During the month of February, Membership Drive, the chapter held a drawn for \$1000 support towards the Toronto Conference for any current member who supported another human resources professional to join IPMA. This resulted in 5 new members. The winner of the cash prize was Elaine Lapointe.



## Certification

This year the goal was to support and encourage those whose renewal was pending to complete the process. As such, a breakfast meeting was held to assist 5 certified members thorough this process. As well personal calls were made to others to whose membership or certification were pending.

## Professional Development

This year, the aim was to bring in high profile speakers and increase IPMA awareness and participation. Two exciting PD events were held. One was with Michael Wilkinson for a ½ day workshop during the fall. We had about 126 participants. Wilkinson spoke on *“Facilitative Leadership Changing the Way Leaders Think”*. Just prior to Christmas, Dr. Linda Duxbury spoke to over 150 participants on the *“Changing Workforce, Wellness and Work-Life Balance”*. This event resulted in provincial newspaper coverage. Both of these events were in partnership with the Office of Human Resources of the Province of New Brunswick.

Last year, the chapter held two events as well but had only 33 participants in total. The increased participation was extremely exciting to the chapter and the HR Community. The goal of higher profile speakers will continue into next year as it not only increases participation but increases visibility of the organization as well.

## Luncheon/Speaker Programs

Plans are underway for a speaker presentation prior to year end on the topic of Human Rights and to hold the annual meeting in June followed by a social. .

## Partnerships

This year, the executive has worked diligently to strengthen our partnership with the Province of New Brunswick to jointly bring in speakers and professional development events for the human resource community.

## Students

We have no student members this year despite Executive members visiting both universities and the Community College. We do continue our the Agreement with the University of New Brunswick, College of Extended Learning, NBCC and IPMA – Canada, New Brunswick Chapter. This agreement recognizes excellence in HR Management of one graduate in each of the classes in their HR Management Certificate Program. Recipients receive a trophy and a one year membership to IPMA – Canada.

IPMA- Canada- New Brunswick Chapter presented these awards and has received recognition at the University, at graduation and publicity on the www and newspapers.

## Financial Stability

The last audited statement of June 2006 includes:

Assets of:

Cash & receivables	= \$3976
Term Deposits and Mutual Funds	= \$9407

Liabilities of:

Accounts Payable	= \$35
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Leaving a surplus of \$13,348

The account will be audited again in May 2007, however the unaudited statement indicates a continued favorable position of over \$20,000.

## Communication

One of the objectives this year was to promote continued communication with both the Executive and membership. Meetings have been scheduled for the year on the fourth Thursday of each month.

Regular communication in both French and English was sent out to members. The Executive continues to stress the importance of effective communication with our members.

During February an article for insertion into the national newsletter was sent to update the activities in the Chapter.

## Alignment of Chapter Plans with National Plans

The National Chapter had set five goals for this year and in keeping with this direction the New Brunswick Chapter concentrated on three of these five goals:

- ✓ Improving Service to Members
- ✓ Visibility to Stakeholders and
- ✓ Increasing our Membership.

Prior to our annual meeting in June 2006, the Executive will be reviewing these plans, discussing results of the actions this year and discussing the direction for 2006- 2007.

As mentioned previously, the Chapter Handbook has been a resource and this is reviewed and revised every September.

<b>IPMA ACTIONPLAN 2006</b>			
Objectives	Suggested Actions:	Lead Position	Action Date
<b>IMPROVING SERVICE TO MEMBERS AND VISIBILITY WITH STAKEHOLDERS</b>			
To identify who we are, what members and potential members want, and what we want to offer.	Annually survey members that do not renew membership as to reasons for not renewing their membership.	Director, Membership	As reports received from National
	Provides feedback of the survey at monthly executive meetings.	Director, Membership	Monthly as acquired.
	Report annually as to results of above surveys to the Executive for possible action items for annual strategic planning meeting.	Director, Membership	Annually in February
	Survey existing members as to the : <ul style="list-style-type: none"> <li>• services currently offered</li> <li>• potential services that could be offered</li> <li>• current challenges</li> </ul>	Director, Membership & Director Publicity	Every 2 years – next 2008
	Report results of 2006 survey to the Executive for possible action items to update plan.	Director, Membership	June to September
	Update action plan as required from results of survey.	President	September
To identify our professional development schedule that is timely and pertinent to HR issues.	Identify challenges faced in the HR community to ensure professional development activities are relevant and timely.	Directors, Programs & PD	Ongoing at monthly meetings
	Utilize results from 2006 survey in planning educational sessions for 2006-7.	Directors, Programs & PD & Director Membership	September
	Create and administer feedback forms at the end of each educational session to utilize in planning future sessions.	Directors, Programs & PD	Ongoing

# IPMA ACTION PLAN

## 2006

Objectives	Suggested Actions:	Lead Position	Action Date
	Develop dates for PD sessions, Annual meeting, social events, etc for the year and present this schedule to Executive and then to membership.	Directors, Programs & PD	Annually in September
	Send out announcement for HR Certification Program for spring 2007 to establish interest among HR professionals.	Director Publicity	January
	Determine HR Certification Program for spring 2007– based on interest.	Directors, Programs & PD & Treasurer	Spring 2007
	Identify list of potential sponsors to assist in PD efforts and present to Executive for review.	Director, Publicity	September
	Send out sponsorship letter to approve list as identified above.	Director Publicity	October
	Investigate whether sponsors, as identified above, would offer member discounts.	Director, Publicity	December 2006
	Explore partnerships with OHR, Crown Corporations and IPAC to assist in bring high profile programs and respond to the training requirements of the HR community.	Directors, Programs & PD & Director – at-Large	September
To develop a recruitment plan for IMPA and the Executive	Recognize at the Annual Meeting – all new members, member accomplishments.	President	Annually at annual meeting 2006-2007
	Increase Chapter membership by 12 % in 2006-2007	Executive	Ongoing
	Contact new members to establish their interest in Committees and projects.	President & Director Communications	Ongoing
	Investigate ideas and avenues to acknowledge certified members. Eg discounts for PD, special event	Director- at - Large	October
To commence planning for 2009 Conference	To establish action plans with time lines and committees as required.	Conference Co - Chairs	December 2006
<b>INCREASING OUR MEMBERSHIP</b>			
To develop a marketing plan for the Chapter	Identify list of HR Departments in Part I to IV.	Past President	Fall 2006
	Set up meetings with Departments to discuss with their HR staff - IMPA and services, including certification process.	All Executive	Fall 2006
	Form a subcommittee to review and recommend changes to the newsletter and methods to communicate to members.	Director, Communications	Fall 2006
	Investigate possibility of web links as opposed to translated articles.	Director, Communications	Fall 2006
	Send members web link and password to IPMA Website. Sending out regular messages to our members via e-mail	Director, Communications Director, Communications & President	Fall 2006 Ongoing

**Strength of Executive Council**

The list of Executive which follows indicates the commitment of members to work towards meeting our strategic plans set last year. We have a full complement of positions this year and look forward to continued support for next year by both HR employers and members.



## Chapter Executive 2006-2007

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<p>PAST PRESIDENT  Peter Trask, HR Manager  Connect North America  348 King Street  Fredericton, NB E3B 1E3  Phone: (506) 443-7115  Fax: (506) 443-7101  <a href="mailto:p.trask@connectna.com">p.trask@connectna.com</a></p>	<p>DIRECTOR MEMBERSHIP  Joanne Callahan, Chief Learning  Officer  NBEPCC  515 King Street  PO Box 2000  Fredericton, NB E3B 4X1  Phone: (506) 458- 3881  Fax: (506) 458-4249  <a href="mailto:jcallahan@nbpower.com">jcallahan@nbpower.com</a></p>
<p>CO-DIRECTOR, PROGRAMS &amp;  PROFESSIONAL DEVELOPMENT  Kim Jardine,  Chief Human Resources Officer  NBEPCC  515 King Street  PO Box 2000  Fredericton, NB E3B 4X1  Phone: (506) 458-4885  Fax: (506) 458-4249  <a href="mailto:kjardine@nbpower.com">kjardine@nbpower.com</a></p>	<p>CO-DIRECTOR, PROGRAMS &amp;  PROFESSIONAL DEVELOPMENT  Paula Trites,  Human Resources Advisor  Department of Public Safety  Province of New Brunswick  P.O. Box 6000  Fredericton, NB E3B 5H1  Phone: (506) 457-7501  Fax: (506) 453-7481  <a href="mailto:paula.trites@gnb.ca">paula.trites@gnb.ca</a></p>
<p>DIRECTOR CERTIFICATION  Louise Cook, IPMA-CP  Human Resources Consultant  Department of Transportation  P.O. Box 6000  Fredericton, NB E3B 5H1  Phone: (506) 444-5521  Fax: (506) 444-4582  <a href="mailto:louisecook@gnb.ca">louisecook@gnb.ca</a></p>	<p>DIRECTOR COMMUNICATIONS  Janique Robichaud-Savoie  Human Resources Consultant  Office of Human Resources  Province of New Brunswick  P.O. Box 6000  Fredericton, NB E3B 5H1  Phone: (506) 453-6088  Fax: (506) 453-4225  <a href="mailto:Janique.robichaud-savoie@gnb.ca">Janique.robichaud-savoie@gnb.ca</a></p>

<p><b>SECRETARY</b>          Darleen Merrithew, IPMA-CP          Human Resources Coordinator          York Manor Inc.          100 Sunset Drive          Fredericton, NB E3A 1A3          Phone: (506) 444-3919          Fax: (506) 444-3544  <a href="mailto:dmerrithew@nb.aibn.com">dmerrithew@nb.aibn.com</a></p>	<p><b>TREASURER</b>          Karen MacAllister          Recruitment Coordinator          Department of Public Safety          Province of New Brunswick          P.O. Box 6000          Fredericton, NB E3B 5H1          Phone: (506) 453-3903          Fax: (506) 453-7481  <a href="mailto:Karen.macallister@gnb.ca">Karen.macallister@gnb.ca</a></p>
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