



HRPAO
Kingston and District Human Resources
Professionals Association

HR Dimensions

June 2004



President's Message

Hazel Gilchrist, CHRP

President,

KD-HRPAO

The AGM is a time to reflect on the past as well as to envision the future. It is a time for us to market and celebrate our successes as well as to explore opportunities to further enhance or support the Association's mission.

I will touch on some of the highlights from the 2003-2004 membership year, details of which will be provided in the portfolio reports.

The membership of the executive has undergone significant change for the first time in a number of years, with two longstanding members leaving and three new members joining. Subconsciously (and at times consciously) we managed this transition, appreciating and letting go of the past, while exploring and looking forward to the future. The addition of the new members altered the demographic, gender, background and life experience makeup of the executive. Transition takes time, and I think we are just beginning to reap the benefits of our enhanced diversity. I am pleased that the new members have committed to stay on the Board and I encourage others to consider taking a leadership role in the organization.

The ex-officio position of student representative was created to serve as a liaison between the association and the HR student community. The position is a one year term. The role is evolving and it is

anticipated that this position will be pivotal in strengthening relationships and bridging gaps between the HR student community and the HR professional community. This position will also serve an important role in executive succession planning.

This year Kingston partnered with Peterborough, Durham, Lakeshore, Quinte and Brockville to provide members with full day professional development conferences in the fall and the spring. We partnered in an event sponsorship arrangement with Palmer & Associates/DBM, Right Management, and the School of Business, St. Lawrence College over the year and continue to partner with the Chamber of Commerce and KEDCO – talentnetwork initiative.

A significant highlight has been the sheer number of attendees at events over the past year. The breakfast sessions in particular attracted between 80-100 people, many of whom were first time attendees. The structure, content and cost of events was developed based on member input. The attendance suggests that we have been successful at providing the

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Almost 100 Attend Canada's 50 Best Employers

Breakfast Meeting, March 30, 2004

By Susan Piercey, CHRP, HR Advantages

A first for the Kingston chapter, this breakfast meeting drew our largest attendance ever. **This event was sponsored by the School of Business at St Lawrence College** and was held at the Donald Gordon Centre. As such, 24 full time students and 13 Placement Supervisors were in attendance.

The highlight of the gathering was our guest speaker, Ted Emond who shared with us the results on this most recent study sponsored by Hewitt Associates and The Globe and Mail's Report on Business.

What are great employers doing to achieve success? Higher employee morale, Lower rates of absenteeism, Fewer lost time accidents, Less Turnover, Greater numbers of job applicants.

Employees surveyed in the top 50 companies to work for **were inspired and engaged** and reported a high sense of accomplishment in their work, enjoyment in day-to-day work tasks, and they had strong sense of fitting in. This research confirmed that the very best employers have the following 5 characteristics.

- **Superior Leaders** with a commonly held vision of the organization's beliefs, values and behaviors.
- **The Basics** are delivered well – people policies, programs and practices.
- **Inspired Employees'** feelings – the right people doing the right things.

- **Employees who are connected to the organization** – getting employees "into the game".
- **People Practices** are designed and executed to drive employee engagement and organizational success.

This was an inspiring topic for the HR professionals in attendance who are striving to make their organizations an "**employer of choice**" and I am sure the students attending got some ideas on the criteria they might look for in companies they may pursue for employment when they graduate.

To learn more about this study visit: www.hewitt.com/bestemployerscanada.

President's Message . . . from page 1

right balance of networking and professional development at events and that the content has been topical and relevant. Due to unforeseen circumstances, the HR Assistant workshop was cancelled this year. We have used this event in the past to target new markets, to provide professional development opportunities to members and non-members working in a support role, as well as to generate revenue. It is unfortunate that this event was cancelled and it is anticipated that it will be offered in the fall.

Based on member suggestions and input, HR Dimensions, our quarterly newsletter, transitioned

from being paper based to electronic. This has reduced newsletter delivery time and production cost and facilitated easy storage and retrieval for members.

I am a true believer in task alignment – having the right people in the right roles doing the right thing. From my perspective the executive has excelled at fulfilling the association's goals and objectives. However, as events gain popularity and involvement in partnerships expands, the associated administrative and customer service demands increase proportionally. The executive has struggled over the past year to provide the level of service that we would expect as members and as a result made the decision to outsource the association's administrative and bookkeeping requirements. This change will enable executive members to focus their time and energy on the association's mission, goals and objectives.

I would like to take this opportunity to thank each and every one of you. The success of the Chapter is directly attributable to your ongoing involvement, participation and input. A special thanks to the executive team – past and present for all of your time and effort. This might be the first new year's resolution that I have upheld – I indicated that I would have a successor for the presidential role for the 2004-2005 membership year and I am pleased, proud and grateful that Susan Piercey has agreed to take the role on (again!) for a one year term. Thank you Susan!

The executive is holding its planning meeting for the 2004-2005 membership year in June – if you are interested in getting involved please contact Susan Piercey at hradv@kingston.net.

Beyond Survivor

We kicked off the year with a free networking event sponsored by Palmer & Associates/DBM. Pat Thornton of Change Resources Group led us through a highly participative "Beyond Survivor" exercise that brought to life the talent retention challenge faced by many organizations today. In jungle like conditions we formed teams, faced challenges and utilized our communication, negotiation and presentation skills to gain valuable insights about personal workplace satisfiers.

Satisfiers were clustered into four areas – career planning & development (green); recognition & relationships (red); performance & compensation (yellow); and work life balance & corporate culture (blue). The diversity within and among teams was fascinating – an experiential event not to be forgotten!

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Welcome to our . . .

New Members

By
Michelle Lamarche,
Membership Director

Our chapter grew to 132 members this year. That represents an 18% growth in our membership.

We thank all members who participated in our "Member bring a non-member campaign". This campaign encouraged members to bring a non-member to an event. All participants had their names entered in a draw to win an exciting overnight get away.

We are certain that once introduced to the association, non-member attendees saw first hand the benefits of joining the association.

Join me in welcoming the following members to the Kingston Chapter.

Heather Knapp
Diane Bailey
Lyne Peirson
Ernesto Solari
Anne Thornton
Sebastien Blanc
Steven Silver
Denise Langendorfer
Nilesh Daya
Leanne Shaw
Joan Gray
Marilyn Shurtleff
Angela Hoyt-Fitzhugh
Lenard Cheeseman
David Lucas
Suzanne Ruttan
Kalika Dwivedi
Karen Sirosky
Kalyan Jambunathan
Ed Ozog
Deborah Radley

KD-HRPAO Administrative Services

In an effort to enhance member service provision, as well as administration efficiency, KD-HRPAO contracted with **Lori Alves-MacPhail** to provide administrative and bookkeeping services for the Association. This contract became effective May 1, 2004. The mailing address for KD-HRPAO will remain the same: P.O. Box 1709, Kingston, Ontario, K7L 5J6. The new email address is hradministration@cogeco.ca.

If you have a question related to any aspect of the local chapter, you can reach Lori at 547-6358 or via the kdhrpao email address and she will either respond directly or route your query to the appropriate executive member for response.

A short member survey will be conducted mid-way through the 2004-2005 membership year to assess service satisfaction levels.

Newsletter Report

By Paul Eves

Change. How about that for a power word? It can be both exciting and, at the same time, fearful. This was certainly a year of change for the Newsletter. For example, the Newsletter Director's role changed hands from Susan Piercey to me. And with the guidance of the executive members of the chapter, the newsletter changed from a paper format to an electronic format.

Even though only 3 newsletters were published this year (our goal was 4), to me the biggest success was the quality of articles that were contributed. I learned quite a bit from what others had to say, such as:

- understanding how the future of work will change;

- terminating high-risk employees;
- legal rulings affecting workplace safety and insurance;
- eating so that I am not tired by 3.

Thank you to everyone who contributed!

I strongly encourage others to contribute and share their thoughts in future editions. You get re-certification points if you do.

I would also like to thank the following organizations for advertising in the newsletter:

*Right Axmith
HR Advantages
Wellness Initiatives
King Reed & Associates
Palmer & Associates
Co Tal Co Inc.*

KD-HRPAO Website Has Changed!

Kingston Chapter was one of the first HRPAO chapters to create and maintain a web presence. In its heyday our unique website was getting hundreds of hits a day and a lot of volunteer time and energy was spent maintaining it. Over the years the number of Chapters that utilize the provincial site to host their chapter websites has grown, and the service provided by HRPAO has enhanced significantly. HRPAO commits significant resources to its site and it makes business sense to take advantage of this service. We are confident that the KD-HRPAO move to the provincial site will provide our members with up-to-date chapter news and events schedules, serve as a membership recruitment & retention vehicle and enhance our profile within the region and the province.

Please check us out at: www.hrpa.org/chapters/chapterwebsites/kingston/

The Web site includes sections for the following:

- About Us
- Benefits
- Executive
- News
- By-laws
- Links
- How to Join
- Membership Directory
- Events
- Volunteerism
- Career Management

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Angela Morin

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Get the attention of over 200 HR Professionals and 1000's of Managers they serve.

When you advertise with KD HRPAO you'll have the opportunity to reach this targeted audience of line managers and HR Professionals in the Kingston area.

We've got lots of ways you can advertise with us. Take a look at the list below and select those that are right for you.

• **HR Dimensions** • **Membership Directory** • **Email Advertising** • **Event Mailings** • **Special Mailings**

HR Dimensions Newsletter

An 8 page newsletter is published quarterly, with articles highlighting best practices in HR, news on the legal front, resources for HR professionals, upcoming professional development events and much more. This newsletter is shared with hundreds of line managers.

FULL-PAGE ADVERTISEMENT

\$175.00 for a one-time purchase. For a purchase of 4 issues a \$50.00 discount will apply on each advertisement, for a total savings of \$200.00. **Ad size: 7 1/8" w x 9 5/8" d.**

1/2 PAGE ADVERTISEMENT

\$125.00 for a one-time purchase. For a purchase of 4 issues a \$25.00 discount will apply on each advertisement, for a total savings of \$100.00. **Ad size: 7 1/8" w x 4 1/2" d.**

1/3 PAGE ADVERTISEMENT

\$75.00 for a one-time purchase. For a purchase of 4 issues a \$20.00 discount will apply on each advertisement, for a total savings of \$80.00. **Ad size: 2 1/4" w x 9 3/8" d.**

1/4 PAGE ADVERTISEMENT

\$50.00 for a one-time purchase. For a purchase of 4 issues a \$15.00 discount will apply on each advertisement, for a total savings of \$60.00. **Ad size: 4 3/4" w x 4 1/2" d.**

1/6 PAGE ADVERTISEMENT

\$20.00 for 4 issues. **Ad size: 4 1/2" d x 2 1/4" w or 7 1/8" w x 3 1/8" d.**

BUSINESS CARD ADVERTISEMENT

\$20.00 for 4 issues. Member discount of \$10.00 applies to 4 issue purchase. **Ad size: 4 3/4" w x 2 5/8" d.**

OUR PUBLICATION REQUIREMENTS

- The production or creation of your HR Dimensions newsletter advertisement and the Membership Directory are the responsibility of the Advertiser.
- *The advertisement is to be submitted at the proper size, and include outer crop marks and/or be solid line boxed.*
- The artwork is to be submitted as an IBM compatible electronic file – **only TIF, EPS, GIF and JPG** graphic files are accepted.
- If there is a need to make any changes to the advertisement or if the advertisement is not submitted correctly, there will be an additional graphic adjustment charge.

The advertisement file(s) may be submitted to **Paul Eves at eves@watersheds.ca**



Are you planning a special event, seminar, workshop that HR Professionals would want to attend?

Do you have a special promotion or discount on a product or service that would be of value or interest to HR professionals?

Choose one of the following . . .

Membership Directory

As a service to our members, a hard copy Membership Directory is provided to all members. It includes the names and contact info of all members and a listing of members by organization/company. The Directory provides an easy reference for members to keep in touch with other members and share information and experiences.

The Directory Deadline date is October 20th.

	Member	Non Member
Footer Banner (every Page)	\$ 250.00	\$ 500.00
Back Cover Full Page	\$ 200.00	\$ 400.00
Inside Front Cover Full Page	\$ 150.00	\$ 300.00
Inside back cover full Page	\$ 150.00	\$ 300.00
Other full Page	\$ 100.00	\$ 200.00
½ Page	\$ 50.00	\$ 100.00
Business Card	\$ 50.00	\$ 75.00

Regular newsletter advertisers receive a 15% discount when advertising in the Directory.

Email Advertising

5-6 times a year event notices are emailed to members and other potential members on our mailing list. The one time costs and sizes for advertisements described above for HR Dimensions Newsletter apply.

Event Mailings

Full-Page Flyer – (5-6 per year)

Members	Non Members
\$200.00 per mailing	\$300.00 per mailing

When more than 1 issue is purchased, a \$50.00 discount will apply on each issue.

Customer provides copies of flyer on light weight stock. **Ad size: 8 ½" w x 11" d.**

Special Mailings

Advertiser supplies mailing material, envelope, stuffing and postage. The association will attach labels.

Members	Non Members
\$200.00 per mailing	\$300.00 per mailing

All advertising in the above will be subject to the approval of the appropriate executive board member. Contact Lori Mac Phail at 547-6358 or email her at hradministration@cogeco.ca.

KD-HRPAO Student Representative Report

By Debbie Seale, Student Representative

Increasing student involvement in the Association was an objective for the 2003-04 membership year. An ex-officio Student Representative position was created in September with the aim of improving the link between the HR professional community and the HR student bodies and to encourage students to become actively involved in the Association. This new position produced generated much excitement within the HR Program at St. Lawrence College and the response was extremely positive. Throughout the year, the Student Representative participated in and assisted with events and monthly meetings and also kept the lines of communication with the HR student community open.

Over the past year, KD-HRPAO has provided students with resources and geared one event in particular to students and

HR placement supervisors, promoting greater student involvement. A breakfast event in March was organized by the Student Representative, sponsored by the School of Business, St. Lawrence College, and targeted the HR community as well as the student and HR placement supervisor communities. This event introduced the association to many newcomers and was extremely successful with approximately 100 people in attendance.

Networking events also took place throughout the year to provide occasions where the HR students and HR professionals could connect. In addition, sponsorship was provided to one HR student to attend the HRPAO Conference in Toronto for the entire duration of the event.

Having a Student Representative on board has strengthened KD-HRPAO's ability to achieve and enhance its mission. Building

relationships and promoting the growth of Human Resource professionals is important and the Student Representative role will continue to assist in achieving this in the years to come!



PIPEDA

By Jon Walker

What better way to start off the year than with new privacy laws? The Personal Information Protection and Electronic Documents Act (PIPEDA) came into effect January 2004. PIPEDA applies to the collection, use and disclosure of personal information by organizations during commercial activities. Organizations can only collect personal information that is appropriate for the specific transaction; they must explain why they need the information, what it will be used for, whether they plan to disclose it to anyone else, and must obtain consent for this use and disclosure.

To help people in the Kingston area learn more about the Act, KD-HRPAO held a breakfast session in January with Vince Panetta from the law firm Hicks Morely to explain the act, the purpose, and who is affected by it. The event was well attended and provided a forum where employers could ask questions concerning the act and what changes they may need to make in their day-to-day business. Because the act is so new the courts have not had time to interpret. It has been suggested that it may take a few years for the act to fully be tested in the courts.

What's New?

By Paul Eves

KD-HRPAO has a new Privacy Policy. This policy informs individuals of our continuing commitment to the protection of their personal information. It explains, among other things, what personal information is, who is responsible for ensuring compliance with PIPEDA and why personal information is collected, used or disclosed.

What this means for you, our members, is that KD-HRPAO continues to take appropriate steps to ensure your personal information is kept up-to-date, accurate and safe. It also means that you are in-

formed of how and why KD-HRPAO collects, uses and discloses personal information.

Updated versions of this Privacy Policy will continue to be posted on the KD-HRPAO Web site at www.hrpao.org/chapters/chapterwebsites/kingston/. This Policy is also available in hard copy by contacting the KD-HRPAO at:

KD-HRPAO
P.O. Box 1709
Kingston, ON
K7L 5J6

Phone: (613) 547-6358

E-mail: hradministration@cogeco.ca

**KD-HRPAO
Balance Sheet as at 4/30/2004**

ASSETS

ASSETS

Credit Union – Chequing	7,415.19
Wood Gundy – Merrill Lynch	8,341.25
Equity Shares Account	0.00
Dividend Savings Account	0.00
Cash Clearing	0.00
Accounts Receivable	1,435.00
Term Deposit – Credit Union	0.00
Term Deposit – K. Fin. Centre	0.00
ASSETS TOTAL	17,191.44

TOTAL ASSETS 17,191.44

LIABILITIES

Accounts Payable	0.00
TOTAL LIABILITIES	0.00

TOTAL LIABILITIES 0.00

EQUITY

Retained Earnings	11,341.25
Current Earnings	5,850.19
TOTAL EQUITY	17,191.44

TOTAL EQUITY 17,191.44

LIABILITIES AND EQUITY 17,191.44

**KD-HRPAO
Income Statement 1/6/2003 to 4/30/2004
REVENUE**

REVENUES

Membership Dues	5,110.00
Advertising	290.00
September Mix&Mingle Event	95.00
Dine Around Nov 2003	2,280.00
January's Event	1,410.00
March's Event	1,240.00
April Team Dragon Event	1,140.00
2004 AGM Event	0.00
Total Meetings	6,165.00
Interest	79.50
Miscellaneous Revenue	434.78

TOTAL REVENUES 12,079.28

TOTAL REVENUE 12,079.28

EXPENSES

Administration Costs	0.00
September 2003 Event	37.17
Dine Around November 2003	2,012.28
January 2004 Event	770.00
March's Event	985.34
April Team Dragon Event	1,381.48
HR Assistant Event	61.49
2004 AGM Event	0.00
Total Event Costs	5,247.76
Newsletter	1,360.00
Courier	799.42
Travel	78.75
Meals	20.00
Stationary	20.00
Vision Awards	535.00
Sponsorship for Students	300.00
HRPAO Annual Conference	472.72
Membership Fees	235.40

TOTAL EXPENSES 9,069.05

TOTAL EXPENSE 9,069.05

NET INCOME 3,010.23

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Dine Around

By Michelle Lamarche

On November 13, 2003 the Association held one of its most popular annual events.

The Dine Around provides participants with a unique dining experience. Each course of dinner extends the opportunity to tap into the expertise of various professionals while enjoying a wonderful three course dinner.

Participants choose a topic for each course dinner and experts facilitate a discussion on a specific topic. A diverse slate of topics included human rights, recruitment, workplace safety and insurance, privacy in harassment investigations, current topics in arbitration, pay equity, organizational development, employee investigations, wellness and compensation surveys.

Ramekins provided the venue and the food, our speakers did the rest.

Special thanks goes to John Russell, Tony Griffin, Deborah Leighton, Sophia Dugay, Viive Tam, David Black, Scott Bunker, Kristina Sisu, Carolyn Kay and Brian Marchant.

Team Dragon Event

Over 40 people attended our April event to hear Pat Bradley and Dave Mackay talk about how dragon boat racing can be used to enhance teamwork within organizations.

Participants at the event who had previously taken part in dragon boat racing were able to share their experience with the group on how the program helps to increase workplace productivity, stimulate creativity and boost morale.

The event was appropriately held at the Harbour Restaurant at the Portsmouth Olympic Harbour where guests enjoyed the breathtaking view of Lake Ontario.

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Siobhan Coady

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Student Representative

TBD



NEWSLETTER INFORMATION

- The Newsletter is published quarterly by the Kingston District – Human Resources Professionals Association of Ontario. Contributions and comments are welcome and should be directed to the Newsletter Co-ordinator c/o the Association.
- Newsletter subscriptions available. Please contact our office at:
HR Dimensions Newsletter
P.O. Box 1700, Kingston, ON K7L 5J6
Tel: (613) 547-6358
Email: hradministration@cogeco.ca
- For further information on advertising in the HR Dimensions Newsletter, please contact Lori MacPhail at (613) 547-6358.
- **Design, Layout & Production** by: Wordmaster Publishing, Kingston, ON
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Email: s.druce@cogeco.ca
- The Kingston District - Human Resources Professionals Association of Ontario makes every effort to ensure the accuracy of information contained in this newsletter but cannot accept responsibility for errors and omissions. Readers are urged to obtain professional advice before acting on the basis of the material contained in this newsletter.

**Call (613) 547-6358 for
membership information**