



*Helena SHRM
Feb Board Meeting Agenda
Via Teams & Overland Express
11:30 – 12:30
February 10, 2022*



- **Attendees: John Pavao , Annie Rasmussen, Rebecca Bruno, Amanda Yocum, Joanna Holland, Heather Rankin, Kaley Argee, Todd Jackson, Karol Ann Davis, Michelle Edmunds**
- **Absent: Dawn Lambert, Emma Rooney, Mike Worden, Sarah Peters**
 - need a minimum of 8 out of the 14 to make a quorum
- **Icebreaker: dream job**
- **Approve January Strategic Meeting Minutes – Annie makes a motion, Karol Anne Seconds, all in favor none opposed.**
- **Treasurer (Sarah Peters) Out on maternity leave – Karol Anne**
 - Checking account balance \$14,633.81
 - Budget update – Joanna sent Dawn an excel budget list
 - SOS Annual Report – Need log in due 4/15
 - 990N Gross receipts less than \$50,000 Joanna has offered to file this
 - Dawn has the key for post office box.
- **President (Karol Anne Davis)**
 - SHRM State Council Education funds
 - SHRM State Council Leader of the Year nominations
 - Yearly Budget Meeting – Karol Anne will set this to get it done.
 - Name Tags
 - Reminder that when you are out that you try to find someone to cover for you.
 - Approval to order the Owl; Dawn got Valley Bank to give us \$500.00 towards the purchase
 - State SHRM Conference Update
 - Wed. Social Invite
 - Silent Auction
 - Role is organizing auction, we need to come up with our own silent auction item idea
 - May 4th – 6th in Fairmont
- **President Elect (Dawn Lambert)**
 - Strategic Meeting at the Missouri River Brewery Upstairs on 1/26 at 5:30pm
 - Set a goal for each board member to find one new member
 - Use wild Apricot/Facebook/LinkedIn more
 - Approved for John to have the authority to pay up to \$2500 a year on presenters.
 - Everyone will send communication out to Annie for her to send to the members when they update Wild Apricot.
 - Foundations is planning a speak easy event at a local brewery and would like to volunteer more within the community.
 - Michelle Edmunds will be the Communications Back up for April, May and June.
 - Checking out Spaces – CTI
 - Discussed options for trainings (live, in person, recording, downloading and having different prices etc)
 - Will be scheduling a wild Apricot training
 - Paid the SHRM Foundation Donation \$500.00 to National
- **Secretary update (Michelle Edmunds)**
 - Approve strategic meeting minutes
 - Upload approved meeting minutes to WildApricot
 - Filed Annual SHAPE Form

- Michelle made a motion to make students have free access to Helena SHRM membership if enrolled full time in college, John Pavao seconded. All in favor and none opposed. Motion carries.
 - Michelle will make membership adjustment in wild apricot
- **Membership Update (Amanda Yocom)**
 - 94 members total
 - 80 active
 - 14 renewals
- **Programs Update (John Pavao)**
 - Feb. “Marijuana in the workplace” (31 attendees)
 - March special session COVID 19 in Workplace by Vicki Bignell, Attorney
 - Mar. “RQ – Results Through relationship Intelligence” (12 attendees)
 - April “HR Management and the Raci Model” (1 attendee)
 - May “The Next Play Accountability System” (1 attendee)
 - June “Why does your workplace need “Civility”” (1 attendee)
- **Foundation Update (Tiffany Thornton)**
 - Speak Easy Event
- **Legislative Update (Mike Worden)**
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- **Communications Update (Annie Rasmussen)**
 - Chapter follow up surveys are scheduled to go out February, March & April – as they come in I will share feedback
- **Certification Update (Joanna Halland)**
 - February, March, and May chapter meetings are already certified.
 - Still need information for April chapter meeting
 - Submitting information for March bonus training 2/11.
- **Diversity Update (Kaley Argee)**
 - I have been compiling ideas and once we have wild apricot training we can have resources there.
 - Tiffany had great volunteering ideas
 - Disability Awareness month and veterans month – should we look for volunteer opportunities?
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- **Social Media Update (Rebecca Bruno)**
 - Got Admin access to Facebook, & LinkedIn
 - LinkedIn 29 followers
 - Facebook 117 likes, and 134 followers
 - Instagram wanting to set up
- **Workforce Readiness Update (Emma Rooney)**
 - Working with the MT Bar Association to build a relationship and maybe get CE for our chapter meetings.
- **College Relations Update (Heather Rankin)**
 - **Carroll College connections**
 - Michelle spoke to a class today for Dr. Adel’s HR Strategy class
 - Corinne will be training the faculty at Carroll College March 14th on writing letters of recommendation
- **AV/Webmaster Update (Todd Jackson)**

Joanna motioned to adjourn the meeting at 12:28pm. Amanda seconded. All in favor and none opposed.

2022 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:30-12:30pm via online or at TBD

Month	Topic	Speaker(s)	
January 20	Supporting Caregivers in the Workplace	LaDawn Whiteside	AARP
February 17	MARIJUANA AND THE WORKPLACE	Marilee Duncan	Felt Martin PC
March 3 special session	COVID19 in Today's Workplace	Vicki Bignell	Christensen and Prezeau
March 17	RQ – Results Through Relationship Intelligence	Michael Brown & Kyle Menig	Corestrengths
April 21	HUMAN RESOURCE MANAGEMENT AND THE RACI MODEL	Christie Ward	The Impact Institute
May 19	The Next Play Accountability System	Richie Contartesi	Relentless University
June 24	Why does your workplace need “Civility”	Jason Slead	Department of Revenue
July 15	TBD		
August	TBD		
September	TBD		
October	TBD		
November	TBD		
December	Holiday Social?		

2022 Board:

- **President:** Karol Anne Davis (2nd year)
- **Past President:** Vacant/Karol Anne in 2023
- **President Elect:** Dawn Lambert (1st year)
- **Treasurer:** Sarah Peters (1st year)
- **Secretary:** Michelle Edmunds (1st year)
- **Membership Director:** Amanda Yocom (2nd year)
- **Certification Director:** Joanna Halland (2nd year)
- **Programs Director:** John Pavao (2nd year)
- **Legislative Director:** Mike Worden (re-elected 1st year)
- **Foundations Director:** Tiffany Thornton (1st year)
- **Workforce Readiness Director:** Emma Rooney (2nd year)
- **Communications Director:** Annie Rasmussen (Re-elected 1st year)
- **Social Media Director:** Rebecca Bruno (1st year)
- **Diversity Director:** Kaley Argee (2nd year)
- **College Relations Director:** Heather Rankin (2nd year)
- **AV/Webmaster Director:** Todd Jackson