



*Helena SHRM  
Board Meeting Minutes  
Virtual  
11:30 – 12:30  
February 9, 2023*



- **Attendees:** Todd Jackson, Joanna Halland, Michelle Edmunds, Teresa Adams, Shannin Danko, Heather Rankin, Dawn Lambert, Renee Wooster
- **Absent:** Mike Worden, John Pavao, Rebecca Bruno, Tiffany Thornton, Karol Anne Davis
  - Need a minimum of 8 out of the 15 to make a quorum – no quorum.
- **Icebreaker: worst haircut**
- **Approve Meeting Minutes**
  - January 14<sup>th</sup> Strategic Planning Meeting Minutes: *Joanna motions to approve and Dawn seconds, all in favor and none opposed.*
  - Discussion on recording board meeting. *Most said they feel minutes are good enough without recording. A few spoke up and said that don't prefer it but are ok with it if everyone agrees. Ended with meeting minutes being ok but open for further discussion.*
- **Treasurer (Heather Rankin - Interim):**
  - Bank online amount \$15,908.75
  - Started moving all documents to google docs
  - Filed Montana Annual report of \$20 fee
  - submitted the IRS 990-N for CY 2022

- **President (Dawn Lambert)**

**Our overall goal for 2023 is Membership Engagement!** All board members should try to engage in current, past, and future members. This is the number 1 focus for all of the board and each board member was able to tie their individual goals into the one goal.

- **Strategic Planning Updates:**

- Teresa has offered to do board headshots – *Teresa said she will reach out to us when the weather is better to do them outside*
- Updating the SHRM Logo.
- Membership is looking at a vendor membership.
- Any comments from reviewing the Job Descriptions?
- Any further discussion on getting E & O Insurance for the Board: *table until budget approval.*
- Please look at the Binders and review the monthly agenda items, National requirements by month, and so on.
- Todd is going to look at the library as a monthly chapter meeting location.
- We are going to look at doing monthly leader spotlights so that we are always looking for HR leaders of the year throughout the year. – *Karol Ann owns this aspect?*
- Teresa has started up the Presenter surveys again and we will be doing an all-member annual survey too.
- Looking into study group for SHRM Certificate
- Foundation, Legislative, and Diversity... Do you want to share any goals?

- **May State SHRM Conference:** We are in charge of the Thursday Night Social, Welcome Speaker, and Registration.

- On Wed. May 3<sup>rd</sup> the State SHRM Board would like to invite board members to come for lunch and meet their counter parts in other areas.

- State Conference Registration Pricing:

Fee	
Type	Fee
<input checked="" type="radio"/> Registration AND Pre-Session \$340.00 after Friday, March 31, 2023	\$299.00
<input type="radio"/> Registration \$255.00 after Friday, March 31, 2023	\$214.00
<input type="radio"/> College Student Regular	\$99.00
<input type="radio"/> Pre-Session Only	\$85.00

- Can anyone take charge in getting volunteers to help with registration? Man the registration? Maybe ask for HR College Students to help,
- We need Silent Auction Items. Can someone take lead on this? [How many baskets do we need?](#) Joanna will lead one basket but can't do all 15. We are waiting for Dawn to update us.
- Rebecca – Can you set up social media announcements for May SHRM Conference? We need to start blasting the registration.
- Welcome Speaker: I have received commitments for the Billings Deputy Mayor, a video for Steve Daines, and a Representative reading a letter from Jon Tester.
- Thursday Night Social:
  - Reserved MT Zoo with the large pavilion around \$1,100
  - Arranged Tables, Chairs, and Linens
  - Reserved School busses for transportation cost up to \$500.00
  - Food and bar from High Horse Catering (MT Zoo recommended them) Food will be around \$30.00 a person and cost the most. I am open to other ideas or suggestions. [With the \\$30 does that include drink tickets? Or is that on top?](#)
  - Map: Teresa can you help with creating a Map as a story book? [Yes Dawn talked to me about this and it was a map for poker run](#)

- **SHAPE Award** – Submitted

- **Excel Award** – Submitted

- **Bylaws**- Michelle is going to review these. We are required to update them yearly. Friendly reminder that in our bylaws attendance from the board is supposed to be 75% we usually only have 10 meetings a year so it is super important to try our best to attend as much as we can. I understand that life happens, and we all are busy. [Bylaw attendance review?](#)

- **Board Election Update**

- College Relations Vacant; We have 1 candidate formally interested Kim Worthy, and Kim is also possibly interested in next year's president elect position. We also have a candidate reviewing the job description, Michelle Keele. Any discussion? Invite them both to the March Meeting? [Any new members of the board – we need to stress the attendance expectations.](#)

- **Chapter Meeting Next Week**

- Lunch Order – Heather
- Equipment (laptop and OWL) – [John or Michelle Feb equipment](#)
- Announcements – [Dawn](#)
- Speaker Introduction – [John P.](#)
- Logging in as SHRM to Zoom – [John & Dawn](#)

- Please try to show up to board and chapter meetings in person, if possible, to help the board reconnect. We still will have the hybrid options.

- **Past President (Karol Anne Davis)**

- Absent

- **Secretary update (Michelle Edmunds) – Bylaw update and upload meeting minutes**
- **Membership Update (Amanda Yocom)**
- **Programs Update (John Pavao) - absent**
- **Foundation Update (Tiffany Thornton) - absent**
- **Legislative Update (Mike Worden) - absent**
- **Communications Update (Teresa Adams) - Sent out membership survey yesterday. Good feedback from survey last time. 11 responses. Teresa did a summary of our feedback – all positive.**
- **Certification Update (Joanna Halland) – February speaker is certified.**
- **Diversity Update (Shannin Danko) – no update**
- **Social Media Update (Rebecca Bruno) - absent**
- **Workforce Readiness Update (Renee Wooster) - started a new job so feels a little all over the place. Will be posting more jobs and asked who the Montana State Workforce Readiness person is.**
- **College Relations Update (Vacant)**
- **AV/Webmaster Update (Todd Jackson) – checking out meeting space on Monday.**
- **Motion to Close Meeting**

**2023 Monthly Chapter Meeting Calendar – 3<sup>rd</sup> Thursday of every month 11:30-12:30pm CTI**

Month	Topic	Speaker(s)	
January 19	Putting the “Human” back into “Humanity”	Dawn Lambert	The New Solutions, LLP
February 17			
March 17			
April 21			
May 19			
June 24			
July 15			
August			
September			
October			
November			
December 1			
December 8			
January 19			

**2023 Board:**

- **President:** Dawn Lambert (1st year)
- **Past President:** Karol Anne (1 year term)
- **President Elect:** Vacant until 2025
- **Treasurer:** Heather Rankin -Interim (Election 2024, 2 year term)
- **Secretary:** Michelle Edmunds (2<sup>nd</sup> year)
- **Membership Director:** Amanda Yocom (Re-elect 1<sup>st</sup> year)
- **Certification Director:** Joanna Halland (Re-elect 1<sup>st</sup> year)
- **Programs Director:** John Pavao (Re-elect 1<sup>st</sup> year)
- **Legislative Director:** Mike Worden (re-elected 2<sup>nd</sup> year)

- **Foundations Director:** Tiffany Thornton (2<sup>nd</sup> year)
- **Workforce Readiness Director:** Renee Wooster (1<sup>st</sup> year)
- **Communications Director:** Teresa Adams (1<sup>st</sup> year)
- **Social Media Director:** Rebecca Bruno (2<sup>nd</sup> year)
- **Diversity Director:** Shannin Danko (1<sup>st</sup> year)
- **College Relations Director:** Vacant (Term 2023-2025)
- **AV/Webmaster Director:** Todd Jackson (2<sup>nd</sup> Term)