



*Helena SHRM
Strategic Board Meeting
Minutes
Muni's Sports Grille
2201 N Benton Ave
Helena, MT 59601
11:00-12:30
January 14th, 2023*



- **Attendees:** Todd Jackson, Joanna Holland, Dawn Lambert, Heather Rankin, Teresa Adams, Amanda Yocom, Karol Anne Davis, Rebecca Bruno
- **Absent:** Tiffany Thornton, Michelle Edmunds, Mike Worden, John Pavao, Renee Wooster, Shannon Danko
- **Ice Breaker:** Why did you join the SHRM board and what do you hope to achieve in today's meeting.
- **Approve November Meeting Minutes**
 - Michelle will send out for review and we will approve next month.
- **Informational Binder for All Board Members**
 - Volunteer Leader Resources
 - Reviewed resources in the binder.
- **2023 SHRM Board**
 - President – Dawn Lambert
 - Past President – Karol Anne Davis
 - Secretary – Michelle Edmunds
 - Treasurer – Heather Rankin (Interim)
 - Programs Director – John Pavao
 - Certification Director – Joanna Halland
 - Membership Director – Amanda Yocom
 - Foundations Director – Tiffany Thornton
 - Legislative Director – Mike Worden
 - Communications Director – Teresa Adams
 - Workforce Director – Renee Wooster
 - College Relations Director - VACANT
 - Diversity Director – Shannon Danko
 - Social Media Director - Rebecca Bruno
 - Webmaster – Todd Jackson
- **Miscellaneous Board Items**
 - Discuss board expectations – attendance, roles, etc. All Board members should take the next month to review their job descriptions and board commitments and follow up with Dawn or Karol Anne if you are unable to maintain the board commitment or with job description changes.
 - Discussed the mobile apps available. Contact Dawn for more information.
 - All board documents (job descriptions, bylaws, meeting minutes, etc.) can be found online.
 - Errors and Omissions Insurance for the board. Estimated quote \$100/month for all of Helena Board.
 - Hold vote next meeting.
 - 2022 HR Leader of the Year
 - John Pavao was the winner for a second year in a row but was not in attendance to accept.
 - Posting on website and social media sites, send emailing to membership.
- **Goals for All Board Members**
 - Help retain current members and increase membership. All board members should own increasing and maintaining membership.
- **Past President Goals:**
 - HR Leader of the Year
 - Leader Monthly Spotlight – Announce at the beginning of the Chapter Meeting.

- Work with Theresa on email submissions.
 - President Elect
 - Help retain and increase members through collaboration with Amanda.
 - Platinum Excel Award
 - Supporting the board through knowledge transfer.
- **President Goals:**
 - Connection with membership.
- **Membership Goals:**
 - Vendor member sponsorship
 - Reach national members in our local area that are not current local chapter members.
- **Treasurer Goals:**
 - Establish 2023 Budget
 - Maintain budget.
 - SHAPE Award – Profit and Loss Data
- **Programs Goals:**
 - **Absent**
- **Foundation Goals:**
 - **Absent**
- **Communication Goals:**
 - Quarterly newsletter to membership, transparency with board plans.
 - Year-end report out on chapter accomplishments.
 - Create new communication templates.
 - Monthly presenter surveys.
 - Annual member survey.
 - Brand/logo update refresh.
 - Headshots for board members.
- **Webmaster Goals:**
 - Maintenance on SHRM Laptop
 - Try to make more meetings in person.
 - Help find other locations that meet our AV needs for the monthly chapter meetings.
 - Updates to website as needed and in a timely manner.
- **Certification Goals:**
 - Increase certification opportunities for members.
 - Work with Theresa to create a poll for our members to generate interest.
 - If interest coordinate a study work class. Educate membership on discount for study materials.
- **Workforce Readiness Goals:**
 - Provide two trainings as part of regular monthly chapter meetings.
 - Meet with the State Workforce Readiness to pick their brain around partnering with Carroll College or an HR consulting firm to put together a plan of action. (Project plan around training for a specific position.)
- **College Relations Goals:**
 - Vacant – Heather transitioned to interim treasurer.
 - Have interest from another SHRM member and will discuss at February board meeting.
- **Legislative Goals:**
 - **Absent**

- **Diversity Goals:**
 - **Absent**

- **2023 State Conference Update – Billings**
 - Helena Hosting Thursday Night Social and Maintaining Check In
 - Hosting the Thursday Night Social at Zoo Montana
 - \$1100 - Includes tables, chairs, linens, and zoo animals.
 - We are working on food and drink.
 - We are working on transportation.
 - Looking
 - Create book maps for each table and have the participants go through the zoo with the map and collect stamps from vendors.

2023 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:15-12:30pm Career Training Institute

Month	Topic	Speaker
January	Putting the Human back in Humanity	Dawn Lambert
February		
March		
April		
May	No Presentation - State Conference - Helena Hosting	State/Helena Chapter
June		
July		
August		
September		
October		
November		
December	No Presentation - Holiday Social	Chapter

Unable to close the meeting because we did not have quorum.