



*Helena SHRM
March Board Meeting Minutes
Via Teams & Overland Express
11:30 – 12:30
March 10, 2022*



- **Attendees:** Dawn Lambert, Karol Anne Davis, Tiffany Thornton, Amanda Yocom, Joanna Halland, Annie Rasmussen, Kaley Argee, Heather Rankin, and Todd Jackson.
- **Absent:** John Pavao, Mike Worden, Michelle Edmunds, Emma Rooney, Sarah Peters and Rebecca Bruno.
 - Need a minimum of 8 out of the 15 to make a quorum
 - Total 9 attendees – quorum made
- **Icebreaker:** N/A
- **Approve February Meeting Minutes**
- **Treasurer (Sarah Peters) Out on maternity leave – Karol Anne, Dawn, and Joanna**
 - Sarah is returning from leave March 16th
 - Karol Anne and Sarah will work next week to finalize the 2021 – 2022 budget
 - 2022 Budget Review and Vote
 - There has been an increase of overhead costs:
 - Wild apricot has gone up
 - Lunch cards – upon going back to in-person meetings, we will not issue the lunch cards. We will go back to a ‘catered’ lunch. Only members in attendance receive a lunch.
 - Software purchase increase:
 - Owl purchase – Valley Bank donated \$500.00 towards the \$1,000.00 and the remaining \$500.00 will come out of our budget.
 - 2023 State SHRM Conference:
 - We need to start, preparing, planning, and budgeting as Helena SHRM Chapter will be the host.
 - Currently we are about approximately -\$6,000.00 in deficit in our budget. To help with this we have some budget proposals:
 - Discuss changing our Wild Apricot subscription from monthly to annually. It would save us 10%, every 2 years.

Amanda made a motion to approve the pay Wild Apricot annually, Annie seconded the motion, all were in favor, and none were opposed, motion carries.

- Zoom fee changed back to \$15/month
 - Zoom fee was charging us a \$200.00 fee a month and it now has been dropped to \$15.00 a month.
 - Received invoice stated March bill will be \$199.00 – pending changes – will follow up with Michelle to better understand.
- Increase membership dues \$25.00
 - Membership Fee Increase Proposal
 - \$25 increase for memberships for each membership level

Annie made a motion to approve the increase the membership fees, Amanda seconded the motion, all were in favor, and none were opposed.

- Increase guest cost to \$35 and right now charging 15.00. Proposed to increase to \$25.00 for guest cost starting in June of 2022.

Joanna made a motion to approve the increase for guest cost, Kaley seconded the motion, all were in favor and non were opposed, motion carries.

- An updated budget will be sent out from Dawn and Karol Anne – Sarah
- **President (Karol Anne Davis)**
 - Please email Karol Anne by close of business Monday 3/14 if you need a SHRM name tag ordered.
 - Please email Karol Anne about name tag order by end of Monday
 - Excel Award Deadline March 15th
 - SHRM National Update – below are for resources in our roles – don’t have to do anything more informational.
 - 2022 Volunteer Leaders’ Business Meeting (VLBM) dates - November 17-19, 2022, Washington, D.C.
 - SHRM is rolling out their new volunteer leader resource center- vlrc.shrm.org
 - SHRM volunteer/core leadership webcast areas are a great way for board members to hear from SHRM National and stay connected. Some of the webinars are position specific, for example certification or workforce development and others like SHRM volunteer leader connection are for broader groups. Here is the link to the 2022 [CLA webinars](http://vlrc.shrm.org) [vlrc.shrm.org]. Note sessions are recorded so if you miss one you wanted to attend you can always go back and watch it.
 - All chapters have access to the SHRM E-Blast Program to promote their membership and events to at-large SHRM members in the chapter’s zip code range. Complete the [appropriate online request form](http://vlrc.shrm.org) [vlrc.shrm.org] found on the VLRC.
 - 2% Dual Membership Goal
 - All commit to at gaining at least 2% for dual members
 - Need to at least get one more this year – increased exposure – to be in compliance with this.
 - We were at 52 dual members, and we need to increase to 53 members

SHRM IN-CHAPTER DUAL MEMBERSHIP - These are members of both SHRM AND Your Chapter								
State	Chapter Number	Chapter Name	Dec-18	Dec-19	Dec-20	Dec-21	Dec 2022 2% Growth	Total Chapter
MT	0104	Big Sky Chapter of SHRM	63	66	62	81	83	110
MT	0286	Helena Chapter SHRM	44	50	56	52	53	90
MT	0315	Yellowstone Valley SHRM	58	70	61	64	65	97
MT	0341	Great Falls Chapter	26	25	26	29	30	97
MT	0414	Continental Divide Chapter	26	26	16	19	19	29
MT	0415	Gallatin Valley Chapter	73	67	60	78	80	78
MT	0539	Flathead Valley Chapter	54	54	56	48	49	69
Grand Total			344	358	337	371	378	570

- State SHRM Conference Update – May 4th – 6th
 - These two assigned chapters will gather at least 30 silent auction items (valued at \$50 or more) to have displayed at the State Conference. Items received that have a lessor value and cannot be used in the silent auction can be given to the chapters collecting door prizes.
 - Each remaining Chapter will donate at least one item valued at \$100 minimum. Items should be brought to the Conference prior to the Thursday night social event.

- **President Elect (Dawn Lambert)**
 - MT Bar Association
 - Space at CTI
 - June 1, 2022 – through December 2022
 - Parking behind building
 - Last change gulch across from revenue
 - Will continue to do a hybrid online and in person
 - Submitted application for Educational Grant from State Council
 - Still waiting to hear on that
- **Secretary update (Michelle Edmunds) - Absent**
 - Approve strategic meeting minutes meeting minutes
 - Upload approved meeting minutes to Wild Apricot

Amanda made a motion to approve the February meeting minutes, Annie seconded the motion, all were in favor, and none were opposed, motion carries.

- **Membership Update (Amanda Yocom)**
 - 11 in renewal
 - 83 active members

- **Programs Update (John Pavao) - Absent**
 - Mar. “RQ – Results Through relationship Intelligence”
 - April “HR Management and the Raci Model”
 - May “The Next Play Accountability System”
 - June “Why does your workplace need “Civility”
 - Free speaker in November.
 - Looking for feedback on employee engagement.

- **Foundation Update (Tiffany Thornton)**
 - Speak Easy Event
 - Donated baskets from Missouri River Brewery and Speak Easy 41 Brewing company
 - March 26, 2022
 - Silent raffle
 - Door prizes

- **Legislative Update (Mike Worden) - Absent**

- **Communications Update (Annie Rasmussen)**
 - Survey responses

- **Certification Update (Joanna Halland)**
 - March and May speaker webinars are already certified

- **Diversity Update (Kaley Argee)**
 - SHRM Flyer
 - Proposed Nick Michetti to speaker in November for hiring veterans
 - Proposed Rocky Mountain speaker for ADA in October
 - Big sky autism – fun run in April - may need some volunteers, possible for Helena SHRM board members to volunteer at event.

- **Social Media Update (Rebecca Bruno) – Absent**
 - Social media going well

- **Workforce Readiness Update (Emma Rooney) Absent**

- **College Relations Update (Heather Rankin)**
 - Updates to the website
 - If hear of any scholarship or grants – please send to heather
 - Took flyer and I added the student membership at the bottom of it and sent to carol college and to Helena college business dept. and scholarship contact to send out to students
 - Student mentorship program/ has Helena ever doing that – interested in participating. working with SHRM. Could benefit. Explore and what it would look like and bring back to the board with info.

- **AV/Webmaster Update (Todd Jackson)**

Karol Anne made a motion to end the meeting at 12:40, Joanna seconded the motion, all were in favor, and none were opposed, motion carries.

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		
March 17	RQ – Results Through Relationship Intelligence	Michael Brown & Kyle Menig	Core strengths
April 21	HUMAN RESOURCE MANAGEMENT AND THE RACI MODEL		
May 19	The Next Play Accountability System	Richie Contartesi	Author
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