



*Helena SHRM
Board Meeting Minutes
Virtual
11:30 – 12:30
April 13, 2023*



Attendees: Dawn Lambert, Todd Jackson, Renee Wooster, Teresa Adams, Shannin Danko, John Pavao, Joanna Halland, Aimee Hawkaluk, Heather Rankin, Kim Worthy

- **Absent:**
 - Michelle Edmunds, Tiffany Thornton, Karol Anne Davis
 - Need a minimum of 7 out of the 13 to make a quorum
- **Icebreaker:** Favorite Easter Memories
- **Approve Meeting Minutes**
 - Joanna made a motion to approve the March 9th, 2023 Meeting Minutes, Kim seconded, all in favor, none opposed.
- **Treasurer (Heather Rankin - Interim)**
 - Bank Balance \$16,469.31, the Billings Zoo charge was \$1250.00 and they have been paid in full.

- **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.

- **May State SHRM Conference:** We are in charge of the Thursday Night Social, Welcome Speaker, and Registration table.
 - On Wed. May 3rd the State SHRM Board would like to invite board members to come for lunch and meet Other Board members at 11:00am at the Billing Hotel & Convention Center.
 - Update on manning the Registration for the State Conference?
 - 4 volunteers, Wed 5/3 10am-6pm, Thursday 5/4
 - Silent Auction Items / Door Prizes
 - Need to pick up a basket from the following places tomorrow
 - Dick Anderson Construction
 - Bank of the Rockies
 - Opportunity Bank
 - Big Dipper - Joanna
 - 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
 - First Student – We need to call and pay for with the SHRM Card
 - Food and bar from High Horse Catering (MT Zoo recommended them) Food will be around \$30.00-35.00 a person (2 drinks at 5.00 each, Food \$25.00 each) total depending on attendees (225*35=\$7,875) Need to pay food via check a head of time prior, and bar after.
 - Map: Teresa Story book, map, 3 top sponsors, photo contest on Whova app
- **SHAPE Award** – Submitted, waiting to see if we are awarded
- **Excel Award** – Submitted, waiting to see if we are awarded
 - **Chapter Meeting Next Week**

- Lunch Order – Heather
 - Equipment (laptop and OWL) – John
 - Announcements – John
 - Speaker Introduction – John P.
 - Logging in as SHRM to Zoom
- 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) -Absent**
 - Bylaws review
- **Membership Update (Amanda Yocom)** There are a few people inquiring about changing their membership level, Amanda will get back to them.
- **Programs Update (John Pavao)**
 - April 20th, Ask an HR Expert John will MC some questions.
 - Kim and Renee both volunteered from the Board.
- **Foundation Update (Tiffany Thornton)- Absent**
- **Legislative Update (Aimee Hawkaluk- Interim)-** As the session winds down she will provide more updates.
- **Communications Update (Teresa Adams)**
 - Map for the State Conference
 - Met with Karol Anne to discuss direction on Branding and Logo, hopes to be done by the end of the week.
- **Certification Update (Joanna Halland) –**
 - Vicki Bignell is certified through SHRM and HRCI.
 - The ask an Expert panel can only be certified through SHRM.
- **Diversity Update (Shannin Danko) – No Updates**
- **Workforce Readiness Update (Renee Wooster) – No Updates**
- **College Relations Update (Kim Worthy- Interim)**
 - Has done a few college events, Presented at 2 classes for Carrol College and is networking at Helena College
- **AV/Webmaster Update (Todd Jackson)**
 - Library reserved for June
 - Update Todd about any changes needed on the website.
- **Dawn made the Motion to Close Meeting, Joanna seconded, all in favor and none opposed.**

2023 Monthly Chapter Meeting Calendar – 3rd 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 (Term 2023-2025)
- **Past President:** Karol Anne (Term 2023-2024)
- **President Elect:** Vacant until 2024
- **Treasurer:** Heather Rankin -Interim (Term 2022-2024)
- **Secretary:** Michelle Edmunds (Term 2022-2024)
- **Membership Director:** Amanda Yocom (Re-elect Term 2023-2025)
- **Certification Director:** Joanna Halland (Re-elect Term 2023-2025)
- **Programs Director:** John Pavao (Re-elect Term 2023-2025)
- **Legislative Director:** Aimee Hawkaluk - Interim (Term 2022-2024)
- **Foundations Director:** Tiffany Thornton (Term 2022-2024)
- **Workforce Readiness Director:** Renee Wooster (Term 2023-2025)
- **Communications Director:** Teresa Adams (Term 2023-2025)
- **Diversity Director:** Shannin Danko (Term 2023-2025)
- **College Relations Director:** Kim Worthy -Interim (Term 2023-2025)
- **AV/Webmaster Director:** Todd Jackson (Term 2022-2024)