



- **Date: Thursday, January 11, 2024**
- **Location: Lewis and Clark Library**
- **Attendees:** Michelle Edmunds, Teresa Adams, Dawn Lambert, Heather Rankin, Joanna Halland, Kim Worthy, Jeannie Ranard, Shannin Danko, Brittany Davis, Renee Wooster
 - **Absent:** Todd Jackson, John Pavao, Aimee Hawkaluk
- **President:** Dawn Lambert
 - Strategic Planning Meeting – Dawn will be handing out board books to those that don't have one. This contains job descriptions, an updated org chart, and a bi-monthly timeline of events and due dates. Dawn will review this more at the strategic planning meeting.
- **President Elect:** Michelle Edmunds
 - **New Location** – can we get help onsite at Ascent Bank Basement conference room, on 11th Ave.
 - **IT help for first time?** Should speakers keep being online only and projected on TV?
- **Treasurer:** Heather Rankin
 - Bank Balance: \$16,060.13
 - SOS No fee this year
- **Secretary:** Jeannie Ranard
 - Previous Meeting Minutes Approval – Joanna made the motion to approve the minutes, Michelle seconded, motion approved
- **Membership Director:** Renee Wooster
 - Membership report monthly:
 - Reaching out to past due and warning they will make inactive after 30 days monthly
 - Emailing to ask past members to join monthly
- **Programs Director:** John Pavao - Absent
 - Chapter Training event space – Ascent Bank (and Zoom)
 - Training topic and speaker list
 - January – Workplace Connection and Belonging
 - February- Suicide in Workplace Prevention (2 hour lunch time special session 11am – 1pm)
 - March – *Drug and Alcohol Testing Training* (either March or April)
 - April
 - May
 - June
 - July
 - August
 - September
- **Certification Director:** Joanna Halland
 - Report what certifications you have and what else you need
 - Jan. Training Certified in SHRM, pending HCRI
 - Westaff SHRM Certification, for HR Bootcamp for \$25.00 per course.
- **AV/Webmaster Director:** Todd Jackson - absent
 - Board meeting space – confirmed November - January
 - IT setup for trainer
- **Foundations Director:** Brittany Davis - absent
 - Quarterly Fundraising Events



- Oct – Dec
- Jan – March:
 - Rescheduling - Saturday Jan 6th Fundraising Event-reschedule
 - Stikes with Helena SHRM Noon – 2pm(4pm)
 - Hammer and Stain Event in March
- April – June
- July - Sept
- **Communications Director:** Teresa Adams
 - Emails scheduled (besides auto sent with wild apricot) for all events/trainings
 - Auto emails in Wild Apricot -
- **Legislative Director:** Aimee Hawkaluk - absent
 - Bylaws Update – Let’s try to review and provide feedback
- **Diversity Director:** Shannin Danko
- **College Relations Director:** Kim Worthy
 - Reaching out to Helena college and College, HHS CHS

2024 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:30-12:30pm

2023 Board:

- **President:** Dawn Lambert (2nd year)
- **President Elect:** Michelle Edmunds (1 year term)
- **Treasurer:** Heather Rankin (1st year)
- **Secretary:** Jeannie Ranard (1st year)
- **Membership Director:** Renee Wooster (1st year)
- **Certification Director:** Joanna Halland (2nd year)
- **Programs Director:** John Pavao (2nd year)
- **Legislative Director:** Aimee Hawkaluk (1st year)
- **Foundations Director:** **Brittany Davis** (1st year)
- **Communications Director:** Teresa Adams (2nd year)
- **Diversity Director:** Shannin Danko (2nd year)
- **College Relations Director:** Kim Worthy (1st year)
- **AV/Webmaster Director:** Todd Jackson (1st Year)

Inactive Board positions: Social Media Director, Workforce Readiness Director