



*Helena SHRM
Board Meeting
Overland Express
11:30 – 12:30
September 14, 2023*



- Date: Thursday, September 14, 2023
- **Attendees:** Todd Jackson, Michelle Edmunds, Teresa Adams, Dawn Lambert, Heather Rankin, Joanna Halland, Renee Wooster, Karol Anne Davis, John Pavao
 - **Absent:** Shannin Danko, Kim Worthy, Aimee Hawkaluk
- **Icebreaker:** skipping – heavy agenda
- **President:** Dawn Lambert
 - Dawn made a motion for us to put Brittany Davis in interim Foundations Director position. Michelle seconded. All in favor and none opposed.
 - Dawn passed around her resume before the vote.
 - DC Trip Discussion – Michelle motioned to send Dawn to DC for Leadership Conference, John seconded, all in favor and none opposed.
 - Joanna motions the expenditure of Dawn going to Fairmont for State Council meeting. Heather seconded the motion. All in favor and none opposed.
 - Dawn is motioning that the board let board members register at cost for the SHRM prep course as a board member volunteer perk. Michelle Seconded. All in favor and none opposed.
 - There was discussion if this would include the new interim board member – and since the board member won't be on the board or at a board meeting before the SHRM Certification Prep course starts.
- **Past President:** Karol Anne Davis
- **Treasurer:** Heather Rankin
 - Bank Balance: \$11,705.77
 - Foundation donation
 - EEO insurance for \$110/month
 - Michelle motioned for Heather to transition us to Quickbooks Online the “simple start” plan of \$30/month for the first 3 months to start to test it. Dawn Seconded. All in favor and none opposed.
 - First 30 days free, and first 3 months at 50% - wild apricot claims to connect with QBO
 - <https://www.wildapricot.com/blog/nonprofit-accounting-software-tools>
 - Cancelling memberships that are not currently discussed from our motion in August. Heather motions to give members 30 days past due before software turns them inactive. Michelle seconds. All in favor and none opposed.
- **Secretary:** Michelle Edmunds
 - Joanna motions to approve August meeting minutes and John seconded. All in favor, none opposed.
 - Reminder on Board Happy Hour next Tuesday
 - Discuss library location – is it working? What if we get more people in person – can we fit?
 - We need more board members in person at chapter training days to help – or do we go back to online?
 - HR Leader of the Year – working on billboard
 - Does anyone have preference with Holiday social location and date?
- **Membership Director:** Renee Wooster
- **Certification Director:** Joanna Halland
- **Programs Director:** John Pavao
- **Legislative Director:** Aimee Hawkaluk
- **Foundations Director:** vacant
- **Workforce Readiness Director:** vacant

- **Communications Director:** Teresa Adams
- **Diversity Director:** Shannin Danko
- **College Relations Director:** Kim Worthy
- **AV/Webmaster Director:** Todd Jackson

2023 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:30-12:30pm via online or at TBD

2023 Board:

- **President:** Dawn Lambert (1st year)
- **Past President:** Karol Anne in 2023
- **President Elect:** N/A
- **Treasurer:** Heather Rankin (interim)
- **Secretary:** Michelle Edmunds (1st year)
- **Membership Director:** Renee Wooster (interim)
- **Certification Director:** Joanna Halland (reelected 1st year)
- **Programs Director:** John Pavao (reelected 1st year)
- **Legislative Director:** Aimee Hawkaluk (interim)
- **Foundations Director:** vacant
- **Workforce Readiness Director:** vacant
- **Communications Director:** Teresa Adams (1st year)
- **Social Media Director:** vacant
- **Diversity Director:** Shannin Danko (1st year)
- **College Relations Director:** Kim Worthy (interim)
- **AV/Webmaster Director:** Todd Jackson (2nd Year)