



**MONTANA STATE COUNCIL
MEETING MINUTES**

Holiday Inn Express
3170 N. Sanders
Helena, Montana 59902
406-442-7500



January 20, 2017

Attendance: Rebecca Morgan, Desiree Navarro, Elizabeth Rissler-Pratt, Adam Ragsdale, Diana Piccono, Deby Murch, Doris Herenandez, Amanda Hawley, Ronda Wakefield, Liesel Brink, Tina Hanninen, Dianna Gould, Jennifer Rohrback, Jan Knutson, Bob Carol, Maureen Bryan

By Phone: Robyn Chupka

Absent: Michelle Cohens

9:00 am Introductions

Amendment of October's Minutes

2017 Budget Discussion updated in Oct minutes original 9k profit was incorrect formula. Formula was updated and budget is now showing negative 10k budget. Motion to approve updated 2017 budget Desiree. 2nd – Adam – motion carried

Approval of October's Minutes

Motion – Amanda 2nd – Deby Motion carries.

Treasurer's Report - Elizabeth

- 2016
 - Other income - \$5,575.01 income and \$10,818.32 Expenses
 - Conference - \$65,041.00 income and \$51,733.89 Expenses
 - Operating Expenses - \$1750 income and \$16,075.94 Expenses
 - Total - \$72,366.91 income and Expenses \$78,628.16

For 2017 year - Resolution with a motion to approve signatories on account

- Elizabeth- Treasurer
- Michelle- Director
- Rebecca- Director Elect

Motion to approve Diana - 2nd Jan - motion carried

SHRM Volunteer Leadership – attendees to share with council

Desiree- As new president it would have been useful to know what classes would have been more useful in my roll.

Jennifer- Enjoyed capitol hill day. Networking with others was useful

Liesel- Tried to go to boot camp but it was full. The social was good

Jan- Liked the personal development courses. Groups have similar issues and she like brainstorming with others.

Bob- Attended the bootcamp and he liked getting the information about what is due when and what his duties are.

SHRM update - Dianna Gould (see attached powerpoint "Jan 2017 Presentation V MTSC mtg")

- Hank Jackson will be retiring at the end of the year
- Important Dates
 - **January 31, 2017**
Chapter and State Council 2016 SHAPE Year-End Report due
2016 SHAPE Year-End Report online reporting tool: <https://community.shrm.org/vlrc/viewdocument/2016-chapter-shape-online-reporting-2>
Recommendations:
 - type in word and paste into program
 - Consider creating a password that you can share with a board member to cover in the event you need help to submit by Jan 31
 - **February 3, 2017**
Deadline to take advantage of Volunteer Rate for 2017 SHRM Annual Conference
 - **March 13-15, 2017**
SHRM Employment Law & Legislative Conference: Washington, DC
 - **March 15, 2017**
Excel Award Application Due
2016 Excel Award online application: <https://community.shrm.org/vlrc/viewdocument/2016-shrm-excel-award-application>
 - **March 31-April 1, 2017**
2017 SHRM Western Division Student Case Competition & Career Summit: Tigard, OR
 - **April 9-16, 2017**
National Volunteer Appreciation Week
 - **April 24-26, 2017**
SHRM Talent Management Conference: Chicago, IL
- Annual Conference:
 - **June 18-21, 2017**
SHRM Annual Conference : New Orleans, LA
<http://annual.shrm.org>
- Resources for Volunteer Leaders:
 - Volunteer Leader Summit - Download the Summit presentations and handouts from the SHRM Volunteer Leaders' Resource Center (VLRC): www.shrm.org/vlrc (under "Updates" on the landing page click on "2016 volunteer leader summit presentation")
- 2017 New Board Orientation- can be downloaded and customized for your chapters new board orientation:
<https://community.shrm.org/vlrc/viewdocument/re-new-board-member-orientation-1>
- SHRM Competency Based Education for Chapters
 - Series of 1.5 hour programs to address topics based on the SHRM HR Competency Model
 - Free of charge for SHRM Chapters and Councils in good standing
 - Includes easy to use facilitator guide
 - Information is now available – <https://community.shrm.org/vlrc/resources-shrm/viewvrcarticle?DocumentKey=ed233dfb-5bde-4cbc-afc4-dc7a2a32256b>
- 2017 Shape Planning Documents:
 - 2017 Chapter Planning Document - <https://community.shrm.org/vlrc/viewdocument/2017-chapter-shape-brochure-due-1>
 - 2017 State Council Planning Document - <https://community.shrm.org/vlrc/viewdocument/2017-state-council-shape-brochure>

- Chapter Promotion Email Program
 - Promotes chapter membership and events to SHRM at-large members in their local area
 - Available to chapters who do not otherwise qualify for the SHRM e-blast program (e.g. 100% and Super Mega chapters)
 - Chapters provide event information and SHRM provides text promoting the value of chapter membership
 - Chapters may request two emails sent on their behalf within a calendar year
 - Link- <https://community.shrm.org/vlrc/resources-shrm/viewvlrcarticle?DocumentKey=c3c0e69d-051b-4ee0-8d22-86e70c4adeb2>
 - Contact Kim Goodwin (kimberly.goodwin@shrm.org), your Member Engagement Associate (MEA), for additional information

- Chapter Bylaws – Review and Revisions
 - **Be sure to initiate your review with the current version of bylaws on file at SHRM HQ!**
 - If you do not have a copy of the current version, contact your Member Engagement Associate(MEA).
 - <https://community.shrm.org/vlrc/search?executeSearch=true&CommunitiesList=3fce3c52-fe59-4917-8289-af7d8b4190a9&MicrositesList=f35879ec-5887-4a13-afa4-ec22aa559c5b&SearchTerm=bylaws&SearchMatch=any>
Send 3 things to your Field Services Director (FSD) Diana Gould by email dianna.gould@shrm.org
 - **Summarized listing**
of the major changes,
in bullet format
 - **“Marked up” copy** showing the changes
 - **“Clean, Final” version**
to be signed by SHRM

2017 SHAPE and Excel Awards

- Initiatives- See attached “2017 State Council Planning Document” for more details

Strategic initiatives

- **Explore ways to more effectively communicate with local chapters**
 - Communicate the roles and responsibilities of State Council participation by president or president-elect.
 - Build relationships between state council and local chapters in Core Leadership Areas.
 - Provide information to local chapter on how to be more successful.
 - Develop a Chapter President orientation for Montana.
 - Transition meeting in October.
 - Engage President Elect early in their term.
 - Develop links on the State Council website of important information for Local Chapters.

- **State Conference**
 - Excellent speakers and topics
 - Maintaining/Increasing Attendance
 - Maintaining Vendor / Sponsor Relationships
 - Leverage value – cost per credit
 - Good Credit representation for Professional credits
 - Maintain active chapter participation in conference
 - Content (also consider for webinar)
 - Private / Public
 - Labor Relations
 - Reach out to neighbor states to attend – ID & WY & ND

- **Succession Planning**
 - Maintain, promote, formalize all Director positions
 - Office Positions – Treasurer, secretary etc
 - CLA's
 - State council to review every job description for the state council gets reviewed and updated.
 - First requirement – must have fun
 - Start pursuing August meeting

- **Strengthening the Montana State Council Brand**
 - Educate local chapters about state council roles
 - Educate external stakeholders
 - State Conference- educate and promote state council
 - Board member feature – monthly? Rolling presentation
 - Council member outreach/ attend one fo the 7 chapters' chapter meeting
 - Develop elevator speech – the “Why” of the state council

- **Membership**
 - Reach out / pursue at-large SHRM members
 - Continue to serve as a resource to our members
 - Educational webinar – fall
 - Rural HR professionals – Eastern MT?
 - Expand Kalispell model process – explore “go to meetings” tool

Drop Box Review-

- Rebecca will send out a link to drop box so you can access the State Council drop box
- Board positions are available in drop box under “Positions”. Please get a copy of your JD and make necessary edits. When done save back in folder with 2017 date. Tina will email new JD’s out before Aug 2017 meeting for everyone to review prior to the Aug meeting.
- Financial folder- Takes you to the various budget and financial statements.
 - W9 has EIN number.
 - “Expense report SHRM” can be used if you need to submit an expense to the council.
 - State council provides \$400 for chapter to use for education in the 2017 year. State council can easily fill out form and forward to Elizabeth by March 1. “ SHRM Education money support request”
 - MT State council travel policy- CLA’s and council directors are reimbursed up to \$200 per year. See document for guidelines

Chapter Chat:

Robyn- Bozeman Chapter

- Waiting for Bi-laws to be returned.
- On track to become a 100% SHRM Chapter. National support will go from \$10 per member to \$25 per member
- Implemented an HR mentoring program
- Fundraiser each year- This year they choose Haven professional women’s clothing drive, raised \$400

Desiree – Helena Chapter

- Goal to be 100% chapter in next two years
- Working on getting financials up to date

Jennifer- GreatFalls Chapter

- Recognizing members who have perfect attendance at chapter meetings (4 members in 2016).
 - Reward - Pay for local chapter membership 2017 and pay for lunches for next year
- Thank you notes to speaker and \$10 gift cards to local businesses for local speakers
- Have almost all speakers lined out
- Planning a half day conference in Sept. Try to make it business focused not just HR
- Radio advertisement to increase local membership– 2 months – 200 spots

Liesel- Missoula Chapter

- Circle of Excellence with a silent auction – Donate \$500 to local non=profit and the rest to the SHRM foundation
- Going to have one morning meeting this year

Jan- Billings Chapter

- Trying to put together a study group
- Hosting a ½ day conference in March

Amanda – Kalispell

- Recently moved to a two year term for Presidents
- Planning to join the chamber (hoping to reach local business employees like office managers)
- Pinnacle Award- may hire a grant writer
- Putting together a study group

Ron- Butte

- Preparing for the conference
 - Costume contest with prizes for the social at the conference
- Most of their speakers are lined out

Conference Discussion –

- Rebecca - Conference Details, Chapter Assignments, etc...
 - Full Agenda will go out – Feb 23
 - Early bird ends April 1
 - Recommend booking reservation at Fairmont ASAP, filling up fast. Overflow rooms are available
 - 2 SHRM E-blasts are scheduled to go to all SHRM members Jan 26 and March 16
- Host chapter is Butte (Conference in Fairmont).
 - Responsible for registration
 - Thursday night they are going to do dinner versus appetizers
 - Professional Headshots- Have options making final decision
 - Welcome from City- complete
- Vendors & Sponsors – Missoula and Bozeman
 - 1 Premier sponsor – Blue Cross Blue Shield
 - 2 Strategic sponsors– ESGR and EBMS
 - 18 sponsors committed, 14 registered
 - Wine and Design event still needs a sponsor \$2500
- Grand Prize & Door prize – Kalispell and Great Falls
 - Ideas- Night in Glacier Park, framed picture
 - Please let Jennifer and Amanda know if you receive silent auction items
 - (Quality door prizes \$10.00 average)
- Silent Auction & 50-50 – Billings and Helena
 - (Each chapter should contribute)
 - Finding Silent Auction items has been challenge
 - Each chapter should bring at least one \$50 value silent auction item
- Marketing piece – FB, Twitter, Chamber, newspaper.
- Foundation – Maureen – Wine & Painting
 - Fairmont approved event
 - 4 of the canvases have been donated (still need 4 more)
 - Paint was on sale half price
 - Borrowed paint brushes
- Chapter HR Leader of the Year lunch on the Wednesday of the conference followed by the pre-session. Rhonda will email info
- Certification – HRCI & SHRM
 - Doris is working on getting everything certified and will also work on getting the Board meeting with Mark (1/19) certified.

2018 Budget Recap

- Conference – Missoula - Hilton - May 9, 10,11
 - Note- University of Montana Graduation is on the 12th

New Business – Open Discussion

- Elizabeth- SHRM training books. Amanda will take on the role of putting a committee together to gather info and decide if and when the state council will facilitate the purchase of books from SHRM. If purchased in larger quantity discounts apply.
- Webinar will be part of Oct 20 meeting. Workforce Development (Rhonda) will begin to work on details

Reminder for 2017 Meeting Dates and Locations

- May 3, 2017 @ Fairmont for Conference
 - With Chapter Leadership Lunch
- August 11, 2017 – Bozeman, C'mon Inn
- October 19 and 20, 2017 – Missoula Hilton (possible 2 day, 1 day president orientation)

Motion to Adjourn –Adam. 2nd – Jan - - Motion carries.

Year	Host Chapter	Location	Coordinator
2012	Great Falls Chapter – Great Falls	Great Falls	Robert
2013	Big Sky Chapter – Missoula	Missoula	Elizabeth
2014	Gallatin Valley Chapter - Bozeman	Bozeman	Brooks
2015	Helena Chapter – Helena	Billings	Dewey
2016	Flathead Valley Chapter – Kalispell	Kalispell	Michelle
2017	Continental Divide Chapter – Butte	Butte/Anaconda	Rebecca
2018	Big Sky Chapter – Missoula	Missoula	Adam
2019	Great Falls Chapter – Great Falls	Great Falls	Desiree
2020	Yellowstone Valley Chapter – Billings	Billings	
2021	Gallatin Valley Chapter - Bozeman	Bozeman	
2022	Helena Chapter – Helena	Helena	
2023	Flathead Valley Chapter – Kalispell	Kalispell	
2024	Continental Divide Chapter – Butte	Butte/Anaconda	
2025	Big Sky Chapter – Missoula	Missoula	