Flathead Valley Chapter SHRM

Board Meeting

April 4, 2013 at 4:00 pm

Meeting was called to order at 4:00 p.m. on April 4th, 2013 in the LC Staffing conference room.

Present: Peggy Young, Maria Gilman, Lauren Becchetti, Roberta Diegal, Malissa Campbell, Amanda Hawley, Deanna Lisle, Rebecca Timis, and Kiersten Adams

Minutes: A small change to the March minutes was brought to the group’s attention. Lauren will make the appropriate changes and resend out the minutes. There was a motion to approve the March minutes as written; a second was made and all approved.

Treasurers Report: Maria shared, on Ronda’s behalf, the Treasurer’s Report and updated budget for review. $8,188.29 was the beginning balance with an ending balance of $7,736.48. There was a motion to approve the Treasurers Report as written; a second was made and all approved.

Other Business:

* **Membership**- Peggy shared that the chapter has gained two new members since the last board meeting and she will be attending the job fair on behalf of SHRM in hopes to gain more.
* **Certification**- Deanna reminded everyone that the spring study group had started the previous Thursday, and will continue to meet every Thursday at the Park Side branch in Kalispell. The scholarship will be pushed off for the fall study group.
* **Communication**- Malissa shared that she is becoming more familiar with the layout of the website. She will continue to post healthcare updates, as well as any available HR jobs. It was requested that the Job Fair on April 18th be put under the events section, the Resume Café be put under past events, and a link to the State SHRM website be posted somewhere on the site.
* **College Relations**- Maria, on Jodi’s behalf, wanted to thank everyone for their help at the Resume Café.
* **Diversity**- Roberta informed the group that her biggest focus for April is the Job Fair; employers from all over will be attending and there are only 5 spaces available. Roberta also shared that she will be hosting an advanced resume writing class at Job Service. There are no spaces available, but she thought it might be a good idea for some of the board members, who use applicant tracking systems, to come and share some information. In the future, Roberta would like to have a class targeted towards assisting veterans with their resume.
* **Foundation**- Amanda shared that the chapter contributed $16 from Split the Pot last month. The group thought it might be a good idea to put a reminder in the monthly email to bring cash and let members know that checks are accepted.
* **Legislative**- No report.
* **Programs**- Maria shared out the 2013 meeting schedule at the March meeting. Programs for the 2013 year are, for the most part, booked and ready to go with a few additional possibilities if needed.
* **Workforce Readiness**- Kiersten reached out to the Columbia Falls Workforce Center and they were kind enough to share that they tend to focus on resume writing and preparing g for interviews. Kiersten has also tried to contact LASER School, but has not received a response back. She will be connecting with Bridge Academy next.
* **SHAPE**- Marie shared that the group is still on track, and to continue to keep doing what the group is doing.

Old Business:

* Activities by Month- Maria reviewed the document, and didn’t see anything the group was missing. She asked that the board members review it as well.
* State Conference- The board was able to secure a great grand prize package at Whitefish Mountain to be used during the summer season. LC Staffing was gracious enough to put in a gift certificate for dinner to go along with the grand prize package. The group decided to send out communication to the chapter members, asking if their company would like to donate door prizes. Prizes need to be around $10 in value, and the conference is still in need of about 10 prizes from each chapter. A Thank You to all companies who donate prizes will be put up on the chapter website.
* Board Positions- Will keep mentioning the great opportunity at the meetings.

New Business:

* Location- The group will need to begin searching for a new location for meetings as the contract with the Hilton will expire after the six months is up. Maria asked if the group would all think of some ideas.

The meeting was adjourned at 5:00 p.m. The next Board Meeting will be held on Thursday, May 2nd, 2013, at 4 p.m. in the LC Staffing conference room.