



*Helena SHRM
Board Meeting Minutes
Overland Express
11:30 – 12:30
August 11, 2022*



- **Attendees:** Heather Rankin, Tiffany Thornton, John Pavao, Karol Anne Davis, Todd Jackson, Joanna Halland.
 - **Interested persons:** Renee Wooster and Teresa Adams,
- **Absent:** Dawn Lambert, Michelle Edmunds, Sarah Peters, Mike Worden, Rebecca Bruno
 - Need a minimum of 8 out of the 15 to make a quorum
 - No quorum to vote; Karol Anne will follow-up with separate email with items to vote on.
- **Icebreaker:** None
- **Approve July Meeting Minutes**
 - **Please send Karol Anne an email with any edits to July meeting minutes and get to her by EOB 8/12/2022. Karol Anne will send out minutes via email for voting.**
- **Treasurer (Sarah Peters):**
 - Absent
 - Checking Balance
 - DA Davidson Balance
 - Please get Sarah receipts as soon as possible to be sure that everything is accounted for timely.
 - All purchase request needs to go to Sarah.
 - Sarah will begin using the detailed budget sheets.
- **President (Karol Anne Davis)**
 - **Board Roles**
 - Shannin Danko – Voted in last meeting as interim Diversity Director
 - Annie Rasmussen resigned as Communications Director
 - Chapter President Role – anyone interested in the President Role or if you know others who would be interested in this position.
 - **Introductions for Interim Board Members**
 - Teresa Adams – Communications Director
 - 5th generation MT – went to school at MSU worked at dept. of commerce for 10 years in various roles- worked with HR internally to help promote vacancies. HR is a key thing and find very interesting and always great to work those great teams.
 - Renee Wooster - Workforce Readiness Director,
 - New to Helena been here couple of months – come from Colorado for 12 years. Been in HR for almost 15 years, second career. Engineer in Construction was first career. Worked with HR programs and HR Benefits and director for a cream company for about 600 employees throughout the USA. Direct for Talent operations. Very interested in serving on the board because HR is an important function. There is a lot of talent out there and it is exciting to be able to partner with other organizations and this is something I really enjoy since the workforce has shortage anyway. It would be great to get out and meet other people. Extrovert.
 - **Board Elections**
 - Will be held in October and announced in November.
 - If those in interim roles are interested in continuing their positions, they will be placed on the ballot.
 - Roles up for election:
 - Membership Director
 - Certification Director
 - Programs Director
 - Communications Director

- Diversity Director
 - Workforce Readiness Director
 - President
 - **HR Leader of the Year**
 - Will start promoting early October.
 - Submission deadline will be the end of October.
 - Vote will be the beginning of November.
 - Will announce the winner at our December Holiday Social.
 - **Chapter Meeting Next Week**
 - Lunch Order – Sarah
 - Equipment (laptop and OWL) – John Pavao
 - Announcements – Karol Anne or Dawn
 - Speaker Introduction – John Pavao
 - Logging in as SHRM to Zoom – John Pavao
 - Certification is already done.
 - **Equipment**
 - New laptop arrived.
 - We need to load programs and setup password.
 - We need to order a case for the OWL. (\$49.99 or \$59.99 on amazon)
 - No objections to purchase these – Karol Anne will have Sarah order these.
 - **State Council Update**
 - Volunteer Leaders’ Business Meeting – November in DC
 - **Helena is the host chapter for the 2023 State SHRM Conference in Billings**
 - We will need to provide entertainment for the Thursday night social.
 - Please try to show up to Board and Chapter meetings in person if possible. We still will have the hybrid options.
- **President Elect (Dawn Lambert)**
 - Absent
 - **Secretary update (Michelle Edmunds)**
 - Absent
 - **Membership Update (Amanda Yocom)**
 - Absent
 - **Programs Update (John Pavao)**
 - Current Line Up of Events (all presenters will be in person):
 - August – Top 8 HR Issues Under the Big Sky! Michelle Edmunds/Corinne Moore (Westaff)
 - September – Economic & workforce Trends in Montana – Barb Wagner (Chief Economist, DLI)
 - **October – Job Accommodation Network – Complex Accommodation Issues**
 - November – Veterans Update – Nick Moschetti (Veterans Service Manager, DLI)
 - December – Social
 - **Foundation Update (Tiffany Thornton)**
 - Emailed Sleeping Giant for fundraising possibilities.
 - Back to school – end of summer BBQ at Fairground pavilion
 - Open to friends and family
 - Karol Anne will send out for vote in email as well.
 - **Legislative Update (Mike Worden)**
 - Absent
 - **Communications Update (Vacant)**
 - Absent
 - **Certification Update (Joanna Halland)**
 - August and September meetings are both certified.

- **Diversity Update (Shannin Danko)**
 - Absent
- **Social Media Update (Rebecca Bruno)**
 - Absent
- **Workforce Readiness Update**
 - (Vacant)
- **College Relations Update (Heather Rankin)**
 - Have not heard much from colleges in the outreach efforts
 - Will continue to update SHRM website
- **AV/Webmaster Update (Todd Jackson)**
 - Received laptop
- **Motion to Close Meeting**
 - No quorum to end meeting – meeting ended at 12:24 pm.

2022 Monthly Chapter Meeting Calendar – 3rd Thursday of every month 11:30-12:30pm via online or at TBD

Month	Topic	Speaker(s)	
January 20	Supporting Caregivers in the Workplace	LaDawn Whiteside	AARP
February 17	MARIJUANA AND THE WORKPLACE		
March 17	RQ – Results Through Relationship Intelligence	Michael Brown & Kyle Menig	Core strengths
April 21	HUMAN RESOURCE MANAGEMENT AND THE RACI MODEL		
May 19	The Next Play Accountability System	Richie Contartesi	Author
June 24	Why does your workplace need “Civility”	Jason Slead	Department of Revenue
July 15	TBD		
August	Top 8 HR Issues Under the Big Sky!	Michelle Edmunds/Corinne Moore	Westaff
September	Economic & workforce Trends in Montana	Barb Wagner	DLI
October	Complex Accommodation Issues	Lisa Mathess	Job Accommodation Network
November	Veterans Update	Nick Moschetti	DLI
December	Holiday Social		

2022 Board:

- **President:** Karol Anne Davis (2nd year)
- **Past President:** Vacant/Karol Anne in 2023
- **President Elect:** Dawn Lambert (1st year)
- **Treasurer:** Sarah Peters (1st year)
- **Secretary:** Michelle Edmunds (1st year)
- **Membership Director:** Amanda Yocom (2nd year)
- **Certification Director:** Joanna Halland (2nd year)
- **Programs Director:** John Pavao (2nd year)

- **Legislative Director:** Mike Worden (re-elected 1st year)
- **Foundations Director:** Tiffany Thornton (1st year)
- **Workforce Readiness Director:** Vacant
- **Communications Director:** Vacant
- **Social Media Director:** Rebecca Bruno (1st year)
- **Diversity Director:** Shannin Danko (Interim until 12/31/2022)
- **College Relations Director:** Heather Rankin (2nd year)
- **AV/Webmaster Director:** Todd Jackson