



*Helena SHRM
June Board Meeting Agenda
Via Teams & CTI
11:30 – 12:30
June 9, 2022*



- **Attendees:** Karol Anne Davis, Dawn Lambert, Amanda Yocom, Joanna Halland, John Pavao, Mike Worden, Tiffany Thornton, Heather Rankin, Todd Jackson
- **Absent:** Sarah Peters, Michelle Edmunds, Emma Rooney, Annie Rasmussen, Rebeca Bruno, Kaley Argee
 - Need a minimum of 8 out of the 15 to make a quorum
- **Icebreaker:** N/A
- **Approve April Meeting Minutes:**
 - Minutes approved with corrections – update the header. Motioned by Mike Worden, Seconded by John Pavao
- **Treasurer (Sarah Peters):**
 - Some things still needed finalized.
 - Wild Apricot has a percentage service fee for using credit/debit cards. It is a small amount, but there is no report to run to find out what the charge will be.
 - Dawn has SHRM Venmo linked to her personal Venmo. Accidentally make a payment from the SHRM account, she will deposit \$110 back into the SHRM account. Wanted it on record.
 - Checking Balance
 - DA Davidson Balance
- **President (Karol Anne Davis)**
 - Dues Increase – Effective this Month *Note the decrease in membership we are seeing is not because of the dues increase, we are cleaning up stale accounts.
 - Chapter Meeting in Person Next Week – speaker will also be in person. The first hour of parking in the parking lot east of the building is free. Please arrive between 10:45/11:00 to help set up for our first in person since COVID!
 - Advertisement
 - Roles
 - Lunch
 - Test Setup
 - Name Tag Order – on Karol Anne’s to do list.
 - Budget for Events – currently the budget for events is at \$500, but if we earn more during the events, we can spend more on other events. If board members need reimbursement for anything, just ask and submit receipts.
 - Resignations – we have received two resignations from board members: Kaley Argee and Emma Rooney.
- **President Elect (Dawn Lambert)**
 - Laptop Quotes – there is currently no budget specifically set out for the laptop. Dawn and Todd researched and found three laptops that would be good for what we are looking for.
 - Motioned by Karol Anne, Seconded by Joanna to purchase the “mid-level” laptop: Dell Inspiron I6 5625, 512 GB, for \$899.
 - Todd and Karol Anne will work together to get the laptop ordered.
 - Another Motion by Mike Worden, Seconded by John Pavao to build into the budget an additional \$200 annually to purchase a new updated laptop every 5 years if needed.
 - Aging Receivables – Dawn will clean up our aging receivables and clear out anyone older than 1 year, with the exception of Michelle Evans and Keni Grose. Board members will talk with these members.

- **Secretary update (Michelle Edmunds)**
 - Absent
 - Michelle uploaded 2022 meeting minutes so far to website
 - Wild Apricot Invoice Meeting – there is no longer the option to “invoice” members and guests, they have to pay when they register for events.
 - Downloading and saving cloud recordings
- **Membership Update (Amanda Yocom)**
 - 85 active members
 - 3 renewals pending – Amanda has sent out emails from her account to those individuals to see if they are still interested.
- **Programs Update (John Pavao)**
 - June “Why does your workplace need “Civility”
 - Current Line Up of Events (all presenters will be in person):
 - June – Why Does Your Workplace Need Civility? – Jason Slead
 - July – Best Practices for Employee Onboarding – John Cummings/JulieAnn Culpon
 - 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 – ADA, Kaley was arranging this, with her resignation, John will find a replacement
 - November – Veterans Update – Nick Moschetti (Veterans Service Manager, DLI)
 - December – Social
- **Foundation Update (Tiffany Thornton)**
 - Tiffany is checking with Chili’s about doing a community fundraiser. Will be reaching out to other restaurants, golf courses, and establishments about fundraisers.
- **Legislative Update (Mike Worden)**
 - Mike had to leave early. No update.
- **Communications Update (Annie Rasmussen)**
 - Absent
- **Certification Update (Joanna Halland)**
 - June and July meetings are both certified.
- **Diversity Update (Kaley Argee)**
 - No update.
 - Kaley submitted her resignation.
- **Social Media Update (Rebecca Bruno)**
 - No update.
- **Workforce Readiness Update (Emma Rooney)**
 - No update.
 - Emma submitted her resignation.
- **College Relations Update (Heather Rankin)**
 - Schools are currently on break and just finished up their graduations.
 - Working on updates to the websites.
 - Heather will look into if a college would sponsor a prep course and practice tests for the SHRM certifications.
- **AV/Webmaster Update (Todd Jackson)**
 - Learning Wild Apricot
 - Helping Karol Anne purchase laptop

No quorum to formally close meeting

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	Corestrengths
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	TBD		
September	TBD		
October	TBD		
November	TBD		
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:** Annie Rasmussen (Re-elected 1st year)
- **Social Media Director:** Rebecca Bruno (1st year)
- **Diversity Director:** Vacant
- **College Relations Director:** Heather Rankin (2nd year)
- **AV/Webmaster Director:** Todd Jackson