



*Helena SHRM  
Board Meeting Minutes  
Overland Express  
11:30 – 12:30  
November 10, 2022*



- **Attendees:** Heather Rankin, Todd Jackson, John Pavao, Joanna Halland, Michelle Edmunds, Renee Wooster, Teresa Adams, Tiffany Thornton, Karol Anne Davis, Sarah Peters, Shannin Danko, Amanda Yocom
- **Absent:** Dawn Lambert, Mike Worden, Rebecca Bruno, Heather Rankin
  - Need a minimum of 8 out of the 15 to make a quorum
- **Icebreaker:**
- **Approve Meeting Minutes:** Joanna motions to approve meeting minutes, Karol Anne seconded, all in favor and none opposed. Motion carries.
  
- **Treasurer (Sarah Peters)**
  - Updated the budget was emailed out to everyone this morning.
  - Budget meeting will be scheduled and a committee formed for that soon for 2023.
    - Biggest budget issue is hosting the SHRM conference entertainment/social night.
      - We will get profits back from the social but the check won't come in until October after the state conference.
  - Sarah needs receipt for Delta for Dawn's ticket to DC
  - Karol Anne motions to approve purchase of Owl and laptop case for a total for \$75.89. John seconded. All in favor and none opposed. Motion carries.
  
- **President (Karol Anne Davis)**
  - **State Council Meeting Update**
    - Karol Anne sent an email on 11/9/22 with updates from the state council meeting.
    - Discount to local SHRM board members for state SHRM conference of \$50.
  - **Washington DC Trip**
    - Dawn will be attending for the Helena Chapter next week.
    - Attendance here qualifies us to for the Platinum Award.
    - SHRM National covers the registration and two nights. It is customary for the local chapter the cover the airfare and any additional nights.
      - Michelle sent out a vote to approve this via email. This was approved via email at the end of October 2022.
  - **Board Election Update**
    - All candidates were notified on Monday.
    - Dawn will be sending out an email to all SHRM members announcing the 2023 board.
  - **HR Leader of the Year Update – need to submit nominations**
  - **SHRM Foundation Donation – discussion**
    - Michelle motions to use 50% of foundations profits to increase our Holiday social budget for Dec 8 to encourage in person networking for the SHRM members. Joanna seconded the motion. All in favor and no one opposed. Motion carries.
  - **December Events – Re-entry Simulation (12/1) and Holiday Social (12/8)**
  - **Transfer of Knowledge Meeting** – since interim new board members were confirmed by the election – we do not need to have this meeting.
  - **2023 Budget Meeting**
  - **2023 Strategic Board Meeting**
  - **Karol Anne's thank you speech: thank you for working hard in your current roles these last two years with hybrid. I would like to see our board commit to be connected and support each other in each of our initiatives and roles for 2023**
  - **Chapter Meeting Next Week**

- Lunch Order – Sarah
  - Equipment (laptop and OWL) – Karol Anne
  - Announcements – Karol Anne
  - Speaker Introduction – Karol Anne
  - Logging in as SHRM to Zoom – Karol Anne
- Please try to show up to board and chapter meetings in person, if possible, to help the board reconnect. We still will have the hybrid options.

- **President Elect (Dawn Lambert)**

- **Secretary update (Michelle Edmunds)**

- **Holiday Social meeting recap**

**HR Leader of the year will be announced at meeting**

Theme: Helena SHRM Jingle & Mingle

Where: Downstairs at the Brewhouse

Budget: \$500 (budget now increased to \$650ish)

Bring can food items to donate to food share for one drink ticket

\*\*\*Brewhouse is honoring happy hour prices for the length of our event 5pm-8pm for our SHRM members

\*\*\*\$4.00 tap beer 20oz (normally \$5.50) & \$1 off glasses of wine

Current food order (Brewhouse will reply to Michelle with total including service charge for budget):

- 160 BBQ Meatballs = \$85
- Spinach and Art Dip to serves 25 people = \$75
- Pretzel bites \$50 (server told us they go a long way and good price)
- Buffalo Chicken Dip = \$60
- Veggie tray = \$70
  - \$340

Brainstorm list/plan:

- Michelle will man the welcome table for drink tickets and canned food items
- Extra donation jar for Helena SHRM Foundation out at reception table - Tiff
- Give away Helena SHRM mug with new member/membership renewal during social (Sarah is coming up with a plan with maybe a plant as well)
- Split the Pot for Helena SHRM Foundation (have to call it split the pot not 50/50 or else we need a gambling license)
  - Since we already made our Helena SHRM Foundation donation for 2022, the split the pot funds will be going to Helena SHRM
- Goal of 3 baskets – one raffle and two silent auction
  - Some of us will ask for donations based of Heathers list – but no pressure to do this (Michelle & Dawn will be asking some of our contacts)
- Helena SHRM does not expect board members to spend their own money – your time volunteering is your donation

- **Membership Update (Amanda Yocom)**

- **Karol Anne makes a nomination to pay Amanda's National SHRM Membership due to SHRM's requirement of this position. Michelle seconded. All in favor and none opposed. Motion carried.**

- **Programs Update (John Pavao)**

- November – Veterans Update – Nick Moschetti (Veterans Service Manager, DLI)
- December – Social

- **Foundation Update (Tiffany Thornton)**

- **Legislative Update (Mike Worden)**

- **Communications Update Communications Director: Teresa Adams**

- **Certification Update (Joanna Halland)**

- **Diversity Update (Shannin Danko)**

- **Social Media Update (Rebecca Bruno)**

- **Workforce Readiness Update (Renee Wooster)**
- **College Relations Update (Heather Rankin)**
- **AV/Webmaster Update (Todd Jackson)**
- **Motion to Close Meeting**
  - **Karol Anne motions to close meeting at 12:36pm and Joanna seconds.**

**2022 Monthly Chapter Meeting Calendar – 3<sup>rd</sup> 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	<b>Complex Accommodation Issues</b>	Lisa Mathess	Job Accommodation Network
November	Veterans Update	Nick Moschetti	DLI
December	Holiday Social		

**2022 Board:**

- **President:** Karol Anne Davis (2<sup>nd</sup> year)
- **Past President:** Vacant/Karol Anne in 2023
- **President Elect:** Dawn Lambert (1<sup>st</sup> year)
- **Treasurer:** Sarah Peters (1<sup>st</sup> year)
- **Secretary:** Michelle Edmunds (1<sup>st</sup> year)
- **Membership Director:** Amanda Yocom (2<sup>nd</sup> year)
- **Certification Director:** Joanna Halland (2<sup>nd</sup> year)
- **Programs Director:** John Pavao (2<sup>nd</sup> year)
- **Legislative Director:** Mike Worden (re-elected 1<sup>st</sup> year)
- **Foundations Director:** Tiffany Thornton (1<sup>st</sup> year)
- **Workforce Readiness Director:** Renee Wooster (Interim until 12/31/2022)
- **Communications Director:** Teresa Adams (Interim until 12/31/2022)
- **Social Media Director:** Rebecca Bruno (1<sup>st</sup> year)
- **Diversity Director:** Shannin Danko (Interim until 12/31/2022)
- **College Relations Director:** Heather Rankin (2<sup>nd</sup> year)
- **AV/Webmaster Director:** Todd Jackson