



*Helena SHRM  
Board Meeting Minutes  
Overland Express  
11:30 – 12:30  
October 13, 2022*



- **Attendees:** Heather Rankin, Todd Jackson, John Pavao, Joanna Halland, Michelle Edmunds, Renee Wooster, Teresa Adams, Shannin Danko
- **Absent:** Tiffany Thornton, Karol Anne Davis, Dawn Lambert, Sarah Peters, Mike Worden, Rebecca Bruno, Amanda Yocom
  - Need a minimum of 8 out of the 15 to make a quorum – We had quorum!
- **Icebreaker: Candy**
- **Approve September 2022 Meeting Minutes via email October 14th**
  
- **Treasurer (Sarah Peters): absent**
  
- **President (Karol Anne Davis) absent @ State Council Meeting in Billings**
  
- **President Elect (Dawn Lambert) absent @ State Council Meeting in Billings**
  
- **Secretary (Michelle Edmunds)**
  - Holiday party location decision
    - Brewhouse and L&C Brewery reserved
      - Brewhouse Dec 8 – was officially decided!
      - L&C for Dec 1<sup>st</sup> bonus member training
    - Holiday party brainstorm
      - Michelle will be in charge of catering choice and email board for input
      - Bingo Prizes – each board member to bring a prize of at least \$10 value please
      - Minute to win it games – do we want to do this? We did not decide
        - Tickets for baskets
          - Heather will email us basket info and we need someone to help baskets
          - Thank you cards go a long way – make sure we do this
      - Drink Tickets
        - Canned food items for one free drink ticket
        - Board member drink ticket – addition for being board member
      - Split the pot – gambling license? Helena Foundation Fundraiser?
      - Other ideas?
  - **State Council Meeting**
    - Dawn & KA will email update to us
  - **Washington DC Trip**
    - Dawn as president elect is attending – this is provided for in our bylaws – we must vote to support two nights in hotel room that are not covered by SHRM National Volunteer comp due to additional travel nights from traveling to Montana
  - **Board Elections – Confirm election email date to send**
  - **HR Leader of the Year**
    - Google Forms – sent out – Michelle needs to email out
    - Submission deadline will be Nov 10
    - Vote will be in November
    - Will announce the winner at our December Holiday Social.
  - **Chapter Meeting Next Week**
    - Lunch Order – Sarah
    - Equipment (laptop and OWL) – John Pavao – John will ask Dean Mac for laptop

- Announcements – Dawn Lambert
    - Speaker Introduction – John Pavao
    - Logging in as SHRM to Zoom – John Pavao
    - Certification is already done by Joanna
  - **Equipment**
    - We need to order a case for the OWL. (\$49.99 or \$59.99 on amazon)
      - Has this been done?
  - **State Council Update**
    - Volunteer Leaders' Business Meeting – November in DC
    - **Helena is the host chapter for the 2023 State SHRM Conference in Billings – Theme: HR Storytelling**
      - Located in Billings, Montana at 1223 Mullowney Lane
      - May 3rd - 5th 2023
      - We will be in charge of registration, the welcome, and the entertainment for the Thursday night social.
      - Entertainment ideas:
        - Bingo
        - Karaoke idea
          - Need drink tickets for that
        - Mike Worden on guitar
  - 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.
- **Membership Update (Amanda Yocom) Absent**
  - Completed member audit for SHRM national – thanks Amanda!
- **Programs Update (John Pavao)**
  - Current Line Up of Events (all presenters will be in person):
    - **October – Job Accommodation Network – Complex Accommodation Issues**
      - 34 signed up
      - Complex reasonable accommodation issues
    - November – Veterans Update – Nick Moschetti (Veterans Service Manager, DLI)
    - NOV 2 VETERAN JOB FAIR AT CAPITAL
      - Can you donate something? Can SHRM donate gas card or something?
    - Dec 1 bonus member training @ L&C Brewery
    - December – Social Dec 8th
- **Foundation Update (Tiffany Thornton) absent**
- **Legislative Update (Mike Worden) absent**
- **Communications Update Teresa Adams**
  - Access to gmail
  - Has been sending emails for us
- **Certification Update (Joanna Halland)**
  - All trainings certified
- **Diversity Update (Shannin Danko)**
  - Nothing to report
- **Social Media Update (Rebecca Bruno) absent**
- **Workforce Readiness Update (Renee Wooster)**
  - Nov 2 Veterans fair at capital - SHRM table with John & Michelle help
  - SHRM to donate a give away

- Anyone else to get give aways for Vet Job Fair
- John will email the board details
- **College Relations Update (Heather Rankin)**
  - Nothing to report
- **AV/Webmaster Update (Todd Jackson)**
  - Nothing to report
- **Motion to Close Meeting**

**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 8	Holiday Social	None	Downstairs at the brewhouse

**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