



*Helena SHRM  
Board Meeting Minutes  
Overland Express  
11:30 – 12:30  
June 9, 2023*



- Date: Thursday, June 9<sup>th</sup>, 2023
- **Attendees:** Todd Jackson, Michelle Edmunds, Renee Wooster, Teresa Adams, Dawn Lambert, Heather Rankin, Shannin Danko, Joanna Halland, Tiffany Thornton, Karol Anne Davis, Kim Worthy
  - **Absent:** John Pavao, Amanda Yocom, Aimee Hawkaluk
- **Icebreaker:** best childhood summer memories
- **President:** Dawn Lambert
  - Zoo event went well – lots of attendance and good feedback
  - Other general state conference update
  - Wild Apricot – membership inactivating hiccups discussed
  - HR Leader of the Year
    - Google docs for submitting nominations the same as last year
    - Teresa and Michelle getting together to start promoting early
      - Use Westaff billboard to promote
      - Including in monthly email
      - Add on website?
  - Board member business cards that connect to give contact to others cell phones.
- **Past President:** Karol Anne Davis
- **Treasurer:** Heather Rankin
  - Bank balance as of today is \$7,571.05. I have paid the \$9,078.00 to High Horse which is why the balance dropped so significantly. I will request that any personal expenses be submitted to me for reimbursement as quickly as possible so I can arrange payment. Also, if there were any planning expenses I need to plan for please let me know.
  - Heather and Michelle meeting with Ascent bank about banking options. Michelle sent an email to COO of Ascent to get the ball rolling.
  - Heather is going to start monitoring our AR via invoicing/AR resources in wild apricot.
- **Secretary:** Michelle Edmunds
  - Michelle will do an email vote motion for April & May Meeting Minutes
  - Michelle has worked on new logo and Helena SHRM cup options but we are waiting until October to revisit as we recoup money after hosting state social
- **Membership Director:** Amanda Yocom
  - **Certification Director:** Joanna Halland Looking into setting up a certification prep course for chapter members.
- **Programs Director:** John Pavao
  - June is Pacific Source Event June 28
  - Discussed ethics credits needed by many HR certifications. Discussed doing an investigation topic would hit ethics. Discussed a wage and hour training opportunity Michelle facilitating with a wage and hour long time employee.
- **Legislative Director:** Aimee Hawkaluk
- **Foundations Director:** vacant
- **Workforce Readiness Director:** Renee Wooster
- **Communications Director:** Teresa Adams
  - We have a new logo approved by SHRM national! **Congrats and thanks to Teresa and Karol Anne!**

- **Social Media Director:** vacant
- **Diversity Director:** Shannin Danko
- **College Relations Director:** Kim Worthy
- **AV/Webmaster Director:** Todd Jackson
  - Todd is going to start uploading meeting minutes to website

**2023 Monthly Chapter Meeting Calendar – 3<sup>rd</sup> Thursday of every month 11:30-12:30pm via online or at TBD**

**2023 Board:**

- **President:** Dawn Lambert (1<sup>st</sup> year)
- **Past President:** Karol Anne in 2023
- **President Elect:** N/A
- **Treasurer:** Heather Rankin (1<sup>st</sup> year)
- **Secretary:** Michelle Edmunds (1<sup>st</sup> year)
- **Membership Director:** Amanda Yocom (reelected 1st year)
- **Certification Director:** Joanna Halland (reelected 1st year)
- **Programs Director:** John Pavao (reelected 1st year)
- **Legislative Director:** Aimee Hawkaluk (interim)
- **Foundations Director:** vacant
- **Workforce Readiness Director:** Renee Wooster (1<sup>st</sup> year)
- **Communications Director:** Teresa Adams (1<sup>st</sup> year)
- **Social Media Director:** vacant
- **Diversity Director:** Shannin Danko (1<sup>st</sup> year)
- **College Relations Director:** Kim Worthy (interim)
- **AV/Webmaster Director:** Todd Jackson (2<sup>nd</sup> Year)