



- **Date:** Thursday Oct 12
- **Location:** Lewis and Clark library (not overland)
- **Attendees:** Todd Jackson, Michelle Edmunds, Teresa Adams, Dawn Lambert, Heather Rankin, Joanna Halland, Kim Worthy, Renee Wooster
 - **Absent:** Karol Anne Davis, John Pavao, Aimee Hawkaluk, Shannin Danko
- **President:** Dawn Lambert
 - Holiday social update
 - Group text – Dec 1st 5:30-7:30 Basement of MT
 - DEI Conference 1.5 - 2 hours to fill
 - Do we have any additional speaker ideas?
 - HR Leader of the year – please nominate – board goal: nominate one person each in HR
 - Board Position Nominations – reminder to interims to let Dawn know if you want to stay in that position.
 - Joanna motions for \$100 donation to SHRM Foundation Donation now. Michelle seconded. All in favor and none opposed.
- **Past President:** Karol Anne Davis
- **Treasurer:** Heather Rankin
 - Bank Balance: \$18,089.25
 - Received \$6,018.43
 - QBO - \$60/month - decided to forgo it at this time.
 - Budget Meeting Monday the 16th at 12pm
- **Secretary:** Michelle Edmunds
 - Michelle motions to approve September meeting minutes. Joanna seconded. All in favor and none opposed.
 - Nov 14 and 18th board help is needed and requested for two events
- **Membership Director:** Renee Wooster (interim)
 - Membership report monthly: 81 members currently
 - 3 members up for renewal she is reaching out to.
 - Reaching out to past due and warning they will make inactive after 30 days monthly
 - Emailing to ask past members to join monthly
 - Renee and Teresa have done a membership survey and will keep us informed to the results.
- **Programs Director:** John Pavao (reelected 1st year)
 - Training topic and speaker list
 - October: Effective vs Toxic Workplace Communication For Organizational Success, Corinne Moore
 - Nov 14 DEI Conference - Michelle MC - please come help her!
 - November 16: Workplace Investigations, Michelle Edmunds
 - December – Dec 1st Holiday Social
 - January – Workplace Connection and Belonging
 - February
 - March
 - April
 - May
 - June



- July
- August
- September
- **Certification Director:** Joanna Halland (reelected 1st year)
 - Report what certifications you have and what else you need
 - Need DEI speaker info – Joanna is reaching out
- **AV/Webmaster Director:** Todd Jackson (2nd Year)
 - Chapter Training event space – brainstorm in strategic meeting in January
 - Todd said Mandy Rambo was open to use conference room at Commerce
 - Michelle looking into Uncommon Ground Meeting Space
 - Board meeting space – confirmed November - January
 - IT setup for trainer
- **Foundations Director: Brittany Davis** (interim)
 - Quarterly Fundraising Events
 - Oct – Dec
 - Jan – March: Saturday Jan 6th Fundraising Event
 - Stikes with Helena SHRM Noon – 2pm(4pm)
 - April – June
 - July - Sept
- **Communications Director:** Teresa Adams (1st year)
 - Emails scheduled (besides auto sent with wild apricot) for all events/trainings
 - Auto emails in Wild Apricot -
- **Legislative Director:** Aimee Hawkaluk (interim)
 - Working on updating bylaws
- **Workforce Readiness Director:** vacant
- **Diversity Director:** Shannin Danko (1st year)
 - Working on DEI conference
- **College Relations Director:** Kim Worthy (interim)
 - Going to be reaching out to two avenues
 - Career centers at Helena College and Carroll College

Commented [JH1]: I missed this part should this be strikes?

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

2023 Board:

- **President:** Dawn Lambert (1st year)
- **Past President:** Karol Anne in 2023
- **President Elect:** N/A
- **Treasurer:** Heather Rankin (interim)
- **Secretary:** Michelle Edmunds (1st year)
- **Membership Director:** Renee Wooster (interim)
- **Certification Director:** Joanna Halland (reelected 1st year)
- **Programs Director:** John Pavao (reelected 1st year)
- **Legislative Director:** Aimee Hawkaluk (interim)
- **Foundations Director: Brittany Davis** (interim)
- **Workforce Readiness Director:** vacant
- **Communications Director:** Teresa Adams (1st year)



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- **Diversity Director:** Shannin Danko (1st year)
- **College Relations Director:** Kim Worthy (interim)
- **AV/Webmaster Director:** Todd Jackson (2nd Year)