



## Southwest Montana SHRM Board Meeting

### November 2024 Agenda Board Meeting

Time: November 12th, 2024 5:30 PM Mountain Time (US and Canada)

Topic: SWMT SHR

Join Zoom Meeting

<https://zoom.us/j/97519137479?pwd=jqQml6s2acOe5bDobRKRnKbRuBh4mZ.1>

Meeting ID: 975 1913 7479

Passcode: 508979

- **Call to Order:** 5:34pm
- **Minutes:** Approve September / October Meeting Minutes
  - Allyson Motions, Amy Seconds.
- **Attendees:** Amanda Keith, Thomas Reynolds, Dawn Brown, Bethany Davies, Renee Storm, Amy Hager, Allyson McDonald, Michelle Hintz, Jamie Norby
- **Absent:** Grover Wallace, Shannon Kirby
- **Business Carried Forward**
  
- **New Business**
  - **By-law Approval Pending**
  - **Southwest Montana SHRM Update**
    - Secretary of State Update
    - SWMT SHRM Emails
  - **Update Position Titles**
    - Rename all Chairs to Directors
    - Allyson: Motions, Bethany Second
      - Motion passes
  - **Board Elections**
    - **Terms Expiring in December 2024**
    - **Next Term: January 1, 2025 - December 31st, 2026 - Election ends 12/13 at midnight**
      - President (to be filled by President-Elect)
      - Past President (to be filled by current President)
      - Secretary - Meghan Rauber, HR Manager, AdvicePay
      - Treasurer - Jamie Norby, Senior HR Generalist, City of Bozeman
      - VP of Membership - Becky Wilbert, HR Director, City of Belgrade
      - Communications Director - Rachel Simms, HR Business Partner, RQI Partners
  - **Board Transition Planning**

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- Meeting w. oncoming board members. - To be scheduled once finalized
- **December Meeting Update**
  - **Round Table Discussion**
    - **Ask membership for topics**
    - Amanda Keith - Recruiting
    - Jamie Norby - Benefits
    - Allyson - Performance Management
    - Michelle Hintz - I&D
    - Dawn Brown - Leadership Training & Development
    - Amy Hager - Disability Access, FMLA, ADA
    - Thomas Reynolds - TBD
- **December Holiday Party**
  - Thursday, December 12th @ 5:30pm
- **January Meeting**
  - **January 9th, 2025 : 11:45am - 1:00pm**
  - Tim Locke - Implications of AI in HR
  - AK to request Public Safety Center
  - Yes to inviting Helena SHRM members.
  - Need to start sending information to State Council for promotion.
- **Website**
  - AK emailed Shannon Taylor asking about the status of new chapter websites. Will track an answer down at VLBM.
  - If no answer, looking to transition to another platform - Wild Apricot
- **Newsletter**
  - **Next newsletter to include:**
    - December meeting info
    - Legislative update
    - 2025 board announcements
- **Vice President Reports**
- **President-Elect - Allyson McDonald**

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- **Treasurer: Jamie Norby**
  - working on the bank account
  - Allyson will review paypal,
  - Reimbursement needed to:
    - SHRM Foundation (yearly donation)
    - Amanda Keith (VLBM flights)
- **Secretary: Shannon Kirby - ABSENT**
- **Membership: Amy Hager**
  - 121 Rostered Members
  - 2 new in 90 days
  - 17 expiring soon
    - reached out to all of them
- **Certification: Renee Storm**
  - 53 Certified Members
  - 7 new and renewed
- **Programs: Bethany Davies and Dawn Brown**
  - How to track those who attended but couldn't register.
  - Michelle to send email of individuals who were present at the November meeting.
  - Amy will ID participants, send out slides, certification credits
  - Allyson/Jamie/Amanda will work on determining who needs to be invoiced:
    - Amanda Keith



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- **Core Leadership Reports**

- **Diversity: Michelle Hintz**

- Submitted material to Allyson for review for newsletter.
- Connect w. Allyson/Amanda about chapter I&D priorities.

- **Workforce Readiness & College Relations: Thomas Reynolds**

- Timeline for HR Leader of Year Award
- Submit to Montana SHRM State Council by March
- Working on criteria,
  - Advancement of profession, promotion of Southwest Montana SHRM
- Website submission
- Where do we recognize them?
  - March Meeting
- College Relations
  - Rylie M
    - Business / HR Contact

- **Foundation – Vacant**

- **Legislative: Grover Wallace (Absent)**

- **Communications Director: Allyson McDonald (see above)**

- **Volunteers**

- **General**

- Report on SHAPE related activities for log (standing agenda item).

# SHRM<sup>®</sup> Southwest Montana

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- Promote the SHRM Certification Program (on monthly slides)
- Use quarterly rolling powerpoint at meetings
- Submit monthly program for Recertification Credits
- Review SHAPE initiatives

#### • Adjourn

Board Member	Position	Email	Phone	Company
Amanda Keith	President	<a href="mailto:amandarosa1217@gmail.com">amandarosa1217@gmail.com</a>	406-579-8517	City of Bozeman
Allyson McDonald	President-Elect	<a href="mailto:swmt.shrm.presidentelect@gmail.com">swmt.shrm.presidentelect@gmail.com</a>	559-696-6607	HR Manager, TETER, Inc.
Jamie Norby	Treasurer - Interim			
Shannon Kirby	Secretary	<a href="mailto:athena68@bresnan.net">athena68@bresnan.net</a>	406-930-2174	Wilcoxson's, Total Electric, glassybaby, consultant
Erin Loucks	Past-President	<a href="mailto:eloucks@lonepeakpt.com">eloucks@lonepeakpt.com</a>	406-600-4904	Lone Peak PT
Amy Hager	VP Membership	<a href="mailto:amyhager12@gmail.com">amyhager12@gmail.com</a>	406-209-3063	WestPaw
Dawn Brown	VP Programs (Co-Chair)	<a href="mailto:dawn.brown.mt11@gmail.com">dawn.brown.mt11@gmail.com</a>		MSU Alumni Foundation
Bethany Davies	VP Programs (Co-Chair)		406-529-4819	
Renee Storm	VP Certification	<a href="mailto:gvhra.certification@gmail.com">gvhra.certification@gmail.com</a>	406-599-9167	Profitable Ideas Exchange
Thomas Reynolds	Workforce Readiness	<a href="mailto:tereynolds@yahoo.com">tereynolds@yahoo.com</a>	803-634-8292	
Grover Wallace	Legislative Chair	<a href="mailto:wallace_grover@yahoo.com">wallace_grover@yahoo.com</a>	719-233-8722	Grover Wallace & Associates
VACANT	Foundation Chair			
Allyson McDonald	Communications Director	<a href="mailto:swmt.shrm.presidentelect@gmail.com">swmt.shrm.presidentelect@gmail.com</a>	559-696-6607	HR Manager, TETER, Inc.
VACANT	College Relations			
Michelle Hintz	Diversity Chair	<a href="mailto:michelle@bozo.coop">michelle@bozo.coop</a>	406-599-0678	Co-Op

*Allyson L. McDonald*

02 / 21 / 2025

Allyson McDonald, SHRM-SCP - President

*Meghan Rauber*

Meghan Rauber, SHRM-SCP - Secretary 02 / 20 / 2025

<b>Title</b>	SWMT SHRM Board Meeting Minutes 11/2024
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### Document History



SENT

**02 / 21 / 2025**  
01:28:16 UTC

Sent for signature to Allyson McDonald (swmtshrmpresident@gmail.com) from meghan.rauber@advicepay.com  
IP: 63.153.30.185



VIEWED

**02 / 21 / 2025**  
15:48:00 UTC

Viewed by Allyson McDonald (swmtshrmpresident@gmail.com)  
IP: 136.179.3.254



SIGNED

**02 / 21 / 2025**  
15:48:47 UTC

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COMPLETED

**02 / 21 / 2025**  
15:48:47 UTC

The document has been completed.