

## What's Inside...

President's Message .....	2
Treasurer's Report .....	2
SAHRA Board Minutes .....	3
SAHRA Meeting Minutes.....	4
Follow These Principles for Leading Your Team.....	5
SAHRA 20th Anniversary .....	5
Enhance Your Career with Great Networking.....	6
HR Certification .....	6
ND Workforce & HR Conference.....	7
Dickinson Area Chamber of Commerce Seeks HR Volunteer..	7
SAHRA Spotlight .....	7
Membership List.....	8

## August Meeting

Our August program will be presented by Wynter Miller and Jarelle Lewis with Dickinson State University. They will facilitate an open discussion regarding diversity in order to promote a better workplace culture. Learning objectives include:

- How to talk about diversity in the workplace.
- How to promote diversity in the workplace.
- How to educate the workforce on the value of diversity in the workplace.
- Resources for approaching diversity in the work place.

Wynter is the Director of International Programs with Dickinson State University. Jarelle Lewis is the Title IX Coordinator and Affirmative Action Officer with Dickinson State University. ■



### August Meeting Information

### Diversity

Presented by Wynter Miller,  
 Director of International Programs  
 and Jarelle Lewis,  
 Title IX Coordinator and  
 Affirmative Action Officer  
 Dickinson State University

August 8, 2019  
 11:30 am MT  
 Lady J's Restaurant & Catering

## Are You Attending SAHRA in August?

Please RSVP for the meeting at this link: [Register for event](#). This month's lunch menu includes: Hamburger, Green Bean & Tater Tot Hotdish, Roll, Dessert Bar, and Coffee or Lemonade for \$12 per person including tax and tip. Credit card or cash accepted with advance RSVP; no checks please. ■



## Like us on Facebook!

SAHRA is on Facebook! For updates and reminders on SAHRA events and activities, LIKE us on Facebook.



### Society for Human Resource Management

1800 Duke Street  
 Alexandria, VA 22314  
 Phone: 703.543.3340  
 Toll Free: 800.293.SHRM  
 Email: [shrm@shrm.org](mailto:shrm@shrm.org)  
 Website: [www.shrm.org](http://www.shrm.org)

#### Thank You!

Thank you for your contributions to this edition of the SAHRA Newsletter.

### Southwest Area Human Resource Association

This newsletter is a publication of the Southwest Area Human Resource Association Chapter #0571  
 PO Box 132 • Dickinson ND 58601  
<http://ndsahra.shrm.org>  
 Newsletter Editor: Carrie Zubke

## President's Message



Happy August SAHRA Members,

I'm sure I'm in the minority but I'm sure happy that August is here! That means fall is around the corner and it's my favorite time of year. By August I'm also ready for cool weather—good thing I live in North Dakota!

I wanted to relay another reminder that registration is open for the State Conference in Grand Forks. Hotel rooms are booking quickly so be sure to get registered if you plan to attend.

It looks like we have some interest in SHRM certifications this year. If anybody is looking for a "study buddy" please reach out to Carrie Zubke, our Certification Director for details.

For many of us, the busy season is about to begin and we will be busy with budgeting, performance reviews, and benefit renewals, just to name a few. It won't be long before our heads are spinning from wrapping up the 2019 year, preparing for 2020, and dealing with those little things that seem to come up every day. Remember that SHRM's website is available and offers help on these topics and more. There are many times that I feel overwhelmed or stuck and go to SHRM's website to get the wheels turning again.

We will be discussing open board positions for 2020 soon so if that's something that interests you or that you have questions about, reach out to a current board member. I'm currently three years into my board membership and well into my first year as president and I feel extremely fortunate for our group. The board,

*(Continued on page 4)*

## Treasurer's Report

Southwest Area Human Resource Assoc  
 July, 2019

New Statement Balance				\$14,836.87
Current Checks /		Interest		\$0.13
Compare to ending bank statement balance		\$14,837.00		
Outstanding Checks / Deposits				
TOTAL:				\$14,837.00

# SAHRA Board Minutes

July 11, 2019

Present: Sarita Haag, Melissa Stoltz, Amanda Pearson, Carrie Zubke, April Frank, Alison Johnson, Lynae Harper, Krissy Kilwein, Kathleen Obritsch and Carissa Suter. Absent: DeEll Jordre  
Guests: Jason Sutteimer, Director Elect, ND SHRM State Council

President Carissa Suter called the meeting to order.

Carrie Zubke motioned to approve the May Board minutes. Kathleen Obritsch seconded. Motion carried.

April Frank motioned to approve the May Treasurer report. Lynae Harper seconded. Motion carried.

April Frank motioned to approve the June Treasurer report. Amanda Pearson seconded. Motion carried.

## COMMITTEE REPORTS:

Program-Lynae Harper: Lynae shared upcoming program options. August – tentative DSU presenting on diversity. September – US Bureau of Labor Statistics. October and November are open. December – Membership social is planned.

Diversity-Alison Johnson: Alison is securing the diversity program for August.

Certification-Carrie Zubke: Carrie reported that there is good interest in a local certification study group. BSC is offering a fall class. A Q &

A meeting will be offered after today's meeting.

Foundation-Sarita Haag: The Board will plan for a donated wine basket in a future month.

President Elect / Legislative Director – April Frank: April is working on the September meeting agenda/details to celebrate SAHRA's 20th anniversary.

Membership-Melissa Stoltz: No report.

Public Relations/Technology –Krissy Kilwein: Krissy reported that she is finalizing the speaker gift today.

Workforce Readiness-Kathleen Obritsch: No report.

Community Relations- Amanda Pearson: No report.

Secretary/Treasurer- DeEll Jordre: No report.

Jason Sutteimer reported on behalf of the ND State State Council. The State Conference is slated for September 17-19 in Grand Forks. Registration is open and 3 keynotes have been secured. The State Council is looking for volunteers at this time.

Meeting adjourned at 11:15 am. ■

Submitted by Melissa Stoltz,  
Membership Director

Approved by Carissa Suter,  
President

## Southwest Area Human Resource Association Board of Directors

### President:

Carissa Suter, SHRM-CP  
McKenzie Electric Cooperative, Watford City  
csuter@mckenzieelectric.com | 701-870-4110

### Past President / SHRM Foundation Director:

Sarita Haag  
Continental Resources, Inc., Dickinson  
sarita.haag@clr.com | 701-764-6582

### President Elect / Legislative Director:

April Frank, PHR, SHRM-CP  
Dry Bulk Rentals, LLC, Dickinson  
aprilhouseholder@yahoo.com | 701-590-2900

### Secretary-Treasurer:

DeEll Jordre  
Marathon Petroleum, Dickinson  
dmjordre@marathonpetroleum.com | 701-456-6912

### Certification Director:

Carrie Zubke, SPHR, SHRM-SCP  
American Bancor, Ltd., Dickinson  
czubke@weareamerican.com | 701-483-3287

### Community Relations Director:

Amanda Pearson, SHRM-CP  
Patterson-UTI Drilling Company, Dickinson  
amanda.pearson@patenergy.com | 701-260-2852

### Diversity Director:

Alison Johnson  
MHA Nation / Three Affiliated Tribes, New Town  
alisonmjohnson33@gmail.com

### Membership Director:

Melissa Stoltz, SHRM-SCP  
a\_mstoltz@yahoo.com | 701-260-3729

### Program Director:

Lynae Harper, SHRM-CP  
Whiting Oil and Gas, Dickinson  
lynae.harper@whiting.com

### Public Relations / Technology Director:

Krissy Kilwein  
Dickinson State University, Dickinson  
krissy.kilwein@dickinsonstate.edu | 701-483-2530

### Workforce Readiness Director:

Kathleen Obritsch  
Dickinson State University, Dickinson  
kathleen.obritsch@dickinsonstate.edu | 701-483-2541

# SAHRA Meeting Minutes

July 11, 2019

Present: Carissa Suter, Lynae Harper, Aimee Kovash, Carrie Zubke, Melissa Stoltz, Sarita Haag, Kathleen Obritsch, Lynae Harper, Krissy Kilwein, Alyssa Baranko, April Frank, Danita Tysver, Marie Bittner, Tera Fried, Alex Simonieg, Allison Engelhart, Ashley Swanson, Tiffany Benner, Dorene Lorge, Shelly Nameniuk, Kari Dunn, Jen Messer, and Shelly Hanson.

Guests present: Rhonda Paluck - American Insurance Center, Dennis Polzon & Dennis Spindler – CBiz Benefits, Grae Setterstrom – Keane.

President Suter called the meeting to order.

NEW MEMBERS: None.

## ANNOUNCEMENTS:

The ND Governor's Workforce & HR Conference is 9/17-9/19. in Grand Forks. Registration is open.

Shelly Nameniuk reported on her experience at the 2019 SHRM Conference in Las Vegas. It was a record year for attendance. The speakers were very informative. The conference is scheduled for San Diego next year.

## COMMITTEE REPORTS:

SHRM Certification – Carrie Zubke: Carrie reported that a Certification Q&A meeting will be held after today's meeting for those interested in certification in the upcoming year.

Diversity – Alison Johnson: no report.

Foundation / Past President – Sarita Haag: Sarita reported that the Foundation raffle prizes for today are 4 Twins tickets, a book and a Twins blanket.

Legislative / President-Elect – April Frank: no report.

Membership – Melissa Stoltz: no report.

Program – Lynae Harper: Lynae reported that the September speaker is with the US Bureau of Labor Statistics. She is requesting members send any program ideas to her so they can be added to the schedule.

Community Relations – Amanda Pearson: no report

Workforce Readiness – Kathleen Obritsch: no report

Secretary / Treasurer – DeEll Jordre: President Suter called for a motion to approve the June Chapter meeting minutes that were published in the July newsletter. April Frank made the motion to approve and Tiffany Benner seconded the motion. The motion passed.

Public Relations / Technology - Krissy Kilwein: no report

## PROGRAM:

Dennis Polzin – CBIZ Benefits & Insurance – Trends & Strategies Employers Can Use to Lower Health Care Costs

The meeting adjourned at 12:03 p.m. ▪

Minutes submitted by:  
Melissa Stoltz, Membership Director  
Reviewed by  
Carissa Suter, President

---

## President's Message

*(Continued from page 2)*

along with the SAHRA members as a whole, are truly comprised of supportive and generous individuals that are also informed, educated and committed human resource professionals. So, thank you for being a part of this group. We are better because of you!

Kind Regards,  
Carissa Suter  
Chapter President ▪

## Follow These Principles for Leading Your Team

An effective team has good people, but it's also based on common values. Here are three core principles you and every team member should follow:

- **Accountability.** Every member of a team must be willing to take responsibility for success. That means keeping promises, adhering to deadlines, and generally doing whatever it takes to achieve goals. Look for team members who understand this, and be sure to demonstrate the same traits yourself.
- **Commitment.** Team members should agree on why the project is important and worth doing. Beyond that, each of you should exhibit loyalty to the team and your organization. That means your main focus is on the team's success, not any one person's individual goals.
- **Empowerment.** As a team leader, you need to hand over as much authority as possible to your team and its people. Hoarding all the power to yourself will slow things down and rob team members of the opportunity to practice their skills. Let your team know what decisions they're expected to make on their own, and stand back to let them do their jobs. ■

First Draft  
August 2019



Congratulations SAHRA! On 9/9/99, a small group of Human Resource professionals in the Dickinson area officially chartered the Southwest Area Human Resource Association Chapter #0571 of the Society for Human Resource Management. This year we celebrate 20 years! Our Chapter has celebrated many milestones over the years, including being recognized as a SHRM Pinnacle Award winner along with SHRM Foundation Chapter Champion awards, Superior Merit Awards, SHRM Excel awards, and SHRM Membership Superstar awards. We have much to be proud of! Join us for a special anniversary celebration at our September meeting!

### ◆◆ 20th Anniversary Celebration ◆◆

Thursday, September 12, 2019  
11:30 am Lunch & Chapter Meeting  
1:00 pm Program featuring  
Cassandra Wirth, Economist  
US Bureau of Labor & Statistics



## Enhance Your Career with Great Networking

You're good at your job, but you know it takes more than talent to rise in your industry. As they say, it's not what you know, but whom you know. Networking is the key to expanding your career. With that in mind, check out these networking tips from the Kangan Institute website:

- **Start with people you already know.** Ask your friends and co-workers to introduce you to new people. Don't be nakedly opportunistic, but do be honest: "Hey, I'd like to get to know some more people in the industry. Anybody you could connect me with?"
- **Use social media.** Don't just post vacation pictures or display what you ate for lunch. Use your social media profile to highlight your skills and potential. Search for and connect with people in your industry who may have something to offer—and whom you can help in return. Keep your profiles updated so people always see what's new in your career.
- **Be concise.** Whether you're at a cocktail party or emailing new contacts, don't take up too much time. Introduce yourself, mention some shared interests, offer some useful information, then suggest keeping in touch. Lengthy, longwinded approaches will scare people away.
- **Don't talk—listen.** Learn to ask questions and then shut up. Showing genuine interest in the other person is the best way to build rapport and forge a connection.
- **Say thank you and then follow up.** Whatever happens during your first few conversations, always thank the other person for his or her time. Then follow up after a reasonable interval—not right away, unless you have timely information to share, but after you've both had the chance to think about what you've shared and maybe take action on it. ■

First Draft  
August 2019

## HR Certification

Are you interested in becoming a Human Resource Certified Professional?

Check out the SAHRA website for information on two SHRM Certification prep courses!

### LEARN MORE:

[www.shrm.org/certification](http://www.shrm.org/certification)

### WHY CERTIFY:

<https://www.shrm.org/certification/about/about-shrm-certification/Pages/keybenefits.aspx>

### SCHOLARSHIP INFORMATION:

<https://www.shrm.org/foundation/ourwork/scholarships/certification/Pages/default.aspx>

### EXAM WINDOW & FEES:

<https://www.shrm.org/certification/apply/exam-windows-and-fees/Pages/default.aspx>

**2019 Winter Exam Window:** Dec 1, 2019 to Feb 15, 2020

Applications Accepted Beginning: May 13

Regular Application Deadline: Oct 18

Late Application Deadline: Nov 9

Questions? Contact:

Carrie Zubke, SHRM-SCP, SPHR

SAHRA Certification Director

[czubke@weareamerican.com](mailto:czubke@weareamerican.com)

**SHRM® CERTIFICATION**  
**SHRM-CP® AND SHRM-SCP®**

**GRAND**

PEOPLE  
PLACES  
OPPORTUNITIES

**ND Workforce & HR Conference**  
September 17-19, 2019 | Grand Forks, ND

<https://ndshrm.com/#>

## Dickinson Area Chamber of Commerce Seeks HR Volunteer

The Dickinson Area Chamber of Commerce has a position open on their Professional Development Committee for an HR Professional. You can join now and be involved in planning for the 2019-2020 Eggs & Issues Sessions. Here is a link to their volunteer page: <http://dickinsonchamber.org/volunteer-committees/>

**volunteer**

Build relationships by joining the Dickinson Area Chamber Professional Development volunteer committee.

**get involved**

It's hard to beat a person who never gives up.

—Babe Ruth

## SAHRA Spotlight

### Kari Dunn

SAHRA welcomes Kari Dunn! Kari joined American Bank Center in April as a Human Resources Officer. Prior to joining American, she lived in Fargo for 19 years, most recently working at Northwestern Mutual as the Director of Development for the ND/Upper Minnesota Region. In Fargo, she was involved with many non-profit organizations including Marketing Chair/ Board of Directors for the RRV Boys and Girls Club, Event Chair for the Junior League of Fargo Moorhead, Moorhead Girls Hockey Club, and Moorhead Girls Golf. She holds a seat on the Dickinson Power of 100 Selection Committee and she is looking forward to getting more involved with events in Dickinson and being a part of SAHRA. Welcome Kari! ■



1. Anderson, Mary-ABLE, Inc., Dickinson
2. Baranko, Alyssa-Dakota Gasification Company, Beulah
3. Beaudoin, Leann-Southwest Water Authority, Dickinson
4. Beld, Amber- Baker Boy, Dickinson
5. Benner, Tiffany-Steffes Corporation, Dickinson
6. Bittner, Marie-CBIZ Benefits, Glen Ullin
7. Cloutier, Jon\*-St Luke's Nursing Home, Dickinson
8. Coleman, Kristen—Titan Energy Services, Dickinson
9. Cook, Lindsey, SHRM-CP\*, PHR- Creek Energy Services, Dickinson
10. Dennis, Chris-Keane Group, LLC, Dickinson
11. Dunn, Kari - American Bank Center, Dickinson
12. Engelhart, Allison-Southwest Healthcare Services, Bowman
13. Fetch, Cindy – Southwest Water Authority, Dickinson
14. Fox, Etta-Sax Motor Co., Dickinson
15. Frank, April, SHRM-CP, PHR\* - Dry Bulk Rentals, LLC, Dickinson
16. Fried, Tera-West River Health Services, Hettinger
17. Guetzkow, Heidi-First National Bank & Trust, Williston
18. Haag, Sarita\*-Continental Resources, Inc., Killdeer
19. Hanson, Shelly\* - Fisher Industries, Dickinson
20. Harper, Lynae, SHRM-CP\*-Whiting Oil & Gas, Dickinson
21. Haugen, Tammy-Marathon Petroleum, Dickinson
22. Honcharenko, Vicky-American Bancor, Ltd., Dickinson
23. Howe, Rebecca, SPHR, SHRM-SCP\*- Titan Energy Services, Dickinson
24. Huber, Ali-City of Dickinson
25. Huizenga, Dave-Train ND, Bismarck
26. Jahner, Rosie-ABLE, Inc., Dickinson
27. Jahner, Zach - Baker Boy, Dickinson
28. Jirges, Karen\*-Ebeltoft . Sickler . Lawyers, Dickinson
29. Johnson, Alison– MHA Nation / Three Affiliated Tribes, New Town
30. Jordre, DeEll\* - Marathon Petroleum, Dickinson
31. Kilwein, Krissy\*-Dickinson State University, Dickinson
32. Kovash, Aimee - Job Service North Dakota, Dickinson
33. Krebs, Linda, SHRM-CP\*-Stark County, Dickinson
34. Lantz, Nancy - Southwestern District Health Unit, Dickinson
35. Lengowski, Susan\*- St. Benedict's Health Center, Dickinson
36. Lorge, Dorene, SHRM-CP\*-Dakota Western Bank, Bowman
37. Mann, Allison-Ebeltoft . Sickler . Lawyers, Dickinson
38. Massad, Mary\*- SW Water Authority, Dickinson
39. Messer, Jennefer, SHRM-SCP\*- Fisher Industries, Dickinson
40. Murtha, Janilyn, SHRM-SCP\*—City of Dickinson, ND
41. Nameniuk, Shelly\*- City of Dickinson, ND
42. Oase, Matt\*-City of Killdeer, ND
43. Obritsch, Kathleen - Sysko Business Solutions, Dickinson
44. Olson, Hanna-Baker Boy, Dickinson
45. Pavlicek, Pam, PHR - Southwest Grain, Dickinson
46. Pearson, Amanda, SHRM-CP\*-Patterson-UTI Drilling Company, Dickinson
47. Reiger-Kempenich, Cindy-Sackman Electric & Controls, Dickinson
48. Simonieg, Alexandra-Keane Group, LLC, Dickinson
49. Stoltz, Melissa, SHRM-SCP\*- Dickinson
50. Suter, Carissa\*-SHRM-CP, McKenzie Electric Cooperative, Watford City
51. Turner, Sara-Dickinson Parks & Recreation, Dickinson
52. Tysver, Danita - Stark County Development, Dickinson
53. Vollmer, Sara-Train ND, Bismarck
54. Working, Suzanne-White Owl Energy Services, Dickinson
55. Zubke, Carrie, SPHR, SHRM-SCP\*- American Bancor, Ltd., Dickinson

\* - indicates SHRM National Membership

**PHR** indicates HRCI's Professional in Human Resources certification

**SPHR** indicates HRCI's Senior Professional in Human Resources certification

**SHRM-CP** indicates SHRM's Certified Professional certification

**SHRM-SCP** indicates SHRM's Senior Certified Professional certification