

Gallatin Valley Human Resources Association (GVHRA) Board Meeting MARCH 2024 Minutes

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA March 2024 Board Meeting

Time: March 12, 2024 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98779527995?pwd=dmpUMDhzekljZDk1RjBueE1bGsxzd09>

○ PRESENT VIA ZOOM:

- Amanda Keith (President)
- Shannon Kirby (Secretary)
- Bethany Davies (Programs Co-Chair)
- Amy Hager (Membership)
- Allyson McDonald (Webmaster)
- Michelle Hintz (Diversity)
- Grover Wallace (Legislative)

○ ABSENT:

- Sarah Kelley (Treasurer) - absent
- John Reed McDonald (President Elect)
- Dawn Brown (Programs Co-Chair)
- Thomas Reynolds (Workforce Readiness)
- Erin Loucks (Past-President)
- Renee Storm (Certification)

- **CALL TO ORDER:** 5:35pm- Amanda called the meeting to order

● **Business Carried Forward**

○ **2024 Elections**

- Seek candidates for College Relations & SHRM Foundation Chair
- Send JDs to Board
- Discuss all JDs

○ **2024 Board Meeting Schedule**

- Board Meetings every other month. Will vote electronically. Potentially Jan, Mar, May July, Sept, Nov

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- Committee Meetings in non-Board Meeting months – Potentially Feb, Apr, June, Aug, Oct, Dec
 - Branding, operations, other committees – every other month
- Allyson motions to have board meetings every other month, Michelle seconds. All in favor, none opposed.
 - Shannon asked about the SOP stuff – got a blank document and no information about it - very confused not having been to the meetings, Thomas confused as well. John Reed hasn't responded but Allyson said that he will be in touch.
- **Document Repository**
 - Confirm all GVHRA email addresses
 - Confusion about the old treasurer email – Shannon said it should be functional - all of the information is in the treasurer document (email address, password, recovery email, etc.) she handed off to Sarah in 2020.
- **2024 Montana SHRM State Conference**
 - Wednesday 1 - Friday, May 3rd, 2024 in Kalispell
 - Hotel Discount Code: **SHRM24**
- **Approve 2024 Budget**
 - Michelle has no idea how much money she has access to follow up with some of her ideas. Michelle wondered about \$450. She thought maybe a DEI roundtable – a handful of HR people on the calls – she doesn't know who they are or if they are members. She would like to offer an intro to GVHRA and a topic relevant to a lot of folks – a facilitated conversation, some level of presentation. Two people do the dialogue and the two people she is aware of are DEI people in Bozeman. PIE + roundtables.
 - Amy wondered if we can piggyback on other events like Prospera. Amy said she thinks \$1000.
 - Amanda asked WHERE does the money go? In the past, our speakers donate their time and we do a small donation to a charity of their choice.
 - Michelle thinks we need to pay experts for their knowledge. Makes her feel uncertain about how serious GVHRA is if we don't put \$ towards this.
 - Amy does the PIE roundtables and will get the list of attendees to Michelle. Amy thinks \$500 is a great place to start but likes \$1000 better.
 - Allyson – only concern is that if we do it for diversity, do we have to do it for all speakers? Not sure that is the right direction. Shannon agreed.
 - Grover – motioned to put \$500 in general speaker and \$500 in Diversity, Michelle seconded.
 - Amanda - like the idea of sponsoring speakers - Shannon agreed that she liked that.

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- Allyson wasn't wild about the almost \$4K in red – Shannon agreed. She said it always was kept lower, the goal is balancing, and was a moving target.
 - Amy said since we are a non-profit we don't have to follow the red and black in the same way.
 - Conversation got hung up in a circular loop on the budget in the red (and maybe should be adjusted so that we are not counting on our reserves to cover operating costs) versus those who felt we should spend more of our reserves to give back. A lot of circular conversation.
 - Amanda said we also need to think about conference costs – we sponsor in 2027 – need to just always think ahead.
 - Allyson – make updates we discussed, that we are ok with dipping into saving to a degree (we need to vote on it).
 - Allyson said we just need an operating budget and it is a baseline but not set in stone – can always revisit to get approval. We need to be very aware of overage – Amanda asked Shannon to weigh in. Shannon agreed with Allyson. Shannon said she feels like we shouldn't be looking at the reserves as a windfall that should be spent but rather a reserve in case we have some larger, unexpected expenditures.
 - Amy said she would be ok with using \$500 for 2 scholarships – each get \$250 – student financial support for two – Bethany seconds. All in favor, none opposed.
- **MINUTES: Approval of January and February 2024 minutes**
 - This did not get done – Amanda said she will send out via survey to vote on. She sent it when we were in the meeting – had hung up in drafts.
- **New Business**
 - Amy suggested using an AI notetaker – Shannon said she would support that if it does a great job (i.e. not verbatim, could ID who is speaking, etc.) as it potentially could remove the need for Secretary and if we vote to go that route, she would be happy to step out of that role.
 - **GVHRA Mission Statement**
 - GVHRA's mission is to connect and inspire members to create a collaborative environment for people to do their best work.
 - Grover motions to adopt the mission statement; Amy seconds. All in favor. None opposed.
 - **GVHRA Vision Statement**
 - GVHRA's vision is to build an empowered HR community to elevate the workplace.
 - Bethany motions to adopt the vision statement; Allyson seconds. All in favor. None opposed.
 - **GVHRA Committees – potentially Feb, April, June, Aug, Oct, Dec**

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- Branding – rebrand and get our brand out there, changing website, etc.
 - Allyson would like to include the website revamp
 - Amanda, Allyson, Sarah, John Reed, Grover
 - Operations – how do we operate long-term, SOP emails, how do we function as a board,
 - John Reed, Sarah, Allyson
 - Outreach & Engagement – how do we find new members, how do we engage the college, workforce readiness, education
 - Amy, Michelle, Renee, Bethany and Dawn
 - Amanda and Allyson – good to ID a chair for each committee – let the committee select their own chair.
- **Montana SHRM State Conference Silent Auction**
 - Each chapter is responsible for 5 -7 Silent Auction items of \$100.
 - Grover (2), Renee/PIE (1), Amy (1), Amy is also donating
 - Bethany is working on one from Big Sky and then she can add on some Chamber goodies they purchase.
 - Amanda will confirm about door prizes – how many, value, etc.
 - **Positions**
 - Transition Webmaster Position to elected Communications Director position
 - A lot of chapters have this role, per Amanda
 - Allyson – she was a marketing and communications person prior to HR. Amanda and Amy do the emails and social media – all the outward communication – she thinks it works better to have one person responsible for it. People bring stuff to Allyson and calendar things like newsletter, etc. Creates more balance and more responsibilities.
 - Makes a lot of sense, lot of support for it.
 - Michelle motioned to transition Webmaster Position to elected Communications Director position. Grover seconds. All in favor, none opposed.
- **Vice President Reports**
 - **President-Elect – John Reed McDonald**
 - Not present.
 - He is updating on SOP project.
 - Template format done.
 - Plans on reaching out to Shannon and Thomas about the blank SOP forms.
 - **Treasurer: Sarah Kelly**
 - Not present
 - Checking balance \$17,036.13
 - Savings \$5,040.51
 - Deposits:
 - - \$731.72 transfer from paypal from credit card payments for meetings

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- - \$27.92 payment from attendee via invoice link
- - \$825.00 SHRM payment
- Check written:
 - - Rachel Simms \$435 SHRM CP Certificate reimbursement
 - - Amanda Keith \$441.20 board dinner reimbursement
- **Secretary: Shannon Kirby**
 - All 2023 minutes have been signed and submitted to Allyson to post online and it was confirmed they are there.
 - As soon as everyone votes on the Jan and Feb minutes, I will get those ready for posting.
 - Reminded everyone that we cannot make the bank changes we voted on in Jan 2024 until those minutes are approved so that Treasurer can take those to the bank and make the changes so please, vote asap.†
 - Allyson changing the status view of minutes so all can see, not just logged in members.
- **Membership: Amy Hager**
 - Meeting with the other membership directors for the state – set up a group meeting. State also working through the members at large list.
 - 15 in person registered for Thursday 3/14.
 - AMP details – Amy is doing quick emails for the categories (expiring, active, new members welcome, etc.)
- **Certification: Renee Storm**
 - Not present
- **Programs: Bethany Davies and Dawn Brown**
 - Dawn not present
 - Thursday 3/14/2024 – Anton speaking. Bethany will be there early – not sure what all needs to be done.
 - Dawn sent Bethany the menu for Shine – can do a 10% discount on the order. Bethany is not sure how the food works, what needs to be done.
 - Amy – 3 people are 100% are gluten-free. Do not have vegans or vegetarians.
 - Amanda – registration closes at 5pm, food order goes in on Wednesday, so they need to give programs the final numbers to put in the food order. Amy will send a list on Wednesdays at noon – at 5pm – she sends over numbers for billing (no lunches added).
 - Bethany – how does it work for pick up and payment? Amanda suggested she call Sarah and get the GVHRA credit card number and call in the order using it.
 - Bethany asked about all the stuff for the meeting room – Amanda still has it and she will hand it off to Bethany. Amanda said it would be good to have one or two board members welcoming members while they are trying to get the Zoom stuff to work.

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- April meeting with Emily Troutman. Talked about including some diversity elements – Bethany reached out to ask Emily about that.
- Amanda – we are skipping May (State Conference) and June (National Conference)- no membership meetings those months.

- **Core Leadership Reports**
 - **College Relations: vacant**

 - **Diversity: Michelle Hintz**
 - We probably covered most of it earlier.
 - Strategic planning meeting – had been able to get into VLRC and then with her new email change her access to VLRC doesn't seem to be working. Amanda said to use whatever email she uses for SHRM to get into VLRC.

 - **Workforce Readiness: Thomas Reynolds**
 - Not present - traveling

 - **Foundation – vacant**

 - **Legislative: Grover Wallace**
 - Put out the monthly update on the website
 - Talked about quarterly legal/legis updates – waiting for an attorney to call him back
 - Reached out to Billings and Bozeman representatives – just to introduce GVHRA and SHRM to them in preparation for next year's legislative session

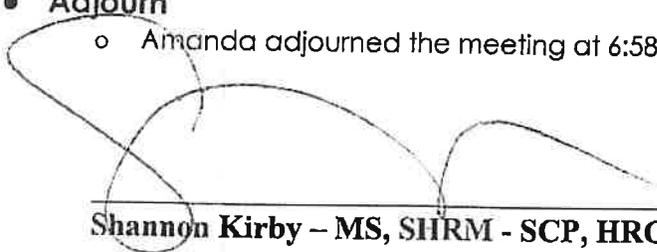
 - **Communications Director: Allyson McDonald**
 - Got all her questions answered.
 - Will get an editorial calendar set up – Amanda asked everyone to provide outreach ideas and things to Allyson
 - John Reed reached out to the regional SHRM person about website updates so we can decide if we want to stay with that, try something else, how far down the road it will be, etc.

- **Volunteers**
 - Nothing.

- **General**
 - Report on SHAPE related activities for log (standing agenda item).
 - Promote the SHRM Certification Program (on monthly slides)
 - Use quarterly rolling powerpoint at meetings
 - Submit monthly program for Recertification Credits
 - Review SHAPE initiatives
 - Amanda – the goal is for each committee to come up with goals and targets

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- **Adjourn**
 - o Amanda adjourned the meeting at 6:58 pm.


 Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary

Date

4/9/2024


 Amanda Keith, SHRM - SCP, President

Date

4/10/2024

Board Member	Position	Email	Phone	Company
Amanda Keith	President	amandaketh1217@gmail.com	406-579-8517	City of Bozeman
John Reed McDonald	President-Elect	GVHRA.PresidentElect@gmail.com	406-312-0452	GigWorx
Sarah Kelly	Treasurer	smwoods1@gmail.com	907-347-2789	Executive Services
Shannon Kirby	Secretary	albena68@broadband.net	406-930-2174	Wilcoxson's, Total Electric, glassybaby, consultant
Erin Loucks	Past-President	eloucks@lonepeakpt.com	406-600-4904	Lone Peak PT
Amy Hager	VP Membership	amyhager12@gmail.com		WestPaw
Dawn Brown	VP Programs (Co-Chair)	dawn@montanaaleworks.com		Aleworks
Bethany Davies	VP Programs (Co-Chair)	bethany@bigskychamber.com	406-529-4819	Big Sky Chamber of Commerce
Renee Storm	VP Certification	gvhra.certification@gmail.com	406-599-9167	Profitable Ideas Exchange
Thomas Reynolds	Workforce Readiness	tereynolds@yahoo.com	803-634-8292	
Grover Wallace	Legislative Chair	wallace_grover@yahoo.com	719-233-8722	Grover Wallace & Associates
VACANT	Foundation Chair			
Allyson McDonald	Communications Director	gvhra.webmaster@gmail.com	559-696-6607	HR Manager, TETER, Inc.
VACANT	College Relations			
Michelle Hintz	Diversity Chair	michelle@bozo.coop	406-599-0678	Co-Op