

Southwest Montana SHRM Board of Directors Meeting

Meeting Minutes

January 14, 2025 | 5:30 pm

Virtual Meeting Information:

<https://zoom.us/j/92958578235?pwd=yTqj3hNIEpSapSyIZFLYDyNfKtuOCG.1>

Meeting ID: 929 5857 8235

Passcode: 902429

Call To Order: Allyson called the meeting to order at 5:32pm

Attendees: Allyson McDonald (President)
Dawn Brown (Programs Co-Chair)
Becky Wilbert (Membership)
Amanda Keith (Past President)
Thomas Reynolds (Workforce Readiness)
Michelle Hintz (Diversity Director))
Renee Storm (Certification)
Rachel Simms (Communications Director)
Jamie Norby (Treasurer)
Meghan Rauber (Secretary)
Bethany Davies (Programs Co-Chair)

Absent: Grover Wallace (Legislative)

**Business Carried
Forward:**

Approve Prior Meeting Minutes - November 2024

- We did not have the meeting minutes available at this time
- Amanda will send them to Allyson to distribute for electronic vote

Name Change Update

- MT Secretary of State - resubmitted paperwork - if Amanda doesn't see anything by tomorrow she'll email
- Allyson received confirmation from Shannon Taylor - SHRM national regional director - that they are reviewing the bylaws for approval - said she will work on it this week so fingers crossed SHRM will continue to move through that process
- Allyson Reached out to SHRM's Chapter Relations team to determine when we can change our name in VLRC

Board Elections

Please reach out to your networks to see if anyone may be interested in vacant positions:

- *President-Elect* - 2 year term, This person would take over the President role after their term is up. Spends time helping the President and the board as needed, helps with operations, take on President role in 2027/2028
- *Foundation Director* - Could become a Foundation/Sponsorship chair - (we'll be looking at roles and JDs at strategic planning and this may be one we'd consider adjusting), helps find sponsorships for meetings, helps with fundraising and that sort of thing

Allyson reminded us to review our roles/job descriptions prior to Strategic Planning meeting to make sure they are all up to date

New Business:

2025 Budget

Allyson will send everyone an email with the actuals available from 2024 budget so we have that information moving into Strategic Planning and the 2025 budgeting process.

Allyson reviewed how the budget process works: the board sets a budget during strategic planning and vote to approve, any extra items that come up throughout the year and until we approve a budget need to be approved individually via a motion

- It's required to send our President to the State Council meeting which occurs prior to our budgeting meeting so Allyson requested the following funds:
 - Mileage: \$128.80
 - Hotel: \$166.16
- **Thomas motioned to approve \$300 for travel expenses to send our board President to the state council meeting**, Amanda seconded, motion passed unanimously

Website/Domain Discussion

Challenges faced with current website, finances and document management: there are a bunch of different things in various places and it's very difficult to manage. Each item is owned by individual people and not owned by the organization. We've been looking into using Wild Apricot - both the Helena and Big Sky chapters use it and Allyson is reaching out to them to ask for their experience. All other options looked at were much more expensive. Allyson went over what Wild Apricot includes.

- Website/Membership Software: Wild Apricot
 - \$75/month
 - 1-year (10% discount) - \$810
 - 2-year (15% discount) - \$1,530

- Add-Ons:
 - Texting - \$0.04 per message
 - Job Board
 - Community (Discussion Board)
 - Domain Name Registration & Email would be a requirement. Some options are:
 - Costs for hover.com:
 - Domain: \$16/year + fees (year 1 is \$10)
 - Email: \$20/year
 - Costs for godaddy.com
 - Domain: \$23/year + fees (year 1 is \$20)
 - Email: \$95 (year 1 is \$12)
 - Google Workspace
 - URL Options:
 - swmtshrm.org
 - southwestmtshrm.org
 - southwestmontanashrm.org
- Amanda motioned to move to WildApricot, Dawn seconded. Thomas asked if the \$810 would jeopardize us financially. Allyson shared that we are currently in a good spot but we'd want to make sure to build it into the budget. Renee - agree with Thomas it should probably be part of the larger budgeting process. Amanda was countering that we do need to make a decision, there have been many hours spent on the back end trying to fix a lot of these issues. Thomas asked: How many memberships would it take to cover the \$810 per year cost. We receive \$1210/year from SHRM for memberships. We recently voted to stop fundraising so there are no funds coming in that way. Thomas: does Wild Apricot fix all of the membership challenges we have right now? Allyson believes that yes, it will. Current system is very complicated on the back end and we believe this will streamline things. Allyson registered for a free trial and is playing with the different aspects of the tool. Allyson suggested we table the discussion until we set our budget and we don't send out a "registration is open" email to our members for our February meeting until we can either get access to PayPal or make a decision re: Wild Apricot. Dawn asked: What's the max that MT chapters charge for their meetings per person? Amanda thinks we are in line with others. Rachel said Helena does \$25 for guests and \$10 for members. There are different strategies we can look at. Michelle thinks it would be good to make the decision at strategic planning with the budget process unless we decide it's critical to move ahead
- Thomas asked if we need to get approval from the members to spend above a certain threshold - the answer was no. We'll need to make a decision at strategic planning. Jamie asked if Venmo is an option.

- Renee asked if we looked for any other low cost or free options for non profits or asked if we enlisted help from any experts to help us look into options. Allyson said Wild Apricot is the low cost option. Allyson looked at about 10 other options and Wild Apricot came out on top
- Renee asked if Allyson would send some comparison information about the research that's been done as well as the budget information so that those of us who are hearing about this for the first time can have all the information and make an informed vote at strategic planning later this month.

Officer & Director Reports:

Secretary - Meghan Rauber - will check in with Shannon after this meeting to get more clarity on the role. Currently taking notes feverishly, excited to be a part of the board.

Treasurer - Jamie Norby

\$17195.44 -current checking balance

\$5061.29 current savings balance

Incoming funds: none

(Allyson saw about \$856.10 sitting in PayPal and initiated a transfer to our bank account)

Expenditures:

- Paid for August speaker (\$500) in October
- Reimbursement to Dawn from December meeting
- Envelopes, mailed SHRM foundation contribution (\$264)
- Mint dinner (December group meeting) \$478.50

Unpaid invoices:

- We still owe Amanda reimbursement for Sect of State registration and VLBM expenses.
- Waiting on lunch receipt for Board Orientation lunch

Amounts due to us - unsure

Concerns - nothing has been entered into the accounting system since June. Jamie has been working on unravelling financials.

Thomas asked why so much is sitting in Checking rather than Savings. Jamie wasn't sure - think that we maintain the savings account just to have free checking (\$5000 minimum)

Do we want to open a CD with about \$10k? Thomas reminded us that the money will be tied up if we go that route. Amanda noted that when we did our budget last year we were in the negative so we'll want to see what the budget is before we put any away.

Jamie was able to log in to PayPal while on the call!

VPs Programs - Bethany Davies and Dawn Brown

Dawn will be travelling to Boise during the February meeting so she will arrange lunch before she leaves but will need somebody to pick it up and make sure we have drinks. March and April meetings are scheduled and she has no conflict for those. We could do a May meeting but opted not to because of the state conference. No meetings in the summer because SHRM has a blackout period surrounding their conference. Dawn will start looking into more for September and the fall and looking for sponsorships.

Bethany - thank you Dawn for doing all the heavy lifting so far. Bethany plans to be at the February meeting to help and can pick up lunch.

We had to make a change to April's date from April 10 to April 17 due to a conflict with the presenter. It will be a virtual meeting. The 10th is a PIR day for Bozeman schools, too, so this may be better.

Allyson clarified that we can do a social gathering during the summer despite SHRM blackout dates.

Allyson suggested we have some all virtual meetings regularly since after it was announced that last month's meeting would be all virtual we got a few more registrations. Dawn asked what were our numbers for other SHRM chapter attendees? Allyson said there were 2 attendees last month that were from other chapters. Dawn may ask Helena how many out of chapter attendees they get.

VP Certification - Renee Storm

Nothing crazy. Out of 120 members we have 55 certified, 4 new and renewed, 2 set to expire so Renee reached out to them. Looked at the upcoming testing window, we sent out communication to get a feel if folks would be interested in a study group. Renee is happy to throw a casual study group together if people are interested. Are people still looking for it and is it something we should be pushing? Thomas said Yes. SHRM-CP is still holding weight - Gallatin County, the airport, etc have it on their job postings. Allyson heard someone at Bozeman Health is looking to do a study group. Renee will connect with Rachel to get something in the newsletter.

VP Membership - Becky Wilbert

Not a lot to report. Intends on digging in this weekend. Got the info from Amy about how it all works. Asked Allyson whether login is fixed to access deeper stuff - not yet.

Legislative Director - Grover Wallace

Not in attendance

Workforce Readiness & College Relations Director - Thomas Reynolds

Riley from MSU is HR Management President, Thomas will meet with her again on February 4th and the group at MSU on that day.

Can't get into SWMT SHRM to look at Google form to see if anyone submitted nominations for HR professional of the year.

Workforce Readiness - STARS act has big legislation for public schools, promoting public schools to have tracks through the education process, tracks start in elementary/middle through high school. Amy has offered to present a presentation to this board to show us what Belgrade schools are doing to get students ready for the workforce. Thomas reviewed some statistics around MT and the manufacturing industry, IT, robotics, etc. Quantum photonics and lasers as well because MT is second in that industry. And medical.

Bethany suggested we have a meeting on that workforce readiness presentation. Allyson suggested a roundtable or a panel to speak on those things.

Amanda mentioned we spoke about doing a resume review for students going into the MSU career fair, are there any people on our board willing to take time to do a resume review workshop for them? Thomas will look into reaching out to contacts at MSU to see if they'd be interested.

Diversity Director - Michelle Hintz

Had to drop from the call early so Allyson gave report. Reflecting on the position description and how to best advance the D&I programs in her role.

Communications Director - Rachel Simms

Doesn't currently have any logins, for example to MailChimp. Allyson will see if she can add Rachel to the Wild Apricot trial already going so they can play around with it together.

Foundation Director

The expectation minimum for the State Council Silent Auction is 1 silent auction basket and at least 5 door prizes that have a value of \$25 or more. Keep in mind during budgeting process

Adjourn: Motion to adjourn made by Jamie. Thomas and Amanda jointly seconded. 6:42pm

Updated Contact Information: Please check to make sure your information is accurate:
<https://docs.google.com/spreadsheets/d/1GJ8yhQNRy-uKc90I9VoF>

nnDZ4KCLC2_g/edit?usp=sharing&ouid=116048453031144715923&rtpof=true&sd=true

Allyson L. McDonald

02 / 21 / 2025

Allyson McDonald, SHRM-SCP - President

Meghan Rauber

02 / 20 / 2025

Meghan Rauber, SHRM-SCP - Secretary

Title	SWMT SHRM Board Meeting Minutes 01/2025
File name	2025_01_SWMT_SHRM_Meeting_Minutes.pdf
Document ID	f9e0f8aae0d6c5f7e5e4d033e319b1f6314dbe11
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



02 / 21 / 2025
01:30:25 UTC

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



02 / 21 / 2025
15:49:01 UTC

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



02 / 21 / 2025
15:49:10 UTC

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



02 / 21 / 2025
15:49:10 UTC

The document has been completed.