

## Gallatin Valley Human Resources Association (GVHRA) Board Meeting JANUARY 2023 Minutes

In-Person Location:

Virtual Location:

Meeting ID:

Tuesday, January 10th, 2022 @ 5:30pm

- **CALL TO ORDER: 5:33pm - Aly called the meeting to order**
  - **PRESENT VIA ZOOM:**
    - **Aly Hollewjin (President);**
    - **Shannon Kirby (Secretary);**
    - **Amy Hager (Membership);**
    - **Grover Wallace (Foundation);**
    - **Patti Berg (Legislative);**
    - **Megan Young (Certification)**
    - **Amanda Keith (President Elect)**
    - **John Reed McDonald (Diversity);**
    - **Erin Loucks (Past President);**
    - **Sarah Kelley (Treasurer);**
    - **Nicole Lowry (Programs Co-Chair)**
    - **Melinda Hill (College Relations);**
  - **ABSENT:**
    - **Nancy Axtell (Workforce Readiness);**
    - **Jen Buchanan (Programs Co-Chair)**
    - **OPEN POSITION (Webmaster);**
- **MINUTES: Approval of NOVEMBER 2022 Minutes**
  - Any changes? No
  - Grover made a motion to approve, Amanda seconded. All approved November 2022 minutes. All approved, no opposed.
- **Business Carried Forward**
- **New Business**
  - Meeting Schedule (Aly)
    - First meeting of the year – plan for moving forward.
  - Position Review / Expectations & Welcome New Board Members (Aly)

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- Will go over position reviews and expectations. Focus in on a reset – starting the year of on the right foot with new folks, make sure everyone understands their roles.
- There is a synopsis of each position – she wants to combine into a single document and sending it out to everyone for review. Questions or comments/concerns can be addressed at a future meeting.
- Intent is to figure out what each role is doing and how we can best support each other.
- Erin is setting people up with access through Google docs....and you can follow the link in the agenda.
- Shape Year-End Requests for 1.31 Reporting (Review/Update [Strategic Initiatives Worksheet](#)) (Erin)
  - We need to complete our 2022 SHAPE by 1/31/2023
  - Sarah needs to have the basic financials for that
  - Followed SHRM primary objectives for SHAPE awards (spreadsheet)
    - #2 – exceeded this goal
    - #3 - met this goal
    - #4 – met this goal
    - #5 – met this goal
- [2023 Strategic Initiatives for SHAPE](#) (Prep for February meeting) (Erin/Aly)
  - Click the link on the agenda – takes you to the SHAPE Planning Workbook - See SHAPE Workbook for 2023 (if available or will review 2022 workbook)
    - What we need to do to maintain our 100% chapter membership with SHRM
    - Planning tools and guidelines
    - The dual enrollment with SHRM and GVHRA has really helped
    - Must set a growth goal for each year – so think about what you think it should look like
    - CLIF needs to be done by 12/1/2023
  - Feb 2023 meeting – Aly
    - Intent is to wrap up the previous year and then start planning for the 2023 year
- [Bylaws Update](#) (Erin)
  - Click the link and it will go to the BI-Laws
  - Only thing we changed was adding Sweet Grass County, Broadwater County, Meagher County, Madison County – those counties under-represented (don't have a chapter)
    - If we extend our e-blast, might increase our attendance at meetings especially since we can now do the Zoom/Owl
  - Patti motioned to accept the by-laws; Amanda seconded. All in favor. Anyone opposed? None. Motion approved.
- **Vice President Reports**
  - **Treasurer: Sarah Kelly**
    - November: reimburse Erin for items she bought \$304.02; end of November was a purchase of the OWL cam - \$999;
    - December – SHRM payment for chapter \$681.25
    - Olive Garden debit \$139.27

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- Made Shape payment in December \$262
  - Conference check \$9,238.64
  - \$400 check for student membership from MT SHRM Council
  - Checking \$14,229.81
  - MM: \$5000
  - For the meetings, many pay via PayPal – transfers it across monthly (same month as the meeting)
  - Silent Auction: on Better World – must be transferred through Stripe – Erin will transfer it and get that to GVHRA
    - Silent Auction \$917 (includes Patti's donation)
    - Patti donated \$100 in place of producing 2 auction items
  - Shannon asked about getting some of the checking influx to the savings account – will put it on the agenda for the budget
- **Secretary: Shannon Kirby**
- Erin and I will meet next week to sign November 2022 minutes now that they are approved
  - Then will make sure all are uploaded to website
  - Will change everything over to Aly
- **Membership: Amy**
- 31 people signed up for the meeting this month
  - Added registration link to the event details page
  - Amy gave a great introduction of herself so the board gets to know her better
- **Certification: Megan Young**
- All upcoming activities have been submitted
  - HRCI approved us for continuing credits
- **Programs: Nicky Lowry**
- Co-chairing with Jen, for a couple months now
  - Doesn't know about putting in the request for the August meeting but Amanda is ready to help and working with Erin and Aly with that
  - Erin thinks she has a speakers bureau contact and will share it with Aly
  - Delegation for Meeting Responsibilities (Erin)
    - Webmaster or Amy will send out registration to President, Treasurer,
    - Treasurer will be there to check them in, take payments
    - Nametags if we are doing them

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- List is key for nametags, ordering food (in person meeting), double check payments, etc.
  - Erin has a debit card – she will order for January but asked Sarah to get a debit card for Aly
  - OWL cam – Erin will bring it this week and then would like to hand it off
    - Need to get our own Zoom account – currently using Erin's employer's account – and think about who should have access to it
    - Could store OWL at PayneWest or have someone who is at every meeting in person
  - Picking up food – do we want to rotate the assignment? Does someone want to take it on?
    - Do we want to get a caterer? Probably don't have enough time in advance to give them a heads up and don't have enough numbers to justify it. We like to keep the registration open as late as possible to get folks attending.
    - Only order from places that deliver? Seems like a solid idea to consider having them
  - Erin thinking about doing Maven's Market for Thursday – asked for a volunteer to pick it up – Amanda volunteered to pick up the food
  - Nametags – membership – Shannon gave a quick overview of the process.
  - Amanda asked about getting Board member name tags? Erin will take care of ordering those.
  - Jen and Nikki had a great meeting
    - Dave Meldahl for February – Communication Styles/DiSC
    - Wellness for March (physical), how to set up wellness plans
    - Future panel for mental health (ADA expert, attorney)
  - Erin let Nikki know to send Dave's stuff to Megan, GVHRA president email and webmaster as
  - Nikki working on a social (3<sup>rd</sup> one we have done) – the last Thursday of January – Erin said we can announce at the meeting and send stuff out via MailChimp and she will add to the website as well
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- **Core Leadership Reports**
    - **College Relations: Melinda Hill**
      - Not much to report
      - Reached out to Mark Hom at MSU – Bozeman

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- Requested a meeting – goals for the chapter and goals for the relationship
  - Succession issues – the chapter has wobbled – not dissolved but “demoted” to HR “club” - still recognized by MSU but might get more folks interested in joining. She really wants to get some stability and succession planning in place for them.
  - Wants to build more of a connection with MSU and involve John as Amanda’s successor – alliance between college relations and diversity
  - John wants to have at least 2 GVHRA speakers to come in and present to his class – real life experiences – so she asked for volunteers. Erin is on his calendar for April already – Shannon happy to sign up again, Aly and Grover also volunteered.
  - Erin reminded Mark that we offer free meetings to one student per month
  - Pattie suggested having Mark reach beyond the business school – connect with other schools and fields and help them understand the importance of HR.
    - Aly thought possibly that GVHRA might be able to help out with that
    - Amanda suggested reaching out to Mariah and Wendy – Aly suggested Amanda connect those folks with Melinda and John. Erin will send a contact with Gallatin College as well. Amy said they share a parking lot with Gallatin so she is happy to connect there as well. WestPaw also does college tours every month.
  - Melinda waiting to register with the Career Fair – will use it for dual purposes - for work and for GVHRA.
- **Diversity: John Reed (Welcome!)**
    - Shout out to Amy Hager and membership – that is the reason that he is with GVHRA
    - He and his wife have 6 girls age 10 to 24. Wife in HR at MSU.
    - Looking to work with the board and its individuals
    - Two main areas: benchmarks and goals for diversity within the GVHRA chapter AND educating employers on the benefits of diversity (DEI can be scary to employers)

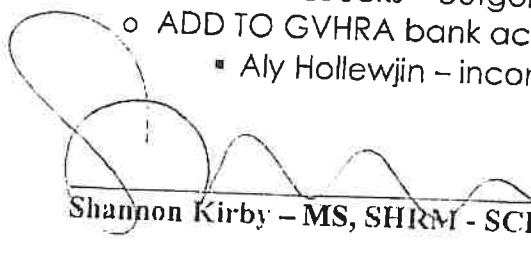
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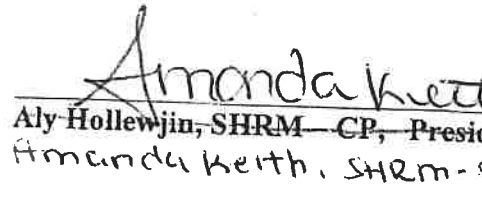
- **Workforce Readiness: Nancy Axtell**
  - No report from Nancy.
- **Foundation – Grover Wallace (Welcome!)**
  - Silent Auction Follow-Up by Erin.
  - Had a call with Erin over the holidays – looking forward to his role.
  - Retired – 38 years in HR – mostly in mining. Lives in Big Timber.
- **Legislative: Patti Berg**
  - Sent a Cut-N-Paste post.
  - She is planning to send out newflashes rather than waiting a month since Legislative process moves so quickly in Montana.
- **Webmaster: open**
  - Erin will be taking over duties until we fill the role.
- **Volunteers**
- **General**
  - Review/Complete Chapter Activities by Month (standing agenda item).
  - Report on SHAPE related activities for log (standing agenda item).
    - Update Board Members with MEA (if applicable)
    - Promote the SHRM Certification Program (on monthly slides)
    - Use quarterly rolling powerpoint at meetings
    - Submit monthly program for Recertification Credits
    - Review SHAPE initiatives
- **Adjourn**
  - Aly suggested we think about an in person meeting for February since the budget information is complicated.
    - Erin suggested that every send their goals and things they want to do to Sarah and the President.
  - Nikki said having the board meeting and the ed meeting in the same week is a lot – can we consider having them in different weeks? Aly thinks it is a great idea. Suggested that Aly, Nikki and Jen discuss it.
  - Aly adjourned by Aly at 6:58pm.
- Board members for 2023 are listed in the table below.



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- Changes needing to be made at the bank to reflect these changes to the 2023 board are as follows:
  - REMOVE FROM GVHRA bank account/remove signatory authority:
    - Erin Loucks – outgoing President
  - ADD TO GVHRA bank account/give signatory authority:
    - Aly Hollewjin – incoming President

  
 Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary 2/7/2023  
Date

  
~~Aly Hollewjin, SHRM – CP, President~~ 10/15/2023  
Date  
 Amanda Keith, SHRM-SCP, President-Elect

Board Member	Position	Email	Phone	Company
Hollewjin, Aly	President	aly@annumhousing.com	406-577-4675	Annum Housing
Keith, Amanda	President-Elect	amandarosa12.17@gmail.com	406-579-8517	Murdoch's
Sarah Kelly	Treasurer	smwoods1@gmail.com	907-347-2789	Executive Services
Kirby, Shannon	Secretary	a1heno68@bresnan.net	406-930-2174	Wilcoxson's, Total Electric, consultant
Erin Loucks	Past-President	eloucks@lonepeakpt.com	406-600-4904	Lone Peak PT
Hager, Amy	VP Membership	amyhaer12@gmail.com		WestPaw
Buchanan, Jennifer	VP Programs (Co-Chair)	jnbuchanan1979@gmail.com	406-209-3848	Blue Cross Blue Shield
Lowry, Nicole	VP Programs (Co-Chair)	nicky8850@gmail.com	202-695-5326	Montana State University
Young, Megan	VP Certification	myoung@americanbank.montana.com	406.223.0059	American Bank - MT
Axtell, Nancy	Workforce Readiness	naxtell@mt.gov	406-582-9234	Bozeman Job Service
Berg, Pattie	Legislative Chair	pattie.berg@live.com	406-209-2096	Berg Personnel Solutions
Wallace, Grover	Foundation Chair	Wallace_grover@yahoo.com	719-233-8722	Grover Wallace & Associates
OPEN	Web Master			
Hill, Melinda	College Relations	m.hill3922@outlook.com	406-589-4866	GCC
McDonald, John-Reed	Diversity Chair	johnreed@gigworx.com	406-312-0452	GigWorx