

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA January 2024 Board Meeting

Time: Jan 9, 2024 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93947776611?pwd=U3RPNjBFRHlIT1RwVGxBShR0b0RVdz09>

Meeting ID: 939 4777 6611

Passcode: 455387

○ **PRESENT VIA ZOOM:**

- Amanda Keith (President)
- Shannon Kirby (Secretary)
- Grover Wallace (Foundation)
- Megan Young (Certification)
- Erin Loucks (Past-President)
- Allyson McDonald (Webmaster)
- Dawn Brown (Programs Co-Chair)
- Patti Berg (Legislative)
- Sarah Kelley (Treasurer)
- John Reed McDonald (Diversity)
- Bethany Davies (Programs Co-Chair)

○ **ABSENT:**

- Nancy Axtell (Workforce Readiness)
- Melinda Hill (College Relations) - not here
- Amy Hager (Membership)

- **CALL TO ORDER:** 5:32pm- Amanda called the meeting to order

- **MINUTES:** Approval of December 2023 minutes – Grover motioned to approve, Patti seconded. All in favor, none opposed.

- **Business Carried Forward**

- Treasurer to look into Certificate of Deposit – skipped as at the time, Treasurer had not yet joined the meeting

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### • **New Business**

#### • **2024 Elections**

- Amanda & John-Reed have had two conversations with 2 candidates. The ballot will go out on Wednesday, January 10th. Please vote by Sunday, January 14th by 12:00pm.
- Amanda said they went over expectations of attendance, ed meetings – both very much on board and excited.
- Has more conversations to be had but will be sending out the ballots on Thursday, we need to vote by Mon. Need to get the ball rolling to bring them on and say goodbye to Jen and Nicky.

#### • **Website/Logo**

- Katie Slick stated that SHRM was starting in California with the logo rebranding/website but is aware that we are interested in moving forward.

#### • **Rebranding GVHRA**

- Katie Slick said that the first steps to rename/rebrand is to change the name with the IRS and suggested using a CPA/Tax Accountant.
- Sarah Reynolds (President of Continental Divide(Butte)) said that her board is good with us changing our name to Southwest Montana SHRM, no one expressed concerns, although they do wish us luck.
- Amanda thought a drop down of all Montana chapters would be good.
- Thought it would be worth waiting to see what new board members thought about it.

#### • **Silent Auction**

- We raised \$1,080 minus fees from Stripe/Betterworld.

#### • **January Board Dinner**

- Bar 3 BBQ

#### • **2024 Board Meeting Schedule**

- Send Doodle the week of January 15th

#### • **2024 Membership Meeting Schedule**

- Survey shows membership prefers Thursday over lunchtime.
- Amy will be unable to attend the monthly meeting for January. Please coordinate on:
  - Sending zoom link to registered attendees (Allyson)
  - Following up with CEUs for those who attended
  - Checking in folks at the meeting and online.

Emails sent 1/9 to Programs and Treasurer for billing/headcount. Someone with access (Amanda? Allyson?) will need to pull the roster again on Wednesday/Thursday for accurate final count and payment methods. (Sorry all - unexpected death in family).

#### • **Document Repository**

- Amanda organizing the Google Drive. Will share to GVHRA email address and will coordinate with Amy to confirm the addresses she created.
- Amanda trying to organize all the documents in the folder and will link folders to access via emails (not personal emails)

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- **2024 Board Orientation**
  - Date to be determined based on vote.
- **2024 Strategic Planning Meeting**
  - January 2024?
- **2024 State Conference planning/registration reminder [AH]**
  - Still no word from the State Council
- **Review By-Laws by January 31st to be discussed in February.**
  - Still no word from the State Council
  - Will send them out by the end of the week – note any changes – we will review them in the February 2024 board meeting
- **Board Expectations**
  - No pushback from potential candidates – seemed excited about it and see the need for commitment
  - Cannot get hold of Melinda – we appreciate what she has done but at this point, not thinking it is a good fit to keep her on the board – neither John nor Amanda have been able to connect with her – Amanda asked what the board thought?
    - Sarah – move on; Erin – need to have the conversation with her if we can; Shannon said she wants to move ahead with finding a replacement – if she doesn't have the time, that is ok, but need to have active members – Erin made a motion; Shannon 2nded – all voted for, none opposed.
- **Vice President Reports**
  - **President-Elect – John Reed McDonald**
    - Reminder that when we have new board members in place, there will be transition conversations
    - Will talk about SOPs and strategic planning with them
  - **Treasurer: Sarah Kelly**
    - \$16,553 checking
    - Savings \$5036
    - Reconciles the bank accounts to do the P & L – will send
    - Activity:
      - Deposited \$30 of check payments
      - Deposited \$1500 from BCBS
      - Deposited Erin's check (the auction minus expenses ) \$244.15
      - Paypal \$181 transfer
      - Expenses – debit card for lunch \$05.72
      - BCBS donation – sponsorship - \$500 each for various charities – Jen took the
      - Sarah said we need to add John Reed and Amanda officers on the bank account – in the minutes – specifically adding both – remove Erin
        - Amanda wants to get John Reed a card
        - Amanda said that she has two checks for silent auction

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- Patti made a motion to remove Erin Loucks as officer and remove her from the GVHRA bank account AND to add Amanda Keith, President, and add John Reed McDonald, President – Elect, to the GVHRA bank account. Shannon seconds; all in favor, none opposed.
- **Secretary: Shannon Kirby**
  - Now that December minutes approved, will get Oct, Nov and Dec signed by myself and Amanda and get those to Allyson to be posted on the website.
    - Note: something not quite right on HRCI credits for December meeting – will not give the hour credit – set to zero
    - Megan will check with HRCI and see what she can find out.
- **Membership: Amy Hager**
  - Not here – family emergency
  - 110 rostered members (4 new in last 90 days!)
  - 54 certified members (4 new and renewed in last 90 days!)
  - She is catching up on the recent emails to the Membership email after being offline for 2 weeks and intermittent this week.
- **Certification: Megan Young**
  - January credits submitted
  - Additional CEUs for Big sky
  - Got an email from Rachel Sims (laid off at PFL) about SHRM certification applications – not sure she has access – wanted to get some historical background
    - Allyson – form on website is for future test date- no submissions sitting there
    - Erin – we did them before in advance and then they did have to provide a receipt
    - Amanda asked how we feel about this request – reimbursement of exam/certification fees – how long ago? \$350?
      - Sounds like she may have tried to connect with us on this in Nov
      - John Reed motion, Patti seconds – to reimburse Rachel Sims for up to \$410. All in favor, None opposed.
- **Programs: Bethany Davies and Dawn Brown**
  - Food is between \$18-\$25/head if we order through room or can order from Aleworks again
  - Aleworks would donate a taco bar – so we would just be looking at the \$200 room fee and 22% fee – so \$244 - thank you to Dawn and Aleworks.
  - Erin motioned to accept the donation of the taco bar from Aleworks and spend \$244 for the room; John Reed seconds. All in favor. None opposed.
  - Working with Alton Brougue from Intermountain Financial for a potential meeting in the future on securities, 401K plans, etc.
  - Bethany also working on some ideas and things.
    - Meeting with someone after the meeting Thursday – economist for the state. Will discuss for what she might want to present in April 2024.
  - 4 sessions, 2 hours each – DEI subject matter – starts at end of February
    - Allyson will post on the website, Amanda will post on social media

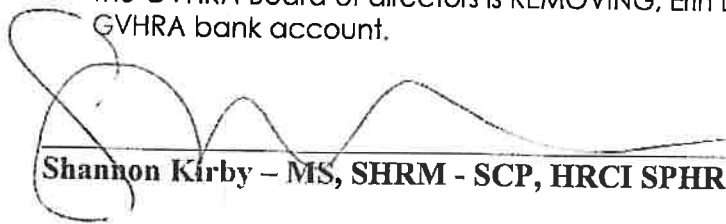
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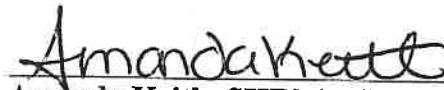
- Amanda asked about the Community Room at Bozeman Public Safety Center – no cost – Amanda can reserve it every 3 months. Need to have feedback. Free.
  - Patti – nice to have them in the same place.
  - Bethany – ideal have it at the public Safety Center.
- **Core Leadership Reports**
  - **College Relations: Melinda Hill**
    - Not present
  - **Diversity: John Reed-McDonald**
    - No updates unfortunately
  - **Workforce Readiness: Nancy Axtell**
    - Not present
    - Great conversation with Thomas Reynolds – HR for Belgrade Schools.
    - Patti asked if we should combine workforce readiness and college relations. Wait to talk with him.
  - **Foundation – Grover Wallace**
    - Nothing to report.
  - **Legislative: Patti Berg**
    - No report
  - **Webmaster: Allyson McDonald**
    - She is slowly going through and deleting outdated things, streamlining.
- **Volunteers**
  - Nothing.
- **General**
  - Report on SHAPE related activities for log (standing agenda item). Due 1/31/2024. Thought it was organized by Ally but Amanda couldn't find it. Standing goal is membership. But they like information from Treasurer. Asked us to think about 2024, how we want to budget (what do we need, what do we want to sponsor, what kind of scholarships do we want to offer, etc.)
    - Promote the SHRM Certification Program (on monthly slides)
    - Use quarterly rolling powerpoint at meetings
      - Will add Aleworks to it for their donation of the taco bar
    - Submit monthly program for Recertification Credits
    - Review SHAPE initiatives
- **Adjourn**
  - Amanda adjourned the meeting at 6:22 pm.

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Legislative Chair Patti Berg made a motion to remove Erin Loucks as officer and remove her from the GVHRA bank account AND to add Amanda Keith, President, and add John Reed McDonald, President – Elect, to the GVHRA bank account. Secretary Shannon Kirby seconds. All in favor, none opposed.

- The GVHRA Board of directors is ADDING Amanda Keith, President AND John Reed McDonald, President-Elect as officers on the GVHRA bank account.
- The GVHRA Board of directors is REMOVING, Erin Loucks, Past-President as an officer on the GVHRA bank account.

  
 Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary 4/9/2024  
Date

  
 Amanda Keith, SHRM – SHRM - SCP, President 4/10/2024  
Date

Board Member	Position	Email	Phone	Company
Amanda Keith	President	amandarosa12.17@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	athena68@bresnan.net	406-930-2174	Wilcoxson's, Total Electric, glassybaby, consultant
Erin Loucks	Past-President	eloucks@lonepeakpl.com	406-600-4904	Lone Peak PT
Amy Hager	VP Membership	amyhager12@gmail.com		WestPaw
Dawn Brown	VP Programs (Co-Chair)			Aleworks
Bethany Davies	VP Programs (Co-Chair)	bethany@bigskychamber.com	406-529-4819	Big Sky Chamber of Commerce
Megan Young	VP Certification	myoung@americanbankmontana.com	406.223.0059	American Bank - MT
	Workforce Readiness			
Pattie Berg	Legislative Chair	patricia_berg@lye.com	406-209-2096	Berg Personnel Solutions
Grover Wallace	Foundation Chair	Wallace_grover@yahoo.com	719-233-8722	Grover Wallace & Associates
Allyson McDonald	Web Master	gvhra.webmaster@gmail.com	559-696-6607	HR Manager, TETER, Inc.
Melinda Hill	College Relations	m.hill3922@outlook.com	406-589-4866	GCC
	Diversity Chair			