

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

In-Person Location: VIA GOOGLE MEET ONLY

Virtual Location:

Meeting ID: <https://meet.google.com/cst-rapq-qzf>

Tuesday, March 21st, 2023 @ 5:30pm

- **CALL TO ORDER: 5:40pm - Amanda called the meeting to order – had to switch from Google to Zoom**
  - **PRESENT VIA ZOOM:**
    - Amanda Keith (President - Elect);
    - Shannon Kirby (Secretary);
    - Sarah Kelley (Treasurer);
    - Amy Hager (Membership);
    - Amanda Keith (President Elect);
    - Nicole Lowry (Programs Co-Chair);
    - Jen Buchanan (Programs Co-Chair);
    - Erin Loucks (Past President);
    - Megan Young (Certification);
    - John Reed McDonald (Diversity);
    - Melinda Hill (College Relations);
  - **ABSENT:**
    - Patti Berg (Legislative);
    - Grover Wallace (Foundation);
    - Aly Hollewjin (President);
    - Nancy Axtell (Workforce Readiness);
    - OPEN POSITION (Webmaster) Erin Loucks (temporarily until filled);
- **MINUTES: Approval of JANUARY 2023 Minutes**
  - January minutes – Erin motioned to approve, Amy seconded the motion. All approved.
  - Trouble with email – Amanda couldn't find February – Shannon said she would send them again.
- **Business Carried Forward**
  - Move board meeting week to no longer conflict with program week.
    - Amy suggested a Doodle poll to have everyone list their availability; she will send that to Amanda
  - Membership and Programs - NON-GVHRA member attendee program goals.

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- Jen and Nicky (Programs)
  - There is a goal to bring and encourage non-GVHRA members to get them to become GVHRA members
  - Jen and Bethany have been talking about the SHRM members in Big Sky that are not GVVHRA members and having them join GVHRA and getting them CEU's
    - Bethany will communicate with the 8-10 members in Big Sky – gives them CEU's and helps us increase our GVHRA membership
    - Can we vote Bethany in as a 3<sup>rd</sup> program chair?
      - Erin will check by-laws – may be limited to 2 – if so, would create a committee beneath programs
      - Amy made a motion to create a Big Sky program chair, Shannon and Nicky seconded it
        - All in favor, none opposed
- 2023 Strategic Initiatives for SHAPE
  - We are keeping these fairly standard - Amanda asked if anyone had other things to add
  - Erin – one thing we didn't do last year was we didn't get involved with the business community by doing things like sending out Cut N Paste – if we want to do that this year, we would like to get something on the books
  - Amy said West Paw's owner, Spencer, is very involved with business community, Prospera. She is happy to be a go between.
  - Jen suggested that Kari Gras, if she is presenting to them, mention GVHRA and add a slide.
  - Erin said she will speak to Kari Gras and Karen Lum as well about a connection to Prospera.
    - Jen mentioned Kari Gras is doing our June meeting.
  - Amanda said she will resend the link out to the SHAPE documents to everyone after Nicky requested that link.
    - VLRC – Erin posted the link [<https://vlrc.shrm.org/s/>] – a lot information
- Review/Update/Approve 2023 Budget
  - Amanda asked if anyone met to discuss budget
  - Sarah said that did not happen
    - Sarah created a spreadsheet for last two years and then this year – budget and actual
    - Silent Auction money – asked Erin about the status – she has the \$ in the business account – she will mail a check or bring it to April meeting
    - Sarah asked if Erin paid for the end of year dinner- Erin lost the receipt – she will go back to her credit card
    - Went over line by line
      - Amy created a dashboard – some of our general meetings are trending with one meetings
      - Jen – let's leave this alone until we get to the programs piece
    - Silent Auction – \$2000 goal seems reasonable – need more board participation (2 items per person), plus we have a dedicated Foundation person
      - Erin – maybe December could be the free meeting in December to draw in community that also gets bidding, raising money ,etc.
    - Split the Pot – Erin and Shannon thought worth scratching it – not a big money maker

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- 2023 – may have a supporting role for State Conference – Erin will reach out to Rhonda since Aly has not reported back to them on this
- Many items didn't change – people felt it was good to leave is.
- Erin asked to add a Zoom account and subscription - \$150 per year – Shannon motioned, Erin seconded it. All in favor. None opposed.
- Sarah ordered some items for meeting at Amanda's request - teacher's tote, USB, extension cord, etc.
- Amanda – hotspot? How do we get internet at Payne West
  - Jen is proposing another space as there is a lot of stuff not working at Payne West – we have it booked for the year but would like to see us relocate potentially
    - Nicky looked into First Security Bank – more like a classroom – can fit about 35 people – have white boards, wi-fi,
      - Since smaller – make a coffee meeting, skip meals, etc
    - Erin reminded everyone that we had looked into Museum of the Rockies – and would hate to get away from food since it is a lunch meeting
    - Jen asked about Zoot? Erin asked about Sky Oro? West Paw?
    - We stuck \$1000 on that as a line item for room fees in case we move
  - Kept Travel expenses at \$2500
  - Shannon asked about upping the speaker's donation to \$75 per month –
- Get GVHRA Zoom account so we don't have to use people's business accounts
- **New Business**
  -
- **Vice President Reports**
  - **Treasurer: Sarah Kelly**
    - Bank account \$15,543
    - Savings at \$5000
    - Reimburse Nicky \$341.76 for 2 Maven's Market purchases
    - SHRM posted \$1550 to our account
    - Purchased meeting supplies \$95.97
    - Files couple reports – non profit (990) – MT SOS \$20 (on debit card)
  - **Secretary: Shannon Kirby**
    - Shannon said she has trouble with GVHRA and every time it won't let me in – my password won't work so I cannot check to see if they are posted but I have faith Erin posted them.
    - Erin forgot to post the minutes - she will do that
    - Shannon will resend the Feb 2023 minutes to president
  - **Membership: Amy Hager**
    - Member Survey
      - 109 members as of today

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- **Certification: Megan Young**
  - Not much to report.
  - Waiting on confirmation of April program titles to submit. Erin put it in chat and Megan said she would submit.
    - "Understanding How Resiliency Can Help Overcome Turnover and Burnout"
- **Programs: Nicky Lowry & Jen Buchanan**
  - Survey questions
    - We have a list of questions
    - How do we do that – Erin said she will send survey questions out
    - Needing a laptop to run the PowerPoint for the speakers or to run the Zoom
      - Erin will continue to bring her personal laptop and use it until we find a GVHRA laptop
        - Shannon suggested since we have the money that we should buy a basic laptop for GVHRA – Amy motioned to add \$250 to budget for laptop, Erin seconded it.
      - Amanda will take a look for it – need power to run the Owl
      - Make sure that the Powerpoint presentation is on hand – a facilitator
    - Have April and June set up – no meeting in May or July.
    - Asked John if he wanted August for a diversity meeting – he can pick speaker, etc. He thinks that sounds great – Jen said goal is 6 weeks to have the information in advance.
      - Shannon asked about revisiting consideration of SHRM Speaker's Bureau – Erin said it is terribly hard to work out the details in person – Jen suggested virtual meeting and use Speaker's Bureau.
    - Speaker is lined up for September – Ellie Martin – involved with mental health and behavioral health.
    - Oct, Nov and Dec are all open.
- **Core Leadership Reports**
  - **College Relations: Melinda Hill**
    - Met with group, not the chapter. Just the HR Club for MSU now. They are still trying to recruit. However, only 5 people were there when she went to meet with them.
    - Reminded them of the monthly spot in our ed meetings.
    - Feels like back at square 1 – trying to get it off the ground.
    - Biggest issue is succession – when people graduate every semester – it is hard to maintain leadership. Recruiting underclassmen is hard.
  - **Diversity: John Reed**
    - Apologized for missing last month.
    - Wants to talk about our goals in diversity
      - Lot of ways to approach this....
      - 3 pillars:
        - Macroeducation (newsletter through GVHRA – wants to start in May)
        - Microeducation with individual meetings to help meet company initiatives
        - Diversity goals – membership, new membership



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- **Workforce Readiness: Nancy Axtell**
  - Not present. No report.
- **Foundation – Grover Wallace**
  - Not present. No report.
- **Legislative: Patti Berg**
  - Erin – there is a news tab on GVHRA – we have been adding legislative news flashes
  - Cut N Paste each month
- **Webmaster: open (Erin Loucks temporarily)**
  - Webmaster – Erin still needs to meet with Allison and see if she can fill that role.
- **Volunteers**
  - Nothing.
- **General**
  - Promote the SHRM Certification Program (on monthly slides)
    - GVHRA President folder – monthly stuff lives – "member meeting announcements"
    - Check VLRC to make sure template has not changed
  - Complete EXCEL by 3/1 – Erin sent that in – COMPLETED!!!!
- **Adjourn**
  - Amanda adjourned the meeting at 06:50pm.

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

4/11/2023  
Date

Aly Hollewijn, SHRM – CP, President

Amanda Keith, SHRM-SCP, President-Elect

10/15/2023  
Date

Board Member	Position	Email	Phone	Company
Hollewijn, Aly	President	aly@annumhousing.com	406-577-4675	Annum Housing
Keith, Amanda	President-Elect	amandaketh12.12@gmail.com	406-579-8517	Murdoch's
Sarah Kelly	Treasurer	skelly1@gmail.com	907-347-2789	Executive Services
Kirby, Shannon	Secretary	skirby@brennan.net	406-930-2174	Wilcoxson's, Total Electric, consultant
Erin Loucks	Past-President	eloucks@lonepeakpl.com	406-600-4904	Lone Peak PT
Hoger, Amy	VP Membership	amyhoger12@gmail.com		WestPaw



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OPEN	Web Master			
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