

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA May Board Meeting

Time: May 14, 2024 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97782732731?pwd=aTA4WG10YXdQSIVxZ1RtZmt4L2ttdz09>

Meeting ID: 977 8273 2731

Passcode: 457892

○ **PRESENT VIA ZOOM:**

- Amanda Keith (President)
- Shannon Kirby (Secretary)
- Renee Storm (Certification)
- Sarah Kelley (Treasurer)
- Thomas Reynolds (Workforce Readiness)
- Bethany Davies (Programs Co-Chair)
- Allyson McDonald (Webmaster)
- Grover Wallace (Legislative)
- Michelle Hintz (Diversity)

○ **ABSENT:**

- John Reed McDonald (President Elect)
- Dawn Brown (Programs Co-Chair)
- Erin Loucks (Past-President)
- Amy Hager (Membership)

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

- **Business Carried Forward**

- **2024 Elections**

- Seek candidates for College Relations & SHRM Foundation Chair and President-Elect.
- Send JDs to Board
- Discuss all JDs
- John Reed resigning as president elect due to his business taking off.
 - Board can appoint someone until the end of the term.

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- Amanda wants there to be an open conversation – is there interest on the board?
 - Appointment versus election
 - Shannon said Amanda will be an active Past President
 - Amanda echoed that but it is a big time commitment so she is not staying on for another term
 - Amanda asked if any current board members are interested?
 - Allyson is interested
 - Thomas would be but having a baby in January/February 2025 – could be president elect in election in October 2024
 - No one else expressed interest
 - Thomas asked if board members not present should be considered
 - Shannon said we don't have the time to do that – if they are not here and were interested, they can jump into the President-Elect election in October 2024 (only 5 months away).
 - Board can appoint
 - Renee asked if there was much interest in the role the last time it was open – Amanda said no, John-Reed was appointed
 - Shannon asked if Allyson is prepared for the time commitment as President-Elect AND then the next year as President
 - She said her girls will be getting more independent and be smaller commitment and she is part of the leadership development group and this kind of activity is a requirement
 - Shannon motioned to move Allyson into President Elect and subsequently President – Grover seconded. None opposed.
 - What do we do with communications director? Allyson said she would like to keep that until the next election in October for handoff in January 2025.
- **Document Repository**
 - Confirm all GVHRA email addresses
 - Amanda said we will make these changes when the name change happens.
- **Approve 2024 Budget**
 - \$118.95 for state conference silent auction basket.
 - Sarah sent the budget – proposed and past year.
 - Sarah had a question about speaker fees
 - Bethany – hasn't had anybody that has asked for speaker fee/to be paid for their time
 - Shannon said these are 2 different things – the speaker donation fees is a thank you we do for the speaker, we donate to their

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favorite charity – the speaker fees are when speakers invoice us for their time

- Renee thinks we need to compensate people who donate their time to GVHRA – put all that money in one place.
 - Shannon said it makes sense to her to keep them separate – one is a donation and one is a payment – Sarah said she thinks makes sense to keep them separate from a tax perspective also.
- We agreed to take the \$500 speaker fee – since it has not been used this year – decrease from \$500 to \$250 since we only have 5 meetings left. Then, move the other ½ (other \$250) into a general speaker fund for people who request to be paid.
 - Sarah said can add a line item for general speaker fund, add the \$250, from speaker donation fee, and send a new budget out.
- Michelle said she cannot get a DEI speaker for \$250 – she thinks it would cost about \$600.
 - Has a workshop draft, social responsibility, lens that helps us see the bigger picture, background and statistics, expectations of employers, tie to value and bottom line, what are the challenges, best practices, etc.
 - Michelle said she feels his draft is different than what she had originally thought. Wanted to bring it to programming to see what we need before we move forward.
 - Allyson asked if this was a regular educational meeting or something outside that is longer?
 - Michelle said she was pitching it as an evening event – she also wonders what the need of the membership really is. The proposal doesn't contain a length of time – so she doesn't know what he thinks the program length would be.
 - Amanda said she thinks a much more dialed in presentation makes more sense - but how long will the presentation be, how much is he expecting, but we don't have enough information to know. Renee agrees with Amanda.
 - Bethany said Dylan worked for the Chamber for a couple of years – she hasn't seen him do any workshops so cannot speak to his style.
- Thomas asked about the red line – missing a lot of money – so part of being able to use some of our windfall to make up the difference.
- Grover said he saw that there is no \$ earmarked for the VLM – must send one member but we could see two.
 - Hotel and conference is pair, but food, travel are chapter costs – it was \$760 for her last time.
 - Shannon motions to put aside the money to send both folks – minimum of \$1500 – Thomas seconded.
- Allyson motioned to approve all changes as above – Renee seconded. None opposed.

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- **AI Meeting Minute Extension for Zoom/Team – NEED TO MOVE THIS TO OLD BUSINESS CARRIED FORWARD FOR JUNE 2024**

- **MINUTES: Approval of January and February and March 2024 minutes is completed**

- **New Business**
 - **By-Law Review**
 - Amanda thanked everyone for comments.
 - Are we ready to vote for the changes? Do we want to edit? Do we want to vote?
 - Grover makes a motion to accept the edits bylaws as presented, Allyson seconded. None opposed.
 - **August Meeting**
 - Michelle, just keep us posted. Do you need anything from the board at this point?
 - She said no but thinks membership should join the conversation – she will take it back to programming and the appropriate committee.
 - **State Council Request**
 - Programming focused on Mental Health/Civility
 - Programming, if you can focus on civility, it would be appreciated per state council

- **Vice President Reports**
 - **President-Elect – John Reed McDonald**
 - Resigned due to business taking off.
 - Allyson will be interim President-Elect.
 - **Treasurer: Sarah Kelly**
 - Checking 16,295.27
 - Only charge in April was one of the lunch charges for the April meeting \$206.40
 - **Secretary: Shannon Kirby**
 - Q1 2024 minutes approved and sent to Allyson for posting to the website.
 - Shannon motioned, Thomas seconded. All in favor, none opposed.
 - Was I supposed to be on the Ops committee?
 - **Membership: Amy Hager**
 - Not here
 - **Certification: Renee Storm**
 - Great news - 0 expired certs, 0 expiring soon, 55 cert members,
 - Gotten inbound inquiries about study groups, etc.

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- When she looks at new and renewed certifications – which are brand new and which are renewals? Any way to tell?
 - Amanda – not sure – she is happy to reach out to SHRM to see if there is a way to distinguish
- **Programs: Bethany Davies and Dawn Brown**
 - Bethany – don't have anything coming up and nothing new –
 - Had a great committee meeting
 - She did send out the Chamber event with Karen Lum in June
 - Asked if that is something we can promote?
 - Amanda said no, we are not supposed to do anything in June
- **Core Leadership Reports**
 - **College Relations: vacant**
 - **Diversity: Michelle Hintz**
 - Left early
 - **Workforce Readiness: Thomas Reynolds**
 - Amanda connected him with the state rep – hoping to connect directly
 - Plans on meeting with MSU on a couple of things – connections, what is happening at the school
 - President of SHRM put out a big speech on workforce readiness and he is reviewing it
 - Amanda wants to work on bringing back recognizing local HR leaders they way we did pre-COVID
 - **Foundation – vacant**
 - **Legislative: Grover Wallace**
 - Nothing local
 - Working with Dawn and state for a day on the hill – maybe early October – has Human Rights and Supreme Court speakers potentially
 - Amanda asked him to stay in touch with Programs
 - **Communications Director: Allyson McDonald**
 - Got
- **Volunteers**
 - Nothing.
- **Committee Reports**
 - Operations

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- SHRM is aware we are changing our name
- Heard from Secretary of State – just file an amendment and give them \$15.
- Amanda talked about how to roll out the new name change, Allyson has a plan in place, SHRM will send us a new logo (in the next 4-6 weeks). We will also need to change email addresses, forward email addresses, web IP address change, banking change, etc. Amanda is looking for an August rollout. Web IP
 - Shannon asked about doing the banking stuff - maybe it makes sense to hold off to do the banking piece until after the official name change since it involves new checks/credit card with new name, not John Reed now but Allyson instead, etc.
 - Amanda agreed to hold off until the new name is rolled out.
- Outreach
 - Renee said there were a lot of ideas about how to engage the current members but also the smaller local businesses that maybe don't have an HR person. She thinks there is a lot of energy around that.
 - Have done a little email outreach – she, John Reed and Amy via email.
 - Spent time talking about diversity member meeting and social – a lot of energy around that.
 - She had the PIE interns do an initial round of sourcing on this.
 - Bethany said she felt like it summed things up.
 - Thomas said John Reed talked about listserv - he would donate contact info from Zoom info.
- Amanda – do we do a board meeting, do we do committee meeting? June 11th is next board meeting.
 - Grover wants to at least have another board meeting especially with the new name rolling out - Zoom or in person
 - Renee thinks the committees need to meet before the next board meeting – lot of energy
 - Committee meetings between now and June 11th – and then the board meeting will cover the committee pieces.
- **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
- **Adjourn**
 - Amanda adjourned the meeting at 6:50 pm.



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

Date

9/16/2024

Amanda Keith
 Amanda Keith, SHRM - SCP, President

Date

9/12/2024

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	GlgWorx
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@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