

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

Topic: SWMT SHRM Board Meeting
Time: Jul 9, 2024 05:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96631889083?pwd=BOdCwe7mUxku0AEykaEgHIFrB8TQAq.1>

Meeting ID: 966 3188 9083

Passcode: 754443

○ **PRESENT VIA ZOOM:**

- Amanda Keith (President)
- Shannon Kirby (Secretary)
- Allyson McDonald (Webmaster)
- Amy Hager (Membership)
- Bethany Davies (Programs Co-Chair)
- Dawn Brown (Programs Co-Chair)
- Michelle Hintz (Diversity)
- Renee Storm (Certification)
- Thomas Reynolds (Workforce Readiness)
- Grover Wallace (Legislative)

○ **ABSENT:**

- Erin Loucks (Past-President)
- Sarah Kelley (Treasurer) - resigned 7/9/2024

- **CALL TO ORDER:** 5:39 pm- Amanda called the meeting to order

- **Business Carried Forward**

- AI Meeting Minute Extension for Zoom/Team
 - Amanda – has anyone looked into it? Allyson will look into it. Amanda said it might make Shannon's job easier – Shannon said it might simply replace the role. Amanda said not, would allow more participation from Shannon.

- **MINUTES:** Approval of May and June 2024 minutes

- **New Business**

- **By-law Approval Pending**
 - Amanda spoke with Art & Desiree. SHRM National is reviewing all bylaws at the end of July.

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- Art said at SHRM National level – looking at all chapter bylaws; possibly thinking about new template – end of July. Alyson and Amanda were chatting with the SHRM website – she is looking for a timeline.
- In a holding patterns on by-laws; Amanda will file with the state of MT – the stuff we approved. If we need to resubmit under a new format after we hear from SHRM, we can.
- **Southwest Montana SHRM Branding Packet - Allyson**
 - Board review/approval and confirm with SHRM National
 - Allyson - changing url - swmt.shrm.org
 - SHRM is supposed to set up redirect but she will pay attention to that and make sure it happens.
 - Hoping to be eff 7/17/2024 for the new branding.
 - Because we are promoting the August in person meeting and the new branding at the same time, want to all get on the same page before we put it out there on FB, Linked In, and newsletter.
 - Waiting on the new logo from SHRM.
 - Going public on 7/18/24.
 - Set a changeover date - potentially July 25th – Allyson confirmed tonight that it will be 7/18/2024.
 - Wants the newsletter giving a sneak peek at meetings sooner – alternate different things that we put in the news letter. Has a cycle been built out through the end of the year.
 - Initial thought about not marketing the August 2024 meeting until the website goes live. But outreach committee email said they want to do it sooner. But, Allyson cautioned that the URL will be an issue until the crossover is complete. Michelle said seems better to wait and not having it be a struggle, or a mess if it doesn't work right. Allyson said it is still 4 weeks out.
 - Allyson – question for Amanda or Amy – our email list comes from SHRM? Or do we have our own as well? Amanda said what she does is quarterly – monitors how many people change from list in AMP and compares the list to mail Chimp and makes change. Email list comes from AMP.
 - Renee feels cautious to sending an email that doesn't have the new url – ok to send a tease email.
 - Amanda – the email list is only out active members; could have other ways to sign up like a QR code. Use member at large list, not just active members, to send a save the date email. Members at large list does not contain emails s- it doesn't sound like that would work.
 - Michelle and Renee thought it made sense to wait until July 17th when everything is done and working.
 - Allyson sees the value to doing the one on one outreach – but makes more sense to do it AFTER everything works and is rebranded.
 - Newsletter will have stories that will roll out – things like legislative updates, study groups, etc. Then she will use the information to create social media posts without recreating content.
 - Allyson said we can create an "interest list" for the certification study prep group.

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- Michelle said she was not clear on where we might use the SHRM e-blast...Allyson asked which one – Michelle said the one that we send to at large members. Allyson said she can't get into AMP yet, she will be able to do that. Amanda said that we get 2 per quarter because we are DMR. Amanda asked Allyson to let her know if she cannot get into AMP by tomorrow.
- Allyson said Michelle asked about limiting the number of attendees – yes, Allyson can do that.
- Amy said when she sends the zoom link, she could add the calendar item – send it the week before if that would be helpful. Michelle said that is fine. Most agreed that more reminders are better. Will do in person and OWL meeting – Amanda commented that some speakers do not like things broadcast – Michelle will check.
- Allyson – is the meeting free for all OR free just for members? Michelle said free. Renee gave the address and description to include. Michelle asked about capacity – Renee said she isn't sure – thinks 70 without tables they have done before. But could open the doors to the conference room if we need to. Discussion about limiting – not something everyone on board. Last summer one also had a social and there were around 50 attendees.
- Email addresses: rebranding –
 - All board email addresses should change to swmt.shrm.position@gmail.com for example swmt.shrm.presidentelect@gmail.com
 - Forward GVHRA emails to the new email
 - Michelle asked if someone is making the new email address – Amanda said she and Allyson would tackle that – so recovery email is good, etc.
 - Set a changeover date - July 17th
 - Amanda – just a google drive – would just share with the new email addresses
 - Allyson asked what is "CLIF" – the volunteer information that we have to update
- **August Meeting Update**
 - Thursday, August 15th from 5:30pm - 7:30pm
 - Any new information?
 - Michelle said there is not new information.
 - Have split up the member list to the outreach committee
 - After 18th, be good to do outreach the following week.
 - Renee and Allyson can work together on the social media posting. Renee volunteered her marketing team to do some social media posts (Instagram, LinkedIn) but wanted to wait until the new RUL is functional.
 - For the groups the committee is reaching out to, it all gets pushed back until the site goes live.
 - Reminder emails – Allyson or Michelle? Allyson said she would do one reminder email. Doesn't want to spam our members. But planned on a social post – see you at tomorrow's meeting.
 - Michelle asked if we have enough door prizes – Bethany said she has 3 \$30 gift card Renee said would throw in some \$20 Amazon gifts cards. Grover will supply couple gift cards.

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- Meeting shut down noon the day before for a food count. Dawn said 40-60 people; Pizza Compagna/Albert will donate all food and needs accurate count day before meeting. We need to throw some thanks and props to them.
- Dawn thought it would be good to offer their at Pizza Compagna managers to attend 1-2 meetings free. Amy said we just need to know who they are.
- Michelle said the member list Renee sent out – shows us as board members scattered through the list – Renee said she didn't look at the list, just downloaded it.

- **Newsletter**

- Provide article/topic to Allyson by July 19th

Vice President Reports

- **President-Elect – Allyson McDonald**

- Already covered it all on previous section.

- **Treasurer: Sarah Kelly.**

- Sarah resigned as treasurer 7/9/2024 – she is just too busy. Based on the email, she is willing to turn over all documents to the next person. Amanda hoping to have Sarah meet with Amanda and Allyson. Being that she is not here tonight, feels like it is effective immediately.
- Call out for nominations – do election now and run through Dec 2026.
- Jamie Norby willing to do it for a couple of months. May be interested
- Amanda asked what path everyone is interested in
- Bethany asked if Jamie wants to do it long term....Amanda said she is testing out and happy to do interim, potentially long term, just needs to feel it out.
- Allyson said the timing is her concern – how fast do we need to fill it? Should we appoint Jamie and then do an elect
- Jamie has been with the City of Bozeman for 7-8 year, senior HR benefits – lot of WC and benefits. Has done payroll. Thinks she would do fine at it.
- Allyson motioned to appoint to appoint Jamie Norby as interim treasurer and then vote in October 2024 – seconded by Amy. All in favor, no one opposed.
- Amanda will send out updated budget when Sarah submits and try and make the transition to Jamie smooth.

- **Secretary: Shannon Kirby**

- Q1 2024 minutes (Jan- Mar) approved and sent to Allyson for posting to the website.
- May and June will be next.
- Asked all board members to look at the contact list at the end of the minutes – this is how you want to be contacted on the board. Any corrections/changes please send to me directly @ athena68@bresnan.net and I will get it all updated.

- **Membership: Amy Hager**

- 119 members - 54 on certified list.

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- **Certification: Renee Storm**
 - Just trying to move forward with a virtual prep course. Met with a state council rep and few other folks – plan is to create a virtual prep course. Feels like SHRM is delineating between a study group facilitated by anyone and a test prep course facilitated by a SHRM instructor.
- **Programs: Bethany Davies and Dawn Brown**
 - Bethany – don't think we have anything new to add
- **Core Leadership Reports**
 - **College Relations: vacant**
 - **Diversity: Michelle Hintz**
 - Covered it all about the August meeting
 - **Workforce Readiness: Thomas Reynolds**
 - Absent
 - **Foundation – vacant**
 - **Legislative: Grover Wallace**
 - Nothing to report – remiss in getting a June report out and he will try and get that out soon
 - Working with Dawn Lambert on a Legislative day combined with DEI in Helena
 - **Communications Director: Allyson McDonald**
 - Everything discussed above
- **Volunteers**
 - Nothing.
- **Committee Reports**
 - Operation
 - Waiting for final bylaw approval, then will update with the Montana Secretary of State.
 - Outreach
 - June 5th Committee Meeting Recap
 - Member Drive
 - More engagement, get out there and talk about value of SHRM.
 - Smaller businesses
 - Target specific area/industries
 - Create spreadsheet to track current affiliation, who we have already reached out to.
 - Summer Member Drive tied to August Meeting.
 - Value of local chapter.
 - Membership to pull regular reports, MAL report.

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- **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

- **MINUTES FOR CHANGES TO BANK SIGNATORIES – below was motioned by Amanda, seconded by Shannon. All in favor, none opposed.**

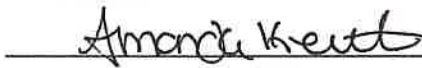
- **REMOVE (if on account):**
 - Sarah Kelley – resigned as treasurer
 - Remove Erin Loucks (was past-president)
 - Remove John Reed McDonald (resigned as President Elect)
- **ADD:**
 - Allyson McDonald – President Elect
 - Jamie Norby (Interim Treasurer)

- **Adjourn**

- Amanda adjourned the meeting at **6:39 pm.**

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

9/16/2024

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9/10/2024

Amanda Keith, SHRM - SCP, President

Date

Board Member	Position	Email	Phone	Company
Amanda Keith	President	amandarosa12.17@gmail.com	406-579-8517	City of Bozeman
vacant	Treasurer			
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		MSU AF
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.



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VACANT	College Relations			
Michelle Hintz	Diversity Chair	michelle@bozo.coop	406-599-0678	Co-Op