

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Meeting ID: <https://zoom.us/j/91462358455?pwd=RmFKZlVJT2hCRmJlY20xdE8veEpDUT09>

Tuesday, August 15th, 2023 @ 5:30pm

- **CALL TO ORDER: 5:48pm - Amanda called the meeting to order**
  - **PRESENT VIA ZOOM:**
    - Amanda Keith (President);
    - Shannon Kirby (Secretary);
    - Grover Wallace (Foundation);
    - John Reed McDonald (Diversity);
    - Sarah Kelley (Treasurer);
    - Megan Young (Certification);
    - Amy Hager (Membership);
    - Allyson McDonald
  - **ABSENT:**
    - Nicole Lowry (Programs Co-Chair);
    - Jen Buchanan (Programs Co-Chair);
    - Patti Berg (Legislative);
    - Nancy Axtell (Workforce Readiness);
    - OPEN POSITION (Webmaster) Erin Loucks (Past-President);
    - Melinda Hill (College Relations);
- **MINUTES: Approval of JUNE 2023 Minutes**
  - June minutes – Amanda will send out via email for approval via survey
- **Business Carried Forward**
- **New Business**
  - **GVHRA Silent Auction Donations**
    - 2 donations per board member
      - Grover asked if everyone is ok with spreadsheet – yes
      - John asked if we could accept services – like a free housecleaning – Shannon said yes
    - Moving to November instead of December

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- September Meeting Update
  - 9/14/2023
  - Need location – will talk with Jen and Nicky – Amanda reached out to the city (where she works now)
- Laptop Reimbursement Approval
  - Got votes for approving it
  - Can have program hold onto it
  - Has the OWL program downloaded onto it for virtual meetings
  - It has been ordered by Amanda
- Succession Planning & Board Positions
  - President- Elect
    - John Reed interested in this role
    - Amanda sent him the job description
    - Amanda will send out a survey to vote on this
  - VP of Programs - Co-Chairs
    - No one here today
    - Will end and wrap up end of December – hoping to get Dawn Brown co-chairing
    - Bethany Davies – Chamber of Commerce – also interested in co-chairing
  - Veteran Liaison
    - SHRM speaker mentioned that her local chapter in WY created this position
    - Amanda wanted to throw that out to the board and see what we think
      - John thinks it is a great idea – hard to bridge from military to civilian -be a good thing to help them transition
      - Grover asked what the role does in WY – Amanda said it sounded like they were outreach, provided some guidance, connection to resources, etc.
        - Amanda will reach out to Mary to get some more information on that. Shannon and Grover both supported getting more information on it.
  - Webmaster
    - Allyson McDonald – interested in the role
      - HR Manager for architecture and engineering firm based in CA
      - John Reed is her hubby
      - In a previous life in HR, she did the online marketing and communication (content management, website development, etc.)
    - Amanda – excited to have you coming on board – will make you an admin and get rolling – Amanda would like to have more than 1 person know the website so raise you hand for training
- **Vice President Reports**
  - **Treasurer: Sarah Kelly**
    - Checking - \$14, 144
    - MM – 5,000
    - Activity – meeting last week at the AC - @\$1280

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- Asked Amanda about getting her own debit account so we are not just charging to personal accounts
- Get the other card from Erin – and we can get the 2<sup>nd</sup> card (with Sarah's name on it) into another person's hands
- Amanda is the President of GVHRA and asked the board if she could have a debit card
  - Amy made a motion to add a debit card under Amanda's name, as GVHRA President
  - Grover seconded
- Amy asked about since she gets the roster, should we move ordering food to Membership – she is open to it – Amanda said we will look at the job description and if we have 2 new people replacing current programs, might be good idea
- **Secretary: Shannon Kirby**
  - Approved minutes signature page have been signed by me and sent over to Amanda for signature since we have not connected.
  - Once I have them back, I will pass the completed and signed minutes along to Allyson to get on the website.
- **Membership: Amy Hager**
  - Have a few new interests – not converted to membership yet
  - 109 rostered active members; 52 are certified
  - 3 new members – all have been contacted
  - 19 members who expire soon – Amy will remind them
  - Lot of resources we can share about how to handle hard conversation with bosses, etc.
- **Certification: Megan Young**
  - Nothing to report.
  - New workflow with Big Sky has worked well so thanked Amy for her help.
  - Amanda will add that to SHAPE- nearly doubled our numbers.
  - Possibility for getting Big Sky and OWL as well – Amanda will talk with Bethany and see what she thinks and then revisit it in the future.
  - What about adding Clyde Park?
- **Programs: Nicky Lowry & Jen Buchanan**
  - Neither is present
  - Amy said she invited a few of her leadership team – unable to make it – but they gave a cool idea – could we invite Nike's CFO (lives in Bozeman – Amy bumped into her) – need some diverse information and interest of people to have in the pipeline
  - Amanda talked about doing another survey in the next month to shape out 2024 and finding out about membership – what topics? What speakers? Who do you know personally or professionally would be a great addition to the GVHRA pipeline?
- **Core Leadership Reports**
  - **College Relations: Melinda Hill**
    - Mentioned the email shows a Google meet button – didn't work

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- End of summer – no update
- Will be reaching out to Mark Homs this week as their students will be coming back in the next couple weeks – try and get a jump start on this year
- During the conference, he said the person taking over as president is a freshman or sophomore so we might have a little more longevity with them which could be helpful
- She and John Reed have talked about collaborating and trying to generate some interest
- John Reed asked if GVHRA has brochures to hand out at Catapalooza
- Shannon said she would love to see us get back to a student chapter – seems like the last time we had it was 2017 or 2017 when our GVHRA president was also teaching at MSU
- Sarah's company prints marketing collateral
- Amy said we talked about GVHRA board members helping with classroom activities
  - She also mentioned the career fairs as a great opportunity to connect, practice interviewing, resume reviews, career counseling, etc.
  - Offer GVHRA helping to connect students to HR leaders in the
    - Sign up GVHRA for the recruiter event – Melinda motioned, Grover seconded – all in favor, none opposed
    - Melinda and Amy will work together on that
- **Diversity: John Reed McDonald**
  - Feedback from member on meeting last week
    - Way to track communication with members – we need a CRM to do this – generally HubSpot is free. CRM for tracking conversations (HubSpot, etc)
    - Amanda said we have discussed ways to communicate on one page
    - Amy – membership – think there are many opportunities to upgrade how we communicate with people – tries to connect at renewal – and be nice to follow up with them (connect via industry, job role, etc.) Depends on how much time we want to ask of our volunteers. Wishes she had known about GVHRA when she started in HR in 2013 but she didn't know.
  - Mailchimp account for mailings
    - Wants to send up follow ups on meeting on DEI – graphics, etc. to get buy in and sponsorship but doesn't know how to send it out
      - Is there a formal process? Do we use mail chimp?
      - Manda – we do have mail chimp – she wants us to have cadence on that – the value of a newsletter – regular – and a “look” towards collateral
        - Amanda would like to develop a newsletter, a cohesive look, and then develop a process and a schedule
          - John Reed wants to be part of it
          - Amanda asked anyone else interested send her an email
            - She does NOT want to spam our members and alienate them
          - Amy thinks we need a brand guide is very important – can we lean on their learnings;
            - in terms of feedback, could we do post-event surveys?
              - Shannon mentioned that we did paper, we did online, we did questions, we did totally

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- open ended – never tapped into anything that was magic – sometimes not a single response –
      - Maybe Billings could share some information as well – huge chapter, very accomplished professional group
    - Feedback from the event was excellent – Mary was fantastic and accomplished what we wanted
      - Michelle from the Co-Op was disappointed in content and delivery – she was hoping we would be more direct and aggressive about topic and content
        - Had a nice visit
  - **Workforce Readiness: Nancy Axtell**
    - Not present. No report.
  - **Foundation – Grover Wallace**
    - Sent spreadsheet out –
    - Will do through Google docs
    - Reached out to a couple state senators – a couple interested in later this fall before the session starts
  - **Legislative: Patti Berg**
    - Not here
  - **Webmaster: Allyson McDonald**
    - Not present.
- **Volunteers**
  - Nothing.
- **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



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- **Adjourn**
  - Amanda adjourned the meeting at 6:57pm.

*[Signature]*  
Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary

*9/11/23*  
Date

*[Signature]*  
Amanda Keith, SHRM – SCP, President

*10/15/2023*  
Date

Board Member	Position	Email	Phone	Company
Keith, Amanda	President	amandakosa12.17@gmail.com	406-579-8517	Murdoch's
Sarah Kelly	Treasurer	smwoods1@gmail.com	907-347-2789	Executive Services
Kirby, Shannon	Secretary	athena68@bresnan.net	406-930-2174	Wilcoxon's, Total Electric, consultant
Erin Loucks	Past-President	eloucks@lonepeakpt.com	406-600-4904	Lone Peak PT
Hager, Amy	VP Membership	amyhager12@gmail.com		WestPaw
Buchanan, Jennifer	VP Programs (Co-Chair)	jmbuchanan1979@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@americanbankmontana.com	406.223.0059	American Bank - MT
Axtell, Nancy	Workforce Readiness	naxtell@mt.gov	406-582-9234	Bozeman Job Service
Berg, Pattie	Legislative Chair	patricia_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	Colleague Relations	m.hill3922@outlook.com	406-589-4866	GCC
McDonald, John-Reed	Diversity Chair	johnreed@gigworx.com	406-312-0452	GigWorx