

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA November Board Meeting

Time: Nov 14, 2023 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93182525133?pwd=bnhwMUNUUG9tTXNBVUxUa3g1d3Nvdz09>

- **CALL TO ORDER: 5:31pm - Amanda called the meeting to order**
 - **PRESENT VIA ZOOM:**
 - Amanda Keith (President)
 - Shannon Kirby (Secretary)
 - Sarah Kelley (Treasurer)
 - Patti Berg (Legislative)
 - John Reed McDonald (Diversity)
 - Megan Young (Certification)
 - Allyson McDonald (Webmaster)
 - Dawn Brown (Programs Co-Chair)
 - Amy Hager (Membership)
 - Jen Buchanan (Programs Co-Chair)
 - Nicole Lowry (Programs Co-Chair)
 - Erin Loucks (Past-President)
 - **ABSENT:**
 - Nancy Axtell (Workforce Readiness)
 - Melinda Hill (College Relations)
 - Grover Wallace (Foundation)
- **MINUTES: Approval of October 2023 minutes**
 - Amanda will send out the October minutes and we will vote via survey
- **Business Carried Forward**
 - **GVHRA Silent Auction Donations**
 - 2 donations per board member – so far only 2 board members have their items; 2 others have each got 1 item

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- We appear to be way behind
- **Survey Questions for 2024**
 - Lot of recommendations and there have been a lot of updates made – appreciated the feedback
 - Any questions on the revised survey
 - Discussion about raising the cost of the meeting to \$25?
 - Lunches are getting so expensive - maybe drop the meal since we have always argued that people pay for the education, not the food
 - Or consider a different time of day so coffee and bagels are cheaper
 - Also need more money to pay speakers – they are now asking for money
 - Do we need to ask them about raising the cost? Maybe we don't say anything and just raise it by \$5 and move it forward
 - John Reed motioned to increase membership meeting cost by \$5 – Patti Berg seconded
 - Patti Berg wondered if it would be helpful to try and force an answer (versus yes or no) as to volunteering
 - Amy asked what our level of confidence is that people will respond – Shannon said past history indicated that we have low level responses.
 - Dawn asked if we could give them an incentive – Jen suggested putting all responders into the drawing for a free meeting in December 2023
 - John Reed McDonald said we should divide this up and send a 2nd email and encourage them – he didn't like the idea of an incentive and setting a precedent
 - Shannon added last question "Is there anything else you want us to know"
- **Website Platform Issues**
 - Amanda Keith reached out to Katie Slick (our SHRM Field Rep) Katie may already be in D.C. Amanda Keith will try to catch her in-person at the VBLM later this week.
 - Amanda will see Katie this week – hopes to have more information shortly. Stay on existing platform or move – the current website is awful.
 - Allyson McDonald asked if we can archive meeting minutes - yes
- **New Business**
 - **2024 Board Member Expectations**
 - What do 2024 Board Member Attendance Expectations look like?
 - Board Member Attendance Expectations revised in 2020 to allow for some absences of board meeting/membership meetings understanding that this is a volunteer position and it is difficult to attend all of them.
 - In 2020, we kind of dropped the requirements and Shannon feels like we have gotten too loose with things and we are not making forward progress in a lot of places. Shannon said she thinks we need some kind of structure and expectation for meetings and then we need to hold people accountable. Allyson McDonald also agreed that difficult conversations may need to be had if someone agrees to the threshold and then doesn't meet those requirements.
 - Sitting in a seat and not doing anything in that seat isn't fair to someone else who wants to participate – Amy in favor of a threshold. Maybe 10 of 12 board meetings and 6 of 10 educational meetings.

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- Membership meetings – Shannon motioned 6 of 11 education meeting attended; 9 of 11 board meetings attended. John Reed McDonald seconded. All in favor. None opposed.
- Prior to that, there was a requirement of attending all board meetings and missing was only very occasional and we have better participation and engagement.
- How do we create SOPs for each position and how do we make sure each role knows what they need to do and what needs to get done. How do we support one another in getting things done?
 - John Reed McDonald will be reaching out and talking to each board member and asking them what they actually do, what they can't get done, what they don't know who does something, what they want to learn, meeting with outgoing and incoming position so they can transfer knowledge and experience to the newer person.
 - Sarah Kelley said she would like to hear from board members what they get out of being part of the board
- Handoffs from older to newer board members – explain how things works now, answer questions, etc.
- **2024 Elections**
 - Review known terms/make updates
 - Shannon has tried to contact Nancy and hasn't heard back. She will try again.
 - Identify the open positions/open up to potential candidates
 - Open Workforce Readiness, Certification, Legislative roles potentially
 - Schedule election – Amanda Keith will email
- **Silent Auction Website**
 - December meeting – Jen asked for it to be free and open to public, since it is mental health and suicide and someone in Bozeman just took their life, and it was seconded by Nicky Lowry.
 - Patti asked what we use the money for:
 - Shannon said it has been used for free meetings (part of a business card drawing, student meetings, certification cost, educational materials
 - Erin said financial assistance for meetings if people work for companies who don't pay for the meetings for them, cover the summer meeting
 - Send photos, description, and estimated retail value to gvhra.president@gmail.com and copy Grover.
 - Amanda Keith will start adding items to the campaign this weekend.
 - Go Live Date:
 - Start the campaign a week or 10 days before
 - Meeting is on Dec 14th
 - Deadline Fri Dec 1st for all items DONE, pictures - photos, descriptions,
- **Vice President Reports**
 - **President-Elect**
 - Begin compiling SOPs for each chapter role to assist with succession planning/chapter organization.

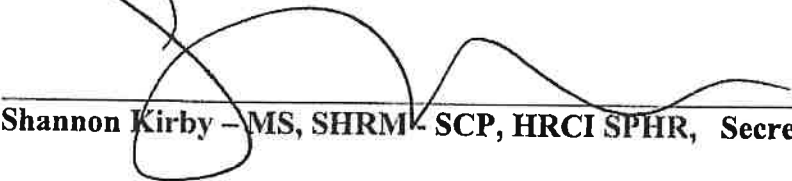
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- **Treasurer: Sarah Kelly**
 - Checking: \$14,747
 - Savings: \$5032.17
 - For next meeting – business carried forward – Patti wondered about doing a CD with our extra cash
 - Raise SHAPE Foundation amount by \$1 – due by 12/31/2023
- **Secretary: Shannon Kirby**
 - All minutes through September 2023 are approved and signed by both the President and Secretary and Webmaster has put them up on the website.
- **Membership: Amy Hager**
 - 110 Rostered Members, 52 Certified Members, 5 new (last 90 days)
 - All new members added to HubSpot and sent welcome email from Membership and LinkedIn invite
- **Certification: Megan Young**
 - All CEUs submitted
 - Carry forward to next meeting – buy new meeting materials
- **Programs: Nicky Lowry & Jen Buchanan – handing off to Bethany Davies and Dawn Brown (they will go through the election process)**
 - Dec – last meeting Jen and Nicky will plan before exiting the board
 - Jen sad because it is her last meeting for this term
 - December luncheon – talking with the Compassion project – will ask them to present having conversations around mental health and suicide
- **Core Leadership Reports**
 - **College Relations: Melinda Hill**
 - Not present
 - **Diversity: John Reed-McDonald**
 - Creating an SOP for limited number of things that have been started so far – theme and vision for the handoff
 - **Workforce Readiness: Nancy Axtell**
 - Not present
 - **Foundation – Grover Wallace**
 - Not present
 - **Legislative: Patti Berg**
 - She will put together and handoff document so someone else could do her role
 - Supposed to have had other meetings to stay connected



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- Would like ideas as to have the cut-n-paste could be better
- **Webmaster: Allyson McDonald**
 - Will start working on the site and seeing what she can do to make it better until we learn more about the SHRM upgrade
- **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
- **Adjourn**
 - Lot of gratitude amongst members for having some hard but really great conversations.
 - Amanda adjourned the meeting at 6:55 pm. Shannon motioned to adjourn the meeting and Amy seconded.


 Shannon Kirby – MS, SHRM – SCP, HRCI SPHR, Secretary 12/12/2023
Date


 Amanda Keith, SHRM – SCP, President 12/14/2023
Date

Board Member	Position	Email	Phone	Company
Keith, Amanda	President	amandarosa12.17@gmail.com	406-579-8517	Murdoch's
Sarah Kelly	Treasurer	sa woods1@gmail.com	907-347-2789	Executive Services
Kirby, Shannon	Secretary	athena68@bresnan.net	406-930-2174	Wilcoxson's, Total Electric, glassybaby, consultant
Erin Loucks	Past-President	eloucks@lonepeak.pt.com	406-600-4904	Lone Peak PT
Hager, Amy	VP Membership	amyhager12@gmail.com		WestPaw
Buchanan, Jennifer	VP Programs (Co-Chair)	jimbuchanan1979@gmail.com	406-209-3848	Blue Cross Blue Shield



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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
Allyson McDonald	Web Master	Allyson.mcdonald@teterae.com	559-696-6607	HR Manager, TETER, Inc.
Hill, Melinda	College Relations	m.hill3922@outlook.com	406-589-4866	GCC
McDonald, John-Reed	Diversity Chair	johnreed@gigworx.com	406-312-0452	GigWorx