

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA December Board Meeting

Time: Dec 12, 2023 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96141991924?pwd=dzFXMTJpQUUpUMUEyK2UxSGM5SDZhZz09>

○ **PRESENT VIA ZOOM:**

- **Amanda Keith (President)**
- **Shannon Kirby (Secretary)**
- **Grover Wallace (Foundation)**
- **Sarah Kelley (Treasurer)**
- **Patti Berg (Legislative)**
- **John Reed McDonald (Diversity)**
- **Megan Young (Certification)**
- **Allyson McDonald (Webmaster)**
- **Dawn Brown (Programs Co-Chair)**
- **Amy Hager (Membership)**
- **Nicole Lowry (Programs Co-Chair)**
- **Melinda Hill (College Relations)**

○ **ABSENT:**

- **Nancy Axtell (Workforce Readiness)**
- **Jen Buchanan (Programs Co-Chair)**
- **Erin Loucks (Past-President)**

- **CALL TO ORDER: 5:33pm - Amanda called the meeting to order**

- **MINUTES: Approval of October 2023 minutes**

- Approval of October and November 2023 minutes
 - Grover motioned to approve minutes – Patti seconded.

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- **Business Carried Forward**

- **Survey Questions for 2024**

- 15 responses, but can only view 10 based on Survey Monkey limits.
 - Do we want to purchase a Survey Monkey plan?
 - Allyson asked about using about Google forms
 - Patti says they use Google Drive and it works for them
 - Allyson asked why create a single Google account when we can share folders?
 - Nicky – supports the gmail email continuity – saying with email address- Amy will create and John will support.
 - Move away from survey monkey – Amy motioned and John-Reed seconded.

Team Advantage	Team Premier	Enterprise
<p>\$25 / user / month</p> <p>Starting at 3 users, billed annually</p> <p>SELECT</p> <ul style="list-style-type: none"> • Survey sharing with fine control over who can view and edit • Gather comments all in one place • Let team members analyze, filter, and export results • Notify others when you get new responses • Shared asset library for on-brand surveys • Add Contributor Seats • Add or reassign accounts at any time • Free integrations with popular collaboration apps 	<p>\$75 / user / month</p> <p>Starting at 3 users, billed annually</p> <p>SELECT</p> <ul style="list-style-type: none"> • Survey sharing with fine control over who can view and edit • Gather comments all in one place • Let team members analyze, filter, and export results • Notify others when you get new responses • Shared asset library for on-brand surveys • Add Contributor Seats • Add or reassign accounts at any time • Free integrations with popular collaboration apps 	<p>Powerful admin tools, integrations, and collaboration features for your organization.</p> <p>CONTACT US</p> <ul style="list-style-type: none"> • Survey sharing with fine control over who can view and edit • Gather comments all in one place • Let team members analyze, filter, and export results • Notify others when you get new responses • Shared asset library for on-brand surveys • Advanced collaboration features • Add or reassign accounts at any time • Free integrations with popular collaboration apps

- **Website/Logo**

- SHRM will be unveiling a brand new SHRM website in December 2023. They will be pushing out new chapter websites in 2024 and focusing on Dual Member Release chapters which we are.
 - SHRM is moving towards SHRM branded logos.
 - Many complaints that chapter website is terrible – so they will relaunch the SHRM website
 - Some using Wild Apricot – that is the CMR, payment function, document repository
 - Allyson would be interested in seeing the new site – Shannon agrees
 - Amy asked if we changed our logo to be more SHRM focused, would they be loaded into SHRM store –
 - Could we get branded items for board?
 - Amanda said she will ask.
 - Wondered if we need to change anything in by-laws to rename – since we are not only Gallatin Valley.

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- Amanda, Shannon and John all on board with a rename.
- Counties covered: Sweet Grass, Park, Gallatin, Park, Meagher, was Madison (Big Sky chapter) – maybe South Central Montana (Grover), Greater Gallatin (Amy)
- Amanda said we can start brainstorming a new name
 - Butte is Continental Divide.
 - Dillon
 - Missoula
 - Kalispell
 - Great Falls
- Amanda said we will be reviewing the by-laws in January – we reviewed under Erin last year.
- John asked if Amy is saying she supports changing the logo to match SHRM standards – Amy confirmed. Better to be branded – does SHRM have a brand guide?
 - John said from a new member attraction standpoint, very good marketing that we are part of SHRM.

Options For Discussion

illustrative purposes only



or

Variations:



23

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● New Business

- **2024 Elections**
 - Amanda & John-Reed will be scheduling quick interviews with the candidates to outline 2024 Board Expectations with candidates.
 - Patti asked about ballots – Amanda said yes, they will go out via Google forms
- **Silent Auction Website**
 - Auction is live and will close Thursday, December 14th at 1:00pm
 - Live, bids are underway
 - Amy shared on her social media
 - On social media and emailed

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- <https://gvhra.betterworld.org/auctions/gallatin-valley-human-resources>
- **December Board Dinner**
 - Bar 3 BBQ has the follow availability in their large room:
 - Monday, December 18th
 - Wednesday, December 20th
 - Thursday, December 21st
 - Friday, December 22nd
 - Saturday, December 23rd
 - Pick a day or move to January?
 - Grover – open to either but he will not be around until after Jan 3rd
 - Amy asked about new members being included – Amanda said we can move it to January
 - John Reed thinks January makes sense, Patti and Shannon agreed
- **2024 Board Meeting Schedule**
 - Keep in the evenings? Keep virtual?
 - Move to the first Tuesday of the month?
 - Amy wanted to do a Doodle poll for this – do a quick Google form – biggest opportunity to have a quorum
 - Amy said her job is very flexible but she knows not everyone's job is that way
 - Patti – probably wait to have a discussion once you have your new members on board, Shannon agreed
 - John Reed will create the form
- **2024 Membership Meeting Schedule**
 - Move to an alternating 9:00am / 12:00pm schedule?
 - Shannon asked what the survey results said. Amanda said she would send out the results tonight.
 - Location - recommend that we keep it the same.
- **Document Repository**
 - Google Docs? Teams? New website? See previous notes on this (above)
- **2024 Board Orientation**
 - Date?
 - Amy – Erin was great on helping get Amy as a new board member oriented. Be nice to offer that for new board members. 1-2 hours in person. Amanda said she got that, Shannon said she did that for Sarah.
- **2024 Strategic Planning Meeting**
 - January 2024?
 - Amanda thought possibly in Feb 2024?
 - Patti said we used to do that – set the goals for the reporting, did a planning meeting and talked about what we wanted to get done – worked well

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- John Reed said these are important things we need to work through – if people do not have the amount of time to donate to this, we need to make sure they know it is a commitment – he feels like we sign up knowing there is a lot of time volunteered
- Amanda said one chapter has board meetings and then they also meet a 2nd time per month to do other business (in person, work on initiatives)
 - Grover likes both of them, good ideas
 - Allyson said she would love the social aspect of it
- 2024 State Conference planning/registration reminder from Amy Hager
 - Amy didn't get a response back yet – recommends going
 - Most cost effective to register before 12/2023
 - Patti said she hasn't gotten an email on that – how would general membership know about this if you have to sign up for State Council email list?
 - Allyson asked if we are supposed to send something out about it?
 - Grover will check into that and follow up via email

• Vice President Reports

○ President-Elect – John Reed McDonald

- Reiteration of next steps and processes and expectations will be coming out soon
- For Diversity, we do have a person who has been nominated and accepted being on the ballot for this
- Board should be thinking about who would be a good person to fill our own shoes – keep in google docs so we are not scrambling at the end of the year

○ Treasurer: Sarah Kelly

- \$15,002.95 checking
- Savings \$5,034.24
- Deposits: got a SHRM deposit for \$817.50
- Exp – donated to SHRM foundation \$263, reimbursed Nicky for \$313.15 for a lunch, paid PO Box fee \$176.
- Gave her study books to Allyson.
- Amanda asked if we got debit card back from Ally.
- Patti – fundraiser we are doing now – do we track those funds separately over time so we know what we have raised and what we have spent it on?
 - Sarah – would be easy to track it – gets reports on what the amount is that we raised
- Shannon asked about moving money to savings or CDs, based on Patti's question in an earlier meeting – Patti said she got a CD for more than 6%.
 - Amanda thought we could revisit in Jan 2024

○ Secretary: Shannon Kirby

- Will get the fall notes signed by myself and Amanda and ready for upload.
- Requesting that we send out minutes this week and get them back by Friday 12/15/2023 so I can close out the year and get those included for signature and upload

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- **Membership: Amy Hager**
 - Can see numbers now – 4 new members in last 90 days – sending welcome emails,
 - 53 certified members
 - Roster doesn't match across - can update on GVHRA website - info on SHRM account feeds the VLRC – GVHRA.shrm versus HubSpot – ultimately on member to update information on SHRM website
 - Amy built a script to run and highlight what is different

- **Certification: Megan Young**
 - She has missed a lot of communication due to change in email address
 - Use latest email (gmail, NOT American Bank)– she will provide her gmail address
 - She looked into updating our study materials – not a lendable library use – purchased specifically for an individual
 - Amanda asked what about buying a set for a study group?
 - Amy – do we know anyone else in pipeline – Megan said no

- **Programs: Nicky Lowry & Jen Buchanan – handing off to Bethany Davies and Dawn Brown (they will go through the election process)**
 - Nicky – all set for Thursday- struggled with email address
 - Nicky asked Amy to send the roster – will order form Olive Garden – duplicates were eliminated – sitting at 35.
 - Jen wanted to say she will be moderating – thank you for the questions – add any others even tonight – Jen will pull them tomorrow (Wed) for Thursday
 - Thank you so much to everyone – happy to help, just couldn't do the board anymore – didn't
 - Wrap up meeting to do a warm hand off to Bethany and Dawn – they are set up for the first few meetings of 2024.
 - Bethany – Jan Dave Meldahl (Dawn go him), and Feb is set up. Bethany is working with Amy Watson from her team – an economist for DLI – thinking some sort of what of trends and forecast for 2024. She is trying to find someone to speak about housing in Gallatin County, always high on the list of issue – Renata at City of Bozeman was a contact she was given.
 - Patti thought she could reach out to HRDC about needs – might have something additional to contribute.
 - Bethany said the state also is having a little focus on that. Business Days at the Capitol – she has coworkers attending that and will see what type of leads.
 - Grover - Economic summit meetings all around the state. He will forward the email to her.
 - Bethany said she may not be at January meeting – Dawn had mentioned times might change. Will be getting surgery and may not be able to walk.
 - Amanda said don't change the meetings if they are already set up.

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● Core Leadership Reports

○ College Relations: Melinda Hill

- Doesn't have an update.
- Needs to get with Amanda one-on-one – personal commitments that took her away.
- Ready to get back in the groove for 2024.

○ Diversity: John Reed-McDonald

- See previous notes

○ Workforce Readiness: Nancy Axtell

- Not present

○ Foundation – Grover Wallace

- Thanks to everyone who went out and got donations.

○ Legislative: Patti Berg

- Not much to report.
- Is anyone being interviewed interested in legislative? Yes, for almost all positions.
- Might be her last meeting with us –
- Saw Grover is legislative for state SHRM – encourages him to bring that home. Feels like bad law passed without someone carrying the mantle, the way Jim Nys did. Employees won't work in places where the law is bad.

○ Webmaster: Allyson McDonald

- Question regarding legislative – did someone send her information? Patti said she did. Allyson asked her to resend it – will go to master email (gvhra.webmaster@gmail.com)
- Hopes to work on updates but wants to possibly wait until SHRM website update happens. Doesn't want to spend a lot of time on it.
 - Amanda will reach out to Katie to get us as a dual membership chapter at the top of the list.
 - Patti said she resent the email to her – Cut N Paste.

● Volunteers

- Nothing.

● General

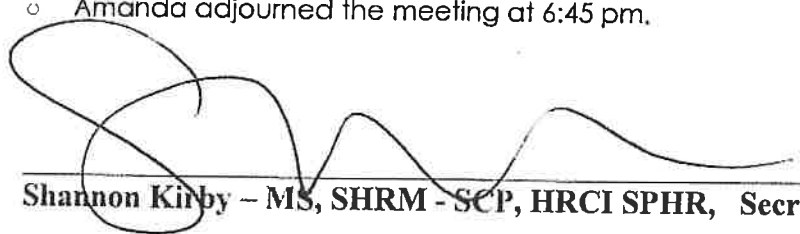
- Report on SHAPE related activities for log (standing agenda item).
 - Promote the SHRM Certification Program (on monthly slides)
 - Use quarterly rolling powerpoint at meetings
 - Submit monthly program for Recertification Credits
 - Review SHAPE initiatives



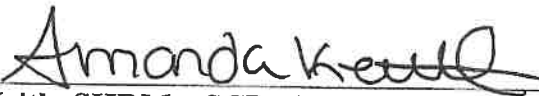
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- **Adjourn**

- Amanda adjourned the meeting at 6:45 pm.



 Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary 1/9/2024
Date



 Amanda Keith, SHRM – SCP, President 01/10/2024
Date

Board Member	Position	Email	Phone	Company
Amanda Keith	President	amandarosa12.17@gmail.com	406-579-8517	City of Bozeman
John Reed McDonald	President-Elect	johnreed@gigworx.com	406-312-0452	GigWorx
Sarah Kelly	Treasurer	smwoods1@gmail.com	907-347-2789	Executive Services
Shannon Kirby	Secretary	alhenca48@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
Jennifer Buchanan	OUTGOING VP Programs (Co-Chair)	jmbuchanan1979@gmail.com	406-209-3848	Blue Cross Blue Shield
Nicole Lowry	OUTGOING VP Programs (Co-Chair)	nicky8850@gmail.com	202-695-5326	Montana State University
Dawn Brown	INCOMING VP Programs (Co-Chair)			Aleworks
Bethany Davies	INCOMING VP Programs (Co-Chair)	bethany@bigskychamber.com	406-529-4819	Big Sky Chamber of Commerce
Megan Young	VP Certification	myoung@americanbankmontana.com	406.223.0059	American Bank - MT
Nancy Axtell	Workforce Readiness	naxtell@mt.gov	406-582-9234	Bozeman Job Service
Pattie Berg	Legislative Chair	patricia_berg@live.com	406-209-2096	Berg Personnel Solutions
Grover Wallace	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.



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Melinda Hill	College Relations	m.hill3922@outlook.com	406-589-4866	GCC
John Reed McDonald	Diversity Chair	johnreed@gigworx.com	406-312-0452	GigWorx