

Southwest Montana SHRM Board of Directors Meeting

Meeting Minutes

February 11, 2025 | 5:30 pm

Virtual Meeting Information: Via Zoom

Call To Order:	Allyson called to order at 5:36pm
Attendees:	Dawn Brown, Allyson McDonald, Meghan Rauber, Thomas Reynolds, Becky Wilbert, Jamie Norby, Rachel Simms, Michelle Hintz, Bethany Davies, Amanda Keith
Absent:	Renee Storm, Grover Wallace
Business Carried Forward:	<p>Approve Prior Meeting Minutes</p> <ul style="list-style-type: none"> • November 2024 - update to add Jamie as attending. • January 2025 • Thomas motioned to approve both November and January meeting minutes. Dawn seconded. Unanimously in favor. <p>Name Change Update</p> <ul style="list-style-type: none"> • By-Laws - SHRM is still working on this • MT Secretary of State - this is officially done!! Which means we can now get our bank name changed • SHRM Website - still working on it (part of the by-laws update) <p>Board Elections</p> <ul style="list-style-type: none"> • President-Elect - Still Vacant • Foundation/Sponsorship Director - Still Vacant <ul style="list-style-type: none"> ○ This is the more urgent one so that we can find sponsors for some of the things we discussed during strategic planning <p>Website Update</p> <ul style="list-style-type: none"> • Allyson would like to form a Committee to review Wild Apricot so that she's not making decisions on her own <ul style="list-style-type: none"> ○ Meghan and Rachel offered to be on this committee with Allyson ○ Committee can talk about whether we think that having an online forum will be a value add for members and what we'd suggest investing

New Business:

Strategic Planning

- Mission and Vision Review
 - Reviewed the revised Mission and Vision statements
 - Revised it further,
 - **Thomas motioned to approve revised Mission and Vision to:**
Mission: Connecting, inspiring, and educating professionals to create thriving workplaces.
Vision: Elevating workplaces through an empowered and connected community in Southwest Montana.
 - **Bethany seconded, approved unanimously**
- 2025 Goals & Objectives - Next Steps
 - Reviewed the committees we are forming to work towards these
- 2025 Budget
 - Includes income from meeting sponsors, without a Sponsorship chair we would all be responsible for finding this money
 - Amanda offered to step into the Foundation chair role if we can't find anyone
 - Allyson clarified the Vendor Partners income line item - are there vendors who would be willing to sponsor so they can get in front of our members without paying the annual SHRM membership fee - if we sell 10 sponsorships for \$150 we would cover that line
 - Michelle feels good about the budget as long as we're clear that if we don't get the income we are expecting that there are some expense items we won't go forward with
 - Jamie still had some concerns about the negative income
 - **Bethany made a motion to approve the 2025 budget, Thomas seconded - unanimously approved**
- By April meeting, we'd like reports from each committee identifying what we're doing
 - Bethany asked if we want to alternate Board meeting months with committee meetings
 - Allyson is concerned about it being too long without updates on other things
 - Do we want to update schedule so committees meet in March and board doesn't meet again until April
 - Amanda asked - what does the board need to work on during that time that will need updates provided between now and April? Allyson and Jamie can email out updates on budget and SHRM bylaws

HR Leader of the Year - Thomas

- Review Nominations
 - Amanda has been nominated unanimously (4

	<ul style="list-style-type: none"> o nominations) o Woo hoo! First SWMT HR Leader of the Year! • Next Steps <ul style="list-style-type: none"> o Thomas will submit Amanda’s name to the state to make it official o Jamie moved that we vote Amanda in as nominee, Bethany seconded, unanimously approved <p>Congrats Amanda!</p>
<p>Officer & Director Reports:</p>	<p>Secretary - Meghan Rauber Will send out meeting minutes from November 2024 and January 2025 for signature and will work with Allyson to e-sign documents going forward.</p> <p>Treasurer - Jamie Norby P.O. Box renewed, Secretary of State report was filed but tax filing still needs to be done. (see full report on page 5)</p> <p>VPs Programs - Bethany Davies and Dawn Brown Thank you Allyson for helping with food for the Thursday member meeting.</p> <p>Mark might have slides, if so then Dawn will send them to Allyson. Upcoming meetings: <ul style="list-style-type: none"> • Radical Candor presentation is all set for March. • April meeting will be 100% online with a law group • Nothing in May because of the state SHRM conference. </p> <p>VP Certification - Renee Storm Absent</p> <p>VP Membership - Becky Wilbert Had 4 new members sign up in January and Becky reached out with an intro and invite to the member meeting.</p> <p>Pretty hefty handful of people expiring soon.</p> <p>Currently at 128 members which is an increase.</p> <p>Becky let us know that the City of Belgrade’s new library will be available at the end of April for meetings.</p> <p>Legislative Director - Grover Wallace Absent</p> <p>Workforce Readiness & College Relations Director - Thomas Reynolds <ul style="list-style-type: none"> • MSU Student HR Chapter - <ul style="list-style-type: none"> o State Conference <ul style="list-style-type: none"> ■ Are student volunteers needed for MT State </p>

	<p>Conference?</p> <ul style="list-style-type: none"> ■ Could we sponsor some student attendees? ■ Attended HR and Management student club w/9 students present and their Professor Mark Hom ■ Looking to do more events and help out with resumes for career fair. ■ They need one more student to create a SHRM Student chapter. <ul style="list-style-type: none"> ○ Allyson shared that the student registration fee for the MT SHRM Conference is \$119 - are we interested in creating a student scholarship? ○ Thomas shared that Mark (MSU professor) has some funds to take the students so if we can just sponsor registration that would be helpful ○ Amanda can use help with volunteers (maybe the registration desk, pulling door prizes, introducing a speaker, selling split the pot tickets) ○ Amanda will check back in with Thomas about details <p>Diversity Director - Michelle Hintz Michelle sent the bulk of an article to Mark (attorney at this week's member meeting) who thinks it will be a useful newsletter article for folks in HR to discuss the current legal challenges. He wanted to finish up working on his presentation and circle back to a partnership after this week.</p> <p>Communications Director - Rachel Simms Will send out the February newsletter later this month, will include job posting, working on a graphic for the March meeting, HR Leader of the year, upcoming meetings, etc</p> <p>Allyson reminded membership that we can add member spotlights to the newsletter or anyone who's gotten certified so connect with Renee</p> <p>President-Elect - VACANT Foundation/Sponsorship Director - VACANT</p> <p>Becky shared that 30 people signed up already for Thursday's meeting (8 on Zoom) who sends out the Zoom link? Becky will send that out to the Zoom attendees.</p>
Adjourn:	Motion to close by Jamie, Seconded by Thomas at 6:41pm
Updated Contact Information:	Please check to make sure your information is accurate: https://docs.google.com/spreadsheets/d/1GJ8yhQNRy-uKc90I9VoFnDZ4KCLC2_q/edit?usp=sharing&ouid=116048453031144715923&rt_pof=true&sd=true

Treasurer's Report

Meeting Date: February 11, 2025

1. Current funds in all bank accounts as of 2/11/2025
 - Checking- \$17,290.20
 - Savings- \$5,063.35
2. Incoming funds
 - Have billed all meetings through January
 - Will review November list from Michelle to confirm we got everyone
3. Expenditures since the last meeting
 - Mama Macs for Board Strategic Planning meeting- \$133.90
 - RCB Awards for Board name tags- \$153.37
 - Delta Hotels- \$166.16
4. Unpaid invoices
 - None
 - Missing receipts
 - 5 on Black for meeting lunch on 10/10/24
 - 5 on Black for meeting lunch on 11/8/24
 - Delta Hotels in Helena
5. Amount due to chapter
 - \$200 currently after billing and paid
 - \$20 from March- Yellowstone Forever, still attending so working on reaching out
6. Any concerns regarding the budget and current expenses (are we over budget, do we need to pay for something that didn't have a budget line item)
 - No concerns- budget not established
7. Other
 - Post Office box renewed
 - Same box, but was a time period where closed
 - Did not get email reminder as in prior years, so will work on updating contact information
 - Adding informed delivery
 - Secretary of State Annual Report has been filed
 - Tax filing still to be done

Allyson L. McDonald 04 / 14 / 2025

Allyson McDonald, SHRM-SCP - President

Meghan Rauber 04 / 14 / 2025

Meghan Rauber, SHRM-SCP - Secretary

Title	SHRM SWMT February Meeting Minutes
File name	2025_02_SWMT_SHRM...eting_Minutes.pdf
Document ID	404889bdcb6dcfc854cd10006b4cacbec886fb17
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



SENT

04 / 14 / 2025
23:28:36 UTC

Sent for signature to Allyson McDonald (swmtshrmpresident@gmail.com) from meghan.rauber@advicepay.com
IP: 63.153.25.142



VIEWED

04 / 15 / 2025
02:35:31 UTC

Viewed by Allyson McDonald (swmtshrmpresident@gmail.com)
IP: 35.150.72.58



SIGNED

04 / 15 / 2025
02:35:45 UTC

Signed by Allyson McDonald (swmtshrmpresident@gmail.com)
IP: 35.150.72.58



COMPLETED

04 / 15 / 2025
02:35:45 UTC

The document has been completed.