

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

In-Person Location: VIA ZOOM ONLY

Virtual Location:

Topic: GVHRA February 2024 Board Meeting

Time: Feb 13, 2024 05:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94919093441?pwd=N3NocWlrU0LzBEU255WG5hZEZWdz09>

Meeting ID: 949 1909 3441

Passcode: 698703

○ **PRESENT VIA ZOOM:**

- Amanda Keith (President)
- Shannon Kirby (Secretary)
- Michelle Hintz (Diversity)
- Renee Storm (Certification)
- Bethany Davies (Programs Co-Chair)
- Dawn Brown (Programs Co-Chair)
- Thomas Reynolds (Workforce Readiness)
- Allyson McDonald (Webmaster)
- Amy Hager (Membership)
- Sarah Kelley (Treasurer)
- John Reed McDonald (President Elect)

○ **ABSENT:**

- Grover Wallace (Foundation)
- Erin Loucks (Past-President)

● **CALL TO ORDER:** 5:34pm- Amanda called the meeting to order

● **Business Carried Forward**

- Treasurer to look into certificate of deposit - skipped as at the time, Treasurer had not yet joined the meeting and Amanda said she would follow up with Sarah
- Amanda asked us all to think about what we want to call our monthly membership meetings?

● **MINUTES: Approval of January 2024 minutes**

- This did not get done – Amanda said she will send out via survey to vote on.

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

● **New Business**

○ **SHRM Field Representative**

- Katie Slick is no longer our Field Representative. Art Gloria is the interim Field Representative.

○ **2024 Elections**

- Seek candidates for College Relations & SHRM Foundation Chair
 - 2024 elections: need college relations and foundation. Some interest in the college relations role from a member.
 - Amy thought we might want to ask MSU folks to see what they think of the role and if they wanted to be part of the board.
 - Dawn lives near Mark and knows he is busy but she is willing to share information with him.
 - Amanda will send out the job descriptions for these two roles.
 - John Reed offered his opinion that the person in the role needs to have realistic expectations of the job – has to have the right mindset for the role – must be flexible, go with the flow.

○ **Silent Auction**

- Verify money was deposited so Amanda will follow up with Sarah

○ **Board Dinner**

- Thursday, February 29th at Montana Ale Works
 - John Reed sent out a survey

○ **2024 Board Meeting Schedule**

- Survey Results
 - Keep Tuesdays
 - Alternate between 5:30pm / 12:00pm meeting – Amanda said they will alternate between 5:30 and lunch

○ **2024 Membership Meeting Schedule**

- Survey Results
 - Keep Thursdays
 - Keep Lunch Hour

○ **Document Repository**

- Amanda wants to confirm all GVHRA email addresses
 - John Reed said that he thinks it could be spam filters – making sure we have emails connected with each role
 - Allyson – shared spreadsheet with all contact information would be handy
 - Shannon said she updates the contact information on the minutes and can certainly include that as a spreadsheet
 - Shannon also said there is a treasurer gmail address as she set it up back in 2017ish

○ **2024 Board Orientation**

- **Saturday, February 24th**

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

- **Location:** TBD - Request for Cottonwood Conference Room at Bozeman Public Library
- Will likely also be Zoom

- **2024 Strategic Planning Meeting**
 - **Sunday, February 25th**
 - **Location:** TBD - Request for Cottonwood Conference Room at Bozeman Public Library.
 - Will likely also be Zoom
 - Amanda is doing legwork to prep documents for the meeting

- **2024 Montana SHRM State Conference**
 - Wednesday, May 1 - Friday, May 3rd, 2024 in Kalispell
 - Hotel Discount Code: **SHRM24**
 - State Conference Volunteer Leader Discount: **2024MTVL**

- **Budget Approvals**
 - New Board Member Name Tags
 - Shannon motioned to pay for new members name tags, John Reed seconded
 - Board Dinner
 - Amy moves for a budget up to \$1000 for board dinner, John Reed seconded
 - Amanda asked if we should include retiring board members – Amy made a motion to include them, John Reed seconded
 - Departing Board Member Gifts
 - Patti, Jen, Nikki
 - Built into the budget per Sarah - \$50-\$75 is fine as we are flush with cash
 - Bethany wanted to know what we have done before – wide range of gifts – wine glasses, gift cards, etc.
 - Shannon motioned to allow \$50-\$75 for each departing board member gift, John Reed seconded
 - John and Dawn will help get gifts for them
 - Dawn – waived the charge – were going to charge for beverages but waived the fee because we gave them the rest of the food

- **Vice President Reports**
 - **President-Elect – John Reed McDonald**
 - No updates other than continuing to work on SOPs

 - **Treasurer: Sarah Kelly**
 - \$16,386.49 checking
 - Savings \$5000
 - Amanda asked Sarah to send out last year's budget to the board – Sarah will do that
 - Activity:
 - Only transaction was the silent auction transfer of \$959.02
 - Sarah will proceed with making the changes to who is on the accounts as soon as the January minutes have been approved by the board and signed by

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

Amanda and Shannon, as below (motioned and seconded in January 2024 board meeting):

- Add John Reed and Amanda officers on the bank account and remove Erin – in the minutes
 - Dawn motioned to get John Reed a credit card, Amy seconded it
- Sarah said she wants to give a big shout out to Shannon – really appreciates that she is an incredible resource to me, shares her time with me and helps with questions, offers her expertise, thank you, Shannon so much – let's all help each other out like this.

- **Secretary: Shannon Kirby**
 - Shannon asked Amanda if she had gotten the Oct, Nov and Dec minutes that I had signed. She said yes, she needs to deal with her printer. I told her if she can't make it work, let me know and I will mail her a copy for signature and she can mail them back once they are signed. Once both of us have signed them, I will send to Allyson for the website.
 - Also, asked if we had approved January minutes at the start of the meeting – I had connectivity issues so thought I might have missed it. Amanda said no, it didn't happen. She will send out to vote via email.
 - Note: something not quite right on HRCI credits for December meeting – will not give the hour credit – set to zero
 - Megan will check with HRCI and see what she can find out.

- **Membership: Amy Hager**
 - 25 members expiring soon
 - 110 rostered
 - 2 new members in last 90 days
 - She reaches out to the new folks on a regular basis – add them to GVHRA group in Linked in
 - 55 certified
 - 91 at large members
 - Reached out via linked in

- **Certification: Renee Storm**
 - Met with Megan and got a quick overview on what she did, how to log in, etc.
 - Good shape for February meeting
 - Shannon mentioned that the Feb HRCI # is missing 2 digits – will work on that
 - Bethany has questions
 - Inclusive workshop – 4 parts – but all 4 parts – how do we do this?
 - Renee said we may have to do the 4 parts separately
 - What are the parameters for the topics to get CEUs....wants to do a networking and discussion to bring people together and to connect them.
 - Try to work it around SHRM BASK – Amanda said that we have had topics of discussions that are aligned with BASK

- **Programs: Bethany Davies and Dawn Brown**
 - Dawn arranged March

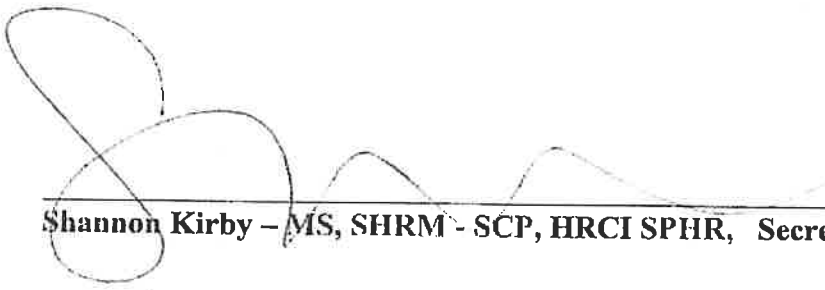
Gallatin Valley Human Resources Association (GVHRA) Board Meeting FEBRUARY 2024 Minutes

- Bethany has an economist lined up for April – works for the state – giving us an update on the economy, focusing on jobs, etc.
 - Will ask someone to pick up lunch and make sure they have a slide on the presentation
 - May need a credit card for lunches – get a credit card from Sarah?
- **Core Leadership Reports**
 - **College Relations: vacant**
 -
 - **Diversity: Michelle Hintz**
 - Once she gets through the orientation, she will connect with folks and is excited to see how her ideas will fit in
 - **Workforce Readiness: Thomas Reynolds**
 - Is there any historical information and contacts – Shannon told him there may exist emails from Nancy Axtell at Workforces Services and if we can locate those, we can forward something for him to look at
 - Looking forward to board orientation
 - **Foundation – vacant**
 -
 - **Legislative: Grover Wallace**
 - No report - absent
 - **Webmaster: Allyson McDonald**
 - She is slowly going through and deleting outdated things, streamlining.
- **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**
 - Amanda adjourned the meeting at 6:37 pm. Allyson motioned. Bethany seconded.


AFFILIATE OF



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



 Shannon Kirby – MS, SHRM - SCP, HRCI SPHR, Secretary Date 4/9/2024



 Amanda Keith, SHRM - SCP, President Date 4/12/2024

Board Member	Position	Email	Phone	Company
Amanda Keith	President	amandarosa12.17@gmail.com	406-579-8517	City of Bozeman
John Reed McDonald	President-Elect	GVHRA.PresidentElect@gmail.com	406-312-0452	GigWorx
Sarah Kelly	Treasurer	smwoods1@gmail.com	907-347-2789	Executive Services
Shannon Kirby	Secretary	shannon68@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@montanacoleworks.com		Aleworks
Bethany Davies	VP Programs (Co-Chair)	bethany@biaskychamber.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	Web Master	gvhra.webmaster@gmail.com	559-696-6607	HR Manager, TETER, Inc.
VACANT	College Relations			
Michelle Hintz	Diversity Chair	michelle@bozo.coop	406-599-0678	Co-Op