

**Flathead Valley Chapter SHRM
Board Meeting Minutes
January 4, 2018**

The January 4, 2018 meeting was called to order at 3:38 p.m. at The Forum Building, 1845 Hwy 93 South, Kalispell, MT.

Present: Allison Deaver, Cindy Carpenter, Susan Townsend, Bonnie Cheyney, Ronda Wakefield, Jodi Smith, Theresa Fisher, Sarah Barker, Joann Kizer and Nichole Bechtel. Absent were: Maureen Bryan, Andre Mehan, Mikayla Smith, and Robin Roush.

New Board Member: Allison welcomed the new board member, Nichole Bechtel as Secretary.

Minutes: Jodi asked to amend the December Board minutes to correct the following areas:
Under Old Business – Outlying Areas – Change IT Department to Media Center
Under New Business – Change Nation to National for Nation Memberships for Core Leadership Roles on Board

Upon motion by Jodi, seconded by Susan, the minutes of the December Board meeting were approved as amended.

Treasurer's Report:

Beginning balance as of 12/01/2017: \$8,357.82
Ending Balance as of 12/31/2017: \$11,750.57

Upon motion by Theresa, seconded by Jodi, the December Treasurer's report was approved.

Review of Position Roles and Expectations: Roles are outdated and will need to be revised. Tabled until revised descriptions can be made.

Old Business:

- **Holiday Social:** Theresa reported the Holiday Social was a huge success. Silent Auction proceeds were \$2090 that were split between Certification and Foundation, receiving \$1290 and \$800, respectively. Jeannie Ludwig offered help to obtain items next year. Meeting went a little long due to adding educational piece. Adding the educational piece will be revisited next year, as it took away from the "social" aspect of the Holiday Social.
- **Study Group - Scholarships/Learning Systems for Certification:** Cindy and Jodi reported on the certification study group which was held at FVCC on November 16-18, 2017 and stated it was a huge success with attendees from around the state. Cindy reported the college venue was excellent. Overall reviews were excellent but everyone agreed there wasn't enough time to go over all the information, and participants would have liked more interaction.

Cindy believes there is enough interest to hold the study group next year and stated the same Instructor Learning Materials could be used this spring and fall which would save on costs. Cindy will facilitate again, and we will increase class fee to pay her for her time and effort in preparing for the classes. There was discussion regarding costs associated with the class and Cindy noted SHRM National has three day classes or a virtual class and the least expensive is \$1,395. With as much interest as there is state-wide, it was agreed future classes will be three full days in April and one more in the fall. The cost of the class will be increased to \$800-900. Cindy will prepare flyer to be distributed to those interested in the class.

Ordering learning systems for participants was a bookkeeping nightmare. Therefore, registration will need to be completed by various deadlines and Cindy will order learning systems in bulk by deadline to cut down additional mailings. Board agreed that it would be okay to pre-order some systems, due to the interest that has been expressed and we will be offering two classes this year.

- Outlying Areas: Jodi reported that FVCC has a plan with Zoom which is a video and web-conferencing tool similar to GoToWebinar. Jodi will be working with various point of contacts to test the functionality of the tool to get a better understanding of how it works exactly. An invitation is sent via email with meeting ID and each participant calls in and logs into the meeting with meeting ID.
- February Mixer: Focus for the February mixer is going to be Networking. Time for members to bring a friend and socialize with other members of the chapter. The free social will be held at the Kalispell Brewery on February 15th. Snacks and door prizes will be provided. Announcement will be made at the next two general meetings, in addition to a flier emailed to all members. Expenses will include \$35 for room rental, snacks and door prizes.
- Chamber Luncheon: The Chamber luncheon in January is the same day as our general meeting, therefore we will not be attending the January meeting. As part of the Strategic Planning meeting, the Board will discuss the pros and cons of being a member and decide whether or not to renew its membership.

New Business:

- Phone Contact Sheet: Board members completed their contact information on sheet that was passed around table.
- Lifetime Membership for Past Presidents: Lifetime Flathead Valley SHRM chapter membership was given to Rhonda for her gift as past president. Past board members thought it may have been approved that all past presidents would receive the same. However, after reviewing minutes, nothing was found where that was approved and put into place. Discussion was held on details of the membership gift. The gift will be as follows: Outgoing president will receive Board rate membership fee for lifetime as their gift of outgoing president. Membership application must be completed each year. If there is a break-in-service in membership, lifetime membership board rate is cancelled. Board agreed that Amanda will not receive the Lifetime Board Membership Rate, as the board had purchased another gift for her.

Upon motion by Jodi, seconded by Theresa, Lifetime Board Membership Rate for past presidents was approved.

- Making MT Expo: Ronda reported Making MT Expo will be held at the Flathead County Fairgrounds February 23-24, 2018. Fliers will be presented at the meeting.
- State Council Meeting: Allison informed the board that the State Council meeting is scheduled for January 19th in Helena.
- SHAPE 2017 Reports: Allison informed the board that the SHAPE 2017 reports are due January 31, 2018 and she is working on them.
- Name Badges: Presented new board members with their new badges, with exception to Nichole, but hers is on order

Chair Reports:

- Programs: Ronda reported due to new HRCI application requirements, January's meeting will most like not be approved and certified for HRCI. SHRM certification has been approved.
- Membership: Sarah will be send another email for membership application reminders as numbers are little low.
- Foundation: Theresa reported that she does not have sponsorship for January's meeting. Rhonda will talk to speaker and ask if they will be the sponsor as well.

There were no other chair reports.

The next Board meeting will be held February 1, 2018 at **3:30 p.m.** at the Whitefish Credit Union Training Room, The Forum Building, 1845 Hwy 93 South, Kalispell.

The meeting was adjourned at 5:06 pm.

Respectfully submitted,

Nichole Bechtel
Chapter Secretary