

## Helena College Quality of Work Life Committee (QWL)

### Meeting Minutes

January 13, 2021/ 2:00 p.m. / TEAMS

The meeting was called to order at 2:01 pm by Chair Melanie. Those present were: Melanie Heinitz (Chair), M.A. George, Christy Stergar, Mary Twardos, Cari Schwen, Phil Sawatzki and Rick Henry.

#### **Review of Minutes**

Meeting minutes from November meeting were reviewed; approval of minutes was unanimously passed. George, motion, Henry seconded.

#### **Treasurer's Report**

Treasurer Report: \$4,260.00 Budget

Department Highlighting snacks: \$81.16

Food Trucks plus tip: \$682.50 (\$600.00 Meals & \$82.50 Tip)

S'more subscription: \$79.00

Wellness shipping overage: \$93.67

Balance of Budget: \$3223.67

#### **Old Business/Ongoing Business**

##### **Department Highlighting Update.**

Bridget and Mary Ann are submitting Department Highlights every other week in the HR Updates. Getting responses with some reminding and coaxing.

##### **Perpetual Plaque Update**

The plaque is in place. There is no additional cost for engraving. Take plaque to Crown Trophy and will be engraved with recipient's name.

##### **Online Trivia Night Update**

After consideration of people's time we will shelve this idea for a later date or hopefully will be able to participate in live trivia events in the fall.

##### **Chocolate Giving Baskets Timeline.**

- Mary Ann submits Information to the MMM for February 1
- Participants will submit a picture of their basket to Christy by Tuesday February 16.
- Raffle tickets can be purchased on February 18 and 19. Need to meet with Cari to sort out process so Cashier's and Business Office are not overwhelmed.
- Baskets are awarded on Monday February 22.
- Rick will send out the list of non-profits members choose to pare down to 2 or three for employees to vote on when purchasing raffle tickets.
- Still need a name for the event, "February Giving Basket"?

#### **New Business**

### **Longevity Awards from Spring 2020 Update and thinking about 2021**

Awards have been given out. Glen will no longer be making them for us. Think about other gifts we can give. Should we ask Seth to do something?

### **Social Activity in January/February Movie Night at Cinemark**

A couple of people have attended the private screenings and it is well organized and could work for us. Let's shoot for March. Mary Ann will get in touch with ASHC and see who organized and how it went.

Some things to consider

Pre-registration

How many total spots? 60? 80? 100?

Is this an event just for employees or can +1 or families attend?

Should we charge a nominal fee to attend? Employees free, guests \$5.00, for example.

### **Update Mission Statement**

Melanie would like us to review our mission statement and come to February meeting with a two-sentence mission statement.

### **Additional Items**

#### **Employee Excellence Award**

- What's the timeline?
- Need to update forms for 2021
- Usually distribute nomination forms on the Monday after Spring Break. Mary Ann will update forms and check dates for opening nominations.

#### **Annual Work Plan**

- Melanie got feedback from the IDEA Committee and she and Mary Ann will work on updates.

The meeting was adjourned at 2:40 pm.

#### **ACTION ITEM:**

All members should send ideas for non-profits for the Giving Basket to Rick by 8:00 am on Thursday January 14. Rick will send out list to QWL members to pick 2 or 3 that will be in the running to receive the money from the raffle. All employees who participate in the basket raffle will vote.

#### **ACTION ITEM**

RE: Giving Basket:

- Mary Ann will submit information flyer about February Giving Basket to the February 1 MMM.
- Christy will post pictures of the baskets on February 16 or 17 (somewhere?) when received by participants.
- Melanie will meet with Cari to work out logistics of raffle ticket sales.
- All will come up with a catchy name for the event.

#### **ACTION ITEM:**

Mary Ann will get with ASHC to figure out the movie night and report back at February meeting or sooner via Teams or email.

#### **ACTION ITEM:**

Melanie and Mary Ann will make changes to the Work Plan per IDEA committee feedback.

**ACTION ITEM:**

All will look at mission statement and come up with two sentences.