

Helena College Quality of Work Life Committee (QWL)

Meeting Minutes

February 10, 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, Bridget Guerin.

Review of Minutes

Meeting minutes from January meeting were reviewed; approval of minutes was unanimously passed. Sawatzki motion, Guerin 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.

Winter Giving Baskets Event February 2021

Melanie reviewed the final plans for the event with members. There is a lot going on so members please be available for support on Wednesday, Thursday and Friday.

Ideas for promotion next week.

Baskets in Fishbowl for display
Flyers with pictures distributed around campus
Video on the HC Main Channel

The Business Office will:

- Handle the purchasing of raffle tickets: Cash at the cashiers office or Credit Card over the phone.
- They will keep track on a spreadsheet (Melanie made) the name of the purchaser, the number of tickets sold and amount paid.

QWL Committee members will:

- Call the ticket purchaser, so we put their ticket in the right drawing container.
- Label purchaser tickets with their name. Keep the ticket containers secure.

Top Three agencies to be voted on for the donation of money from the Raffle.

1. The Helena Area Community Foundation
2. The Prickly Pear Land Trust
3. The Angel Fund

Timeline:

Tuesday, Feb 16 – Submit a picture of your basket to Christy Stergar

Thursday, Feb. 18 & Friday, Feb 19 – Raffle tickets can be purchased from Cashiers

Monday, Feb 22 – Baskets will be awarded

Update Mission Statement

Melanie presented her revised Mission Statement. Discussion followed. Melanie will post the revised version for member review, editing and approval in the QWL TEAMS channel.

Social Activity in March Movie Night at Cinemark

Mary reported that the choices for movies will be posted on the Cinemark webpage this week. Discussion followed regarding best day for movie (Friday, Saturday or Sunday?), how many theaters to reserve, ticketing, charging for +1, family option etc.

Mary Ann will send out at Doodle Poll in late February

Would you attend a movie night at Cinemark? Alone or would you pay \$5.00 to bring a guest

Would you attend a family movie (G or PG) and spend \$5.00 for guests.

Would you attend a movie on Friday night? Sunday Afternoon? (Either and both would be options)

Longevity Awards from Spring 2020 Update and thinking about 2021

Melanie suggested t-shirts designed by Seth

Phil will ask Seth Roby if he has any ideas about creating awards for us.

Bridget will ask Paul Nicholson about the 3-D Printer. Cost, time, etc.

New Business

Employee Excellence Award

- Distribute first week on April.
- Form is updated with FY21 dates. Need to know the contact person to receive nominations. Usually the Chair of QWL in past. Can finalize at March meeting.

Additional Items

Bridget reminded members that the deadline for submitting art for the Persist Art Showcase is Friday February 19. A picture of what you are going to submit can be entered. Art will be on display during the month of April on the Donaldson Campus.

The meeting was adjourned at 2:50 pm.