



**Meeting Minutes**  
**Board of Directors Meeting/Quarterly Strategic Meeting**  
**May 16, 2017**

A meeting of the Lynchburg Regional SHRM Board of Directors was held May 16, 2017 at the Neighbors Place, 104 Paulette Cir, Lynchburg, VA 24502. Jim Burns, PHR, SHRM-CP called the meeting to order at 5:53 p.m.

Board Members present: Connie Burnette, PHR, SHRM-CP; Jim Burns, PHR, SHRM-CP; Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Lauren Metz, David Barney, Karen Jordan and Nate Mahanes.

Minutes of the April 28, 2017 Board Meeting were approved as distributed.

Jim confirmed our By-laws have been approved with a minor change. Jim submitted feedback to Phyllis and Karen Edmunds at National implying that due to the requested change, the Board feels that SHRM is trying to push HRCI credits out of certification and many people have worked very hard for those. Caitlin will distribute the approved By-laws to the Board and post them on the website. Jim will announce at the next Chapter meeting that they have been updated and are available for review on our website.

Reports

Finance: Karen Jordan reported that the checking account balance is \$16,432.31 as of May 15, 2017.

Public Relations: The Board discussed the vacant position of Director of Public Relations. The Chapter members will be reminded about this opportunity at the next meeting. Caitlin is going to get more information on storing historical documents through Google Docs and distribute to the Board.

Membership: Nate Mahanes reported that he has completed an internal audit and we have 99 active members.

Legal: David reported that SHRM solicited feedback from us regarding Patrick Brady's presentation from the April Chapter Meeting.

Programs: Caitlin reported that the June Chapter Meeting will be the VEC joint meeting. Lindsey Coley and Cate Huff of Gentry Locke Attorneys will be presenting on "Handbook

Basics and Commonly Asked Questions.” A VEC speaker and Goodwill speaker will talk for LRSHRM Board of Directors Meeting

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about five minutes each at the beginning of the meeting. Caitlin has most the meetings for the rest of the year scheduled and is just waiting on a few details to be confirmed. The November meeting will be a breakfast meeting. Caitlin indicated that multiple people had contacted her about the PayPal link not being on the May Chapter Meeting Registration Form so we will work to get that added in for June.

### New Business

Jim asked the Board if they preferred the State Conference to be held on the first or second weekend in January. The Board all agreed the second weekend is their preference so Jim will relay that information.

He also informed everyone that there will be a State mandated event for at-large memberships in October of 2018. Details will be distributed as received.

Jim then announced to the Board that State SHRM would be purchasing SurveyMonkey that we will be able to use in the future.

The Board discussed having a July Social Event as opposed to waiting until the end of the year. Jim is going to contact the venue “Bella Rose Plantation” to find out pricing and availability.

The June Board of Directors meeting will be held at the Kirkley and Nate will confirm those reservations.

Caitlin stated her current employer asked her to join the Workforce Development Board, but Ben Bowman advised someone else from her employer had expressed interest in joining already so he asked if she would join as a representative of our local SHRM chapter. Caitlin stated she would agree to do so if the Board was in agreement. Everyone was in agreement.

Next, the board moved on to Strategic Planning.

The first topic discussed was reimbursing Board Members for expenses because we currently do not have a policy. The Board agreed that the Chapter should pay for registration, transportation and lodging for Board Members to attend all events that are required by State SHRM. The IRS approved mileage reimbursement rate will be used when reimbursing members for driving. The Board approved that the Chapter will pay for lodging, registration, and transportation for Board members going to the Leadership Conference and for the President and Past President to travel to the November Leadership Conference. Other events that the full Board approves of can be eligible for reimbursement on a case by case basis

The next topic discussed was the possibility of having Honorary Board Members/Liaisons within our Chapter. The idea of recruiting students or chapter members who are interested in learning

more about what being a Board Member consists of to be Liaisons was brought up. The Liaisons could help out a Board Member with their current duties in order to gain exposure to the responsibilities that are associated with a specific position. This could also get people more involved with the Chapter. It was confirmed that the Director of Public Relations is supposed to be a Liaison with Student College Chapters. Nate proposed the College Chapter Liaison should be a separate position. Nate will send a list of responsibilities for the Liaison to Jim and he will then touch base with the other chapters to find out how they are currently handling that. The Board agreed to propose the idea to the Chapter at the next meeting and see if anyone is interested in fulfilling that role.

Miscellaneous items regarding SHAPE were discussed next. Connie confirmed she has still not heard back about the November Leadership Conference being a requirement of the SHAPE or not. Jim will reach out to the Bedford One Program Board about completing a Workforce Readiness Event.

The last topic discussed was the Scholarship Program. The Board agreed that we need to have a separate "Scholarship Committee" to handle this program. The Board will create an overview of what is needed during the next Quarterly Strategic Meeting and announce it at the following Chapter Meeting to find out who would be interested in volunteering. This will end the current and previous Committee that has handled scholarships. This will be a main priority for the Board as we have a lot of available funds such as the Xavier Scholarship, High School Scholarships, Displaced Worker Assistance and others.

The next Quarterly Strategic Meeting is August 24, 2017 at 5:30 pm, location pending.

The meeting was adjourned at 7:35 pm.

Lauren Metz  
Secretary