



**Meeting Minutes
Board of Directors Meeting
January 29, 2021**

A meeting of the Lynchburg Regional SHRM Board of Directors was held January 29, 2021 remotely via zoom. Caitlin King, SPHR, SHRM-SCP called the meeting to order at 7:30 a.m.

Board Members present: Caitlin King, SPHR, SHRM-SCP; Paul Kopack, SPHR, SHRM-SCP; Lauren Anderson, SHRM-CP; Andrea Cook, SHRM-CP; Nickcole Maynard-Errami, SHRM-CP; Terry Maddox, SHRM-CP; David Brandt, SHRM-CP; Lisa Gordon, SHRM-SCP, and College Relations Chair Travis Griffin.

David Brandt motioned to approve the December Board of Directors meeting minutes, Terry Maddox seconded, and the Board approved.

Director Reports

Financial: Terry reported the current checking account balance is \$26,700.43. Terry and David discussed an issue with a PayPal dispute and working through it as the chapter has not experienced a PayPal dispute in the past.

Legislative: Lisa reported her legislative report as there are many changes. President Biden was inaugurated on January 20, 2021. President Biden has signed several executive actions. Lisa provided a table that displays the executive actions taken to-date, with links to specific subjects, and the table will be posted to the website.

Membership: There were no updates for membership since the last meeting.

Professional Development: Andrea provided her report and discussed upcoming events. The Board agreed with the speakers and topics Andrea proposed for future meetings. Andrea advised a chapter member had asked if virtual sessions were being recorded. The Board agreed that sessions can be recorded going forward if the presenter has the technology to do so. Andrea discussed the survey responses from the January chapter meeting. The Board agreed to invest in the basic paid subscription with Survey Monkey so that survey results can be exported from the website into reports instead of manually compiled.

Public Relations: Lauren reported she is still learning her new role. Caitlin discussed social media updates and sharing from HR Virginia content and SHRM National content. Lauren asked about

LinkedIn connections, and if the connection request is related, Lauren can accept it. Lauren indicated that the secretary role has been transitioned to Nickcole Maynard-Errami.

College Relations: Travis reported that he has a communication for the website for the scholarship. He is scheduled to speak to Dr. Brown's class at Liberty University early next month. The chapter has two scholarship winners from last year, and Travis would like to ask them to speak about the scholarship. The deadline is the end of February (02/28/2021 this year) for applications. He would like to announce the winners at the March 2021 meeting with checks sent by April 2021.

Caitlin discussed new business. The National Dues alignment project is scheduled to roll out on April 1, 2021. LRSHRM is waiting on National SHRM to provide communication templates for advertising. The Chapter will start putting out information on social media and on the website. There are calls with SHRM every two weeks. There is a legal agreement that Caitlin will send out to Board members for review once received to then move forward quickly to stay on track for the project. Terry asked questions about audit with the new program and ensuring LRSHRM is being funded appropriately with the new program. LRSHRM will still have some manual process for dual membership with another Virginia chapter. David indicated that there will still be invoicing for meeting fees once we return to in person meetings. LRSHRM can only change annual dues once per year with the new project. There will be budget impacts as money will come in on a rolling basis instead of one time per year.

LRSHRM won the HR Virginia 2020 THRIVE Award. Caitlin will be forwarding the announcement information to Lauren to post on social media and the website.

Paul discussed the SHRM Affiliate Program for Excellence (SHAPE) submission. SHAPE is a reporting and planning tool designed to assist chapters in planning and setting annual goals. Paul states that he feels we fell short on the portion of the SHAPE report which pertain to applying for the EXCEL Award. This is due to our not hosting a meeting or event for 200 attendees, and not targeting a meeting seeking donations for the SHRM Foundation.

Caitlin discussed adding a new chair position on the LRSHRM Board to champion funding for the SHRM Foundation.

Paul discussed that LRSHRM does not have a Certification chair, and it could be something to be considered in the future.

Caitlin will transition to Nickcole the responsibility of combining the Board member reports for the chapter meetings into one document for each month while our meetings remain virtual.

Caitlin discussed the Board Meeting time and date moving forward to accommodate schedules. David asked about moving the meetings to the beginning of the month rather than end of the month. There was discussion on what would work for everyone. Caitlin will send out a document to collect everyone's preferences.

Caitlin discussed reviewing the bylaws in Quarter One.

David discussed sending e-gift cards to presenters especially in the virtual world. Lisa indicated that handwritten notes are still an important special touch. David is open to ideas. Terry indicated that some presenters have requested that the money for the gift card be donated.

Caitlin adjourned the meeting at 8:56 am.

Nickcole Maynard-Errami
Secretary