



**Meeting Minutes
Board of Directors Meeting
August 5, 2021**

A meeting of the Lynchburg Regional SHRM Board of Directors was held August 5, 2021 remotely via zoom. Caitlin King, SPHR, SHRM-SCP called the meeting to order at 12:06 p.m.

Board Members present: Caitlin King, SPHR, SHRM-SCP; Andrea Cook, SHRM-CP; Nickcole Maynard-Errami, SHRM-CP; Nate Mahanes; Terry Maddox, SHRM-CP; David Brandt, SHRM-CP; and College Relations Chair Travis Griffin who joined the meeting at 12:16 pm.

Nickcole asked about membership fees including meals. Caitlin advised that dues of \$60 were billed and members could prepay \$140 for the meals. David advised that when the chapter invoices, it automatically invoices for \$200 then it separates the \$60 and \$140. The fees would have ended December 31, 2020. There have not been meeting fees or lunches in 2021. Terry stated that she has had one person prepay for the year. David advised that since it so close to the end of the year that the chapter will do individual meeting meal fees per month. David stated that in 2022 the chapter will invoice for the annual meeting fees ahead of time and monitor how the dual membership fees will work with the meal fees.

Caitlin asked which board meeting minutes have been approved and posted to the website. Nickcole advised that board meeting minutes from June and July need to be approved. Once they are approved, Nickcole will post them to the website.

Caitlin discussed plans for the August 12th Chapter breakfast meeting. Caitlin discussed Board of Director members going to Legacy Auditorium on Wednesday, August 11, 2021 to ensure that the meeting space is prepared for the breakfast in-person meeting on Thursday, August 12, 2021. It was decided that a sign-in sheet will need to be available at the meeting. The certificates will continue to be emailed after the meeting is concluded. Caitlin is going to send an email to all board members to finalize all arrangements.

There will be drawings for giveaways at the August 12th meeting. Caitlin will send a COVID draft to Nate that will then be sent out to membership reminding members that the meeting is in-person and fees are expected to be paid. Nickcole is going to test a Zoom link on Wednesday for a hybrid attendance possibility in the future. Caitlin reminded new board members that director reports would typically be given verbally at in-person meetings, and the reports will be given and updated on August 12, 2021.

The LRSHRM BOD discussed the upcoming Board of Directors meeting schedule. The September 2nd board meeting is being cancelled since the BOD has the August 26th strategic planning meeting and not everyone is available to reschedule the regular board meeting due to the Labor Day holiday weekend. Nickcole sent calendar invites for the remaining board meetings for 2021. Caitlin has reserved the private room at the Depot Grille for BOD strategic planning meeting.

- August 26th at 5:30pm - Q3 strategic planning meeting - Depot Grille private room location confirmed
- October 7th at 7:30am - Comfort Inn
- November 4th at 7:30am - Comfort Inn
- December 2nd at 7:30am - Comfort Inn

Caitlin discussed a follow-up from Medical Group Managers. They requested speakers in September on bullying. Caitlin agreed to reach out to Woods Rogers to see if they are open to scheduling some of their attorneys possibly instead as speakers. Caitlin has been in touch with Claire Adams at ITG via the LRSHRM email. Caitlin will keep everyone posted on the status of this request. Caitlin advised having some of our board members attend as well might be good to establish a connection with this group. They have a roundtable portion of the discussion after the speaker presents.

Rebecca Rairigh, HR Program Manager BMX Technologies, has requested to share a flyer on Impact Living, a program that assists teenagers who have aged out of foster care. Rebecca is a member of the chapter, and the BOD agreed that providing the information is acceptable. Caitlin will respond to Rebecca via email.

Director Reports

Financial: Terry reported the current checking account balance is \$24,949.02. Terry reported that she emailed all reports yesterday. Terry has prepaid everything that was discussed in the July meeting (annual donation to SHRM, funds for Liberty University seed chapter, breakfast for next week). Terry and David are going to work together to change some PayPal settings. Terry is keeping up with speakers that are donating their cards to the BOD approved charities. Caitlin asked about the bank statements. Terry uploads the statements into the Google drive every month. Caitlin will sign off on the statements monthly as an internal control.

Legislative: There were no updates for legislative since the last meeting.

Membership: Nate reported there are 119 active professional members and one student member. Nate discussed doing a drawing or contest to sponsor a member to attend the state conference next year. The board agreed with Nate's proposal for the drawing or context next year.

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 that there were only three survey responses to the July meeting; however, there were a lot of positive

comments in the chat of the July meeting. Andrea advised that all of the speakers have donated their gift card to the various charities. Nate and his colleague, Beth, are going to present in September 2021. In October, the focus will be on diversity and inclusion. Andrea and Lauren will work on updating the website to show the meeting schedule booked out for several months. David discussed that Lynchburg has the highest poverty rate in Virginia, and Randy Dunn may be a speaker possibility. Nate stated that Karith Foster may be an option for a speaker, perhaps paid in the future.

Public Relations: There were no updates for public relations since the last meeting.

College Relations: Travis reported that the relationships with schools has all been remote this year. Travis and Dr. Brown at Liberty University continue to work together. Travis will announce the scholarship winners at the August meeting to remind members that the chapter continues to invest in members even in the midst of the pandemic.

Caitlin asked for any updates or questions on the July board meeting minutes. Nate motioned to approve the July board meeting minutes, Travis seconded the motion and the meetings were approved.

Caitlin asked for any updates or questions on the June board meeting minutes. David motioned to approve the June board meeting minutes, Nate seconded the motion and the minutes were approved.

Caitlin adjourned the meeting at 1:03 pm.

Nickcole Maynard-Errami
Secretary