



**Meeting Minutes  
Board of Directors Meeting  
October 7, 2021**

A meeting of the Lynchburg Regional SHRM Board of Directors was held October 7, 2021 remotely via zoom. Caitlin King, SPHR, SHRM-SCP called the meeting to order at 8:05 a.m.

Board Members present: Caitlin King, SPHR, SHRM-SCP; Nickcole Maynard-Errami, SHRM-CP; Paul Kopack, SPHR, SHRM-SCP; Lauren Anderson, SHRM-CP; David Brandt, SHRM-CP; Lisa H. Gordon, SHRM-SCP; College Relations Chair Travis Griffin; and Andrea Cook, SHRM-CP joined at 8:14 am.

Paul motioned to approve the August 2021 board minutes and Lisa seconded. The minutes were approved.

Director Reports

Financial: Terry was not be able to join the meeting; however, she provided her reports to the Board prior to the meeting.

Terry is still working with Zettle to get the new card readers working for the October Meeting. She has reached out to members that registered and did not attend the August or September in person meetings, and she still has 7 outstanding. Terry has a list of those names, and if they attend in October Terry will attempt to collect the payment.

Caitlin reported the current checking account balance is \$25,769.57. Caitlin reviewed the financial summary. The chapter will pay for Paul Kopack's national SHRM dues, in lieu of fees for attending the state conference, as he was not able to attend the SHRM state conference in 2020 due to COVID.

Legislative: Lisa discussed the Virginia governor election race that will have impacts on Virginia. She also discussed the Department of Labor's Occupational Safety and Health Administration (OSHA) is developing a rule that will require all employers with 100 or more employees to ensure their workforce is fully vaccinated or require any workers who remain unvaccinated to produce a negative test result on at least a weekly basis before coming to work. OSHA will issue an Emergency Temporary Standard (ETS) to implement this requirement. This requirement will impact over 80 million workers in private sector businesses with 100+ employees. Twenty-two states, not Virginia, are challenging the potential standard.

Membership: Caitlin provided an update for Nate. There are 110 active members. There was a drop due to the dual membership with National SHRM. A reminder will be issued at the Chapter meeting.

Professional Development: Andrea provided her report and discussed upcoming events. There were nine survey responses to the September chapter meeting. The responses were positive. Andrea would like to schedule a part two with Nate Mahanes and Beth Groff on Employment Disability Inclusion in 2022.

Andrea stated that she is disappointed in the enrollment for the October chapter meeting. There are only 20 registered members at this time. Lauren stated that six additional members registered last night bringing the number to 26 attendees. The board discussed in-person meetings versus virtual meetings. The November chapter meeting will be virtual. Lisa stated that COVID numbers spiked locally, but the numbers locally are now in decline. David indicated that feedback he has received on in-person meetings in the Legacy Auditorium venue are positive.

Andrea asked that pictures of the auditorium be sent with the meeting invites to share with members the space.

Andrea is waiting on the program summary from Woods Rogers for the November meeting. Andrea is waiting on approval from HRCI for 2022 to submit December's meeting information.

David asked about the John Maxwell certified speakers that he is arranging for his employer, and he can share information with Andrea.

Andrea stated that she was approached about using gender pronouns at her workplace. There is no policy at Andrea's workplace. A volunteer is refusing to acknowledge another individual's requested pronouns.

Public Relations: Lauren has been working with Caitlin and Terry on a PayPal option on the website. Lauren updated the website and took the registration down for the October chapter meeting. Caitlin states that she believes there is something in the coding on the website that is pointing to a \$5 payment option on PayPal that is no longer relevant. The payment should be \$15. Lauren, Terry, and Caitlin will continue to work together on this issue.

David stated an option to consider would be to switch to Square. The issue will continue to be addressed until resolution.

Caitlin stated that there are emails in the Chapter email from LinkedIn. Lauren will follow-up on the emails.

College Relations: Travis reported he has two speaking engagements coming up where he will be promoting the chapter. The first engagement today is at Virginia Tech. Next week, he will participate in a podcast through Liberty University School of Business to discuss HR and career progression. He will promote LRSHRM scholarship opportunities at these events.

Caitlin asked about scholarship information dissemination. Travis stated that the reason that information was sent in January historically was that there was concern that information would be missed during the holidays. Travis stated that he would not recommend a change to amounts and terms for next year. If there are no changes for 2022, he can begin promoting the scholarships at his two speaking engagements and will follow-up with concrete materials in November.

At 8:43 a.m. Caitlin discussed new business. Terry was the winner for the Woods Rogers giveaway. Caitlin discussed that she really likes using chapter funds to support chapter member's professional development through giveaways.

Andrea suggested a free membership to National SHRM as a possibility for a giveaway. Caitlin suggested doing a giveaway once a quarter

Caitlin has no updates on bylaws. HRVirginia leadership conference is scheduled for January 2022 in person. Five members from the board can be sent for free to the conference. Caitlin asked board members to consider if they are interested in attending the conference. Caitlin stated that the dates are January 13, 2022 to January 15, 2022. David stated that it is one of his favorite events.

Caitlin stated that there was a call with HRVirginia recently. There is a HRVirginia 2021 Scholarship application that is due on October 8, 2021. The 2021 budget is doubled, offering up to \$4,000. It can be used for education, attendance to conferences, and SHRM certification.

Virginia is planning a Fall Social on October 27, 2021 from 17:30 to 19:00. Nate has joined state council.

There has been no interest in the SHRM Foundation Chair position.

Lauren stated that in the past board members have typically left after the LRSHRM January chapter meeting to attend the HRVirginia leadership conference.

Caitlin, Paul, and Andrea are going to speak to a Medical Group Association next week in Lynchburg. Lisa is going to speak to the Medical Group in Roanoke. Travis is also attending a third event. Caitlin hopes to continue to partner with the association to share information and new member opportunities. The same topic, Recruitment and Retention, will be covered at all three events.

Caitlin stated that the next board meeting is November 4, 2021. The meeting will be virtual and held at 8 am. Caitlin will follow-up with Nickcole to update the meeting invitations with a Zoom link. The December 2021 board meeting will be virtual.

Caitlin adjourned the meeting at 8:57 a.m.

Nickcole Maynard-Errami  
Secretary