



**Meeting Minutes
Board of Directors Meeting
January 25, 2019**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held January 25, 2019 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Paul Kopack, SPHR, HCS, SHRM-SCP called the meeting to order at 7:39 a.m.

Board Members present: Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Jim Burns, PHR, SHRM-CP; Francie Dye, David Brandt, Donna Smith, Lisa Gordon, and Lauren Metz. Rachel Tobin, College Relations Chair, also present.

Caitlin motioned to approve the December Board of Director Meeting minutes, Donna seconded, and the Board approved.

Director Reports

Financial: David reported that the 2018 year ending checking account balance was \$16,928.86. He mentioned that the Chapter stayed within budget overall but carried over some funds from scholarships. The current checking account balance is \$21,230.25. The Chapter received a check from VASHRM for \$4,457.58. Jim explained the State awards money for Chapter membership and participation with certain events throughout the year. David mentioned that we have a lot of interest in Meeting Sponsorships and MedCost has paid for an Annual Sponsorship already. He is currently working with CVCC and Ultimate Software for Annual Sponsorships, and Blue Ridge Scientific Transport, Innovative Insurance Group, Berry Wealth Strategies, and Kelly Services for Meeting Sponsorships. Caitlin reminded the Board that the Healthworks Annual Sponsorship will continue until mid-year since it started in the middle of 2018. Francie stated that she has a document listing out all of the Chapter Meeting programs that we can add the Sponsor to in order to keep track. David did have two applications, one from NEST Furnished Living Solutions and one from Blue Ridge Scientific Transport. The Board discussed and approved both of the applications. Caitlin mentioned that the Chapter needs to change auditors this year because we have used the current person for multiple years. Caitlin also reminded David that the Chapter taxes needed to be filed. Caitlin and David discussed transitioning the Chapter PayPal account to David's name.

Legislative: Lisa stated the OSHA logs are due to be posted by February 1st. She also mentioned that overtime laws, and the federal minimum wage, have been back in the news lately which is something for all businesses to be aware of. Lisa reminded everyone that the Government is still currently shutdown.

Membership: Donna announced the Chapter has 60 members who have paid 2019 dues, 41 of which are renewals. She confirmed she will be sending out an e-blast and calling members to check on their renewal status. The Board discussed Chapter payments through PayPal and David will look into creating an option for a payment that would include both one-time annual membership and meeting fees for the whole year.

Programs: Francie has updated the HRCI contact info and is working on updating the SHRM contact. Francie mentioned that the SHRM Certification Portal login ID is currently lynchburgregionalshrm@outlook.com and could be confusing. The Board agreed that we attempt to change the login ID to the Chapter's new e-mail address. Francie will work on making that change. Francie distributed feedback from the January Chapter Meeting Follow-Up Survey. Paul confirmed that we will have more space with seating in the February meeting. Francie will follow up with speakers to see if they want to distribute their meeting presentation to members after the Chapter Meeting. Caitlin asked about paying for SurveyMonkey Results Reporting and the Board expressed general interest. Caitlin will get the exact cost for this. Francie also confirmed she uploaded the Program Schedule in the Google Docs associated with the new Chapter e-mail account. She mentioned that the top priority is to find a Veterans affiliated speaker for the June meeting and asked for suggestions. The Veterans focused meeting has to be completed by July to meet the State Initiative. Caitlin mentioned that Francie should reach out to Nate regarding the Annual Joint VEC Meeting.

College Relations: Rachel distributed a one-page overview process and the application. She reminded everyone that the deadline for scholarship applications is March 1st and she will remind everyone to turn in their applications by then. Rachel confirmed that she a Committee Member, Thandizo Sibande, who is assisting her with the College Relations efforts. She then reminded the Board that they will all review the applications, choose winners, and notify Rachel so the funds can be awarded. Rachel confirmed the LU Student Chapter President has been appointed and they are actively recruiting Student Members. She also discussed some events that are being planned to bring Students and HR Professionals together. She mentioned the University of Lynchburg is still working on reinstating their Chapter.

Paul thanked Jim for submitting the SHAPE report. The EXCEL and SHAPE awards are tied together and can be worked on simultaneously. Paul mentioned he will be working on submitting the EXCEL.

Paul also mentioned that the Board of Directors Strategic Meeting will be held at the Kirkley Hotel next Friday, February 1, 2019. Breakfast will be 7:30 am – 8:00 am and lunch will be provided. Laurie MacIntosh will be facilitating the meeting.

Paul mentioned he reached out to Michael Latsko and invited him to attend one of our Chapter Meetings.

David mentioned that he has not received an invoice from the last meeting from the Kirkley so Paul will follow up with Michelle who is the contact at the hotel.

Francie checked to see if anyone received the e-mail from Ben Bowman regarding the LSC Closing and multiple Board members have been in contact with him regarding recruitment activities.

Paul adjourned the meeting at 8:57 am.

Lauren Metz
Secretary