



**Meeting Minutes
Board of Directors Meeting
January 26, 2018**

A meeting of the Lynchburg Regional SHRM Board of Directors was held January 26, 2018 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:35 a.m.

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

Minutes of the January Chapter meeting were approved as distributed.

Connie confirmed that the SHAPE report was filed on January 23, 2018.

The Board decided to go ahead and make the annual SHRM Foundation contribution of \$1,300.

Bruce Christian, State Council Committee Member, joined the meeting representing College Relations, the SHRM foundation, and the local LRSHRM Chapter.

Bruce Christian informed the Board that they are planning on having an event at LU where all institutions in Virginia, Maryland, and West Virginia can send a student representative. There will be a competition and the winner will be able to present at the State SHRM Conference 2019. In order to make this event successful, they will need local volunteers. He asked that any Board members who are interested in volunteering to please reach out to him.

Bruce also mentioned him and Susan are trying to align the responsibilities between local Student Chapters and the local sponsoring Chapter (LRSHRM). Their goal is to make sure expectations are clear of both Chapters. The Board members then asked Bruce to check with Colleen McLaughlin to see if they can have the capabilities to attend LU SHRM meetings when desired.

Jim pointed out that there isn't a LU SHRM liaison at this time that attends the LRSHRM meetings so it's hard for our Chapter to communicate with the students at times.

Bruce then exited the meeting.

Director Reports

Financial: Karen reported that the current checking balance is \$14,809.71 as of December 31, 2017. She noted we exceeded our annual income expectation and our expenses were in line with what we budgeted.

Public Relations: Opal reported she researched Gmail for historical document storage and she believes it would be a good option. There is one option that is free and provides 15 GB of storage and there is a second option with a fee for 30 GB of storage. She did check into Microsoft OneDrive as well which has a minimal fee. Caitlin suggested that might be a good option because we currently have an Outlook account so Opal will continue to explore OneDrive. The Board agreed that if OneDrive does not provide what we need we will move forward with the Gmail basic storage.

Opal then reported that she looked into the Wild Apricot website which is a membership management site. Paul indicated many people he met at the VLS mentioned they used that site. Opal stated the fee is \$40/month and she will look into further website capabilities, such as importing National content into that system.

Membership: Nate reported that we have 69 renewed, 42 not renewed, and 3 new members that joined this week. Nate will send out a reminder to only those who have not paid their dues asking them to please do so or their membership will be deactivated. Connie gave ideas from the Membership Meeting at the State Leadership Conference that she attended.

Legislative: David asked about sending out legal information that has the Scott logo on it. The Board agreed that this material is pertinent information for members and he wouldn't be distributing specifically Scott related information so it is okay to send it out.

Programs: Caitlin indicated our HRCI certification account changed stating we are a conference provider so she is trying to get that corrected.

The next Board meeting is February 23, 2018 and the next Quarterly meeting is March 15, 2018. The upcoming February 8, 2018 Chapter meeting is a breakfast meeting.

The Board then moved into reviewing the Scholarship Committee's Scholarship Program proposal.

Paul will take the feedback from Colleen McLaughlin, a member of the Scholarship Committee, and the Board and work it into the proposal. He will then bring the updated proposal back to the Board.

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Connie will reach out to Francie Dye regarding the award we received from CVCC and use this information to apply for the SHRM Excel award component “Serving HR Professionals.”

Connie will distribute the SHRM Excel Award information to the Board members to review.

Jim adjourned the meeting at 8:45 am.

Lauren Metz
Secretary