



**Meeting Minutes
Board of Directors
January 31, 2017**

A meeting of the Lynchburg Regional SHRM Board of Directors was held January 31, 2017 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:30 a.m.

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

Minutes of the December 22, 2016 Board Meeting were approved as distributed.

Jim asked for feedback on the new chapter meeting location, The Summit, and everyone indicated members enjoyed the new venue.

Jim reviewed many information requests he had received. Betty Wilcher would like to come visit our chapter and the board decided it would be best for her to come to a chapter meeting. Also, Justin will contact Meg Wagner-Diggs to address IT needs.

SHRM will be hosting a "Best Practices" conference call that Jim offered for everyone to participate in. Pam Gibson will be facilitating these calls and Jim will participate. Caitlin may attend some as well.

Bruce Christian sent a message out about making contributions to active College Chapters. Currently, Liberty University is the only active chapter in our area.

It was decided that Connie will purchase a basket to contribute to the auction for the SHRM Foundation at the conference. The basket will cost \$100 - \$150.

The SHAPE (SHRM Affiliate Program for Excellence) was confirmed completed and Connie was to submit it that afternoon.

The Bylaws are still pending review at National SHRM from our August submission. After five follow up attempts, in person and e-mail, to Phyllis from National we have still not received any feedback.

The board agreed that the Secretary is responsible for sending all Recruiting e-mails to the chapter members. If the current Secretary is unavailable to distribute a message, the past

Secretary will assume that responsibility. Members can send any information out to the chapter, HR related or not, for free. Non-members can pay for the distribution of HR related information only.

Caitlin will get Lauren set up with the LRSHRM Outlook account and those two, with Karen, will have access to the mailbox moving forward.

Nate will send all Membership related information to chapter members.

Reports

Finance: Caitlin reviewed the 2016 Financial Summary confirming we had a net income of \$1,779.36. A large part of this income is from increased dues and meeting fees.

Caitlin reported that one scholarship has been processed in January. We did not give a scholarship to any chapter members last year. The chapter still has the Xavier Cox Scholarship to give out but an application process needs to be finalized. Shameka had been working on this but needs assistance.

The 2017 Budget was reviewed and approved.

The chapter already has one 2017 Annual Sponsorship from Region 2000 which is \$750 and one Monthly Sponsorship from Mid State which is \$250. Jim will remind everyone at the February chapter meeting that sponsorships are available to any company. We can only have three sponsorships per meeting. Anyone who is interested in sponsoring the chapter can find more information on the website or contact Nate directly.

Combining the Xavier Cox scholarship with the SHRM Certification prep course was discussed as a possibility.

The scholarship committee needs to be discussed during the board strategic planning meeting. The chapter is committing to one \$500 scholarship this year only and future scholarships will be discussed at the strategic planning meeting as well.

Caitlin explained that they were in the process of adding and removing new chapter members to the bank account but there are many issues. The board agreed that we should look into changing banks and Karen will get more information on our options.

Public Relations/Marketing: Justin will be changing the membership payment on the website to exclude joint payment of Membership and Meeting Fees. There have been multiple issues where people think they have joined the chapter but Nate is not aware.

Membership: Nate reported that 55% - 60% of last year's members have renewed their membership. February 15th is the deadline for members to renew. He is currently working on a mass mailing of an informational letter to be distributed in the spring.

Legislative: David has a legislative update that will be published to the website. He also would like to reserve a speaker for a legal update for the April or May meeting. The new administration could bring many legal changes so everyone agreed it would be better to move the legal chapter meeting up sooner in the year.

Professional Development: Caitlin stated the LU Student Chapter has been confirmed for the February meeting. The board agreed that we want multiple roundtable discussions like they had set up last year. Having either an ICE or I-9 presentation with David Basham was discussed. David must be booked 8 – 9 months in advance.

Other topics:

Connie suggested we look into holding a half day conference. This will be discussed more in depth during the strategic planning meeting. She volunteered to take the lead on this project if others would support her. Caitlin stated she would be interested in helping.

The Quaterly Strategic Meetings have been tentatively scheduled for February 16th, May 16th, August 24th, and November 16th. The February meeting will be held at CommScope at 5:30 p.m.

The meeting adjourned at 8:59 a.m.

Lauren Metz
Secretary