



**Meeting Minutes  
Board of Directors Meeting  
January 31, 2020**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held January 31, 2020 at the Comfort Inn & Suites, 15001 Wards Rd, Lynchburg, VA 24502. Paul Kopack, SPHR, SHRM-SCP called the meeting to order at 7:35 a.m.

Board Members present: Paul Kopack, SPHR, SHRM-SCP, Jim Burns, PHR, SHRM-CP; Caitlin King, SPHR, SHRM-SCP; Lauren Anderson, SHRM-CP; David Brandt, SHRM-CP, Nate Mahanes and Francie Dye.

Nate motioned to approve the December Board of Directors meeting minutes, Jim seconded, and the Board approved.

Jim announced that he will no longer to be able to serve in the Past President role on the Board due to a new position he has accepted in North Carolina. He will give Caitlin a removable drive with all LRSHRM related information on it.

Director Reports

Financial: David reported that the current checking balance is \$24,955.33. He then reminded the Board that the 2020 Budget had not been approved yet and talked through that. Caitlin motioned, Nate seconded, and the budget was approved. He also talked through 2020 sponsorships that had been received. The Board then discussed pros and cons of making a venue change due to the 61% increase at the current location, the Kirkley. Nate will touch base with the Kirkley on the increase in pricing and Caitlin will start drafting a membership survey to get feedback on a possible change. Paul will schedule a second visit at Grace Church.

College Relations: Paul reported that Travis Griffin has three scholarship applications and the deadline is January 31, 2020. The Board agreed to extend the deadline to February 29, 2020.

Membership: Nate reported that he ordered name badges for recent new members and those who have recently had a certification change. He also mentioned he would like to do a campaign to reach out to former members who have not renewed for two years or longer. Nate would also like to do a Summer Social in 2020 if he can find a committee to assist with planning. David & Nate will check the results of the Membership Special that was offered during the fourth quarter of 2019.

Professional Development: Francie reported that she used a different survey format recommended by SHRM National for the January meeting and overall the response rate was high. She talked through the presenters scheduled for 2020 meetings. Francie then asked about handing certification certificates out at the Chapter meeting as opposed to emailing them afterwards and the Board agreed that would be okay to do.

Jim confirmed the SHAPE is done and has been submitted, Paul thanked him and Caitlin for their work on that.

Paul adjourned the meeting at 9:15 am.

Lauren Anderson  
Secretary

DRAFT