



**Meeting Minutes
Board of Directors Meeting
February 22, 2019**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held February 22, 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 7:40 a.m.

Board Members present: Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Francie Dye, David Brandt, Donna Smith and Lauren Metz.

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

Caitlin then provided an overview of her experience at the Volunteers Leader Summit in November. She mentioned Johnny Taylor's new vision for SHRM and new ideas for Chapter operations that were discussed.

Director Reports

Financial: David reported that the checking balance is \$21,623.94 as of February 21, 2019. He indicated the Chapter has not paid for the February meeting space yet. He also provided updates on incoming Sponsorship payments and other various expenses. The Board agreed that David will renew the current Directors and Officers Liability Insurance policy but will look at different options for 2020.

Membership: Donna reported the Chapter currently has 94 active members. She mentioned many members have still not renewed their membership, so she is currently contacting them individually. She also stated that she will start looking into event options for a Chapter Summer Social.

Programs: Francie reviewed the schedule for Chapter Sponsorships, confirming many meetings will have two sponsors. She also presented a Veterans speaker and the Board approved to move forward with scheduling Dr. Rob Walker and Stanley Ragland for the July meeting. This meeting will also be combined with the Virginia Employment Commission/RANE Network.

The Board then discussed issues with providing a headcount for Chapter meetings to the Kirkley. The Board agreed to continue to add an additional five people to the overall headcount in order to ensure there are enough seats for members who attend the meetings without registering. Lauren will make the deadline for registration 8:00 pm the Friday before the Chapter meeting

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and Nate will deactivate the meeting registration link on Saturday evenings. Paul will remind members of the importance of registering for meetings and ask that all late registrations e-mail the Chapter since the link will be turned off.

Paul then reminded everyone that the Quarterly Strategic Meeting is on March 13, 2019 at Intercon at 5:30 pm and dinner will be provided.

The Board then agreed that the Chapter Secretary will be responsible for checking the Chapter e-mail account weekly however any Board member that goes into the account should forward all relative unopened messages to the appropriate Board contact.

Paul adjourned the meeting at 9:07 am.

Lauren Metz
Secretary