



**Meeting Minutes**  
**Board of Directors Quarterly Strategic Meeting**  
**March 15, 2018**

A meeting of the Lynchburg Regional SHRM Board of Directors was held March 15, 2018 at the Depot Grill, 10 9th St, Lynchburg, VA 24504. Jim Burns, PHR, SHRM-CP called the meeting to order at 5:40 p.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 previous Quarterly Strategic meeting were approved as distributed.

Jim and Paul confirmed the Scholarship Program is completed. Opal will post the information on the website and Jim will announce the program at the April Chapter meeting.

Jim confirmed that Paul, Opal, Caitlin, Connie, and himself are all attending the State Conference.

The Board discussed the LRSHRM Chapter hosting the State Council meeting in Lynchburg during October. The dates are October 26, 2018 and October 27, 2018. Jim will clarify with Karen Edmonds exactly what is needed, specifically asking about the location of the event.

Jim then notified everyone that on behalf of the Chapter he applied for the Excel Award.

The Board agreed to order matching shirts for all Board of Director members. They can be worn at meetings and events that LRSHRM is represented at. Opal volunteered to look into different options.

The Board agreed to cancel the March Board of Directors meeting.

There was brief conversation on having a July Social Event in place of a regular Chapter meeting. This will be a topic for the next Board of Directors meeting.

The Board then discussed Success Planning as a whole. All current Directors were identified as either having to move to different position or come off the Board, or being eligible for another term in their current position.

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Many Board members agreed that having a College Relations based position that would liaison with local Student Chapters could be a good addition. Lauren will send out the job description that the Chapter currently has for this type of position.

It was suggested that we look at current Director position job descriptions prior to the end of the year to ensure they are accurate with current responsibilities and duties.

At the April Chapter Meeting Jim will announce that the Board has been discussing Succession Planning. He will inform members that all positions will be open with a term start date of January 2019. He will also announce that the Board will send out a Survey Monkey during the Fall for nominations of different positions and ask any members who have an immediate interest to contact a current Board member.

The next Quarterly Board Meeting is May 15, 2018.

The meeting was adjourned at 7:30 pm.

Lauren Metz  
Secretary