



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

A meeting of the Lynchburg Regional SHRM Board of Directors was held March 31, 2017 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: Connie Burnette, PHR, SHRM-CP; Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Lauren Metz, Justin Reid, and Karen Jordan.

Minutes of the February 16, 2017 Board Meeting were approved as distributed.

Paul asked for an update on the SHAPE (SHRM Affiliate Program for Excellence) report and Bylaws. Connie explained that she had talked to Karen Edmunds and Phyllis from National at the State Conference about the Bylaws. Phyllis apologized for the delay in the process and has now passed them on to be approved. Regarding the SHAPE report, Connie was informed by Alyssa O'Brian that we did not complete sections one and two, therefore we did not get an award. Connie explained to her that no one from our Chapter attended the Leadership Conference in November 2016 and that's why she could not complete sections one and two. Karen Edmunds told Connie the Leadership Conference is not a requirement for the award so Connie sent an e-mail asking for further clarification on the guidelines of the SHAPE report.

### Reports

Finance: Karen reported that we have already received almost 50% of our projected income. She had to purchase deposit slips from Bank of the James for \$16.74. Directors and Officers Insurance has been paid for the year. This past month the Chapter also paid for the mass mailing printing which was \$283.21. The Board discussed reaching out to the Business Alliance to see if we can send out an e-blast with the mass mailing information on Chapter membership. Connie is going to forward the information to Nate. A Board vote confirmed that guests can only come two times and then must join the chapter.

Public Relations: Justin is going to adjust the PayPal options to show only what the user is trying to pay for at that time. Currently the PayPal shows payment options for multiple actions in one single drop down. Justin suggested that Gmail is the best place for online storage of historical documents. By creating an e-mail you can get 15 GB of free storage. He has already created an account and will send out the username and password to the board members.

Programs: Caitlin is working on making the May meeting joint with the VEC. She has Lindsey Coley from Gentry Locke scheduled for June and is discussing the topic of “Employee Handbooks” with her. Caitlin informed the Board that Gary Campbell has agreed to present at a breakfast meeting. She is also looking for an ICE speaker and if we are not able to find one then Dave Basham is a possibility. Caitlin is also trying to reschedule our March speaker who canceled as well as focus on topics that can be certified for strategic credits.

Membership: Nate Mahanes sent a report via email indicating that the Chapter currently has 89 Active (dues paid) Chapter members, 12 Inactive Chapter members (from 2016 that we have not yet received payment from for 2017), and 3 Pending Membership registrations awaiting verification of SHRM membership and payment of dues.

Karen provided an update on the Bank of the James account and confirmed it is open and the SunTrust transfer was in process. All SunTrust credit cards should be shredded.

The Board was reminded that the next Quarterly Strategic Meeting is May 16, 2017 at 5:30 pm. Location is still being confirmed.

The meeting adjourned approximately 8:40 a.m.

Lauren Metz  
Secretary