



**Meeting Minutes
Board of Directors Meeting
April 27, 2018**

A meeting of the Lynchburg Regional SHRM Board of Directors was held April 27, 2018 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:35 a.m.

Board Members present: Jim Burns, PHR, SHRM-CP; Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Nate Mahanes, Opal Smith, Karen Jordan and Lauren Metz.

Jim, Opal, Caitlin and Paul informed the rest of the Board that the State Conference was very informational and the Lynchburg Regional SHRM Chapter had a good turnout of members in attendance.

Director Reports

Financial: Karen reported that the current checking balance is \$14,226.03 as of April 26, 2017. She noted that the Chapter reimbursed the April Chapter meeting speaker for mileage as previously approved by the Board. Karen also brought to the Board's attention that there were ten unregistered people at the April meeting. The Board agreed that this causes planning issues and members and/or guests need to be reminded to register by the given deadline if they plan on attending a meeting. Lauren will add a reminder in the May Chapter meeting invitation and Jim will remind everyone at the May Chapter meeting itself. Karen also stated she had received a few complaints from members who experienced issues with paying meeting fees through the PayPal feature on the website. Lauren will also add a note into the May meeting invitation asking members who have issues with PayPal to please send a screenshot of the error to Opal Smith.

Public Relations: Opal presented the options for electronic document storage, Google Drive and Microsoft OneDrive. After much discussion, Paul motioned to approve the annual purchase of Microsoft OneDrive, Nate seconded the motion, and the Board approved this decision. Opal will work with Jim to upgrade our current Microsoft Outlook account to include OneDrive. Opal also confirmed that she put the Scholarship Program documents on the LRSHRM website. The Board agreed that it would be a good idea to place a shortcut to this information on the homepage of the website for easy access. Opal will also remove the Scholarship Program Rubric as that is for the Board to use while evaluating applications and not needed by applicants. Opal and Lauren will work on making the application an editable PDF document instead of a fillable form on the LRSHRM website as previously planned. Jim will again announce the information is available at the May meeting to keep members aware.

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Membership: Nate reported that we have approximately 112 members.

Programs: Caitlin announced that she found out HRCI now allows members to continue to eat throughout programs without it affecting their credit eligibility. She is working with HRCI to renew the Chapter's ability to provide HRCI credits for members during Chapter meetings. Caitlin confirmed Ed Peterson will be presenting on the "Five Levels of Leadership" at the May Chapter meeting. She stated the June meeting will be joint with the VEC, she is still working out those details, and the July meeting will be focused on Compensation Essentials. Caitlin confirmed she has interest from other presenters but it still getting them confirmed in the schedule. She has also contacted a legislative speaker for the November meeting.

Caitlin then informed everyone the Chapter had two sponsorship requests. Healthworks asked to sponsor the July Chapter meeting and MedCost asked to sponsor the August Chapter meeting. CVCC is an annual sponsor who will be sponsoring the August meeting as well. The Board approved these sponsorships and Karen will invoice Healthworks and MedCost.

Nate suggested the July Summer Social be at a Lynchburg Hillcats baseball game. He, with the help of Donna Smith and Opal Smith, researched a couple of different options and found this to be the most economical. The Board approved to move forward with confirming the skybox and buffet picnic with the Hillcats.

Jim then reminded everyone that the next Quarterly Strategic Meeting is at the Lynchburg Hillcats Stadium on May 15, 2018 and the next Board of Directors Meeting is on May 25, 2018 at the Kirkley.

Jim adjourned the meeting at 8:51 am.

Lauren Metz
Secretary