



**Meeting Minutes
Board of Directors Meeting
April 28, 2017**

A meeting of the Lynchburg Regional SHRM Board of Directors was held April 28, 2017 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:37 a.m.

Board Members present: Connie Burnette, PHR, SHRM-CP; Caitlin King, SPHR, SHRM-SCP; Shameka Davenport, PhD, IPMA-CP, SHRM-SCP; Nate Mahanes, Karen Jordan, and Lauren Metz.

Minutes of the March 31, 2017 Board Meeting were approved as distributed.

Jim asked for an update on the SHAPE (SHRM Affiliate Program for Excellence) report and Bylaws. Connie reported that the SHAPE is complete and she had reached out to Phyllis from National, copying Karen Edmunds, via e-mail on April 26, 2017 to follow up on the ByLaws. She asked Phyllis to please take care of them immediately so we can move on with other items within our chapter.

Reports

Finance: Karen Jordan reported that the checking account balance is \$17,408.79.

Membership: Nate Mahanes reported that we have 96 active members, 2 pending memberships and 2 that are expected to register. He informed everyone that a Lynchburg Regional SHRM advertisement is now on the Business Alliance website. Nate ordered new member padfolios after getting positive feedback from the other Board members. The cost was approximately \$300.

Programs: Caitlin reported that Lee Hubert from Voltage Leadership will be the presenter for the May Chapter Meeting. She has also confirmed presenters for June, August, September and November. The June Chapter Meeting will be the VEC joint meeting.

New Business

Jim thanked Nate for sending the E-blast to the Business Alliance.

Jim informed the Board that the LC College chapter asked for a list of members and employers to network with. The Board discussed college students attending as guests and decided that the

two-meeting guest limit will apply to them as well. The LC College Chapter will be reminded that the Advisor and Students both must join the Chapter. The Board agreed it would be a good idea to put a reminder on the website about the guest meeting limit.

Jim then told everyone that the Virginia Chapter is having an event in Charlottesville on May 5th at UVA.

The next Quarterly Strategic Board Meeting was confirmed to be May 16, 2017 at 5:30 pm at the Neighbors Place.

It was decided that Caitlin, Shameka, and Lauren will handle the Public Relations responsibilities of the Board until further notice. Jim will announce the Director of Public Relations Board position opening at the next Chapter Meeting.

Nate informed the Board that his company will be putting on an event called “Champions of Disability” in October and asked if the Chapter would be willing to be a sponsor. He will send out more information on the event before a decision is made.

Caitlin stated Ben Bowman asked if we would sponsor the Workforce Development Board Event on June 6th or certify the meeting for them. The Board approved to provide a \$300 sponsorship and obtain SHRM and HRCI certification for the event.

Jim informed everyone that the Chapter received a “Thank You” letter from a recipient of the foundation scholarship.

Caitlin explained that someone from the VEC contacted her about introducing himself and their services at a meeting. Jim suggested that person talks at the June Chapter Meeting which is already joint with the VEC.

The LU Student Chapter Advisor Eric Richardson reached out to Caitlin about sponsoring the Chapter. Tina Friar also reached out about connecting with the Chapter so Caitlin sent her the sponsorship information as well.

Caitlin notified everyone that the Mid-State sponsorship is still pending.

Shameka asked about conducting resume reviews at the Training Center to help employees prepare for future employment due to the Center closing. The Board will discuss this further at a later time.

Karen reported that the SunTrust account is completely closed out.

The meeting adjourned approximately 8:40 a.m.

Lauren Metz
Secretary