



**Meeting Minutes  
Board of Directors Meeting  
May 31, 2019**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held May 31, 2019 at the Comfort Inn & Suites, 15001 Wards Road, Lynchburg, VA, 24502. Paul Kopack, SPHR, HCS, SHRM-SCP called the meeting to order at 7:35 a.m.

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

Caitlin motioned to approve the April Board of Director Meeting minutes, Nate seconded, and the Board approved.

Director Reports

Financial: David reported the current checking balance is \$18,327.21 as of May 31, 2019. He will reach out to Elwood Staffing about a possible meeting sponsorship. The Chapter has received three sponsorship payments and a payment from SHRM during May.

Membership: Donna reported that we have 102 active members and 5 pending members. She brought up the idea of doing a Fall Recruitment Campaign opposed to a Summer Social. The Board agreed to move forward with researching ideas for this. The Board discussed the process of new members joining the Chapter as well. Nate reminded Donna that she should start preparing for the mid-year membership audit.

Public Relations: Nate reported the LRSHRM Volunteer Team for Day of Caring was very successful and everyone seemed to enjoy themselves. He also indicated the Chapter may gain a few new members from the event.

Programs: The Board discussed the request for more meetings to have business credit available. Francie will start submitting all meetings for business credit approval. Francie also discussed a possible Book Club committee. Paul Kopack reminded the Board that Paul Klockenbrink offered to host a half day seminar focused on FMLA, Workers' Comp, and ADA. Francie mentioned that SHRM has still not confirmed the November speaker but has assured her everything is being processed. She did confirm that we have a backup speaker available just in case.

Caitlin then informed the Board that the family of Xavier Cox sent the Chapter a "Thank You" card for awarding the scholarship money in honor of him. The Board will announce this at the June Chapter Meeting.

LRSHRM Board of Directors Meeting

May 31, 2019

Page 2

The Board discussed looking for new venues for Chapter Meetings in 2020. Moving the monthly Board Meetings to the Comfort Inn & Suites permanently was also discussed and all Board Members present agreed to move forward with making that transition.

Paul reminded the Board that the Chapter was awarded the Silver Excel Award for 2018. The Scholarship Process and Summer Social were both a big part of winning this award.

David and Caitlin are meeting to review past taxes and prepare for upcoming filings next week.

Paul reminded everyone that the 2<sup>nd</sup> Quarterly Strategic Board Meeting has been moved to June 26, 2019 at 5:30 pm at the Depot Grill.

Paul adjourned the meeting at 8:40 am.

Lauren Metz

Secretary