



**Meeting Minutes
Board of Directors Meeting
August 31, 2018**

A meeting of the Lynchburg Regional SHRM Board of Directors was held August 31, 2018 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:34 a.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; Nate Mahanes, Karen Jordan, David Barney, and Lauren Metz.

The meeting minutes from the July Chapter Meeting were approved as distributed.

Director Reports

Financial: Karen stated we received payment from US HealthWorks for an Annual Sponsor from Healthworks. She mentioned the Chapter now has two annual sponsorships and one other company interested in doing a monthly Chapter sponsorship. Karen also pointed out that Board expenses are currently over budget however, the Chapter has already prepaid Paul's 2019 VASHRM Leadership Conference Registration. The Chapter also recently paid to file an annual report. Karen will get more speaker gift cards. She reported the balance of the checking account was \$12,846.35 as of August 30, 2018.

Membership: Nate confirmed there has been no recent change in membership leaving the current count at 116 active members and 0 pending memberships.

Legislative: David stated he will be sending a legislative report to Chapter next week.

Programs: Caitlin confirmed programs are scheduled through January 2019 for the Chapter Meetings and are as follows:

- September – Woods Rogers will present on conducting internal investigations. US Healthworks will be sponsoring this meeting.
- October – Aaron Smith will present on Diversity.
- November – Randy Sparks will present on Legal issues. MedCost will be sponsoring this meeting.
- December – Tina Garrett-Ragland will present on Energy within Leadership.
- January – Lynda McNutt Foster from Cortex Leadership will present on Negotiating Authority.

The LU Student Chapter will be sponsoring either the February or March 2019 meeting and would like to present on a specific topic instead of conducting the usual roundtable event. Caitlin is looking for a military liaison speaker for a 2019 meeting as well.

Nate reported that everyone who attended the July Hillcats Baseball game said they enjoyed it. Unfortunately, we did not get responses from any at-large members.

Jim stated that Rachel Tobin, College Relations Chair for LRSHRM, has been in touch with Liberty University, University of Lynchburg, and Sweet Briar.

The Board discussed if non-voting Board members should have to pay meeting fees. Connie Burnette made a motion that any Committee Chair positions should not have to pay for their Chapter meeting fees. Nate Mahanes seconded the motion and the Board all approved. The Board also discussed if Committee Chair positions should attend every Board meeting, or not, and confirmed that they only should attend if they have news to share with the group.

Connie Burnette announced that she received notification from the Summit that they are going to start charging room fees, equipment setup fees, and room setup fees in October 2018. The Summit also stated that they will no longer be able to accommodate the LRSHRM meetings starting in January 2019. All Board members will brainstorm ideas of other locations that can host the meetings. Karen confirmed that members currently really enjoy the lunches being prepared on site. Jim will announce that this change is coming at the upcoming Chapter meeting and to please let the Board know if anyone has any new location suggestions. Nate will contact the Kirkley about possibly hosting and Connie will check with the Alliance and Charley's to see if those are options as well.

Caitlin discussed the status of renewing our application with HRCI to get certification but brought up a few things that need to be completed. She discussed the Chapter's need to start surveying members and gathering new ideas for meetings from members. Paul started looking into document retention policies and worked with Karen to find some examples. Karen will send

the examples over to Caitlin. Paul separated out the privacy part of the policy. These documents are needed to be able to renew the Chapter's HRCI certification eligibility.

Jim thanked Caitlin and Paul for taking this project and working through it.

Connie mentioned that previously the Board has discussed creating a "Policy Manual" that members can refer to for standalone policy information that is not in the By-Laws.

Jim brought up the Succession Planning and upcoming Board election. Caitlin confirmed the survey for nominations from last year is still created in SurveyMonkey. Caitlin will send the template to be reviewed by the Board prior to it being sent to the Chapter.

The survey will be sent to the Chapter next week and Nominations will close on September 21st, voting will occur in October, and the new Board will be announced in end of October/early November. Nominations will be discussed at September Board of Directors meeting. The candidate slate will be finalized, and the vote will be sent out on October 8th. Members will be reminded to submit their vote at the October 11th Chapter Meeting and voting will be closed on October 19th. The new Board will be announced at the November 8th Chapter Meeting. The new Board members will be sworn in at the December Chapter Meeting. The 2019-2020 Board should attend the 2018 December Board of Directors meeting.

The next topic was the upcoming State Council Meeting that will be hosted in Lynchburg. Connie and Karen confirmed that in the past LRSHRM has paid for the State Council lunch meeting. The October Board of Directors meeting will be cancelled and will be combined with the Quarterly Strategic Meeting. The Quarterly Strategic Meeting will be on October 18, 2018 at 5:30 pm at CommScope.

Caitlin stated that Rebecca Frye, the Mindful Attendant, has reached out about being a December Chapter meeting sponsor.

Jim reminded everyone that the Volunteer Leader Summit is in November and Caitlin will be attending. Connie confirmed that conference fees are paid by the Chapter.

Jim stated that SHRM requires the Chapter to reaffirm they will be offering SHRM certified programs every year and Caitlin confirmed she will complete that.

Jim adjourned the meeting at 8:52 am.

Lauren Metz
Secretary