



**Meeting Minutes
Board of Directors Meeting
September 25, 2020**

A meeting of the Lynchburg Regional SHRM Board of Directors was held September 25, 2020 remotely via zoom. Paul Kopack, SPHR, SHRM-SCP called the meeting to order at 7:31 a.m.

Board Members present: Paul Kopack, SPHR, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Francie Dye; Lauren Anderson, SHRM-CP, Nate Mahanes, Rachel Tobin, and David Brandt, SHRM-CP.

Caitlin King motioned to approve the August Board of Directors meeting minutes, Nate Mahanes seconded, and the Board approved.

Director Reports

Financial: David provided his report via email on September 24, 2020 which listed the current checking account balance is \$27,797.37. David reported he renewed the Post Office box account and the Chapter had one new member join. He also confirmed the donation to Johnson Health Center for \$300.00 was processed. David stated he purchased 10 gift cards of \$25.00 each to send to the meeting speakers. He is preparing for the annual membership renewal. He then mentioned the Chapter has a lot of extra income this year due to lower meeting expenses as a result of covid-19.

Membership: Nate reported the Chapter currently has 124 active memberships with 2 pending members. He suggested evaluating not sending out membership invoices for the next year during the national SHRM membership dues payment initiative. David, Nate, and Caitlin will continue to work on that implementation plan.

Professional Development: Francie provided her report via email on September 24, 2020. The Board discussed the September meeting survey results. Then the Board reviewed the meeting schedule for the remainder of the year.

Public Relations: Rachel reported she recently put up multiple posts on the social media accounts for the joint RANE Chapter Meeting, the Board nomination survey, and the August Government Affairs update. She will post updates on the October, November, and December meetings, as well as other relevant content.

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Paul reminded everyone that the Board nomination survey closed yesterday so the second survey, which will include the actual voting, needs to be sent out. Caitlin will complete the survey and send it out for the Board review, then Lauren will send it out to the Chapter.

The Board then discussed upcoming events and meetings. Paul suggested combining the November and December Board meetings into one on Friday, December 4, 2020 and the Board agreed.

Nate then reviewed a membership spreadsheet showing who will be renewing in Q1.

Paul adjourned the meeting at 8:15 am.

Lauren Anderson
Secretary