



**Meeting Minutes  
Board of Directors Meeting  
September 27, 2019**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held September 27, 2019 at the Comfort Inn & Suites, 15001 Wards Rd, Lynchburg, VA 24502. Paul Kopack, SPHR, SHRM-SCP called the meeting to order at 7:34 a.m.

Board Members present: Paul Kopack, SPHR, SHRM-SCP, Jim Burns, PHR, SHRM-CP; Caitlin King, SPHR, SHRM-SCP; Lauren Metz, SHRM-CP; David Brandt, SHRM-CP, Nate Mahanes, Francie Dye, and College Relations Chair Rachel Tobin.

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

The Board discussed proposed changes to the Scholarship Program, presented by Rachel Tobin. Rachel will make the adjustments discussed and present the final application. Rachel or Paul will announce at the October Chapter meeting that applications will start being accepted in November and go through January 2020. The Board will select the scholarship recipients at the February Board of Directors meeting and announce the winners at the April Chapter Meeting.

Paul will announce at the October Chapter Meeting that Rachel's Chair term is coming to an end, so a new College Relations Chair is needed. David asked Drew Sherwood if he would be interested, and he indicated that he will accept pending his manager's approval.

Next, the Board discussed possible Chapter Meeting presentation topics for 2020.

The Board then discussed the Director of Membership role that will become vacant in 2020. Paul proposed that Nate consider returning to the Director of Membership role at that time. Nate confirmed he is interested in filling the current term, starting in 2020.

Paul volunteered to call a couple of our members, who might be interested in the Director of Public Relations role for 2020. This will fulfill Nate's second year with this board position.

Nate reminded the Board that the Chapter Membership Audit is due sometime in November. Paul will follow up with Donna on that.

Caitlin updated the Board on the upcoming half day seminar. There are currently 42 registered participants and registration closes next Friday, October 4<sup>th</sup>. Francie will create a post-seminar survey.

Nate offered to contact Bruce Christian regarding the Xavier Cox scholarship to see if N.B. Handy is still interested in providing that funding to the Chapter again.

#### Director Reports

Financial: David reported the current checking balance is \$16,870.39. The Chapter recently paid the annual SHRM Foundation Sponsorship. He stated the Chapter has funds leftover in the Meeting/Event Expenses budget that can be used for the Holiday Social. The Chapter Meeting lunch costs are projected to go over budget, but other expenses are lower than expected so the budget should even out. David also will look into obtaining a financial auditor for 2020. Caitlin asked David to break out the half-day seminar costs within the budget to track total expenses for the event.

Membership: Paul reported on behalf of Donna Smith the Chapter currently has 107 current professional members and 8 student members bring the total to 115 active members. There are currently 6 pending memberships.

Government Affairs: Paul reported on behalf of Lisa Gordon that the federal overtime rule was finalized and approved.

Nate reported the reservations have been made for the Holiday Social and will announce the upcoming event at the October Chapter Meeting.

Caitlin stated she is registered for the Volunteer Business Leadership conference.

She also mentioned that the Lynchburg Regional Business Alliance asked if the Chapter would be interested in partnering with them for a Wage Study. The Board agreed that partnership would need further discussion. The Alliance also having a Regional Workforce Summit on October 24th from 7:30 am – 12:00 pm and asked if the Chapter could promote the event, the Board agreed to do so. Last, Christine Kennedy of the Alliance mentioned she is working with a professor who is looking for internship opportunities.

Paul adjourned the meeting at 9:34 am.

Lauren Metz  
Secretary