



**Meeting Minutes
Board of Directors Meeting
September 29, 2017**

A meeting of the Lynchburg Regional SHRM Board of Directors was held September 29, 2017 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:36 a.m.

Board Members present: Jim Burns, PHR, SHRM-CP; Paul Kopack, SPHR, HCS, SHRM-SCP; Caitlin King, SPHR, SHRM-SCP; Nate Mahanes, Lauren Metz, Karen Jordan and Opal Smith.

Minutes of the September 12, 2017 Quarterly Strategic Meeting were approved as distributed.

Caitlin informed the Board that we have gotten all "Yes" responses to the ByLaw changes and haven't received any objections so far.

Opal reported that she has updated the website with everything she has so far and is working on the PayPal account. She has started updating the LRSHRM Facebook page and is testing the account out with a few of the Board members.

Lauren confirmed the October Chapter Meeting invitation will go out this weekend and Caitlin will forward the invite to Karen Edmunds so she can RSVP.

Nate reported that we have 109 active memberships and 8 pending memberships. Nate mentioned that renewal invoices need to start going out Mid-October and Karen agreed to make an announcement at the next Chapter meeting.

Karen reported on August and September financials. She stated we have received another Chapter Financial Report payment of \$562.50. She noted our lunches are slightly over budget because we had to pay for two months this month due to being skipped during billing in February. We paid Jim's expenses for lodging and registration for the State Conference. She also said we paid for the 2016 taxes to be prepared and filed. Karen reminded everyone that the Chapter sponsored two events, one through the Woodrow Wilson Foundation and one to the Impact to Lead event. She also indicated she has prepared the invoices and will start sending them out approximately a week from the current meeting.

The Board discussed that members seem to really be enjoying the Summit location for the meetings due to the location and food.

Caitlin reported that the programs are both certified for SHRM and HRCI for the remainder of the year. She has programs scheduled through April of 2018. February will be a breakfast meeting focused on Legal topics. March will be a Chapter Student presentation. April will be the Consultant who talks about Managing Generational Differences in the Workplace. June will be the annual joint meeting with the Virginia Employment Commission. Caitlin is looking at having the September meeting focused on ID Theft in the Workplace. Many other interested people have reached out to her about remaining months in 2018.

The Board then discussed having another December social. Nate volunteered to put together the social and will research the best timeframe. The Board agreed to have members bring some type of donation again this year.

Paul reported that they have four members on the Scholarship Project Committee so far. Their first meeting is a teleconference Wednesday October 4th from 2:00 pm – 3:00 pm. The Winchester Chapter reached out and shared what their Scholarship program is and the Richmond Chapter does not have a program setup. Paul has reached out to many resources so far to get feedback.

Colleen McLaughlin called Karen informing her that the LU Chapter never received their 2016 sponsorship check. After some discussion, Caitlin was able to locate the email she sent to Rachel Godwin on March 11, 2016 confirming the payment was made via check to LUSHRM at the address provided by Eric Richardson and that the check would be mailed by March 16, 2016. Caitlin forwarded the e-mail to Jim and Karen for their records. Karen will double check the 2016 bank records as well to ensure the check was cashed. Jim will reach out to Colleen to inform her of the new details. Jim is also going to discuss with her that the students are more than welcome to attend the LRSHRM Chapter Meetings as the student members.

Jim announced that Colleen McLaughlin is the Military Liaison and she would like to have a local Chapter Military representative as well. Jim will make an announcement at the next Chapter meeting asking for interested volunteers.

Jim announced that we need to make the SHRM Foundation contribution by the end of October. Karen will find out what our contribution will be this year and then submit the payment. The Board agreed to increase the contribution slightly this year, following suit with past years.

It was confirmed that the October and December Board of Directors meetings are cancelled and the November Board of Directors meeting will be November 3rd. The next Quarterly Strategic meeting is November 16th and will be budget focused. All Board members are encouraged to share budget suggestions with Karen prior to the meeting.

Karen asked about making a donation on behalf of the Chapter to Hurricane Relief. Opal will look into the different options to find out where the money will be used most efficiently. The

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Board is all in agreement that we will give a \$300 donation to whichever option is best. Jim will make an announcement informing members of the Chapter about this donation.

Jim adjourned the meeting at 8:40 am.

Lauren Metz
Secretary