



**Meeting Minutes
Board of Directors Meeting
November 3, 2017**

A meeting of the Lynchburg Regional SHRM Board of Directors was held November 3, 2017 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:35 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; David Barney, Lauren Metz, and Karen Jordan.

Barbara Nash and Betsy Farrar, LRSHRM Chapter members, joined as guests to discuss the Board's decision to formalize the Scholarship Program during the first part of the meeting.

Minutes of the September 29, 2017 Board of Directors meeting were approved as distributed.

Jim explained to Barbara and Betsy the thought process behind the decision to formalize the Scholarship Program. He clarified that he had asked Paul to take the lead on this project and that no final decisions had been made defining the process. Paul gave a brief update on what has been done so far with the Committee that is in place. Barbara provided the history of the "Partners in Education" program and its connection with the Lynchburg Regional SHRM Chapter. Barbara and Betsy indicated they would be interested in participating in the process to define the Scholarship Program, so Paul will notify them of the next meeting.

Barbara and Betsy exited the meeting.

Caitlin explained to Jim that he needs to sign the By-Laws as a last step of finalizing them.

Director Reports

Financial: Karen reported that the current checking balance is \$13,300.37 as of October 31, 2017. She mentioned that we have received a total payment of \$2,720 from 2018 Chapter Dues and Meeting Fees being paid so far. The Chapter also received a payment of \$750 from CVCC to be an Annual Sponsor for 2018. Karen noted the meal expense that was paid to the Summit. She also confirmed the \$500 donation had been made to the Red Cross for Hurricane Relief and the Annual SHRM Foundation donation had also been made in the amount of \$1,300.

Membership: Jim presented Nate's Membership report. There are currently 110 active memberships and 7 pending memberships. There have been 21 members renew for 2018 so far.

Nate confirmed the Holiday Social is December 7, 2017 and the "Save the Date" card has been sent out to membership. Nate asked for approval to send out communications on behalf of the United Way to the Chapter E-Mail Distribution List and the Board agreed that was not an HR related topic so it could not be distributed.

Legislative: David informed the Board that Greg Stancil, Director of Healthcare Reform for Scott Insurance, created a presentation on the Affordable Care Act that could be beneficial for employers to view. The Board confirmed the presentation is not promotional content and it is HR related so it can be distributed to the Chapter members via e-mail. David will e-mail the presentation to Lauren and she will send it out to the Chapter.

Jim stated that at the last State Council Meeting there was a large push for local Chapters to start supporting their local Student Chapter through more involvement.

Jim also announced that there will be a new SHRM CEO starting in December.

He told everyone that local Chapter volunteers can volunteer for the National Conference and get a discount on the fee.

Jim reminded everyone that the CLIF is due by December 1st and Connie will assist Jim with making sure it is completed on time.

Connie is working on the SHAPE that is due by January 31, 2018.

Jim noted that five Board members are able to go to the State Conference on January 11, 2017 for free and any additional members are \$75 per person. Karen confirmed that the Chapter pays for the additional members if needed. We are still waiting on the registration code.

Paul confirmed he will be attending the Leadership Summit in November which is an item for SHAPE.

Paul stated that David Barney and Francie Dye provided great feedback during the last Scholarship Committee meeting and they will definitely be able to provide a formalized process with forms.

Jim verified that he connected with Colleen McLaughlin regarding the payment of the 2016 LU Student Chapter donation and welcomed all of the LU students to attend the LRSHRM meetings as student members.

Jim also met with the current president of the Lynchburg College student chapter, which is currently an unofficial chapter. He advised the president of the steps he needed to take make the

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chapter official, and pledged LRSHRM's support of \$250 if they are able to take care of all of the logistics by the end of the year.

Jim reminded everyone that the next Board of Directors meeting will be in January and the next Quarterly Strategic Meeting is on November 16th.

Connie provided the breakfast options for the next Chapter meeting and the Board picked the menu.

Jim adjourned the meeting at 9:00 am.

Lauren Metz
Secretary