Meeting Minutes
Board of Directors Meeting
November 30, 2018

A meeting of the Lynchburg Regional SHRM Board of Directors was held November 30, 2018 at the Kirkley Hotel and Conference Center, 2900 Candler's Mountain Road. Jim Burns, PHR, SHRM-CP called the meeting to order at 7:30 a.m.

Board Members present: Jim Burns, PHR, SHRM-CP; Caitlin King, SPHR, SHRM-SCP; Nate Mahanes, Karen Jordan, David Brandt, Donna Smith, David Barney, Francie Dye, Lisa Gordon and Lauren Metz.

Jim welcomed all of the 2019-2020 Board Members and thanked them for attending the meeting. He then went over the structure of the meeting.

The meeting minutes from the September Board Meeting were approved as distributed. Karen motioned to approved and Nate seconded the motion.

Director Reports

Financial: Karen stated that the checking account balance as of November 29, 2018 was $15,374.83. Karen briefly went over the structure of the financial summary and explained how it is created.

Membership: Nate confirmed that the Chapter currently has 121 active members and 1 pending memberships. As of yesterday afternoon, 23 members have paid 2019 dues and about 5 people are not renewing. We have 27 people registered for the Holiday Social and Nate will send out one more registration reminder to the Chapter.

Legal: David welcomed Lisa to the Director of Government Affairs position and confirmed they are getting together soon to transition duties. David announced the IRS has just approved a 32-day extension for Employers to submit ACA Reporting. The employees will not receive their 1095-B form until March 1, 2019 due to this extension.

Programs: Caitlin stated Francie and herself met this week to start transitioning duties and will meet again in the upcoming weeks. She confirmed that we have the meetings scheduled through June 2019 and she is working to schedule a few other presenters who have expressed interest.

- December: Paul Kopack – Bullying
    - Caitlin mentioned it is unusual to use the same speaker twice in one year, but the December speaker cancelled so Paul agreed to step in. This topic was requested

    - by a member and the meeting is SHRM & HRCI certified. This meeting will also be sponsored by Rebecca Frye, The Mindful Attendant.
- January: Lynda McNutt-Foster – Negotiating Authority
    - SHRM & HRCI Certified
- February: LU Students Hosting
    - Roundtables or a specific topic presentation is currently being discussed with the Student Chapter.
- March: Dave Basham – I-9 & E-Verify
    - SHRM & HRCI Certified
- April: Kevin Schmitt – Active Shooter Preparedness
- May: Tentatively Curtis Lawyer – Best Practices for Self-Funded Health Plans, Rising Health Costs, and Managing Costs
    - Caitlin received a reference from another SHRM Chapter and they were very complimentary of Curtis' presentation. He also would like to be a sponsor of a Meeting. The Board agrees that he should not sponsor the same meeting he is speaking at but can speak at a different meeting.
- June: Caitlin asked Nate about a connection with a Military speaker in order to meet VASHRM's directive for all Chapters to have a meeting about Veterans before July 2019.
- July: Open
- August: Woods Rogers – Legal Topic, still being decided
- September: Open
- October: Open, usually a Diversity topic
- November: Legislative meeting, speaker is still being determined
- December: Open

Caitlin mentioned that 6-8 months in advance is ideal for scheduling speakers. Any more advanced scheduling sometimes results in speaker cancellations.

She stated that Ben Bowman asked about potentially doing a panel with workforce initiatives.

Caitlin confirmed she is giving Francie a template to create the meeting information for the website and meeting invitations. Francie will update the information and provide it to Nate to add to the website.

Caitlin confirmed HRCI requirements have all been updated and the Chapter is able to provide that certification again. The LRSHRM account is currently updated through November 2019 and Caitlin will share the application with Francie for next year. HRCI requires the Chapter to have a mechanism to survey meeting results so we have started sending out SurveyMonkey's after the Chapter Meetings.

Caitlin will create a survey for the November meeting.

Karen distributed the proposed 2019 budget. She went over all of the line items and explained how she arrived at the proposed numbers. The Board discussed a few possible changes to the budget and will finalize during the December meeting.

Jim asked all Board members to review the proposed budget in more detail over the next month and send suggestions to Karen prior to the December Board of Directors meeting. She will then make the proposed changes and the Board will vote on the 2019 budget at the December Board Meeting.

Jim and Caitlin confirmed that CVCC and Medcost are both Meeting Sponsors for 2019.

Jim reminded everyone that he distributed a list of current VASHRM Board positions at the beginning of the meeting and asked if anyone is interested in joining that Board to please contact Michael at VASHRM.

Jim also reminded everyone that the new Board members will be sworn in at the December Chapter meeting. He asked about duties transitions between current Board Members and new Board Members and everyone confirmed that was in progress and going well.

Jim confirmed the Leadership Conference in January is scheduled and mentioned all Board members going can car pool, if desired. Jim thanked Karen for making all of the arrangements for that Conference.

Jim informed new Board members about the CLIF and SHAPE reports that the Chapter has to submit. Currently they are completed by the President and Past-President. Jim and Caitlin explained what each of these reports are and the purpose of them.

The Board asked that the Secretary create a Calendar of Events and Deadlines for the LRSHRM Chapter. Lauren will find the schedule created by VASHRM and create a LRSHRM version.

The next Board meeting is scheduled for December 28, 2018 and the Board agreed to reschedule this to Tuesday, December 18, 2018 due to the holidays.

Jim adjourned the meeting at 8:51 am.

Lauren Metz
Secretary