



**Meeting Minutes
Board of Directors Meeting
December 6, 2019**

A meeting of the Lynchburg Regional SHRM Board of Directors meeting was held December 6, 2019 at the Comfort Inn and Suites, 15001 Wards Road, 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; Caitlin King, SPHR, SHRM-SCP; Jim Burns, SHRM-CP; David Brandt, SHRM-CP; Lisa Gordon, SHRM-SCP; and Nate Mahanes.

Rachel Tobin, incumbent College Relations Chair, and Travis Griffin, elected CRC, were also in attendance.

Jim motioned to approve the November Board of Directors meeting minutes, Lisa seconded, and the Board approved.

The Board began the meeting focusing on the budget review. The Board discussed the 2019 budget to date and reviewed the proposed 2020 budget. Board members made suggestions for changes and updates to the 2020 budget based on the actual income and expenses from 2019. David will update the 2020 budget proposal and send a final draft to the Board for review.

Director Reports

Financial: David reported that he will be closing the Lynchburg PO Box now that the chapter has transitioned to the Forest PO Box. David reported the checking balance is \$19,835.66 as of December 6, 2019. The Board also discussed the January HR Virginia Leadership conference. Francie, Nate, Caitlin, Paul, David, and Travis indicated interest in attending. Paul will check with Lauren about her interest in attending. David agreed to complete the conference registration and hotel reservations for those attending once final decisions have been made.

College Relations: Paul reported that Travis Griffin accepted the CRC position for 2020. Rachel and Travis discussed potential college relations committee members with the Board.

Public Relations: Paul reported that Nate will continue as the interim Director of Public Relations until a replacement has been found since he will be resuming the Director of Membership position that Donna will be vacating in 2020. Paul thanked Nate for his willingness to serve in both positions during the transition.

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Membership: Nate reported that he has started the process of completing the chapter audit. Tiffany Brown is the current SHRM membership contact. Paul will confirm the audit due date. The Board discussed the membership process to correct errors found during the position transitions, such as someone who paid dues, but never had their membership activated.

Professional Development: Francie was unable to attend the meeting, but submitted her report via email on December 5, 2019. She confirmed the January meeting details and advised that Dr. Tammy Brown with LU will provide a description of the student presentation for the February meeting by December 6, 2019. She provided a summary of the 2020 program survey results and tentative program schedule.

Caitlin reported that she recently attended the SHRM Volunteer Leaders' Business Meeting and provided a report. She reported that SHRM is no longer generating 8 digit ID numbers for new members and will switch to using the email address as the unique identifier. She reported that the chapter should continue promoting the 'STATE20' renewal code through December 31st as the chapter will receive financial support for anyone who uses it and SHRM dues will be increasing in 2020. She reported updates from the HR Virginia State Council meeting held after the VLBM. At this meeting, it was reported that each chapter can select one person to register and complete any or all of the new SHRM micro-credentials for free to become a facilitator.

The Board discussed the Scholarship program. No applications have been received to date. The deadline to apply is January 31, 2020. Rachel will draft an email reminder for members and provide it to Nate for distribution.

The Board discussed the Holiday Social. Nate thanked everyone for participation. Nate announced that \$280 was raised for the Blue Ridge Area Food Bank. The Board agreed that could be posted on the chapter social media to show the chapter members' expression of community support.

The Board discussed the Day of Caring and agreed to participate as a chapter again in 2020.

Paul adjourned the meeting at 9:05 a.m.

Caitlin King
President-Elect