

BOARD MEETING MINUTES

April 6, 2020 • 4:00 – 5:00 PM

In Attendance (Virtual Meeting) Erin Bair Diane Gilmore Steve Brooks DJ Netz Marla Turner Ann Baus Kerri Nussbaum	Absent
	Guests

ROLL CALL (Erin Bair)

Sufficient members were present, and quorum established.

APPROVAL OF PREVIOUS MEETING MINUTES (Erin Bair)

A motion was made by Kerri and seconded by Marla to approve the minutes from the previous board meeting. Motion approved.

APPROVAL OF AGENDA (Erin Bair)

A motion was made by D.J. and seconded by Steve to approve the agenda. Motion approved.

This ad hoc meeting was called to coordinate plans, actions, and communications in response to mandates and guidelines about public gatherings due to the coronavirus situation.

NEW BUSINESS

Survey: The board reviewed the results of the survey on virtual events.

Regarding the logistics of virtual events, the results indicate:

- The most convenient times for virtual events are at lunch and during late afternoons. Evenings were the least convenient option.
- Virtual events should be one hour.

The highest scoring topics were reviewed, and assignments were made for curating events for them.

Topic	Score	Proceed?	Notes
A Survey of LXPs	1.57	Yes	D.J.> D.J. > Plan for First week of May
Digital Collaboration	1.79	Yes	Panel?
Organizational Psychology	1.82	Yes	Marla's Friend > Marla
Change Management	1.96	Yes	Kelly Goode> Kerri
Evaluating Impact	2.17	Yes	Dan Vetter > Steve

The survey also yielded additional requests for workshop topics:

Msft Teams
OneNote
Self-Care
Virtual Team Building
Career Development
Navigating Complexity
Explaining value of training based on adult learning theory to non-believers
Webinar development with tools such as MS Teams, Zoom, and Skype
Adapting to and coping with online communications & connections
Applying UX & LXD on the job
Managing virtual teams
Hosting VILTs that have been converted from ILT
Networking

Finally, the survey indicated other forms of support requested by members:

Networking > Offer to sign in early & include virtual happy hour for connecting during Chapter Meetings.

Perhaps Chapter Meetings begin at 5:30.

- 30 minutes facilitated happy hour with fun questions & sharing
- 45-60 minutes presentation
- 15 minutes post-networking

Virtual Monthly Chapter Meetings: The next virtual chapter meetings are:

April 20th = Visual Design with Monique Babin

May 18th = Teamwork Assessment Tools with Nadine Ambrose

Virtual Paid Events: Additional topics for virtual events were discussed:

Topic	Notes
PowerPoint & Virtual Presenting	Jennifer Dryden > D.J.
Consulting Skills	Dana Pratt
Online Elevator Pitch	Gigi Rosenberg > Steve

Communication Strategy: Ann advised the board to be mindful of the volume of communications that are sent to members, especially with respect to the upcoming migration to Wild Apricot.

ADJOURNMENT:

A motion was made by D.J. and seconded by Marla to adjourn. Motion carried.

NEXT MEETING: April 14th, 2020, 5:30 – 7:30 PM with Zoom

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer