July 21, 2020 • 5:30 – 7:30 PM

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| **In Attendance (Virtual Meeting)** Erin BairDiane GilmoreSteve BrooksD.J. NetzMarla TurnerAnn Baus Shane von Schlemp Kerri Nussbaum  | **Absent** |
| **Guests**  |

**ROLL CALL (Erin Bair)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Erin Bair)**

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

**APPROVAL OF PREVIOUS MEETING MINUTES (Erin Bair)**

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

**Approval of Financial Report (D.J. Netz)**

A motion was made by Diane and seconded by Marla to approve the financial report as presented. Motion approved.

Action item: D.J. and Ann will work together to include a column depicting projections based on the impact of COVID 19 while adding a section for the upcoming marquee event in the Fall.

**STANDING AGENDA ITEMS**

**Director Reports:** Each board member provided updates to their assignments from Monday.com.

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| Erin | Get Abstract  |
| Diane | Exploring options for marquee event speaker |
| Steve | Considering whether to continue an annual session with reports from ICE  |
| Kerri | Preparing the request for volunteers for internal financial review committee |
| Shane | Continuing work on annual survey, renewals, and new member welcomes  |
| Marla | Working on Power Member testimonials  |
| D.J.  | Will follow up with Marla on comms for inactive lifetime members  |

**Monthly Chapter Meeting:** During the July meeting, members will explore issues and challenges around DEI. Going forward, curation and preparation of the monthly chapter meeting will become a shared rotating responsibility for board members.

**Conference Update:** A message announcing that the board is substituting the annual conference with a newly imagined virtual experience was sent to the members. D.J. asked Diane to provide documentation from the Sheraton that describes the chapter’s obligations or the Sheraton’s expectation from the chapter regarding a financial commitment for 2021, or any other form of satisfaction for the two written agreements the chapter signed in 2020.

**Virtual Event Planning:** The board will meet in one week for a planning session.

**ATD CARE Moment:** Three issues were discussed:

* Marla has prepared some Power Member slides that are intended to be shown at each event.
* Erin and D.J. will update Monday.com with CARE Plus assignments to board members.
* Ann reported a 34% Power Member rate from June. She will continue working with Lauren from National to refine the quarterly Power Member calculation.

**NEW BUSINESS**

**Fundamentals of Training:** The next FOT series is scheduled for 09/11, 09/18, 09/25, and 10/02. For this series, a la carte workshop selection is allowed. Erin would like to find a chapter volunteer to serve as producer/moderator for the September series.

**Hardship Options:** Erin asked about a fee/discount schedule for members experiencing financial difficulty. The current hardship rate for chapter membership is $49.

**Equity, Diversity, & Inclusion:** Erin has engaged with Alexis James, and she will be the next coffee hour speaker. Erin is considering a DEI SIG, as well as surveying our members. Erin has worked with another DEI expert, with plans to include him in the August coffee hour and a potential revenue-sharing event in the Fall.

**LinkedIn Learning Resource:** Steve found a resource in LinkedIn Learning to share with board members. Steve will create a new Resources board in Monday.com and notify the board members.

**Event Registration for Board Members:** Since the migration to the Wild Apricot platform, Ann has developed a process and a code so that board members can self-register themselves for chapter events at no charge. Linda and D.J. will no longer process manual event registrations for board members.

**Internal Financial Review:** Kerri will coordinate a communications requesting volunteers for the financial review committee. D.J. will lead the committee once the volunteers are identified.

**Chapter Website:** Marla is preparing communication pieces for the launch, which will include a promotion to encourage members to visit the site and update their profiles. D.J. will meet with Ann to review the remaining content needs. Board members were encouraged to log into the site and update their own profiles and photos.

**Storyline Event:** D.J. provided an update on the Storyline training event. There are 43 participants, yielding revenue of $17,573.00 and a profit of $9,422.77 after expenses.

**Lifetime Members:** D.J. will meet with Marla to develop some outreach comms to address the inactive lifetime members.

**Nominating Committee:** Steve will lead the nominating committee. D.J. will provide Steve with the foundation documents for this process. Historically, the chapter announces all open board positions at the beginning of August. Interested members submit the applications throughout August, and the nominating committee evaluates the candidates through an interview process in early September.

**ADJOURNMENT:**

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

**NEXT MEETING: August 11th, 2020, 5:30 – 7:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer