June 9, 2020 • 5:30 – 7:30 PM

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| **In Attendance (Virtual Meeting)**  Erin Bair  Diane Gilmore  Steve Brooks  D.J. Netz  Marla Turner  Ann Baus  Shane von Schlemp  Kerri Nussbaum | **Absent** |
| **Guests**  Bob Bell |

**ROLL CALL (Erin Bair)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Erin Bair)**

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

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

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

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

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

**STANDING AGENDA ITEMS**

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

**Monthly Chapter Meeting:** During the June meeting, members will share activities suitable for virtual training sessions.

**Conference Update:** A survey addressing the nature of this year’s conference has been sent to the members. Marla will provide a full report at the retreat. Early results exhibit perspectives.

**Virtual Event Planning:** Assignments were reviewed in Monday.com and found to be current.

**Chapter Thank Yous:** Erin will evaluate the following provider of electronic thank you notes.

https://www.groupgreeting.com/sign/d12e60c5ec0db9c

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

* Erin and Marla reviewed the Power Member Activity list, resulting in assignments for Marla and one assignment for Shane.
* Marla has arranged for the preparation of some Power Member slides that are intended to be shown at each event. She will notify the board once the slides are completed.
* Erin will facilitate a discussion about our ability to achieve CARE Plus during an upcoming Monday working session.
* Ann make two requests to ATD National: the list of non-local Power Members for our chapter’s outreach effort, and the quarterly Power Member calculation.

**NEW BUSINESS**

**Fundamentals of Training:** The FOT series kicked off on June 5th. For any inquiries or logistic issues about FOT, continue including Erin on any correspondence.

**Equity, Diversity, & Inclusion:** To address the growing need to offer local development opportunities, strategies, and resources to promote EDI in our profession, Erin would like to work with an expert to develop a strategy and vision to guide our chapter. D.J. made a motion to authorize Erin to negotiate a consultation agreement with Alexis James not to exceed $250.00. Diane seconded and the motion was approved.

**Internal Financial Review:** D.J. and Ann met to discuss the scope and process for completing the annual financial review.

**Chapter Website:** The new website is ready to be reviewed by the board. Ann will send a link with instructions. Ann will work with the web developers to plan the migration and launch with respect to our destination domain name. Marla is preparing communication pieces for the launch, which will include a promotion to drive traffic to the new website.

**Storyline Event:** D.J. provided an update on the upcoming Storyline training event. Ticket sales are steady, and targeted comms have been released from PSU and the Puget Sound chapter. D.J. will prepare another comms for Shane to deliver to the Valley of the Sun Chapter. Diane reported that the Sheraton would like to negotiate a future event, perhaps in 2021, to mitigate against a cancellation fee from our reservation. Diane will follow up with the Sheraton to determine if new written agreements are needed and that the reservation for July has been cancelled without penalty.

**Lifetime Members:** D.J. shared the findings of the first sorting of the lifetime member list, which yielded a number of members who have unsubscribed and not attended any chapter event since 2009. The board agreed to deactivate such members. D.J. will meet with Marla to develop some outreach comms to address the remaining segments on the list.

**Nominating Committee:** Erin would like to begin the process of preparing for upcoming board elections and assembling the nominating committee. 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. A communication requesting volunteers for this committee will be sent by the end of June.

**Spring Retreat:** Erin announced a pre-retreat assignment which can be found in Monday.com.

**ADJOURNMENT:**

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

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

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer