

BOARD MEETING MINUTES

March 30, 2020 • 4:00 – 5:00 PM

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| <p>In Attendance (Virtual Meeting) Erin Bair Diane Gilmore Steve Brooks DJ Netz Marla Turner Ann Baus</p> | <p>Absent Kerri Nussbaum</p> <hr/> <p>Guests</p> |
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ROLL CALL (Erin Bair)

Sufficient members were present, and quorum established.

APPROVAL OF AGENDA (Erin Bair)

A motion was made by Steve and seconded by Diane 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: A survey concerning the nature and content of virtual events was sent to the membership on March 30th. The survey will close April 3rd. Board members will discuss the results on April 6th.

Virtual Monthly Chapter Meetings: Steve presented the series of virtual member meetings for April:

April 9th = Member Forum: Thriving in the Online Office

April 14th = eLearning SIG

April 20th = Visual Design

The board discussed pricing for member events. The eLearning SIG will continue as a free offering.

Virtual forums and virtual chapter meetings are \$10 for members.

Virtual Professional Development Events: The following topics were identified as “shovel-ready” virtual presentations that can be confirmed and then announced:

Tour of Monday.com > D.J.: D.J. will submit write-up form this week.

Tour of Microsoft Teams > Diane: Diane will submit write-up form this week.

Leveraging PowerPoint > Jennifer Dryden: D.J. to contact Jennifer

May: Tour of Degreed > D.J.

May: Other topics from Gigi Rosenberg and Dana Pratt – Steve will contact Gigi, and Diane will contact Dana.

Pricing for Virtual Professional Development Events:

Per session: \$20 for members, \$35 for non-members

Per series of 3 sessions: \$50 for members, \$105 for non-members

Special offer for non-members: \$149 for chapter membership and a series of 3 sessions

Conference: Diane's team continues to make plans for the conference. The board agreed to make an announcement to the members that we are moving forward with our planning.

Communication Strategy: FOT has been removed from the Events page. Marla will prepare and coordinate a message to be released on April 2nd announcing the new virtual events in April.

ADJOURNMENT:

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

NEXT MEETING: April 6th, 2020, 4:00 – 5:00 PM with Zoom

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer