October 15, 2020 • 5:30 – 7:30 PM

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| **In Attendance (Virtual Meeting)**  Erin Bair  Diane Gilmore  Steve Brooks  D.J. Netz  Ann Baus  Shane von Schlemp  Kerri Nussbaum  Marla Turner | **Absent** |
| **Guests**  Caroline Olfert  Dan Bilderback  Tammy Marino  Jared Gracie |

**ROLL CALL (Steve Brooks)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Steve Brooks)**

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

**APPROVAL OF PREVIOUS MEETING MINUTES (Steve Brooks)**

A motion was made by Steve and seconded by Shane to approve the meeting minutes from September. Motion approved.

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

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

**Business Manager Report (Ann Baus)**

Ann presented the monthly membership report, observing that overall membership numbers are declining, which many chapters have experienced in this recent period. Ann will continue to work with ATD National to refine process for maintaining the member report, specifically with distinguishing between new members and renewals from current members. Other items:

We will receive $323.20 in ChIP revenue from National. Our Chapter’s ChIP code is 8029.

Ann has drafted a new SOP and delivered it to D.J. for first round of edits.

**STANDING AGENDA ITEMS**

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

**Monthly Chapter Meeting:** The November meeting will serve as the chapter’s Annual Member Meeting. Admission to the November meeting is free for chapter members.

**Conference Update:** With respect to the chapter’s remaining obligation to the Sheraton hotel, Diane announced that we will fulfill our contractual agreement by selecting a date for an event in 2021. Kerri motioned to select Tuesday November 2nd 2021 as the date for our future event at the Sheraton. D.J. seconded. Th emotion was approved, and Diane will reserve November 2ne, 2021 with the Sheraton Airport Hotel.

**ATD CARE Moment:** This month’s CARE moment consists of a reminder to that Power Member slides need to be displayed at the beginning of every event. Ann declared that CARE specifies that our programming needs to be aligned to the ATD Capability Model. Event organizers can indicate alignment with the model on the new event write-up form.

**NEW BUSINESS**

**Annual Financial Review:** The annual internal financial review was completed on October 15th. The financial review committee’s report is scheduled to be delivered to board members during the week of November 2nd. The committee will present their findings and recommendations during the November board meeting.

**Annual Member Survey:** Shane and Erin will meet to complete the survey questions. The survey will be released to members in early November.

**Business Continuity Plan:** Ann and D.J. will complete a final review of the revised continuity plan. The plan will be shared with the board in November.

**2021 Budget Process:** D.J. asked all board members to make individual appointments with him in November so that he can prepare a draft budget for 2021. The goal is to engage in sufficient planning and forecasting to arrive at a draft budget that can be approved during the December board meeting.

**LinkedIn Admin Tasks:** Marla is the designated board member who approves pending requests for members who would like access to the chapter’s LinkedIn group.

**Executive Order 13950:** D.J. shared some of his recent experiences with the impact that Executive Order has had on training organizations who have contracts with the federal government. The board discussed options such as:

* Posting an announcement and statement on the chapter website
* Getting guidance from National ATD
* Devote a future coffee talk session to the topic
* Invite a legal expert to speak at a future event

The board agreed to re-visit this topic during the November board meeting.

**Comms Plan for New Board Members:** Erin and Steve will coordinate with Ann and Marla to develop messages that announce the 2021 board. Tactics may include an insert in the November monthly email, a banner ad on the homepage, and revisions to the leadership page on the website.

**December Captivate Event:** D.J. encouraged early and frequent promotion for the upcoming Captivate event. Ticket sales should basically conclude by November 20th in order to ship books to participants on time.

**November Networking Events:** A working session will be help on October 26th at 4:00 to make plans, determine dates, identify facilitators, and determine the contact and theme.

**ADJOURNMENT:**

A motion was made by Shane and seconded by Erin to adjourn. Motion carried.

**NEXT MEETING: November 20th, 2020, 5:30 – 7:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer