

BOARD MEETING MINUTES

June 15, 2021 • 5:00 – 7:00 PM

In Attendance (Virtual Meeting)		Absent Caroline Olfert
Steve Brooks	Tammy Marino	
D.J. Netz	Dan Bilderback	Guests
Ann Baus	Jared Gracie	
Shane von Schlempp		
Kerri Nussbaum		

ROLL CALL (Steve Brooks)

Sufficient members were present, and quorum established.

APPROVAL OF AGENDA (Steve Brooks)

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

APPROVAL OF PREVIOUS MEETING MINUTES (Steve Brooks)

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

Approval of Financial Report (D.J. Netz)

The chapter's checking account balance is at high risk of insufficiency for covering six month's worth of operating expenses, which is a CARE requirement. A motion was made by Shane and seconded by Dan to approve the financial report as presented.

Business Manager Update

Ann reported a slight increase in new members. She requested all board members to visit the Calendar in Google Drive periodically for insights on events, marketing messages and staff absences.

STANDING AGENDA ITEMS

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

ATD CARE Moment: Ann had advised the board to re-visit the chapter's Operating Plan as a mid-year assessment. D.J. committed to sending the document to the board members.

NEW BUSINESS

Professional Development Updates: Tammy described the upcoming cadence for the August FoT. An intermediate, or "201" version of FoT will be ready to pilot in the Fall. Tammy also asked about the viability for the chapter to offer a Supervisor 101 course. It was observed that similar courses are

already offered by well-established providers, and that the topic is not aligned with ATD's capability model.

Board Structure/Elections: Steve presented an approach to prepare for the chapter's upcoming election cycle. Based on the current board structure, there are five positions to fill:

- Director of Volunteers
- President-Elect
- Director of Member Services
- Director of Board Operations
- Director of Marketing

Dan and Steve will hold exploratory meetings about the Directors of Professional Development (sic) and Board Operations. D.J. will distribute the current board structure document to the board members, and he will distribute the board position description document to Ann, Steve, and Dan.

Marketing: Tammy shared her most recent plan for website updates. Next, she presented the new cadence for regular marketing messages. Monday messages will provide information about upcoming events. Thursday messages will provide thought leadership, links to resources, and information about ATD membership. The monthly Cascadia Calendar message will continue to be prepared and delivered as usual.

In-Person Event Planning: Steve led a discussion about the chapter's readiness to offer in-person events.

ADJOURNMENT:

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

NEXT MEETING: July 20th 2021, 5:00 – 7:00 PM with Zoom

Respectfully Submitted,
D.J. Netz
Director of Board Operations