August 11, 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** |

**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 Kerri to approve the agenda. Motion approved.

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

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

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

The financial report for July was incomplete. Ann will work with Linda to complete the missing entries to provide an updated report in August for the board to approve via email. Meanwhile, revenue is stable.

**STANDING AGENDA ITEMS**

**Director Reports:** Each board member provided updates to their assignments from Monday.com. No discussion was held.

**Monthly Chapter Meeting:** During the August meeting, members will interact with a panel of Diversity, Equity and Inclusion experts.

**Conference Update:** Erin announced that the board will engage in future working sessions to plan the upcoming virtual conference. With respect to the chapter’s remaining obligation to the Sheraton hotel, Diane will continue to follow up with Julia Deuchler, who has been on vacation.

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

**ATD CARE Moment:** Erin reviewed the Power Member assignments for board members.

**NEW BUSINESS**

**Marquee Event Planning:** Diane will investigate a short list of potential keynote presenters. Steve will investigate different virtual event platforms.

**Annual Member Survey:** Shane reviewed the draft member survey and received suggestions from the board.

**Member Renewal Malfunction:** The Wild Apricot platform has exhibited some issues for certain members, including an inability for some members to renew their memberships. Shane and Ann investigated the issue with the web programmers and have opened a service ticket.

**Group Discount:** Shane confirmed that renewals for a group from Rivermark credit union have been processed. Steve identified a group from Oregon Central Credit Union that is due for renewal; Erin and Steve committed to follow up with the issue.

**Survey Monkey:** Marla shared her findings from her research on renewal options for our Survey Monkey service. The board agreed to keep the current level of service. Steve will investigate pricing for Survey Gizmo, and Diane will investigate Question Pro.

**Nominating Committee:** Steve will begin working with the nominating committee. He will also follow up with members who have expressed interest in joining the board to make sure they have an application form. 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.

**Rescheduling the Roger Courville Event from March:** A handful of people registered for a workshop in March, which could not take place because of pandemic restrictions. It was announced at the time that the event would be rescheduled. The board considered the level of effort to coordinate a suitable date with Roger Courville in 2020, and decided not to reschedule the workshop and issue refunds to the original registrants.

**Member Retention Rate:** Erin and Shane discussed the need to establish targets for our chapter’s member retention rate.

**ADJOURNMENT:**

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

**NEXT MEETING: September 15th, 2020, 5:30 – 7:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer