

BOARD MEETING MINUTES

January 14, 2020 • 5:30 – 8:00 PM
Virtual Meeting

In Attendance Erin Bair Diane Gilmore Steve Brooks Kerri Nussbaum DJ Netz Ann Baus	Absent
	Guests

ROLL CALL (Erin Bair)

Sufficient members were present, and quorum established.

APPROVAL OF AGENDA (Erin Bair)

A motion was made by Diane and seconded by D.J. to approve the agenda. Motion approved.

APPROVAL OF MINUTES (Erin Bair)

A motion was made by D.J. and seconded by Kerri to approve the November minutes. Motion approved.

FINANCIAL REPORT (D.J. Netz)

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

BUSINESS MANAGER REPORT (Ann Baus)

Ann shared her observations and progress with the end of year reports and event postings. The bank reconciliation for 2019 is complete. Our accounting service will prepare 1099 forms for our chapter. Ann will investigate whether or not our web developer needs to receive a 1099. The accountants are on track to prepare our 990 form in February. The 990 form must be submitted to the IRS and to National ATD by May 15th.

Ann will begin the process of setting up our chart of accounts and adding vendors in QuickBooks. Ann will prepare some comparisons and information for the board to evaluate our web platforms. Diane offered to provide information about WordPress.

DIRECTOR REPORTS (Board)

Beginning this month, board members will use Monday.com to post their director reports.

Standing Agenda Items

- Chapter Thank Yous: Thank you cards will be completed at the January 20th chapter meeting.
- Monthly Chapter Meeting: Steve is curating this event.
- Conference Update: Diane will provide a report during the February board meeting.
- Half-Day Event Planning: The January and February events are prepared and posted. Event curators were assigned for each monthly event. A template for the marketing messages was posted in the February section in Monday.com. A new pulse was added to each event to account for preparing and scheduling marketing messages in Constant Contact.

NEW BUSINESS

Bank Account Signers: Erin will complete the steps needed to get added as a signer for the Bank of America account.

Business Manager Next Steps: Ann will provide board members with an editorial calendar based on items from Constant Contact.

Volunteer Survey: Kerri thanked the board for their input on the volunteer communication draft. The message will be sent to the membership.

Monday.com Platform: D.J. provided a demonstration of Monday.com to the board. This platform will be used to track our progress with our assignments.

Chapter Website Updates: Ann is troubleshooting a malfunction on the Events page. Ann recommends that our CHIP number appears on our Homepage.

CARE MOMENT:

D.J. provided the status of our chapter's annual CARE submission. Two additional reports (member roster and member metrics) are needed to have complete information for the CARE survey. Otherwise everything is on track to submit the CARE survey by January 17th. We are required to achieve a minimum of 35% joint membership, which we only achieved once in 2019. February's CARE moment will be dedicated to reviewing guidelines from National about promoting joint membership.

GOOD OF THE ORDER:

No additional board members are need for the January half-day event.

ADJOURNMENT:

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

NEXT MEETING: February 11th, 2019, 5:30 – 7:30 PM at Ann Sacks

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer