

BOARD MEETING MINUTES

December 15, 2020 • 5:30 – 7:30 PM

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

ROLL CALL (Steve Brooks)

Sufficient members were present, and quorum established.

APPROVAL OF AGENDA (Steve Brooks)

A motion was made by Dan 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 November. Motion approved.

Approval of Financial Report (D.J. Netz)

A motion was made by Erin and seconded by Marla to approve the financial report as presented. Steve expressed an interest in reviewing the chapter's Investment Policy

STANDING AGENDA ITEMS

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

Monthly Chapter Meeting: Discussion for the January meeting will take place during the December board meeting.

ATD CARE Moment: Erin and Ann are completing the steps to submit our chapter's CARE report for 2020. To that end, Erin is drafting an operating plan for 2021, which she would like board members to review and comment upon by December 31st. The board affirmed that they have reviewed the chapter's bylaws. The Bylaws Document needs to be updated to reflect this annual review.

NEW BUSINESS

Annual Member Survey: The board briefly discussed the results of the annual survey. It was observed that the diversity data from the survey should be compared with Oregon census data.
<https://www.census.gov/quickfacts/OR>

2021 Budget Process: D.J. shared the final draft budget with the board. The resulting discussion yielded an update to the revenue entries for the FOT events. A motion was made by Erin to approve the budget, and it was seconded by Kerri. The motion was approved.

Spanish-Language Facilitation: Erin initiated an effort for the chapter to offer ways to feature members who can support training facilitation in Spanish. Dan and Jared volunteered to determine next steps.

Partnerships: Steve expressed a need for the chapter to examine the status of declared partnerships, as well as a need to examine the process to be used to establish future partnerships. Ann clarified that there are three groupings that need to be addressed. Partnerships, where announcements and discounts are shared back and forth with similar groups, and Advertising - we acquire money for promoting a service or program, and Sponsorships, where we are paid money to promote a business. Steve, Caroline, Tammy, and Ann committed to exploring next steps in a future working session.

Board Retreat: The first board retreat for the 2021 year will be held sometime in January. Steve will coordinate schedules with board members to determine a date.

Course Evaluation Process: Caroline and Tammy introduced a discussion about the status of the chapter event evaluation process.

ADJOURNMENT:

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

NEXT MEETING: January 19th, 2021, 5:00 – 7:00 PM with Zoom

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