

## BOARD MEETING MINUTES

November 17, 2020 • 5:30 – 7:30 PM

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

### ROLL CALL (Steve Brooks)

Sufficient members were present, and quorum established.

### APPROVAL OF AGENDA (Steve Brooks)

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

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

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

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

A motion was made by Shane and seconded by Tammy to approve the financial report as presented.

### Business Manager Report (Ann Baus)

Ann announced the need to document the new board members and their positions with respect to National ATD, the chapter website, and our internal records. Ann has been working with Erin to assemble and evaluate the information needed to complete our chapter's CARE submission. We may not be able to achieve CARE Plus because we did not have a conference this year; Ann will continue to monitor the qualifications. Regarding the monthly membership report, Ann agreed to adjust the report format to show the pending renewals for each month.

### Internal Financial Review Report (Jenny Keesey, Amanda Otto)

The 2020 Financial Review Committee members (Jenny Keesey and Amanda Otto) presented their findings and recommendations to the board. They included:

- Develop a formal process or strategy for the pricing structure for our events
- Develop a strategy to increase attendance at virtual events
- Add event liability insurance coverage for future conference events
- Update the chapter investment policy
- Update the chapter's bill payment process to reflect the current virtual workflows

- Initiate a project to review archived chapter documents against the chapter's record retention schedule

Ann Baus will draft responses to the findings and recommendations for discussion at the December board meeting.

### **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:** To achieve CARE Plus, our chapter needs to achieve 45% Power Membership in December.

### **NEW BUSINESS**

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

**Annual Member Survey:** The survey is ready and will be released to members in November.

**Business Continuity Plan:** Ann and D.J. will complete a final review of the revised continuity plan.

**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.

**Updating FOT Presentation Materials:** Tammy and Caroline expressed the need to engage the FOT instructors to update their course materials, especially for delivery over virtual formats. This effort will be accounted for in the budget planning process. The first FOT series is scheduled for February 4<sup>th</sup> and 5<sup>th</sup>.

**Member Benefit – Stamp Card Program:** Erin initiated an analysis of the stamp card member benefit, observing that during pandemic conditions, we lack the process and structure to deliver the program. The board discussed the need to adjust the program to include virtual events, perhaps in a proactive manner, while evaluating the value prop for members. Jared agreed to benchmark similar programs from other chapters. Marla made a motion to remove the stamp card page from the web site until the program can be updated. Tammy seconded the motion, and it was approved.

**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.

**ADJOURNMENT:**

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

**NEXT MEETING: December 15<sup>th</sup>, 2020, 5:30 – 7:30 PM with Zoom**

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