September 15, 2020 • 5:30 – 7:30 PM

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| **In Attendance (Virtual Meeting)**  Erin Bair  Diane Gilmore  Steve Brooks  D.J. Netz  Ann Baus  Shane von Schlemp  Kerri Nussbaum | **Absent**  Marla Turner |
| **Guests**  Lauren Abrahamson  Tammy Marino  Lauren Kristensen  Jared Gracie |

**ROLL CALL (Erin Bair)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Erin Bair)**

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

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

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

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

A motion was made by Steve and seconded by Diane to approve the financial report as presented. Ann will investigate how the board should assess the opening balance equity indicator. Meanwhile, revenue is stable.

**STANDING AGENDA ITEMS**

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

**Monthly Chapter Meeting:** During the September meeting, members will explore the ATD Capability Model. Lauren offered to provide information about Oregon respondents and the newly released learning plan.

**Conference Update:** Erin announced that the board will prepare virtual networking events to replace the conference. With respect to the chapter’s remaining obligation to the Sheraton hotel, Diane announced we will fulfill our contractual agreement by selecting a date for an event in 2021. Diane will reserve a November date for a 2021 conference.

**ATD CARE Moment:** Ann announced that our chapter has achieved 39% Power Membership. Ann nad Lauren have been working to scrub our legacy member list to make sure that the member categories were accurate in Wild Apricot.

**NEW BUSINESS**

**Remarks from the Chapter Relations Manager:** Lauren congratulated the board for achieving September Chapter of the Month. She asked Kerri to describe her process and strategy for volunteer recruitment. She also recommended that we submit an SOS featuring our use of Monday.com. Lauren concluded by offering her continuing support for our chapter.

**Nominating Committee:** Steve has engaged the nominating committee. He has collected applications for each of the open board positions in 2021. The committee will assess the applications and conduct interviews with the candidates. Election results should be ready to announce during the first week of October.

**Annual Financial Review:** Kerri will confirm the volunteers for this committee and D.J. will contact them to launch the process.

**Annual Member Survey:** The survey is ready to be released, and Marla will prepare the communications for an October release.

**Business Continuity Plan:** Ann and D.J. will schedule a working session to review the business continuity plan with respect to our current needs.

**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.

**Future Kevin Siegel Events:** Kevin has agreed to deliver the following virtual training sessions.

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| Event | Dates | Notes |
| Captivate Bootcamp, 2 Days | Dec 1 and Dec 2 | Books are included in the offer |
| Vyond, 1 day | Feb 11, 2021 | No books are included, we must achieve a minimum of 30 participants |
| Storyline Bootcamp, 2 Days | April 20 and April 21 | Books are included in the offer |

D.J. will coordinate written agreements for these events and develop the marketing messages.

**November FOT:** In November, the four FOT sessions will be delivered consecutively across two days, instead of delivered during four successive Friday sessions. This format was selected in response to feedback from prospective attendees who were unable to be away from work during four Friday mornings.

**Hard Copy Member Cards:** The board determined that hard copy membership cards no longer provided value to our operations. A motion to discontinue production of hard copy member cards was made by Steve and seconded by Diane. Motion approved.

**Chapter Org Chart:** Kerri and Erin have updated the chapter’s org chart and posted it in Monday.com for review. Board members are tasked with reviewing the document and providing comments in Monday.com

**Volunteer Recruitment Strategy:** Kerri and Erin have updated the chapter’s volunteer recruitment strategy and posted it in Monday.com for review. Board members are tasked with reviewing the document and providing comments in Monday.com

**Board Onboarding Document:** Erin will post updated onboarding documents in Monday.com for review. Board members are tasked with reviewing the documents and providing comments in Monday.com

**ALC:** The following individuals will attend the ALC conference in October: Marla, Steve, Shane, and Ann. Additionally, the board agreed to pay for any newly elected board member who is able to attend.

Internships: The board discussed two dimensions of internships: What is our strategy for coordinating internships for our members, and what is our strategy for coordinating internships for students enrolled in the OSU T&D graduate program? The board agreed that this effort should be handled by the future Director of Professional Development. Lauren agreed to research best practices and forward them to us. Erin asked for this issue to be included in the October agenda. Shane declared that Open Sesame offers paid internships.

Tri-Cities GIG: Erin will work with Lauren to investigate a potential home chapter for a group of people who want to establish a GIG serving the Tri Cities area.

**ADJOURNMENT:**

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

**NEXT MEETING: October 20th, 2020, 5:30 – 7:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer