

BOARD MEETING MINUTES

February 23, 2021 • 5:00 – 7:00 PM

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

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 Kerri to approve the agenda. Motion approved.

APPROVAL OF PREVIOUS MEETING MINUTES (Steve Brooks)

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

Approval of Financial Report (D.J. Netz)

A motion was made by Erin and seconded by Caroline to approve the financial report as presented.

Business Manager Update

G-Suite email aliases have been established for each board member, and each member needs to migrate chapter communications to this platform. Our current Power Member rate is 42%. National ATD has scheduled Member Week during March. National ATD is raising their membership fees in March, and they will have collateral that we can use to communicate the benefits.

STANDING AGENDA ITEMS

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

ATD CARE Moment: Erin asked the board to review the CARE and CARE Plus requirements. D.J. will establish a task for mid-year to validate our progress toward meeting CARE Plus requirements.

NEW BUSINESS

Annual Financial Review: D.J. will validate the chapter's responses to the 2020 internal financial review report and will share the draft with the board before the next board meeting.

Partnerships: Updated definitions around chapter partnerships were approved in January. Tammy agreed to share the approved document and D.J. will post in Dropbox and Monday.com.

FOT Re-Boot: Caroline and Tammy shared their project plan document for updating the FOT curriculum. Tammy expressed an ambition to develop a separate offering for online facilitation skills.

Chapter Bylaws: Kerri and Ann will update the chapter bylaws document to address grammatical errors and consistent use of the chapter's name. This level of update will not require a vote from the chapter membership. D.J. and Erin will collaborate on substantive updates to the bylaws, which will require a vote from the membership. The substantial updates will address topics such as lifetime membership, transfer of funds, and signature authority.

Stamp Card Alternatives: The language that describe the chapter's stamp card program was removed from the website. Steve will benchmark and propose an alternative.

Reimbursement Process: Due to the switch to the Wild Apricot platform, each board member must process their own memberships to National ATD. The chapter staff no longer handles these transactions. The chapter will reimburse board members for their National ATD membership dues upon receipt of a completed reimbursement form accompanied by a receipt. To receive the discounted rate available for board members, please call 1-800-628-2783 to process the transaction.

Events and Monday Holidays: Jared led a discussion about the possibilities for chapter events that may fall on a weekday holiday.

Conference: The chapter signed an agreement with the Sheraton Airport Hotel to reserve the venue for a conference to be held on November 10th, 2022.

Monday.com: Steve led a discussion about Monday.com. He observed that Tammy and Caroline use a dedicated section to track their workflows. Steve suggested that board members may use the platform to track their assigned 2021 goals.

2021 Pricing Structure: Steve and Dan shared their progress on the updated pricing structure document. The board agreed to begin charging admission to non-members for future eLearning SIG events. The draft was not put forward for approval by vote.

ADJOURNMENT:

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

NEXT MEETING: March 16th, 2021, 5:00 – 7:00 PM with Zoom

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