

BOARD MEETING MINUTES

March 16, 2021 • 5:00 – 7:00 PM

In Attendance (Virtual Meeting)		Absent
Steve Brooks	Tammy Marino	Jared Gracie
Erin Bair	Caroline Olfert	
D.J. Netz	Dan Bilderback	
Ann Baus		
Shane von Schlempp		
Kerri Nussbaum		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 Tammy to approve the meeting minutes from February. Motion approved.

Approval of Financial Report (D.J. Netz)

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

Business Manager Update

Our current Power Member rate is 43%. Ann shared information about the upcoming Power Member week, where National ATD provides collateral to promote joint membership.

STANDING AGENDA ITEMS

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

ATD CARE Moment: Ann advised the board members to expect National ATD to issue the 2021 CARE requirements during the next few weeks. The requirements will need to be validated against the current set of planned CARE activities.

NEW BUSINESS

Annual Financial Review: D.J. presented the chapter's responses to the 2020 internal financial review report, which included certain actions to be completed by May 31st, 2021. A motion was made by Caroline and seconded by Kerri to approve the responses to the 2020 financial review. Motion approved.

Member Onboarding: Shane has met with Directors of Membership from other chapters. He will attend the Puget Sound Chapter's upcoming New Member orientation session. Shane hopes to gain insights into best practices as he develops an orientation experience for our chapter that has a focus on maximizing a new member welcome kit.

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.

Social Media Assignment: Erin reported that with the vacancy of the Director of Marketing, our social media presence in LinkedIn has gone unattended. Until the Director of Marketing role is filled, it was observed that a volunteer could be assigned the task to monitor and maintain the chapter's LinkedIn presence. Kerri agreed to send a request for such a volunteer. Meanwhile, Erin will attend to this task.

Event Accessibility Process: Caroline led a discussion about efforts to provide accessible accommodations to our members. The closed captioning provided by the Zoom platform is not high quality, and our board members have not received training on accessible accommodations. Steve offered to contact Lauren Abrahamson at National ATD to learn what requirements chapter must meet in this respect.

Recognition of Professional Development Credits by National ATD: Steve and Tammy will review the application and complete the form. D.J. will sign the form and submit it to National ATD.

Director Goals: Steve presented a new section in Monday.com wherein the 2021 Director goals have been posted.

ADJOURNMENT:

For the good of the order, instead of offering a commentary, Steve offered a topic of new business, which is the upcoming 75th anniversary celebration for the Cascadia chapter. Ann observed that national ATD may be able to design a logo for us. No other assignments were made.

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

NEXT MEETING: April 20th 2021, 5:00 – 7:00 PM with Zoom

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