July 20, 2021 • 5:00 – 7:00 PM

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| **In Attendance (Virtual Meeting)**  | **Absent**Shane von Schlemp Jared Gracie  |
| Steve BrooksD.J. NetzAnn Baus Kerri Nussbaum  | Tammy MarinoCaroline Olfert  |
| **Guests** |

**ROLL CALL (Steve Brooks)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Steve Brooks)**

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

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

A motion was made by Tammy and seconded by Kerri to approve the meeting minutes from May. Motion approved.

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

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

**Business Manager Update**

Ann reported an increase in new members from the National website. Our Power Member rate is 44%. She will share details of the Puget Sound conference to our members in a communication piece. She is also going to broadcast a new message from National about educational partnerships to the members.

**STANDING AGENDA ITEMS**

**Director Reports:** Tammy announced that she has been selected to serve as a session presenter during ALC later this year. Steve discussed the concept of coordinator positions for each board role, asking each board member to consider the tasks and duties to be assigned to coordinators.

**NEW BUSINESS**

**Fundamentals of Training:** The Fall series of FOT will be delivered virtually during the week of October 25th.

**Fundamentals of Training Level Two:** Caroline and Tammy shared their draft outline for FOT Level Two and board members provided feedback.

**Events for 2021:** Steve presented the 2021 Event Calendar page in Monday.com. He announced that another workshop will be added to the lineup.

**2022 Board Structure:** Steve led a discussion about a new board position, Director of Professional Community. This position will have oversight of the chapter’s communities of practice and supporting members who are interested in achieving CPTD or APTD certifications.

**ADJOURNMENT:**

A motion was made by Tammy and seconded by Keri to adjourn. Motion carried.

**NEXT MEETING: August 17, 2021, 5:00 – 7:00 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations