August 17, 2021 • 5:00 – 7:00 PM

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| **In Attendance (Virtual Meeting)**  | **Absent**Tammy Marino  |
| Steve BrooksD.J. NetzAnn Baus Kerri Nussbaum Shane Von Schlemp  | Caroline Olfert Jared Gracie  |
| **Guests**Julie GillespieLeo McLeod  |

**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 Caroline to approve the agenda. Motion approved.

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

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

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

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

**Business Manager Update**

Ann described the new auto-renewal membership process offered by National. It gives members the opportunity to renew their chapter membership concurrently with National memberships. Also, members can receive a 10% discount when they enroll in auto-renewal. Our Power Member rate is 43%. We are experiencing a low response rate for the recent set of member renewal notices, which included a raffle offer for an educational program from National.

**STANDING AGENDA ITEMS**

**Director Reports:** Shane announced Open Sesame’s interested in chapter sponsorship. Jared reported on the progress with preparing monthly chapter meetings. Our Survey Monkey account will be cancelled. Going forward, our chapter surveys and program evaluations will be rendered in Google Forms.

Kerri requested each member to complete their entries in the Volunteer Tracking/Ranking Spreadsheet:

<https://docs.google.com/spreadsheets/d/1UwAf0VgkPGGGquKswSSK5A9bbNK2SkyD9hi0LKfJ1NY/edit?usp=sharing>

**NEW BUSINESS**

**Fundamentals of Training Reboot:** A member of the FOT subcommittee, Leo McLeod, was present to solicit the board’s input on the goals and learning outcomes for FOT. Caroline’s team will prepare a set of recommendations:

<https://docs.google.com/document/d/1nNdugYAXvoc1WQh-WoFIHVxo18RxulFXmTWZnWBGRms/edit?usp=sharing>

**Fundamentals of Training Level Two:** Caroline and Tammy are developing an approach for designing the new experience. Potential topics include: Creating Blended [Virtual and In-Person]Training, Designing Inclusive and Accessible Training Building Community Incorporating Post-Training Support to Change Behavior.

**Partners:** Caroline announced an upcoming webinar on return to work strategies that was organized among our partner organizations.

**Director Goals:** Steve demonstrated the table of director goals in Monday.com. All board members must provide an update by the end of August.

**2022 Board Structure:** Steve led a discussion about the draft 2022 board structure. Caroline introduced a motion to approve the board structure, and Jared seconded. The motion carried.

**ADJOURNMENT:**

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

**NEXT MEETING: September 21, 2021, 5:00 – 7:00 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations