October 19, 2021 • 5:00 – 7:00 PM

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| **In Attendance (Virtual Meeting)** | | **Absent** |
| Steve Brooks  D.J. Netz  Ann Baus  Kerri Nussbaum  Shane Von Schlemp | Caroline Olfert  Jared Gracie |
| **Guests**  Lauren Abrahamson  Jenny Keesey |

**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 Jared to approve the agenda. Motion approved.

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

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

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

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

**Business Manager Update**

Ann announced the progress on the chapter’s Standard Operating Procedures document. It will undergo a final review by D.J. and released to the board members in November. The SOP document is intended to be a living document that is updated on an as-needed basis. Ann also announced a new offering from National ATD, which consists of a process for power members to request free resources that are available.

**STANDING AGENDA ITEMS**

**Director Reports:** Jared provided an update on the annual meeting event in November. The January learning event will feature the State of the Industry and State of the Chapter presentation.

**NEW BUSINESS**

**Succession Planning:** Steve announced the intention to update the Volunteer page at the chapter website with a new message. He also described an initiative to establish and communicate coordinator positions.

**Board Elections:** Steve presented Jenny Keesey as the nominee for the open Co-Director of Professional Development board position.

**Event Planning Sub Group:** Steve announced the formation of an event planning subgroup. The subgroup will use Google Chat to collaborate. In 2022, the chapter meetings will move to a bimonthly cadence.

**Annual Meeting:** The chapter’s annual meeting will occur on November 15th.

**Fundamentals of Training:** Caroline announced that Jennifer Webster is no longer able to continue serving as an instructor for the Fundamentals of Training program. Caroline described the approach that will be taken to assess the future needs for the program. The approach includes analyzing Capability Model data from National.

**Chapter Relations Manager:** Lauren Abrahamson from National ATD provided an update to the Board. She reminded everyone present that succession planning is a year-long task.

Link to new resource:

<https://d22bbllmj4tvv8.cloudfront.net/e4/e9/237d93274707bd7c37b515f22958/atd-sample-resources-request-form-toolkit-062221.pdf>

Link to request a webinar facilitate by National ATD:

<https://atdorg.formstack.com/forms/request_an_atd_facilitated_webinar>

SOS resource for succession planning:

<https://www.td.org/chapter-leader-community-clc/sharing-our-success-sos/succession-planning>

Lauren’s email address :

[LAbrahamson@td.org](mailto:LAbrahamson@td.org)

**ADJOURNMENT:**

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

**NEXT MEETING: November 16, 2021, 5:00 – 7:00 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations