December 21, 2021 • 5:00 – 7:00 PM

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

**ROLL CALL (Steve Brooks)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Steve Brooks)**

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

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

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

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

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

**Business Manager Update**

Ann has been working with Samantha Hermann regarding requirements for CARA Plus. Ann received encouragement that our monthly member coffee meetings during 2021 should meet the outreach requirements in lieu of a conference or a mentoring program. Our chapter’s Canva subscription is being finalized.

**NEW BUSINESS**

**2022 Chapter Operating Plan:** To meet CARE requirements, our chapter is required to submit a Chapter Operating Plan each year. Steve agreed to complete the document based on the template provided by National ATD.

**2022 Budget:** D.J. presented the draft budget for 2022. The final budget figures were agreed upon. A motion was made by Kerri to approve the 2022 budget, and it was seconded by Jenny. The motion was approved.

**ADJOURNMENT:**

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

**NEXT MEETING: January 18, 2022, 5:00 – 6:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations