January 18, 2022 • 5:00 – 7:00 PM

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| **In Attendance (Virtual Meeting)**  | **Absent**Caroline Olfert  |
| Steve BrooksD.J. NetzAnn Baus Kerri Nussbaum Jenny Keesey  | Jared Gracie Caroline 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 Jenny to approve the agenda. Motion approved.

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

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

**Business Manager Update**

Our new Canva subscription is ready. We have access to the full Canva platform at no charge. The chapter’s CARE submission is ready to be reviewed and submitted. Ann received confirmation from ATD National that our monthly member coffee meetings during 2021 will meet the outreach requirements in lieu of a conference or a mentoring program so that we qualify for CARE Plus. Ann is submitting the chapter’s 2021 tax information to our accountant. Ann coordinated the payment and approval for our chapter’s CPTD endorsement for recertification credits for our CPTD and APTD holders who attend chapter learning events. The chapter’s SOP document has been posted to the Google Drive. Ann will continue her progress with updating the website with Board meeting minutes. Updates have been completed for the Volunteer pages on the website.

**NEW BUSINESS**

**2022 Chapter Operating Plan:** Steve presented the Chapter Operating Plan for 2022. Steve agreed to complete the document based on the template provided by National ATD.

**Volunteer Web Pages:** Kerri presented the updates to the Volunteer pages for the chapter’s website.

**2022 Retreat:** Steve announced the arrangements he is preparing for the board retreat. Focus areas include: understanding conditions for potential in-person gatherings, event planning, and the strategy for 2022. Jared agreed to facilitate an icebreaker activity.

**ADJOURNMENT:**

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

**NEXT MEETING: February 15, 2022, 5:00 – 6:30 PM with Zoom**

Respectfully Submitted,

D.J. Netz

Director of Board Operations