October 18, 2022 • 5:00 – 6:30 PM

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| **In Attendance (Virtual Meeting)** | | **Absent** |
| Steve Brooks  D.J. Netz  Ann Baus | Caroline Olfert  Jared Gracie  Amy Reid |
| **Guests**  Jennifer Martinez  Kristelle Bernabe  Suzanne Dunn  Annie Beckstrom |

**ROLL CALL (Steve Brooks)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Steve Brooks)**

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

**Approval of Minutes (D.J. Netz)**

A motion was made by Jared and seconded by Amy to approve the minutes from the September board meeting. Motion approved.

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

Ann was given the task to investigate how revenue was recorded from the APTD study groups held earlier this year. A motion was made by Amy and seconded by Caroline to approve the September financial report. Motion approved.

**Business Manager Update**

Our membership growth has continued to slowly grow. We currently have 189 members, 104 who are power members. Ann and Linda are prepared to begin sending New Member Welcome Kits to new members going forward. Amy would like to receive a kit. The annual member survey is open. 17 members have responded. The survey closes November 1st. Steve, D.J., and Ann recently met with the chapter’s assigned NAC and the director of chapter services from ATD National in fulfillment of CARE requirements. Topics that were discussed include succession planning, recruitment, and programming.

**NEW BUSINESS**

**Board Elections:** Ann will prepare the slate of candidates for chapter elections to deliver to the membership for electronic voting. The slate consists of: D.J. Netz, President; Steve Brooks, Director of Board Operations; and Jennifer Martinez, Director of Events.

**FOT Honorarium:** Instructors from the FOT program have expressed an interest in alternatives to the current forms of honorarium for their services. Suggested alternatives include using the funds to endow scholarships, or to cover fees for National membership, future conferences, or other educational opportunities from National. Suzanne and Caroline will investigate how other chapters provide scholarship options.

**Annual Chapter Meeting:** The annual chapter meeting will be held on November 28th.

**ADJOURNMENT:**

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

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

Respectfully Submitted,

D.J. Netz

Director of Board Operations