December 12, 2022 • 5:00 – 6:30 PM

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| **In Attendance (Virtual Meeting)**  | **Absent**Amy Reid (didn’t get meeting invite) |
| Steve BrooksD.J. NetzAnn Baus | Jennifer Martinez |
| **Guests**Kristelle Bernabe |

**ROLL CALL**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA**

A motion was made by D.J. to approve the agenda. Motion approved.

**Approval of Minutes**

A motion was made by D.J. to approve the minutes from the November board meeting. Motion approved.

**Approval of Financial Report**

A motion was made by D.J. to approve the December financial report. Motion approved.

* Discussed possible change to our standard report to track the revenue per event. Ann would need to check if we can easily get those figures from Wild Apricot. Also depends on the needs of our Events Director.
* Kristelle asked where our Net Revenue goes. D.J. explained we keep profits in the Chapter’s reserves.

**Business Manager Update**

* Linda is ready to begin sending the swag to members.
* Ann will send our new Board roster to meet the CARE requirements.

**NEW BUSINESS**

D.J. made motion to appoint Kristelle Bernabe as Director of Professional Development. Motion approved.

ICE and State of Industry: D.J. shared the promotional strategy for these events.

Board member onboarding: D.J. shared that required forms and documents will be sent to all Board members.

Update on Learning Leaders SIG: D.J. shared that Dan Vetter needs a partner to replace Adriane J.

Board retreat: Set for January 28. D.J. asked everyone to begin preparing an About Me slide that we’ll share at the retreat.

Budget discussion: We reviewed the draft budget but chose not to approve until another Board meeting. D.J. suggested we can accept a negative revenue because we hope to “build back” and grow the chapter during 2023.

Monday.com: Steve will offer orientation to new Board members.

ATD Leader Conference insights: Ann shared that she has ideas for offering badges to our volunteers. She also learned tips in Wild Apricot to keep track of volunteers.

**ADJOURNMENT:**

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

Respectfully Submitted,

Steven Brooks

Director of Board Operations