May 16, 2023 • 5:00 – 6:30 PM

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| **In Attendance (Virtual Meeting)** | **Absent** |
| D.J. Netz  Ann Baus  Amy Reid  Kristelle Bernabe  Amanda McGovern  Sam Schultz  Steve Brooks |
| **Guests** |

**ROLL CALL**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA**

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

**Approval of Minutes**

A motion was made by Sam to approve the minutes from the April board meeting. Kristelle seconded. Motion approved.

**Approval of Financial Report**

Review delayed.

**Business Manager Update**

* AffiniPay issue: We are fixing a mix-up with transactions from ICF Washington Chapter. While Ann was serving as their Admin, we erroneously received income through the AffiniPay system, so we must send payment to them.

**DIRECTOR UPDATES**

* D.J.: Plans to contact a possible ChatGPT speaker.
* Kristelle: June FOT will be same as April. Next FOT will begin to use updated content.
* Sam: Had a great Chapter meeting and good feedback.
  + Attendance could be better.
  + June’s event will be a social gathering in Salem.
* Amanda: Fierce registrations have begun (4 so far)!
  + Also speaking to possible speaker about ChatGPT.
* Amy: Learning Over Lunch this week has over 20 registrants. Future session to cover the ATD conference.
* Steve: For our certificate of deposit, OCCU looks promising.

**NEW BUSINESS**

* Event ideas about generative AI
  + Survey of AI tools
  + Series of events
  + Inject AI topics throughout professional development topics
* Social media ideas to try
  + Transition our current LinkedIn group into a business page
  + Post member spotlights (new or existing)
  + Use Canva to create small, eye-catching announcements in our event posts
    - Need guidelines for size, etc.
* Chapter revenue balance
  + Situation: We are dropping down to 3 FOT classes this year
  + Need to boost revenue from events and membership
* Survey ideas
  + Offer a coffee gift card for survey respondents
  + Explore survey tools:
    - Not Wild Apricot
    - Survey Monkey was difficult to retrieve older data + hard to transfer account access (but we could get a multi-user plan)
    - Licenses needed: Admin / Membership / Professional Dev
    - Maybe get a volunteer to take responsibility over Data Analysis (Amy and/or Kristelle to hold meeting asking for input)

**ADJOURNMENT:**

A motion was made by Amy to adjourn. Amanda seconded. Motion carried.

Respectfully Submitted,

-Steven Brooks

Director of Operations/Finance