June 27, 2023 • 5:00 – 6:30 PM

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

**ROLL CALL**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA**

A motion was made by Amy to approve the agenda. Amanda seconded. Motion approved.

**Approval of Minutes**

A motion was made by Amanda to approve the minutes from the prior board meeting. Amy seconded. Motion approved.

**Approval of Financial Report**

A motion was made by Kristelle to approve the financial report as presented. Amanda seconded. Motion approved.

**Business Manager Update**

Ann alerted us to upcoming sales promotions coming from national ATD.

**DIRECTOR / VOLUNTEER UPDATES**

* All Board members are advised to craft volunteer messages using the resources D.J. emailed.
* Kristelle has a large number of volunteers needed and will evaluate her needs with D.J.

**NEW BUSINESS**

* Review Ann’s availability (about 10 hours/week)
  + Ann is still getting back into her normal routine and will keep evaluating how much bandwidth she has.
  + In general, she is off on Fridays and has limited availability on Mondays.
* PHRMA update
  + D.J. and Ann are working on refreshing our agreement with PHRMA.
  + Both our organizations have lagged on our commitment to share each other’s upcoming events. We intend to restart.
  + Amy asked how we decide whether to share events with PHRMA. A suggestion was to indicate it on the marketing form.
* Possible internship for event marketing volunteer:
  + Amy knows a recent graduate (Mia) who might help with marketing needs. This person is not a member, so the idea of an internship was considered.
  + The internship idea had no direct objections. However, any arrangement with a student intern should have formal requirements and procedures documented.
  + We also discussed qualifications for a volunteer to join the Board. Ann advises we make that commitment and qualifications clear to ensure long-term success on the Board.
* Possible policy update regarding media sharing from events:
  + We discussed a recent situation where a participant in an event shared a screen capture of an online event and posted without notifying anyone.
  + Our Terms and Conditions document covers this sort of policy, and it is linked on our registration form. Ann agreed that we should update it.
    - Amanda suggested we also add a statement on our event registration email.
* Plans for new format to the Community in Practice events:
  + Using a chat channel for participants: Working messages are best served by Slack or something other than our chapter LinkedIn channel.
  + To hold an in-person “capstone,” consider leveraging either free spaces or having a brief spotlight sharing at an in-person chapter meeting.

**ADJOURNMENT:**

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

Respectfully Submitted,

-Steven Brooks

Director of Operations/Finance