November 28, 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**  Elle Christensen  Julie LaRoche |

**ROLL CALL**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA**

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

**Approval of Minutes**

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

**Approval of Financial Report**

A motion was made by Amy to approve the financial report. Sam seconded. Motion approved.

A motion was made by D.J. to transfer his signator authority on the Bank of America account. Steve Brooks, Director of Finance, seconded the motion.   
Steve will be added as a signator, replacing D.J. Motion approved.

**Business Manager Update**

* Ann shared reminders to Board Directors regarding:
  + Renewal of our ATD national membership
  + Risk assessment review
  + Ann will have reduced hours from Dec 15 to 31
* An SOS was submitted for the Chapter’s Learning Over Lunch events
* To satisfy the CARE Programming requirements, we confirmed that awards were given to volunteers.

**DIRECTOR UPDATES**

* Steve (Finance) – Meeting with Linda and Bank of America manager on 11/30 to clarify:
  + How to transfer money to Unitus Credit Union.
  + How to update the signator for our Bank of America account (see motion under Financial Report, above).
* Amy (Membership) – We have extended an offer to lapsed membership to renew at a discount, and some have taken the offer.
* Kristelle (Professional Dev) – Currently reviewing the project plan for Fundamentals of Instructional Design. May need to move dates ahead for pilot.
* Sam (Progams) – Will be helping with Board retreat.
* Amanda (Events) – Our February State of the Industry event is now on website.

**NEW BUSINESS**

* Survey results shared---huge thanks goes out to Elle Christensen and Julie LaRoche!!
  + Discussed event ideas revealed by the survey.
  + Volunteers – need to expand our outreach and use new tactics (incentives, in-person outreach, testimonials (video?), etc.)
* Budget planning –
  + Steve will schedule meetings with each Director.
* Board Retreat
  + We agreed that December 9 will be our target so we can leverage our plans in the budget.

**ADJOURNMENT:**

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

Respectfully Submitted,

-Steven Brooks

Director of Operations/Finance