

**BOARD MEETING MINUTES**  
September 26, 2023 • 5:00 – 6:30 PM

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

**ROLL CALL**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA**

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

**Approval of Minutes**

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

Amanda / Amy

**Approval of Financial Report**

We are taking a different approach to our annual financial review. Rather than a committee of volunteers, we are relying on our standard process of approvals, along with the review provided by our CPA during tax preparation.

Amy asked about funds for the end-of-year event.

Kristelle asked, and we agreed, she could use the funds budgeted for FOT facilities, which we did not need this year.

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

**Business Manager Update**

- After exploring the complex electronic process for transferring of funds from Bank of America to Unitus Credit Union, the recommendation is to use a physical process (drop off a check).
- For the CARE preparations, Ann will be adding the Joint programming we offer.
- Work on a new LinkedIn account is continuing.
- We have begun to publish member spotlights in our Monday emails.
- Phishing: After a recent phishing email, Ann reminded us that there is NEVER a time when chapter leaders will be asked to pay for something. If we encounter any phishing emails, please notify Ann.

## **DIRECTOR UPDATES**

- Sam is arranging a data visualization presentation for the October chapter meeting.
- Amanda has prepared the Oct 20 event with Trystan Reece and is working on an event in December.
  - Ann noted that we could leverage the Employee Learning week that happens early in December.
- Amy shared that we had a large registration but a fraction of attendees for our recent Learning Over Lunch on ChaptGPT.
- Kristelle shared that the “classic” Fundamentals of Training is now retired.
  - We are shifting to a new offering that relies on chapter-owned content. The new program is targeted for January with an emphasis on the fundamentals of Instructional Design.
  - We discussed the possibility of offering a presentation skills course, and then tapping the attendees for sharing a presentation with the Chapter.
  - Also note that Julie Gillespie stepped down as Associate Director.
- Steve shared plans for the election, which is delayed and pending a marketing message that D.J. is developing.

## **NEW BUSINESS**

- D.J. asked us to think about our need for Monday.com.
  - History goes back 4+ years, but the usage never fully materialized.
  - We'll reconsider this tool during our budget reviews.
- We discussed what compensation alternatives we might offer to speakers.
  - There's some information in our SOP.
  - We can continue this discussion in a future meeting.
- Update on Member data report: Amy shared what the committee has prepared. They are open to Board input.
  - Note: The data report is interactive—for example, we can change the sort order.

## **ADJOURNMENT:**

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

Respectfully Submitted,  
-Steven Brooks  
Director of Operations/Finance