

Sacramento ATD Board Meeting Agenda

Video conference via Zoom:
<https://zoom.us/j/740800340>

December 15, 2018
12:15 p.m. – 4:00 p.m.

Attendees:

Sarah Crawford, Allison Horak, TS Hamilton, Rosalind Sago, Kim Geil, Wendy Brodnick, Katherine Adraktas, Erin Lebacqz, Erin Castleberry

Agenda:

12:18 p.m. – Meeting called to order (Sarah)

12:19 p.m. – Vote to Approve Board Meeting Minutes (Board)

- November minutes – Allison motions to approve; 2nd by Kim; no discussion; no dissenters; all in favor – motion passed.

12:21 p.m. – President’s Update (Sarah)

- Who are we? Review of mission, constitution, and bylaws. Please send any changes/updates for the constitution/bylaws to Sarah.
- Nominations – Sarah presented nominations slate including Todd Greider for 2019 Director of Marketing & Communications and TS Hamilton for 2019 Director of Strategic Partnerships, Roz motions to approve, 2nd by Wendy; no discussion; no dissenters; all in favor – motion passed. 2019 Board includes Sarah Crawford (President), Rosalind Sago (Co-Director of Programs), Katherine Adraktas (Co-Director of Programs), Kim Geil (Director of Finance), Wendy Brodnick (Director of Membership), Todd Greider (Director of Marketing and Communications), and TS Hamilton (Director of Strategic Partnerships). Allison Horak’s term on the Board has expired and she needs to be removed as an authorized signer and key executive from the Wells Fargo accounts.
- Review of calendar/board expectations – Sticking with Tuesdays from 5:30-7pm with Zoom for Board meetings in 2019. Directors expected to attend all meetings and retreats, associates at least half of the meetings. If you are unable to attend, let Sarah know and make arrangements for your update. Communication expectations – 24hr response on emails; utilization of Trello for chapter documents.
- Policies – Social media policy – sign and send back to Sarah by 12/31. Finance Policy – please review and familiarize yourself.
- Insurance – all directors and officers covered by our policy.
- CARE – review of ATD’s CARE requirements for our chapter.

1:04 p.m. – SWOT Analysis (Allison)

- Board participated in SWOT analysis exercise.
- Allison will compile exercise responses/feedback.

2:30 p.m. – Finance Update (Kim)

- Working on 2019 budget – be sure to send your 2019 info to Kim.
- Distribution and review of 2018 preliminary summary 2018.

2:45 p.m. – Marketing/Communications Update (Sarah/Erin L.)

- Review of draft member survey – discussion on revisions.

3:15 p.m. – Programs Update (Roz/Katherine)

- COLA – high eval scores.
- January – Emotional Intelligence (Lumina Learning). Discussion on changing name from “emotional intelligence” as it may be misleading. Roz to discuss with speaker.
- February – exploring Training Trends tabletop.
- March – OD SIG – Jason Robertson.
- April/May – exploring tech training panel, CEO/training officer panel, data analytics, ROI case study.
- For 2019, going to 10 meetings instead of 11.
- GIG’s (geographic interest groups) – exploring this opportunity with Wendy (membership).

3:50 p.m. – Strategic Partnerships Update (TS)

- Working on developing some defined levels for sponsorships, advertisers, and partners. Once defined, will work on marketing this and website updates/overhaul.

3:53 p.m. – Membership Update (Wendy)

- Major focus on increasing power memberships in 2019.

4:00 p.m. – Adjourned

Notes/Action Items:

- Review constitution/bylaws and send changes to Sarah (Board)
- Sign and send back Social Media Policy by 12/31 (Board)
- Review Finance Policy (Board)
- Compile SWOT analysis exercise responses (Allison)
- Send 2019 budget info to Kim (Board)