

Sacramento ATD Board Meeting Agenda

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

June 27, 2018
5:30 p.m. – 7:00 p.m.

Attendees:

Sarah Crawford, Allison Horak, Rosalind Sago, Wendy Brodnick, Alex Read, Jen Anderson

Agenda:

5:30 p.m. – Arrival and welcome (Sarah)

5:35 p.m. – Meeting called to order (Sarah)

5:36 p.m. – Vote to Approve May 2018 Meeting Minutes (Board)

- Alex made motion; Wendy seconded, open for discussion, no dissenters, all in favor—motion passed

5:38 p.m – President Update

- Sarah announced that our chapter will be presenting two sessions at the October 2018 Chapter Leaders Conference –Sarah and Allison submitted a proposal about using a Virtual Assistant. And Wendy will present a session focused on our Veterans Membership and SOS submission.
- Those attending Chapter Leaders Conference (as of June): Rosalind (continuing in the programs role), Erin, Jen, Sarah, and Wendy.
- July 21st Board Retreat to all members involved in the Board and those who have expressed interest.
- Accomplished a Goal – ATD Store which is a new requirement for CARE. Someone can purchase their National and Local memberships. Drive the joint membership number. (Goal is 35%) We are hanging around 27%. Kudos to Casey! Yay! Learning more about the process in the coming weeks.
- A member reached out to us and a member – CPLP Study Group – Opportunity is interested in putting together a study group – Rocky Mountain Chapter hosts a virtual study group. Zoya is interested. WE don't have it but she is joining us a local member now. We should reach out and check if we have others involved.
- Sarah holding ATD Sacramento checkbook for Kim and will send checks/pay invoices while Kim is out of the state for the Summer

5:44 p.m. – Strategic Partnerships Update (Sarah)

- Erin and Sarah worked together to remove our old sponsors and have received a proposed MOU for partnership with Alliant University – for a local partnership. Partnership agreement is included in Trello. Review the MOU carefully. It is a good opportunity with benefits to our members for a 10% discount. They are located in Sacramento and will host three events.

- Allison made a motion to approve the Alliant MOU as is, Alex seconds
- Ros, Allison, Sarah, Wendy, Alex all vote in favor of approving the MOU.
- Continuing to look for more opportunities to give value to our members through discounts, value-added partnerships with Training Magazine, eLearning Art.com.
- Receiving more marketing opportunities from eLearning Guild

5:56 p.m. – Past President Update (Allison)

- Allison is finalizing rubrics and submission forms for the Champions of Learning Awards – now more consistency and order to the rubrics and follows along chronologically for the judges. Hopefully it is easier to score. They are not on Trello yet but waiting for the new logo for the submission form.
- Financial policies were shared prior to meeting and all were ready to vote, even with Kim is not present. All were in favor, no nays. New Financial Policies were approved by vote.

6:10 p.m. – Programs Update (Rosalind)

- Programs report is up on Trello.

6:20 p.m. – Membership (Wendy)

- 6 new members this past 30 days
- 25 renewals pending
- 201 Active
- 244 Total
- Los Rios – Los Rios Group Membership part of partnership
 - Bruce Winner
 - Cathy Jason
 - Alex (Alessandra) Balsamo
- Pending Renewals – 2 months – WA setup 25 pending renewals

6:32 p.m. – Marketing/Communications Update (Sarah)

- Champions of Learning update
 - Rolling the marketing prior to September – Wendy & Jen will work on the marketing COLA schedule. Wendy will send the email marketing for Submission campaign.
 - September 10th submissions for COLA will open

6:45 p.m. – Adjourned

Notes/Action Items:

- Review email from Sarah on partnership with VSP on October supersession (Board)
- Post final UOP agreement on Trello (Sarah)
- Remove Sac State CCE from sponsorships on website (Erin)
- Contact Todd on domain name background (Kim)
- Send Kim background emails on domain info (Sarah)
- Send response email language to Erin for received speaker proposals (Rosalind)
- Send upcoming event details and content to Erin and Sarah for posting on website and marketing (Rosalind)
- Notify Trainer as Facilitator registrants about cancellation (Erin)
- Cancel all Trainer as Facilitator marketing (Erin)
- Touch base on marketing plan for summer/fall (Sarah and Erin)
- Chat with Erin on Wild Apricot reports (Wendy)
- Send final thoughts on Finance Policy to Allison (Kim)
- Send Finance Policy our for vote via email next week (Allison)
- Send out doodle poll tomorrow for next COLA planning meeting (Sarah)