

# Sacramento ATD Board Meeting Agenda

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

November 27, 2018  
5:30 p.m. – 7:00 p.m.

## Attendees:

Sarah Crawford, Allison Horak, Alex Read, T.S. Hamilton, Rosalind Sago, Kim Geil, Wendy Brodnick, Katherine Adraktas, Erin Lebacqz, Jen Anderson, Erin Castleberry

## Agenda:

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

5:36 p.m. – Meeting called to order (Sarah)

5:37 p.m. – Vote to Approve Board Meeting Minutes (Board)

- October minutes – Alex motions to approve; 2<sup>nd</sup> by Allison; no discussion; no dissenters; all in favor – motion passed.

5:38 p.m. – President’s Update (Sarah)

- Prepping year-end wrap-up and CARE requirement packaging.
- Will be sending out year-end checklist for things that need to get done.
- Sign up for COLA if you haven’t already done so.
- Complete the assessment for the Board retreat by 12/4.
- Complete budget questionnaire and send to Kim.
- Submit all outstanding expenses/reimbursement to Kim.
- Email Sarah input for January VA review.
- Transition any accounts/passwords/etc. to incoming Board member in your role.
- Sarah will send out data points needed from each Board member for compiling state of the chapter annual report.
- Todd Greider reached out about taking a Board role in marketing/communications.

5:59 p.m. – Past President’s Update (Allison)

- Working with Sarah on Board retreat – compiling SWOT analysis.
- VA annual review scheduled for 1/2/19.
- Assisting with data gathering for annual report.
- Working with Wendy on email campaign to national members who aren’t chapter members.
- Ongoing work on succession planning document.

6:02 p.m. – Programs Update (Katherine)

- 11/7 OD SIG event – 20 attendees, small group with about 8 “regulars.”
- COLA – Sarah will follow-up with nominees who haven’t responded yet.
- COLA – Katherine will send draft placemat and itinerary out for Board review.
- COLA – All nominees will be receiving swag and then winners will also receive the plaque (2 winners).
- COLA – Working on finalizing the PowerPoint presentation.
- COLA – Board assignments: Allison and TS to work book-signing with Dr. Kaye; Wendy to introduce nominees and winners; Sarah will send script to Wendy.
- 1/14 event – collecting speaker proposal to finalize.
- Remainder of 2019 programming has been mapped.

6:20 p.m. – Special Events Update (Alex)

- 11/1-2 event – 22 registered, location was not the best, but it worked.
- Alex is available to help facilitate continued partnership with Los Rios and Katrina.
- Sarah will pull all eval results from Katrina classes and send to TS to reach out to Bruce/Katrina.

6:24 p.m. – Membership Update (Wendy)

- 261 current (10 overdue renewals) – large reduction from Oct due to a group membership of 10 not renewing (CalSTRS).
- Waiting on confirmation of power membership % from ATD, but estimated at 31% - need 9 nationals to become locals or 9 locals to become nationals.
- Veteran initiative – 9 new veteran members since campaign.
- Veteran’s mixer – small group of 9; very informal, smoky conditions may have affected attendance; looking to do more pop-ups next year.
- Planning to send chapter membership promo email to national members by Fri 11/30.

6:35 p.m. – Finance Update (Kim)

- Continuing to look good – in the black,
- To date for 2018, have only received 80% of planned income, but that’s has been ok since we have only paid out 60% of planned expenses.
- Beginning planning for 2019 budget.

6:38 p.m. – Strategic Partnerships Update (T.S.)

- COLA sponsorships – working on a couple last minute sponsorships.
- Gearing up to get organized for 2019.

6:42 p.m. – Marketing & Communications Update (Sarah, Ern C., Erin L., Jen)

- Sarah to make introductions between Todd and Erin L.

- 1/14 event – will work with programs to get event content and email promo copy out to Erin C. for website posting and email scheduling.
- Sarah and Erin L. to work on drafting end of year wrap up email/newsletter.
- Jen will make sure Erin L. has passwords for everything and post on Trello.

6:53 p.m. – Adjourned

Notes/Action Items:

- Sarah to send out year-end checklist to Board (Sarah)
- Complete year-end checklist items (Board)
- Follow up with COLA nominees not yet registered (Sarah)
- Send draft placemat and itinerary to Board (Katherine)
- Send COLA script to Wendy (Sarah)
- Send all 2018 course evals for Katrina events to TS (Sarah)
- Send email copy for power membership promo to Erin C. (Wendy)