

MEETING MINUTES

Parliamentarian: Monica Cornetti

June 19, 2017

The monthly board meeting of the ATD Austin Chapter Board was held on Monday, May 15th, 2017, at 6:39 P.M., via Adobe Connect as a virtual meeting.

The President, Sallia Bandy, being in the chair and the Parliamentary role filled by Monica Cornetti, VP of Professional Development. (The Parliamentary role will be rotated thru board members until new VP of Records chosen.) Timekeeper is Leah Carruba. (Role will rotate.)

Position	Name	Attendance
President	Sallia Bandy	Present
President Elect	Leah Carrubba	Present
Past President	Debrah Fields	Present
VP of Finance	Sherry Dossman	Present
VP of Membership	Sherry Dossman	Present
VP of Professional Development	Monica Cornetti	Present
VP of Programs	Debrah Fields	Present
Guests:		
Director of CPLP	Joan Maddox	Present
Director of PR and Marketing	Courtney Cordova	Present

The minutes of the June meeting were emailed prior to this meeting for accuracy and approved at the beginning of this meeting.

Reports

VP of Finance report: Sherry gave financial update stating that the Financial Reports are poste in the Google Docs file.

VP of Programs: Debrah announced changes in the Programs schedule. Sallia Bandy will be speaking at the July Chapter Meeting and Patricia Selmo will be speaking at the August Chapter Meeting. Courtney is beginning new job at Whole Foods and it was requested that she help make contact there for a speaker and for Whole Foods to host an onsite for the September Chapter Meeting. Sallia Bandy is confirmed as speaker for the October Chapter Meeting. The November Chapter Meeting will be presentations by the Leaders in Learning Nominees.

VP of Professional Development report: Monica gave update on programs. Discussion followed about best times for an ½ day program that follows Monthly Chapter Meeting and it was determined that these programs should start run from 2:00-4:30 p.m.

VP of Membership report: Sherry announced that Warren has resigned from Director position because of work conflicts. She gave an update on the ATD Membership Store, it is working and we have possibly 20-25 new members. She has been having paperwork upload problems and is working to resolve those issues.

President Elect report: Leah reported that she has created a targeted list of CLOs, Training Managers, and L&D Managers and will reach to them personal to ask if they'd like to submit for the Leader in Learning (LIL) awards. The goal is to get 100 people who are interested and convert that to 25 applicants. Discussion followed about the Succession Plan and the best way to ask people to join us. Possible ideas include 1) Director rather than Board Member positions; 2) a clear Value Proposition of what we offer as an organization, benefits to our members, and why they would want to join us as a Board Member. Discussion regarding plans for the Employee Learning Week (ELW) Banquet followed. Leah stated that the planning documents are in the Google docs folder. Applications for LIL awards open on September 22nd.

ATD Austin Chapter Board Meeting

A budget should be determined so that we can begin preparation for the event. Sherry suggested that we start with the 2016 final budget, there were 64 paid guests last year. Special Committees were discussed: 1) Sponsorship – create specific, detailed sponsorship packages; 2) Marketing and Advertising; 3) Photo Booth – change it to a red carpet with a photographer taking pictures as guests arrive; 4) Keynote Speaker assigned to Monica – look for motivational and fun rather than business based, \$500 budget; 5) Raffle assigned to Debrah and Sallia.

Special Committee Report(s)

Director of CPLP: Joan sent out an email with information about the CPLP Cohort and is ready to market and promote. It was asked that she clarify with the Denver Chapter that we are joining with them and that marketing materials are co-branded.

Unfinished Business:

- President Elect working on job descriptions and requested everyone to go out and look at job descriptions for other chapters.
- President Elect working on succession planning.
- President prep for Board Elections and Sep. 8 elections.

New Business:

- Courtney Codova would like to come back on the board as a VP rather than Director. Discussion followed regarding VP roles: 1) Director positions help with succession planning; fewer people are need for a quorum; 2) more selective – is it the right fit? Sallia asked that we table this for one month until Courtney begins her new job and then revisit after she has a better understanding of her workload
- Monica will take over the newsletter for July and August.

Action Items:

- Update scorecards (**Board**)
- Send out organization chart to SIGS and Board to share vacant positions at events and meetings (**Sallia**)
- Complete Risk Management by end of July (**Sallia**)
- Request more information regarding Degreed proposal (**Sallia, Courtney, Leah, Debrah**)
- Prep for board elections; advertise in August and held in September (**Sallia**)
- Project Management ELW (**Leah and committee**)
- Create spreadsheet and add to Google Drive for tracking CARE. Going forward 5 minutes of CARE and SHARE at board meetings. (**Leah**)
- Plan mid-year strategy retreat scheduled to be held at Leah's home on July 29, 2017 – value proposition and volunteer focus. (**Leah and Sallia**)
- Target organizations for LIL Award submissions (**Courtney, Lynda Baker and Leah**)
- Advertise for board elections in August (**Courtney, Sallia**)
- Advertise for ELW (**Courtney**)
- Provide report with pie charts at next board meeting. (**Sherry**)
- Modify food and drink category in report (**Sherry**)
- Do next testimonial for chapter website (**Joan**)
- Partner with Sherry to get started at ACC (**Joan**)
- Check within her organization for potential auditor (**Joan**)
- Verify co-branding of CPLP Cohort (**Joan**)
- Ensure details for remaining workshops are updated on chapter website (**Monica**)
- Ensure details for remaining chapter meetings are updated on chapter website (**Debrah**)

Next meeting: **Board Meeting on Monday July 17, 2017 at New Horizons Computer Center.**

The Meeting adjourned at approx. 8:38 P.M.