

MEETING MINUTES

Parliamentarian Kathy Nugent-Arnold

January 23, 2017

The monthly board meeting of the ATD Austin Chapter Board was held on Monday, January 23rd, 2017, at 6:30 P.M., at the New Horizons; the President being in the chair and the Parliamentary role filled by Kathy Nugent-Arnold, VP of Records.

1.) Attendees

Position	Name	1-23-17
President for 2017	Sallia Bandy	Yes
President Elect	Leah Carrubba	Yes
VP of Communications	Jaime Davis	Yes
VP of Finance	Sherry Dossman	Yes
VP of Membership	(above)	(above)
VP of Professional Development	Monica Cornetti	Yes
Past President	Debrah Fields	Yes
VP of Programs	Tameka Thomas	Yes
VP of Public Relations	Courtney Cordova	Yes
VP of Records & Administration	Kathy Nugent-Arnold	Yes
VP of Special Interest Groups	Open	
VP of Technology	Michelle Spencer	No
VP of Volunteers	Open	Yes
Guests:		

2.) Approval of minutes – none available

3.) Review of Changes to ByLaws: Discussion on changes to board member attendance in regards to monthly board and chapter meetings. Motion: Debrah – accept to changes the by-laws as provided. Amendment: Jamie – approve with grammatical corrections, and change from 3-excused absences of meetings to six excused absences for chapter & board meetings. Vote passed; all in favor.

4.) Chapter Code of Conduct – hard copies distributed for signatures & collected from Courtney Cordova, Sallia Bandy, Sherry Dossman, Tameka Thomas, Monica Cornetti, Jamie Davis, Debrah Fields, Leah Carruba, Kathy Nugent-Arnold.

5.) Review of Scorecard:

- a. Events & Programming –
 - i. change #1 to “include” instead of “replace”;
 - ii. #3 - workshop in April on Cross Team Collaboration is in work and could be used as Membership Drive – TBD;
 - iii. include promotions for New Horizon events – SpecTECHular, etc.
- b. Membership – 2 membership drives; one for students – tbd
- c. Marketing & Communications – work continues with sponsors; Vendor Directory – in work. Add goal for “establish communications process for events”.
- d. Leadership & Administration
 - i. #1 Complete – Recruit a VP of Finance – done. Welcome, Sherry!

- ii. Calendar – Sherry has started one.
- 6.) CRM NAC – contacts are in binder; feel free to contact. NAC calls are in the calendar. Contact Sallia if you do not have the invite.
- 7.) Reviewed Leadership Development Opportunities:
- a. Regional ATD Chapter Leader Conference is March 31 – April 1; board members should plan to attend. Reservations on Friday night – dinner at Stiles Switch Barbecue on Lamar; each chapter will present on a topic.
 - b. National ATD Chapter Leaders Conference in October; attendance by executive team + 3 board members TBD (via lottery).
- ADD to list:
- c. Monthly Chapter Calls with CRM NAC.
 - d. ICE – include sign-up on Website for group discounts (Courtney)
 - e. Austin Chamber of Commerce – next meeting on February 10th at noon; Debrah to attend.
- 8.) Reviewed Board Benefits & Expectations
- a. Chapter Leaders/Directors (not board members) – page 49 – Membership not paid for local/national.
 - b. Chapter Board Members
 - i. Should register as “Members without lunch” and pay \$10; lunch is paid.
 - ii. “Extended DISC” – request emailed to fill out for each Board Member; please complete by end of month.
 - iii. Proposed change in operations for 2018: Membership not paid; board meetings will be. Cost is about the same to the chapter finances.
 - iv. Please register for board meetings/events in Wild Apricot to assist with tracking.
- 9.) Reviewed process for how to submit Events for publication to website/social/emails: Expect 48 hours turn-around.
- a. Two options:
 - i. Online Submission – go to Google Apps, click on “More” under the Apps, and will appear under FORM. Direct Link to see available Forms: <https://docs.google.com/forms/u/1/?tgif=d>
 - OR -
 - ii. Type it up (using the form handed out) and email it in to Courtney.
 - b. Courtney receives the info submitted (online or via email) and :cc’s Sallia to coordinate with New Horizons.
 - c. Courtney updates the website; passes along to Social (Facebook, twitter, LinkedIn, etc.) and on to Jamie for Email Newsletter.
 - d. Cadence: 1st announcement – 2 weeks out; Registration Reminders for those who signed up.
 - e. Jamie & Courtney: Review the “Houston Model” of “announcements every week of the next 2-weeks of upcoming Events”; goal is to setup consistent communications and in advance.
- 10.) Strategic Compass – in the back of the binder; please review.
- 11.) 2017 budget - Send info to Sherry if you have budget items. To order food – contact Sallia to place the food order. (Easy Cater is really good). All Credit Cards should be turned in.
- 12.) Monday Happy Hour: Social, Raffle, larger membership drive in March. 3 door prizes + Debra has some.
- 13.) Speaker needed for Chapter Meeting on May 12th; would like to have it On Site.(Or August or October).
- 14.) Monica – to share Office Depot info to get discounts on printing

Meeting Adjourned: 8:42pm