

Meeting Minutes

February 20, 2017

Parliamentarian

Kathy Nugent-Arno

The monthly board meeting of the ATD Austin Chapter Board was held on Monday, February 20, at 6:30 P.M., at Brio's Restaurant; the President being in the chair and the Parliamentary role filled by Kathy Nugent-Arno, VP of Records.

1.) Attendees

| Position | Name | 1-23-17 | 2-20-17 |
|--------------------------------|-------------------|-------------|---------|
| President for 2017 | Sallia Bandy | Yes | Yes |
| President Elect | Leah Carrubba | Yes | Yes |
| VP of Communications | | Yes - Jamie | Open |
| VP of Finance/VP of Membership | Sherry Dossman | Yes | |
| VP of Professional Development | Monica Cornetti | Yes | Yes |
| Past President | Debrah Fields | Yes | |
| VP of Programs | Tameka Thomas | Yes | Yes |
| VP of Public Relations | Courtney Cordova | Yes | Yes |
| VP of Records & Administration | Kathy Nugent-Arno | Yes | Yes |
| VP of Special Interest Groups | Open | | |
| VP of Technology | Open | Yes | |
| VP of Volunteers | Open | Yes | |
| Guests: | | | |
| VP of Communications | Jaime Davis | | Yes |

1.) Financial Update from Sherry Dossman:

- a. 2016 ended with -\$3k.

b. Sherry will change how cash flow and forecasting is being done and will be reconciling weekly; if you have a Program; please send Sherry the info for each event using the form provided.

2.) Completed an exercise using the “Strategic Compass” as a tool.

a. This is a tool to look at all proposals/events with the same evaluation criteria

b. Each proposal should be evaluated to see how many of the top 3 are “checked”. The “items at the bottom” are then reviewed & checked if applicable.

c. Similar to “plinko” game – check as many as possible before considering.

3.) Disc assessment/discussion will be in April

4.) Thank you to Jamie for serving as VP of Communications! Letter of resignation submitted on February 17th.

5.) Job descriptions – everybody will need to review; Kathy to send out sign-off sheet to indicate review completed. Also, be thinking of “sucession planning” and be thinking of your replacement.

6.) Next month’s meeting is virtual

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Kathy Nugent-Arnold

VP of Records & Administration | Austin Chapter

Association for Talent Development (ATD), formerly ASTD

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