



Meeting Minutes - draft March 20, 2017		
	Parliamentarian	Sherry Dossman (March designate)

The monthly board meeting of the ATD Austin Chapter Board was held on Monday, March 20th, 2017, at 6:38 P.M., via virtual meeting.

The President, Sallia Bandy, being in the chair and the Parliamentary role filled by Sherry Dossman, VP of Membership & Finance. (Parliamentary role will be rotated thru board members until new VP of Records chosen.) Timekeeper is Debrah Fields (Role will rotate.)

1.) Attendees

Position	Name	3-20-17
President for 2017	Sallia Bandy	Yes
President Elect	Leah Carrubba	No
Past President	Debrah Fields	No
VP of Finance	Sherry Dossman	Yes
VP of Membership	(above)	(above)
VP of Professional Development	Monica Cornetti	Yes
VP of Programs	Tameka Thomas	Yes
VP of Public Relations	Courtney Cordova	No
VP of Communications	(above)	No
VP of Records & Administration	Open	

VP of Special Interest Groups	Open	
VP of Technology	Open	
Director of Volunteers	Open	
Guests:		
Joan Maddux		

- 2) Approval of minutes – February draft minutes sent by Kathy Arnold-Nugent on February 24, 2017.
- 3) Board Changes (Sallia Bandy)

-Review new org chart. Courtney has requested to not be a board member, but still handle marketing & communications and public relations.

-Open positions: Director, CPLP (assist with Rocky Mountain chapter); Director Communications (newsletter – Jaime handling thru April); Director, Records; Director, Technology; Director Membership Student & University Relations; Membership, Volunteer Engagement

-Preparing for 2018 Org Chart to be more like National ATD

-Introducing Joan Maddux. Looking at role as Membership Director Student Relations or Director Volunteer Role. Maybe lead CPLP group. Joan has lots of

- 4) Regional ALC (Sallia Bandy)

-Should have received an email from Eventbrite today. Joan invited to attend with us.

-Reviewed agenda and speakers (Houston, San Antonio and Ft Worth)

- 5) Finance Update (Sherry Dossman)

-Reviewed February Balance Sheet, February Income and Expenses, 2017 YTD Income and Expenses including Pie Charts, and March Income and Expenses as of March 20th). All of these can be found on shared Google drive.

-Discussed meeting between Gwyn and Sherry regarding non-profit bookkeeping. Great resource.

-Searching for an auditor to review our books. Currently advertising with local CPA network for a pro-bono service.



6) Calendar Review (Sallia Bandy)

-Sallia created a hidden page Monthly Event Handout in Wild Apricot for a running look at what's coming on the calendar, what our sponsors are doing, speaking proposals, etc. The idea is if we have any kind of event to pull out the hand outs and deliver --take a screen shot, paste and print.

More publications to our membership with newsletter, email blasts. It's a running, monthly event and gives just enough of information to membership.

7) Round Table (All)

Sallia: Where are we with our Operating Plan and Scorecard and have some measurements in place because we will need in place for our CARE Plan. Want to visit every month at the board meeting, status, and action items. Next board meeting, take section, update your goals and names, and give status. Will be consolidated into one scorecard.

Leah will start looking at CARE requirements and bring to board meeting. We want to be sure the operating plan and CARE are the same requirements.

Tameka: Just had our March Chapter Meeting with really good feedback and possibly creating a workshop with Kim/Booster Rockets. Next month is Catherine Jewell for our workshop.

Sallia – any suggestions from anyone for additional speakers or subjects? Need leads on on-site event venue with others. Suggest scheduling into next year (2018), especially for January and February.

Monica: Gamification certification – small crowd (12 registrants) – with favorable feedback from evaluations. Do we keep surveys somewhere?

Monica didn't charge her fees. Want to re-examine the breakfast menu and offer something light for an all-day session. Rest of sessions are 1/2 -day sessions, and the next one is May 5th. The question is transactional and/or transformational for upcoming sessions. Best to have a multi-faceted membership attendance (CLO's, directors, practitioners, etc.)

Joan: Very organized. Really good to hear about financials. Excited about the future and some good ideas for the future.

Sherry: Possible new board/director member, Warren Orr. Sherry to speak with him on Tuesday, March 21.

Traveling this week to Oklahoma to see family. Return March 27th.

Meeting Adjourned: 7:57pm