

MEETING MINUTES

Parliamentarian: Debrah Fields

May 15, 2017

The monthly board meeting of the ATD Austin Chapter was held on Monday, May 15th, 2017, at 6:39 P.M., via in-person meeting at New Horizons Computer Center.

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

The minutes of the April 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. Reconciled May workshop, paid speaker and two memberships.

VP of Professional Development report: Monica gave update on May workshop including expenses. Discussed changes regarding scheduled programs.

VP of Programs: Debrah confirmed speakers for June – August. Requested for chapter meeting and workshop details to be updated on chapter website. Discussed changes regarding chapter meetings. Requested speaker information from Monica. Need program for September.

VP of Membership report: Sherry confirmed chapter is now setup on the ATD Membership on the store and 5-6 more members joined. Working on job descriptions for President Elect. Creating metrics for membership and working on a group membership to offer companies. Looking at planning a campaign/social and need a sponsor. President of International Federation would like to do an event together. Reported that Warren spoke with contact at ACC. No information on volunteers.

- Leah Carruba – provided name of possible volunteer.

President Elect report: Leah reported that work on Employee Learning Week (ELW) is slowly progressing. Gave update regarding Leader in Learning (LIL) awards first meeting. Requested leads from the board for submissions and asked board to think about people who are developing programs; the goal is 25. Received two leads: Goodwill and Texas Comptroller Public Accounts. LIL information session is Aug. 4, applicants selected will present at the Nov. 10 chapter meeting and the awards banquet is scheduled for Dec. 8, 2017. Requested input regarding what worked well and what did not work well.

Special Committee Report(s)

Director of CPLP: Joan is working on CPLP position description. Volunteered to be a guest speaker to see how they manage program and scheduled meeting on Mon. 22 to discuss potential partnership. Met with previous CPLP leader to receive feedback.

- Debrah- suggested CPLP cohort for existing CPLP holders to share ideas for recertification.
- Sallia- Scheduled to do a CPLP interview at ATD ICE.

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.
- President work on Risk Management.

New Business:

- Degreed proposal; board requested more information.
- Discussed need for Auditor.
- Leah will begin tracking CARE requirements on Google drive.
- Discussed modifying survey for chapter meetings and events, lack of responses and vague questions.
- CPLP strategy needed.

Action Items:

- Update scorecards (**Board**)
- Send out survey monkey login and password (**Sallia**)
- Send out organization chart to SIGS and Board to share vacant positions at events and meetings (**Sallia**)
- Complete Risk Management by June (**Sallia**)
- Request more information regarding Degreed proposal (**Sallia**)
- Prep for board elections; advertise in August and held in September (**Sallia**)
- Schedule meeting with Joan Maddox to discuss June chapter meeting (**Sallia**)
- Contact candidate for Director of Events (**Sallia**)
- Plan and promote ELW (**Leah and committee**)
- Create spreadsheet and add to Google Drive for tracking CARE (**Leah**)
- Plan mid-year strategy retreat scheduled to be held at Leah's home on July 29, 2017 (**Leah and Sallia**)
- Contact potential volunteer and discuss his interest (**Leah**)
- Work with Tracy on social media description (**Leah**)
- Target organizations for LIL Award submissions (**Courtney, Lynda Baker and Leah**)
- Advertise for board elections in August (**Courtney**)
- Advertise for ELW (**Courtney**)
- Check to ensure all board memberships due are paid (**Sherry**)
- Provide report with pie charts at next board meeting. (**Sherry**)
- Modify food and drink category in report (**Sherry**)
- Work with Leah to provide CPLP description (**Joan**)
- Do next testimonial for chapter website (**Joan**)
- Partner with Warren to get started at ACC (**Joan**)
- Check within her organization for potential auditor (**Joan**)
- Develop strategy for CPLP (**Joan**)
- Confirm if speaker can switch to August (**Monica**)
- 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: **Virtual Board Meeting on Monday June 19, 2017**

The Meeting adjourned at approx. 8:15 P.M.