

<b>Meeting Minutes - draft</b>  July 17, 2017		
	Parliamentarian	Sherry Dossman (July designation)

The monthly board meeting of the ATD Austin Chapter Board was held on Monday, July 17th, 2017, at 6:41 P.M., via in-person meeting at New Horizons.

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 Sherry Dossman (Role will rotate.)

1) Attendees

<b>Position</b>	<b>Name</b>	<b>7-17-17</b>
President for 2017	Sallia Bandy	Yes
President Elect	Leah Carrubba	Yes
Past President	Debrah Fields	No
VP of Finance	Sherry Dossman	Yes
VP of Membership	(above)	(above)
VP of Professional Development	Monica Cornetti	no
VP of Programs	acting - Debrah Fields	no

<b>Guests:</b>		
Karen Koch		

2) Approval of minutes – June draft minutes sent by Monica Corenetti on July \_\_\_\_, 2017.

3) March Financials (S. Dossman)

-Reviewed June Balance Sheet, Income and Expenses, 2017 YTD Income and Expenses). All of these can be found on shared Google drive.

-Continue search for an auditor to review our books. No response yet.

Sallia will pull balance sheet and upload to the website monthly.

4)Reports

- Programs - no report
- Professional development - No report
- Membership - no report
- Volunteers -
- President Elect -
  - Leah shared marketing plan for leader in learning awards - see document on google drive
  - Leah shared report on Employee Learning week plan - Monday Dec 4 - Friday Dec 8 - see document on google drive
  - As part of ELW Marketing (Courtney) and Social media (Tracie) should promote LearnNow - Flipped classroom for ATD national
  - Leader in learning submission are open - marketing and social media campaigns should include link to submit and clear notice that submission are now being accepted

5) CARE Requirements - Leah reported

- review of requirements shows we need one more additional and to add third foundational
- Sallia will send the quarterly email to prospective members as part of the foundational CARE requirements

8) Power membership - we are at 50% but would like to add members

9) Old Business

- Sallia announced new Director of Newsletter - Carmen Lyall

10) New business

- Sallia working on package to send to members regarding board elections - including communication, ballot, and date change for election
- Sallia shared registration statistics and reviewed board member attendance
- Sallia would like to propose a contract for VP level board members to reimburse ATD national membership at the completion of a two year term based on good standing (see bylaws for detailed description )



- reviewed the Four Key results areas we are focused on for 2016 Events/programs, Membership, Marketing/Communication, Leadership/Administration, Leah proposed maintaining these focus areas through 2017 for continuity
- ATD Austin was awarded a \$500 prize for winning Chapter of the Month - discussion around how to invest the winnings back into the membership included ideas - Networking social (brewery tour) , Entertainer at banquet (music or comedian), chapter meeting guest speaker - no decision was made
- ALC in D.C - October 12-14 - - Leah will attend, need to determine if Debrah or Sallia are going before we register
- Member survey - Leah and Debrah working on survey to go out in July. Volunteer Nikki Karstefan will review and summarize surveys once they are received.
- Job descriptions - will be completed by July 31 - Leah to ask Nanette from ATD Houston for job descriptions. Karen Koch offered to get descriptions from ATD Detroit

Meeting Adjourned: 8:17pm