

ATD Sacramento Board Meeting Minutes

Meeting Details Date: Tuesday, February 25, 2020
Time: 5:30pm to 7:00pm
Location: Online (<https://zoom.us/j/627830042>)
Facilitator: TS Hamilton

Attendees The following individuals are in attendance:

Name (Role)	Attended?
TS Hamilton (President)	Present
Erin Castleberry (Virtual Assistant)	Present
Matt Clark (Programs)	Present
Alexa Dimengo (Membership)	Absent
Lori Carlson (Finance)	Present
Aldo Chavez (Communications/Marketing)	Present
Rosalind Sago (Special Programs)	Present
Desiree Aragon (OD SIG)	Present
Ron Rowan (OD SIG)	Present

Agenda Items The table below identifies the various agenda items:

Item
Welcome/Call to Order
VOTE #1: January Minutes
Review Action Items
President's Update
Discussion: Wild Apricot Payment Processing
Discussion: ATD Master Trainer Marketing
Discussion: Newsletter
Discussion: Recruiting Associate Members
Create Action Items
Adjournment

Welcome/Call to Order – 5:41 PM

**Vote #1:
Approve
Meeting
Minutes**

Review and approval of January’s meeting minutes

Discussion: None

Motion: Matt Clark

Second: Lori Carlson

Ayes	Nays
All	None

Review of Action Items

Item	Who?	What?	Notes
1	TS	Send out vote via email for 2020 Operating Plan	Complete – will send Erin date of board approval
2	TS	Send out vote via email for 2020 Budget	Complete – will send Erin date of board approval
3	TS/Erin	Setting up Board for power memberships	Invoice ready for payment – Erin will send to Matt to pay with CC
4	TS	Send Finance/Social Media policies to Board for signatures	Complete – please send signed forms back to TS
5	TS	Send 2019 annual survey results to the Board	TS will send out
6	Roz	Draft agreement with Los Rios/Katrina for 2020	Complete – TS will send Erin date of board approval
7	TS	Submit CARE package	Complete
8	Erin	Send Aldo past newsletter content	Complete
9	Aldo	Update social media credentials on Trello	Complete
10	Matt	Send 3/30 event info to Aldo for marketing	Complete
11	Erin	Post Feb 27 OD SIG event to website	Complete
12	Erin	Send past dates/copy of power member pushes to Alexa	Will send to Alexa
13	Roz	Follow up with Los Rios on October conference date	Holding 2 dates (9/25 or 10/2); met with Los Rios last week – waiting to confirm date until we confirm speaker(s)

President’s Update (TS)

- Kudos to Matt for great event last night. Wondering how much it hit the mark with our demographic. Will review survey results so that we can make sure we are providing what our audience wants.
- Almost done with CARE package (due Jan 31). Operating Plan and Budget will be included.

Discussion: ATD Master Trainer Marketing (Matt)

- Discussion on whether or not to put out marketing info for ATD Master Trainer program. Board agreed to do 2 email pushes ASAP to try to get the numbers up so that the event doesn't get cancelled. Erin will draft and send out.

Discussion: Wild Apricot Payment Processing (Erin)

- Discussion on switching from using Paypal for payment processing to Wild Apricot's payment processing. Rate is the same as Paypal and set-up looks easy. May provide easier process for our customers.
- Lori and Erin will work on getting account set up.

Discussion: Newsletter (Aldo)

- Discussion on frequency of newsletter – quarterly seems best option.
- Aldo to prep Q1 newsletter for March
- Discussion on format – will explore pdf format

Discussion: Recruiting Associate Board Members (Aldo)

- Discussion on if we are still looking for associate board members. Aldo to put a post out about opportunity.
- Matt will follow up with someone from last night meeting who was interested in volunteering.
- From a succession planning standpoint, the earlier the better to get people involved.

Open Discussion (Board)

Special Events (Roz)

- Discussion on fall conference centered on design thinking. Mentors have been lined up with UOP and OD SIG. Seeking volunteers in several areas – will work on recruitment. Will plan for sponsorships to offset expenses. Will explore using Board members in some capacity.

Programs (Matt)

- Matt will send April event info to Aldo by end of week for marketing.

Board Reports (TS)

- Please continue to post your monthly Board reports to Trello. We will include discussion on monthly reports in the “open discussion” item on the agenda.

Adjournment – 6:55 PM

Action Items

The following items have been established as action items for follow-up:

Item	Who?	What?	By When?
1	TS	Send Erin voting dates for Operational Plan, 2020 Budget, and Los Rios MOU	March 1
2	Erin	Send PM invoice for Board members to Matt for cc pymt	March 1

3	Lori, Matt, TS	Return signed CC policy forms to TS	March 1
4	TS	Send 2019 annual survey results to the Board	March 31
5	Erin	Send past dates/copy of power member pushes to Alexa	March 1
6	Erin	Draft/schedule ATD Master Trainer emails	February 26/March 2
7	Lori/Erin	Get WA payment processing set up	March 31
8	Aldo	Prep Q1 newsletter to go out in March	March 31
9	Aldo	Post associate board member opportunities	March
10	Matt	Follow up with potential volunteer	March
11	Matt	Send April event info to Aldo	Mar 1