

ATD Sacramento Board Meeting Minutes

Meeting Details Date: Tuesday, March 31, 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)	Present
Lori Carlson (Finance)	Present
Aldo Chavez (Communications/Marketing)	Present
Rosalind Sago (Special Programs)	Present
Desiree Aragon (OD SIG)	Present
Ron Rowan (OD SIG)	Absent

Agenda Items The table below identifies the various agenda items:

Item
Welcome/Call to Order
VOTE: February Meeting Minutes
Review Action Items
President's Update
Discussion: March Membership Report
Discussion: 2020 Annual Survey Data
Create Action Items
Adjournment

Welcome/Call to Order – 5:36 PM

Vote: Review and approval of February's meeting minutes
Approve
Meeting
Minutes Discussion: Erin will circulate February meeting minutes for approval via email

Review of Action Items

Item	Who?	What?	Notes
1	TS	Send Erin voting dates for Operational Plan, 2020 Budget, and Los Rios MOU	Complete – Budget approved 1/31; Los Rios MOU approved 2/20; TS making updates to Operational Plan and will send out for approval
2	Erin	Send PM invoice for Board members to Matt for cc pymt	Complete
3	Lori, Matt, TS	Return signed CC policy forms to TS	Still need forms signed
4	TS	Send 2019 annual survey results to the Board	Complete
5	Erin	Send past dates/copy of power member pushes to Alexa	Not complete – Erin will work on this
6	Erin	Draft/schedule ATD Master Trainer emails	Complete
7	Lori/Erin	Get WA payment processing set up	Erin/Lori to work on this
8	Aldo	Prep Q1 newsletter to go out in March	Aldo will use COVID message as pres. message and send to Erin
9	Aldo	Post associate board member opportunities	March - pending
10	Matt	Follow up with potential volunteer	March - pending
11	Matt	Send April event info to Aldo	Complete

President's Update (TS)

- Kudos to team for quick turnaround on converting 3/30 event to virtual format. Should plan for contingency for future events.
- Discussion on moving conference from fall to spring 2021. Roz will work with Erin on targeted email lists.
- TS still has not received cc from Wells Fargo. Lori will f/u with WF about this and about updating contact phone numbers for our account. Discussion on switching banks – TS will research this further.

Discussion: March Membership Report (Alexa)

- 225 current members; 13 overdue renewals that Alexa has followed up with; 8 new members last month.
- Power membership is at 27%
- Discussion on membership drive offering reduced dues (Roz saw some other chapters doing this). Alexa to reach out to national to see what other chapter might be doing.

Discussion: 2020 Annual Survey Data (TS)

- 1/3 respondents were non-members; 1/3 independent contractors, 1/3 supervisors, 1/3 team members. Hot topic: presentation/facilitation. 60% are interested in volunteering.
- Discussion on using survey results to target our programming.

- Discussion on possibly listing ATD national events/webcasts on our calendar so that our members have access. May boost PM numbers as well. Matt will send some events to Erin to post.

Open Discussion (Board)

Programs (Matt)

- 4/29 event cancelled – hoping to reschedule for fall. Erin will email registrants.
- 4/8 webinar sold out!
- 4/16 OD SIG webinar has been posted to website and is open for registration.

Adjournment – 6:54 PM

Action Items

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

Item	Who?	What?	By When?
1	TS	Update Operational Plan and send out for approval vote via email	April 29
2	Matt, Lori	Sign cc policy and send back to TS	ASAP
3	Erin	Send dates and past copy for PM campaign to Alexa	April 29
4	Lori/Erin	Get WA payment processing set up	April 15
5	Aldo	Send Q1 newsletter to Erin for sending out	ASAP
6	Aldo	Post associate board member opportunities	F/u from March
7	Matt	Follow up with potential volunteer	F/u from March
8	Roz	Work with Erin on targeted email lists	April 29
9	Lori	Follow up with WF on cc for TS and updated phone numbers	April 29
10	TS	Research bank switch	N/A
11	Alexa	Reach out to ATD about what other chapters are offering re: membership drive with reduced dues	April 29
12	Matt	Send Erin ATD webcast info to add to website calendar	April 15
13	Erin	Cancel 4/29 event and email registrants	ASAP