

ATD Sacramento Board Meeting Minutes

Meeting Details Date: Tuesday, May 26, 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)	Absent
Ron Rowan (OD SIG)	Present

Agenda Items The table below identifies the various agenda items:

Item
Welcome/Call to Order
VOTE #1: April Meeting Minutes
Review Action Items
President's Update
Discussion: May Membership Report
Open Discussion
Create Action Items
Adjournment

Welcome/Call to Order – 5:36 PM

Vote #1: Review and approval of April meeting minutes
Approve April Meeting Minutes Discussion: None
 Motion: Matt Clark
 Second: Alexa Dimengo

Ayes	Nays
All	None

Review of Action Items

Item	Who?	What?	Notes
1	TS	Confirm all have submitted signed cc policy	Not complete – please send in
2	Erin	Send dates and past copy for PM campaign to Alexa	Complete
3	Erin/TS	Test WA payment system	Complete
4	Aldo	Update Q1 newsletter and send to Erin	Complete
5	Matt/Roz	Connect re: programs’ role in conference and using Matt’s potential volunteer	Complete
6	Lori	Follow up with WF on cc for TS and updated phone numbers	Contact info updated; still working on cc for TS – will complete
7	Erin	Add East Bay Chapter webinars to calendar	Erin will check
8	Alexa	Let TS know about f/u with CalPERS group membership	Complete – still unpaid
9	Lori	File 2019 taxes	Deadline extended to 7/15; CPA to complete by 6/15
10	Matt	Pay WA renewal invoice via cc	Matt will complete
11	Matt	Send May/June event info to Aldo once confirmed	Complete
12	Alexa	Send Q1 new member list and contact info to Aldo	Complete
13	Aldo	F/u with Q1 new members about being listed in newsletter	Complete
14	TS	Send Doodle poll for June board retreat dates	Complete
15	Board	Review Operational Plan	Ongoing
16	TS	Continue WA contact clean-up	Ongoing
17	Matt	F/u with Take Flight on strategies to reduce no-shows and manage wait list for 5/12 webinar	Complete

President’s Update (TS)

- Every transitional time and many experiencing various stages of the change curve; please reach out if you need assistance in any way.

Discussion: May Membership Report (Alexa)

- Alexa reported on discussions with ATD national and with other chapters with regard to membership. Discussion with ATD revolved around engaging consultants (large percentage of our membership). DC chapter has a blog and consultant directory that is shared. Would like to find ways to incorporate our consultants more and provide them with benefit.
- 213 members; 3 new members in May; Alexa has followed up with overdue renewals.
- PM ratio is at 28%.
- Connected with Dan w/ the Chicago chapter re: new member orientation program. Would like to pursue putting something like this together for our chapter. Please send Alexa any ideas you have on what you'd like to see in a virtual new member orientation.

Open Discussion (Board)

Finance (Lori)

- Current balance -\$2200 – be aware when making decisions about pricing virtual events.

Programs (Matt)

- Erin will send 1st 5 registrants for 6/2 event to Matt.
- Still confirming if June event will transition to virtual or be rescheduled.
- Ron will f/u with Desiree on charging for future OD events.
- Paul with OC chapter is interested in networking event for mid-late July between OC, Dallas, and Sac. More info to follow.
- TS will send eval links to Erin.

Board Retreat (TS)

- Sent out Doodle poll re: dates – please complete.
- AM virtual session – review year to date; PM virtual session – planning for remainder of 2020.
- Want to figure out a way to provide lunch delivery for all. Will work with Erin on this.

Conference (Roz)

- Draft email sent to Roz and TS – intro email on conference info gathering process.
- Future targeted emails will go out.
- Finalized survey questions – will work on formatting survey and getting it out.
- Katrina sent in a proposal for some virtual events in the fall – will connect with Matt on this.

Adjournment – 6:38 PM

Action Items

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

Item	Who?	What?	By When?
1	TS	Confirm all have submitted signed cc policy	June 30
2	Erin	Send dates and past copy for PM campaign to Alexa	June 30
3	Lori	Follow up with WF on cc for TS	June 30
4	Lori/CPA	Complete 2019 taxes	June 15
5	Matt	Pay WA renewal invoice via cc	ASAP
6	Board	Send ideas for virtual new member orientation to Alexa	June 30
7	Erin	Send 1 st 5 registrants for 6/2 event to Matt	ASAP
8	Matt	Finalize plan for June event	ASAP
9	Ron	F/u with Desiree on charging for future OD events	June 30
10	TS	Send eval links to Erin for May/June events	ASAP
11	Board	Complete Doodle Poll on retreat dates	ASAP
12	Roz	Connect with Matt re: Katrina virtual events for fall	June 30
13	TS/Erin	WA contact list clean-up	Ongoing