

ATD Sacramento Board Retreat Minutes

Meeting Details Date: Tuesday, August 4, 2020
Time: 5:00pm to 6:30pm
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)	Absent
Aldo Chavez (Communications/Marketing)	Present
Rosalind Sago (Special Programs)	Present
Desiree Aragon (OD SIG)	Absent
Ron Rowan (OD SIG)	Absent

Welcome/Call to Order – 5:03 PM

Review of Operational Plan (TS)

Open Discussion (Board)

- Newsletter - discussion on tracking metrics and clicks on newsletter and reporting back for each newsletter; discussion on mentioning in the next newsletter that the newsletter is available on our website.
- Succession planning – TS to reach out individually to all Board members; discussion on using associates for succession planning.
- Events – discussion on pursuing networking event for the fall; Matt reached out to Golden Gate and East Bay but no response yet; Matt will move forward with event if no response by end of the month.
- Conference – continuing to push on with design thinking process.
- Website – discussion on website re-design/updating; TS will work on playing with website re-design.
- ALC – discussion on who will attend ALC from Board; TS will follow up with each member and will finalize registration with Erin.
- Year-End Event – discussion on timing of year-end celebration; Aldo will put out informal survey on the socials re: Nov or Dec choice.

- Career Opportunities – discussion on allowing members to announce job opportunities for 5 mins at start/end of events; Roz will give it a try at the Katrina event.

Adjournment – 6:29 PM

Action Items

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

Item	Who?	What?	By When?
1	TS	Reach out to each Board member re: succession planning and ALC	ASAP
2	Matt	Finalize fall networking mixer specifics	August 31
3	TS	Work on website updating/re-design	Ongoing
4	TS/Erin	Finalize ALC registration for Board	August 15
5	Aldo	Put out informal survey re: year-end event timing	August 31
6	Roz	Try job opportunity announcement at 8/20 Katrina event	August 20