

## November 2022 Board Meeting Minutes

November 12 | 10:00am - 12:00pm | [Zoom Link](#) (also in calendar invite)

**1. The meeting was called to order at 10:03 am.**

**Participants:** Judith Bartels-Brezac, Laëtitia Gnago, Stephanie Hubka, Halyna Hodges, Tessa Grubb, Julia Drewniak, Bernadette Costello, Selin McCurdy, Becky Herring, Lori Muhlstein

**Absent:** Stephanie Farlow, Jeanna Williams, Christina Eanes, Boshra Zawawi

**2. There were no changes to the agenda.**

**3. The consent agenda was approved as submitted.**

Consent Agenda Item	Key Takeaways
Last Month's Meeting minutes	<ul style="list-style-type: none"> <li><a href="#">Meeting minutes</a></li> </ul>
Finance & Operations Report	<p><a href="#">Finance Report (for October 2022)</a></p> <h3>October 2022 Finance Report</h3> <p><b>\$64,701</b> Account Balances</p> <p><b>\$37,300</b> 2022 Revenue Budget vs. <b>\$43,004</b> 2022 Expenses Budget</p> <p><b>\$27,124</b> 72% vs. <b>\$31,147</b> 72%</p> <p><b>\$-4,023</b> Net Revenue</p> <p>October 2021: <b>\$72,121</b></p> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>In 10/22 we were at \$64K</li> <li>In 10/21 - \$72K</li> <li>In 10/20 - \$73K</li> <li>In 10/19 - \$82K</li> </ul> <p><u>Revenue:</u></p> <ul style="list-style-type: none"> <li><b>Membership:</b> \$15,626 = 87% (of annual goal)</li> <li><b>Learning:</b> \$4,109 = 34%</li> <li><b>Marketing</b> (Sponsorships/Ads): \$1,900 = 54%</li> <li><b>Finance</b> (CHIP/Awards): \$5,484 = 137%</li> </ul> <p><u>Expenses:</u></p> <ul style="list-style-type: none"> <li><b>Administrative</b> (RMK/Insurance): \$18,846 = 86%</li> <li><b>Finance</b> (Accounting/Taxes/Bank/Board): \$3,441 = 54%</li> <li><b>Technology:</b> \$6,537 = 110%</li> <li><b>Learning:</b> \$1,607 = 42%</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Membership</b> (Events/Volunteer Recognition): \$714 = 13%</li> </ul>
Membership & Outreach Report	<p>Important numbers: <a href="#">Membership Report</a></p> <ul style="list-style-type: none"> <li>● Total members 269</li> <li>● Volgistics up and running for all volunteers</li> <li>● Volunteer recognition 12/10</li> <li>● Consider following up with those that don't renew to inquire as to why</li> </ul>

**CARE STATUS UPDATE - [CARE 2022](#)**

4. End-of-year CARE element reminder emails sent 11/2
5. In spite of revenue, CARE status is on track

**STRATEGIC COMMITTEE [UPDATE](#)**

6. Diversify Revenue Stream
  - a. Looking to be more consistent in charging for events in 2023
7. Increase Membership Engagement - *2022 Completed.*
8. Revitalize Volunteer Cycle

**UNFINISHED BUSINESS - matters carried over from a previous meeting**

9. December Conference Update
  - a. Selin provided updates on the conference noting that as of today 9 people are registered
  - b. Individual sessions have been made live
10. December Board Meeting and Volunteer Recognition
  - a. Google form RSVP has been sent and there are 9 non-board members
  - b. Giveaway bags have arrived; plenty of books
  - c. Would like to offer a book swap
  - d. Volunteer certificates will be generated and sent to Judith for signature
  - e. Judith will bring her laptop to allow for virtual attendees
  - f. Judith invited everyone over to her home to show her appreciation to the team following the meeting
  - g. A Whova dry run will occur Wednesday, November 16<sup>th</sup>

**NEW BUSINESS - board members can introduce any new item of for consideration**

11. Nominations for Volunteer Benefits per 6.6.1 Volunteer Recognition
  - a. Link in risk tracking for more information
  - b. Tessa nominated Lori Muhlstein; approved
  - c. Selin nominated Claudia Trapp; approved
12. Which items can we start listing now on the chapter calendar for the first quarter of 2023?  
Members start planning out in December/over the holidays
  - a. Laetitia asked that people start thinking about events to fill the 2023 calendar

- b. Judith has committed to finding two programs to get the calendar started in light of the open position of Director of Programs; she will set up the 2023 calendar and will reach out to CoP leads to ensure they are entering their programs
- c. Lori has had someone reach out to her about doing an event on neurodiversity
- d. Laetitia said that someone wants to start a Career Well Being CoP; Laetitia suggested the person reach out to Boshra to discuss

**13. ALC Follow Up**

- a. Judith spoke with another chapter leader about the “Box of Crayons” facilitator who has offered to do a program with DC provided the registration supports it
- b. Judith mentioned Hands Across America program doing a series of events throughout the day with other chapters
- c. Laetitia found Career Well Being session very helpful and suggests using it as a theme in 2023
- d. Halyna talked about ALC in 2023 and adding registration fees to the budget for board members attending; the chapter cannot afford travel expenses
  - i. Stephanie suggested that the chapter pay for a limited amount of people to attend
  - ii. Stephanie asked if someone is invited to speak, could the chapter offer a stipend to that board member
  - iii. Question from Halyna is how much money to be set aside; currently \$3,000 which includes ALC as well as other smaller items
    - 1. Judith suggested to leave the same amount in the budget
    - 2. Stephanie suggests recommending some language for the policies to update ALC expense coverage for board members

**RISK TRACKER - review and update identified risk factors - [Metro DC ATD Risk Tracker \(2022\)](#)**

**ANNOUNCEMENTS - topics requiring announcing and no further discussion**

<i>Enter Announcement below</i>	<i>Author</i>
Strategic Planning 2023 - Thanks for your participation! 🙌	President Elect
President’s <b>Metro DC ATD Year In Review</b> is Wednesday, November 30th - <a href="#">Register Here</a> 🎉 Request that all board members attend.	President

Meeting was adjourned at 11:02 am. Next meeting is at Ragtime in Arlington, VA on December 10<sup>th</sup> at 11am.