

## February 2023 Board Meeting Agenda

February 11 | 10:00am - 12:00pm | [Zoom Link](#) (also in calendar invite)

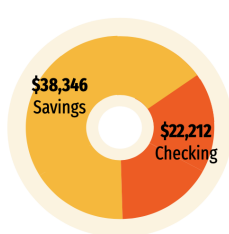
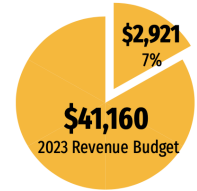


**1. The meeting was called to order at 10:03 am.**

**Participants:** Adaora Otiji, Judith Bartels-Brezac, Sherrie Reece, Halyna Hodges, Julia Alson, Lori Muhlstein, LaCresha Harrison, Stephanie Hubka, Nejat Abdurahman, Jeanna Williams, Becky Herring

**Absent:** Christina Eanes, Boshra Zawawi, Jes Thompson,

**2. 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 January 2023)</a></p> <p style="text-align: center;"><b>January 2023 Finance Report</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>\$60,559</b> Account Balances</p>  <p>\$38,346 Savings \$22,212 Checking</p> </div> <div style="text-align: center;"> <p><b>\$2,921</b> 7%</p>  <p><b>\$41,160</b> 2023 Revenue Budget</p> </div> <div style="text-align: center;"> <p>vs.</p>  <p><b>\$2,430</b> 5%</p> <p><b>\$41,160</b> 2023 Expenses Budget</p> </div> <div style="text-align: center;"> <p><b>\$490</b> Net Revenue</p>  </div> </div> <div style="margin-top: 10px;"> <p>↓ January 2022 <b>\$69,094</b></p> </div> <p><a href="#">2023 Approved Budget</a></p>
Membership & Outreach Report	<p>Important numbers: <a href="#">Membership Report</a></p> <ul style="list-style-type: none"> <li>10 new members</li> <li>70% Power Membership</li> <li>2023 focus will be on increasing renewals and encouraging engagement</li> </ul>
Last Month's Meeting minutes	<p>Observations:</p> <ul style="list-style-type: none"> <li>No observations</li> </ul>

**CARE STATUS UPDATE - [CARE 2023](#)**

- 4.** CARE has been submitted; Judith met with National to discuss how the process works and how to make it easier going forward

- a. Need to do more SOS's in order to do better; SOS tracker is available on the shared drive and Board members are encouraged to submit their stories
- b. Stephanie Hubka will reach out to National regarding NAC calls for 2023; National keeps track of what chapters are represented on the calls

#### **STRATEGIC COMMITTEE UPDATE**

- 5. Diversity Revenue and Increase Profitability
  - a. No updates; next committee meeting is on 02/21
- 6. Establish Innovative Strategies in our Offerings
  - a. Adaora is in the process of scheduling the first meeting; asked that those involved please answer the Doodle poll
- 7. Strengthen Membership Engagement & Connection
  - a. Focus is:
    - i. How to engage new members
    - ii. Strengthen connection with existing members
  - b. Judith is in the process of drafting a letter that can be sent to new members

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

- 8. Member Access/Participation in Monthly Board Meetings - Adaora
  - a. Chapter Bylaws
    - i. Board meetings are available for all members to attend
    - ii. Adaora suggested the chapter provide registration for the board meetings on the calendar
      - 1. Concerns about how to structure it so as to not have disruptions
      - 2. Sherrie Reece will send Adaora a document that outlines how board meetings to the public can be structured
        - a. Dedicated time when members can speak
        - b. Moderator watching chat for questions
        - c. Expect Board meetings to run longer
        - d. Judith and Adaora to meet regarding how to structure

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

- 9. Volgistics Update - Lori
  - a. In process of moving information from spreadsheets to Volgistics
  - b. Currently, the process of recording volunteer information is cumbersome; Lori is working on how to make that easier and smoother
  - c. Getting the chapter ID in the form is important for reporting purposes
  - d. Lori is open to suggestions on how to best use Volgistics
  - e. Stephanie Hubka suggested a discussion with National regarding the cost of Wild Apricot raising its prices each year; Adaora would like to know if WA has other features that we don't have access to that would make it more effective; impact of price increase not seen until 2024
- 10. Programs and events
  - a. 2023 Event Calendar Planning, let's come up with a standard Time, Event title, Facilitator, Portfolio – Judith

- i. What information is helpful to the event listings, i.e., who is running the event; who to contact if someone can't get into an event
  - ii. Adaora will talk further with the team to find the best solution
  - iii. Do the CoPs have specific days of the month?
    - 1. Yes, but the schedule of a presenter may not match with the specified CoP date
    - 2. Sherrie will ensure there is a schedule of CoP events
- b. "Regional" Network/Coffee (idea from new member orientation) – Lori
  - i. Spinoffs to the networking coffee that would occur in other regions, such Maryland
  - ii. Adaora has been hearing "why is everything in Virginia"
  - iii. Halyna shared how the current Coffee networking events are handled; since space is not reserved, registration is limited
  - iv. Start regional coffees with board members hosting; Judith willing to host in Woodbridge; Nejat is open to hosting in Reston area; Lori has a volunteer in Montgomery Co. that would be interested in hosting a coffee in Maryland
    - 1. Judith suggested having all regional coffees on the same Saturday
- c. Shared collaboration strategy (Programs, CoPs, Professional Development) – Sherrie
  - i. Sherrie asked that everyone be more collaborative on facilitating events; some issues have come up where facilitators become unavailable and no one is available to take over
    - 1. Judith suggested reaching out to a board member, but if facilitators are not available then the event should not be scheduled; she reiterated that the responsibility lies with the Lead
    - 2. Adaora asked if there are dates already at risk; Sherrie said that the March events need assistance
- d. New Prof Dev Ideas - LaCresha
  - i. [Book Club](#) idea
    - 1. Adaora suggested that we include books of local authors which could lead to a future program
    - 2. LaCresha asked for input on the frequency of the book club
      - a. Judith recommended starting with one when LaCresha is available and see how it goes
  - ii. [Learning Lab](#) idea
    - 1. Sherrie would like to work with LaCresha in further defining the Learning Lab
- e. Brainstorm on types of series of programs we could put together, possible board members and volunteers as facilitators.
  - i. Judith talked about CoPs doing events that give a "taste" of a topic and then it could become a workshop, podcast, etc. going into more depth
  - ii. Jeanna looked at last year's membership survey and found a few reoccurring themes and that should be the basis of what programs are planned
  - iii. Career Panel was popular (could be more diverse as it was all women)
  - iv. Resume writing; LinkedIn programs (Find your next job before leaving your current job); Career development

- v. Stephanie offered that it would be worth exploring some more advanced topics as well; we often focus on early career practitioners, but we don't always offer programming for mid-career or executive professionals (how to grow department, ROI, etc.); Executive level CoP
- vi. Nejat would like to hold Happy Hours and/or dinner programs
- vii. Author-hosted events

**11. Contract and Agreement review – Judith – passed for this meeting**

- a. Revenue Sharing parameters - Judith and LaCresha
- b. Fees, Early Bird and registration deadlines with refunds in mind - Boshra

**RISK TRACKER - review and update identified risk factors - [Metro DC ATD Risk Tracker \(2023\)](#)**

Judith added that the event calendar is empty and needs programs to be scheduled  
 No partnership agreements in place (Jeanna)

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

<i>Enter announcement below</i>	<i>Author</i>
Samantha Cribari-Starr, Measurement and Evaluation volunteer is working on a standardized evaluation strategy for all chapter offerings	Halyna
Consider submitting SOS for all the amazing work that you are doing! Here is our <a href="#">SOS Submissions Tracker</a> . More information in <a href="#">SOS Folder</a> and at <a href="#">ATD SOS</a> .	Halyna

The meeting was adjourned at 12:00 pm. Next meeting is Saturday, March 11, 2023 at 10:00am via Zoom.