



June 2023 Board Meeting Minutes

Saturday, June 10, 2023 | 10:00am - 12:00pm | [Zoom Link](#) (also in calendar invite)

1. Meeting was called to order at 10:04am

Board Role	Name	Attendance
1. President (EC)	Adaora Otiji	Present
2. Past President (EC)	Judith Bartels-Brezac	Present
3. President-Elect (EC)	VACANT/Adaora Otiji	N/A
4. VP of Finance and Operations (EC)	Halyna Hodges	Absent
5. Director of Operations	VACANT	N/A
6. Director of Technology	Julia Alson	Present
7. Director of Measurement & Evaluation	VACANT	N/A
8. VP of Membership & Outreach (EC)	Stephanie Hubka	Present
9. Director of Membership	Lori Muhlstein	Present
10. Director of Volunteering	VACANT	N/A
11. Director Strategic Partnerships	Jeanna Williams	Absent
12. VP of Programs & Communities (EC)	VACANT	N/A
13. Director of Programs	Nejat Abdurahman	Absent
14. Director of Communities of Practice	Sherrie Reece	Present
15. Director of Professional Development	LaCresha Harrison	Present
16. VP of Marketing & Communications (EC)	Christina Eanes	Present
17. Director of Communications	VACANT	N/A
18. Director of Marketing	VACANT	N/A
Positions Filled: 11 Positions Vacant: 7 Members Present: 8 Members Absent: 3		

2. Consent agenda was approved as submitted

Consent Agenda Item	Key Updates	Presenter	Time
Last Month's Meeting minutes	Meeting minutes	Adaora Otiji	
Finance & Operations Report	<p>Finance Report (for May 2023)</p> <p>June 2023 Finance Report</p> <p>\$62,987 Account Balances</p> <p>Revenue:</p> <ul style="list-style-type: none"> • Membership: \$8,360 = 44% (of annual goal) • Learning: \$200 = 1% • Marketing: \$3,100 = 47% • Finance: \$4,206 = 105% <p>Expenses:</p> <ul style="list-style-type: none"> • Administrative: \$10,186 = 42% • Finance: \$1,516 = 26% • Technology: \$3,400 = 52% • Learning: \$0 = 0% • Membership: \$54 = 1% 	Adaora Otiji for Halyna Hodges (absent)	
Membership & Outreach Report	<p>Important numbers: Membership XXX</p> <ul style="list-style-type: none"> • 275 members (+1 since last month) • 70% Power Membership 	Stephanie Hubka	

Topic & Resources	Key Updates & Decision Points	Presenter	Time
Care Status Update			
Care Status Update- CARE 2023	<p>CARE Process</p> <ul style="list-style-type: none"> • Judith reviewed the CARE Process • Most activity takes place at end of year 	Judith Bartels-Brezac	

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	<ul style="list-style-type: none"> Judith will reach out for needed information by July board meeting 		
Unfinished Business - Matters carried over from a previous meeting			
Zoom Account Changes	<p>Review of Upcoming Zoom Reduction Changes</p> <ul style="list-style-type: none"> Julia reviewed the Zoom transition that starts July 1st All virtual events zoom credentials will need to be updated after the June 23rd event Becky mentioned that we need to ensure attendees have someone to contact in case of issues logging in VP Communications to get downloads through Programs account 	Julia Alson	
Chapter Strategic Planning	<p>The Executive Committee met in person on June 3, 2023 to discuss chapter challenges and identify a possible strategy to move forward that is focused on member engagement.</p> <p>EC identified a few immediate actions based on feedback from board members:</p> <ul style="list-style-type: none"> Strategic Committees will no longer take place - work on the initiatives as they align with your portfolio, but the primary focus should be your portfolio going forward Existing events will be the focus of the chapter to ensure the events that we currently have scheduled are effectively marketed and managed for member engagement. No new events will be published until the board finalizes a new strategy <ul style="list-style-type: none"> Chris reminded everyone that the Comms Calendar is available to everyone. 	Adaora Otiji	

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	<ul style="list-style-type: none"> ○ She encouraged everyone to get the event links and share with their networks. As an example of the power of sharing, one person sharing on social media returned over 1,000 views. ○ Sherrie asked how testimonials could help in promoting events. Chris said the focus should be on reposting rather than testimonials at this time. <p>Next Steps</p> <ul style="list-style-type: none"> ● President will draft 3-year strategic plan for chapter in June ● EC will review draft/finalize in July ● President will schedule 1:1 meetings in July with all board members to review strategy one-on-one and gather feedback ● Final strategy will be shared by August meeting for discussion and vote <p>Decision Points:</p> <ul style="list-style-type: none"> ● No further comments 		
<p>Career Development Month (November)</p>	<p>Current Offerings for CDM</p> <ul style="list-style-type: none"> ● Coach Diversity Institute (CDI) offered their coaching services for the month (may potentially be a long term partnership) ○ Been sent to Adaora and Jeanna for review ○ Adaora provided more information regarding Coach Diversity Institute and its benefits ○ CDI has offered 10 free coaching sessions (in-kind offering) ● Member LinkedIn Headshots ● Leveraging Your LinkedIn Workshop <p>Potential Offerings</p> <ul style="list-style-type: none"> ● Career Panel with Nejat 	<p>LaCresha</p>	

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Upcoming Workshops	<ul style="list-style-type: none"> July 18th - How to Write a Winning Proposal August 24th - Applied Improv <p>Any updates on virtual producers?</p> <ul style="list-style-type: none"> Lori asked that LaCresha reach out to her offline as there are volunteers interested 	LaCresha	
New Business - Board members can introduce any new item for consideration			
Volgistics	<p>Cancel Subscription</p> <ul style="list-style-type: none"> Lori recommends cancelling due to the non-use of Volgistics Judith asked if it will be advantageous based on an upcoming event; Adaora indicated that we have the technology to manage the volunteers without Volgistics Lori mentioned that Volunteers did not fill in their information as requested and it fell on Lori to upload the information Can always start up again should the need arise Subscription ends by 6/30 <p>Decision Points:</p> <ul style="list-style-type: none"> Board voted and approved the motion to cancel the subscription 	Lori Muhlstein	
Volunteer Position Descriptions	<p>New format</p> <ul style="list-style-type: none"> Lori reviewed the new Portfolio Volunteer Description form Rather than put in a large range (i.e., 5-10 hours) put in 10; be realistic in requested hours Chris recommended putting the below link on the Board Landing Page for each access Adaora asked that the DCATD logo to the form and brand it accordingly 	Lori Muhlstein	

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	<ul style="list-style-type: none"> Chris offered to help get the form branded <p>https://docs.google.com/document/d/1MCHFz60HneBqyt_cnMnCndnPdZ3ZvjL_uEaoTbr2FmU/edit?usp=share_link</p> <p>https://docs.google.com/document/d/1yTZlbcYe4Y193Yk5AvXmYTbMzYXJxhLlomGBmBsO0S0/edit?usp=sharing</p>		
CoP: Advertising for Speaker Opportunities	<p>Development of a web page for Speaking Opportunities for all topics related to each CoP (can include recommended topics based on evaluation report). An online form for proposal submissions. These proposals can be considered for Professional Development etc.</p> <ul style="list-style-type: none"> Julia shared Richmond chapter's specific page for Speaker proposals Chris indicated that developing a web page is easy to do, but suggested that the form ask for more detail about the topic (not just the title/subject) and language letting them know "no selling from the podium" <p>Benefits:</p> <ul style="list-style-type: none"> Minimize the search for speakers Streamline topics on a continuous basis <p>Decision Points:</p> <ul style="list-style-type: none"> Sherrie will work with Chris to develop the web page 	Sherrie Reece	
Chat with the Board	A 30-minute dedicated space for our members to chat with the Board to share information/updates, get to know us, discuss any needs they have or want etc. Format can be monthly or quarterly.	Sherrie Reece	

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	<p>Benefit: We can gather insights to improve on the Chapter, our offerings/capability model, create an inclusive community, etc.</p> <ul style="list-style-type: none"> Lori mentioned that it would be advantageous for board members to attend New Member Orientation sessions <p>Decision Points:</p> <ul style="list-style-type: none"> Adaora suggested Sherrie add this topic to the agenda for the learning team meeting next week to discuss further 		
Opening Meetings to Members	<p>No registration by members to participate to date</p> <p>Want to be transparent with membership about meetings</p> <p>Recommendation: Add to calendar or webpage with board meeting schedule and note that members interested should email a designated board member</p> <p>RMK to set up monthly board meetings on calendar; Adaora will submit Comms request</p> <p>Decision Points:</p> <ul style="list-style-type: none"> Adaora will provide language and who members should contact if interested in attending a board meeting 	Adaora Otiji	10 minutes
Event Marketing & Participation	<p>Event marketing support by board needs to improve</p> <ul style="list-style-type: none"> LinkedIn Events need to be shared Board members need to register for upcoming events 	Adaora Otiji	10 minutes

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	<p>Decision/Discussion Points:</p> <ul style="list-style-type: none"> The board will commit to (1) sharing events with their networks on LinkedIn and (2) registering for at least 2 events in June and 2 events in July 		
Employee Learning Week	<p>LaCresha will draft a plan for the Employee Learning Week by next month and will share with the board</p> <p>If you would like to assist in the development or coordination of the event, please let LaCresha know by next week.</p> <ul style="list-style-type: none"> Lori suggested using volunteers as well 	LaCresha	
VP of Programs and Communities Candidate Interview & Vote	<ul style="list-style-type: none"> LaCresha Harrison has applied to take the VP of Communities and Programs role Board discussed and voted LaCresha Harrison to be the VP of Community and Programs 	Judith Bartels-Brezac	10 minutes
<p>Risk Tracker - Review and update identified risk factors 5 MINUTES</p>			
Risk Tracker Review - Metro DC ATD Risk Tracker (2023)	<ul style="list-style-type: none"> Review of Risk Tracker Remove Membership Decline from Risk Tracker Add "Number of Board Positions" <ul style="list-style-type: none"> Sherrie suggested looking at board positions and refining them to make for less board positions 	Adaora Otiji	5 minutes

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<p>Announcements - Topics to announce that do not require discussion</p>			

Board Meeting Agenda | June 10, 2023

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Adaora offline 6/16 - 6/20 and 6/30 - 7/9	<ul style="list-style-type: none"> • Won't be checking email • Please contact me for any support at least two days before leave so I am able to assist you by 6/14 and 6/28 		

Meeting was adjourned at 11:47am. Next meeting is scheduled for July 15, 2023 at 10:00am.

Commented [BH1]: Adaora, I believe this is an in-person meeting, but the calendar still shows virtual. I would like to add the location to the minutes as well as the calendar if you could let me know where it is.