

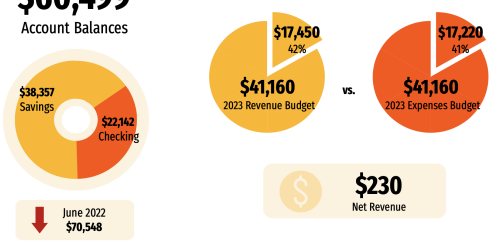
July 2023 Board Meeting Minutes

Saturday, July 15, 2023 | 10:00am - 12:00pm | [Zoom Link](#) (also in calendar invite)

1. The meeting was called to order at 10:00am.

Board Role	Name	Attendance
1. President (EC)	Adaora Otiji	Present
2. Past President (EC)	Judith Bartels-Brezac	Present
3. President-Elect (EC)	VACANT	N/A
4. VP of Finance and Operations (EC)	Halyna Hodges	Present
5. Director of Operations	VACANT	N/A
6. Director of Technology	Julia Alson	Absent
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)	LaCresha Harrison	Present
13. Director of Programs	Nejat Abdurahman	Present
14. Director of Communities of Practice	Sherrie Reece	Present
15. Director of Professional Development	VACANT	N/A
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: 9 Members Absent: 2 Quorum: Yes		

2. The Consent Agenda is approved as submitted.

Consent Agenda Item	Key Updates	Presenter	Time
Last Month's Meeting minutes 2023 Meeting minutes		Adaora Otiji	5 minutes
Finance & Operations Report 2023 Finance Reports	<p style="text-align: center;">June 2023 Finance Report</p> <p style="text-align: center;">\$60,499 Account Balances</p>  <p><u>Revenue:</u></p> <ul style="list-style-type: none"> ● Membership: \$9,600 = 51% (of annual goal) ● Learning: \$530 = 4% ● Marketing: \$3,100 = 47% ● Finance: \$4,209 = 105% <p><u>Expenses:</u></p> <ul style="list-style-type: none"> ● Administrative: \$12,121 = 51% ● Finance: \$1,553 = 26% ● Technology: \$3,599 = 56% ● Learning: \$0 = 0% ● Membership: \$54 = 1% 	Halyna Hodges	5 minutes
Membership & Outreach Report	<ul style="list-style-type: none"> ● 264 members ● 191 Power Members (72%) ● Decrease in membership <ul style="list-style-type: none"> ○ Connected to career changes and moves outside of the DC area ○ Members who did not review had never actively participated in any chapter event or offering ✓ Adaora asked if there is a practice National uses that could help the chapter get better responses to 	Stephanie Hubka	5 minutes

Consent Agenda Item	Key Updates	Presenter	Time
	<p>surveys. Would phone calls to members help?</p> <ul style="list-style-type: none"> ✓ Stephanie said that a plan can be developed to address these issues. ✓ Adaora asked that she be given a list of members to call that she can complete by the next board meeting. ✓ Nejat suggested that a “happy anniversary” be sent to members. 		

Consent agenda was approved by the board.

Topic & Resources	Key Updates & Decision Points	Presenter	Time
Unfinished Business - Matters carried over from a previous meeting			
Employee Learning Week	<p>2023 ELW Planning Document</p> <p>Decision Points:</p> <ul style="list-style-type: none"> ● Daily Scheduled Social Media Posts ● Two Lunch-and-Learns <ul style="list-style-type: none"> ○ Opening to our Board for their interest in presenting or facilitating; Mondays or Wednesdays ● End-of-Year Celebration (12/8/23) <ul style="list-style-type: none"> ○ Event Venue, catering, and Keynote needed ○ Members only event - \$50/person; Volunteers \$25/person; start with cocktail/networking hour; opportunity to talk to Board; networking bingo; volunteer recognition to include certificates; possible Volunteer of the Year; 	LaCresha Harrison	10 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<p>recognition of members who have attained certification</p> <ul style="list-style-type: none"> ○ Keynote speaker recommendation is Deadra Welcome; Chris suggested looking at some of the guests from the podcast as a speaker ○ Is there a budget in place; Halyna said no category for ELW; two separate budgets used based on what is needed for the event ○ Raffle could be too expensive for the chapter this year unless we get one from National; Lori said we can get it from National ○ RMK can help with venue selection; Chris reminded everyone that alcohol cannot be provided by the chapter due to insurance constraints ○ Lori suggested not having the event on a Friday – perhaps Thursday 		
Upcoming Workshops	<p>[CANCELED] How to Write a Winning Proposal - 7/18</p> <ul style="list-style-type: none"> ● 2 registrations (active members) <p>Decision Points:</p> <ul style="list-style-type: none"> ● Canceled due to low enrollment. 	LaCresha Harrison	5 minutes
New Business - Board members can introduce any new item for consideration			
Membership Strategy	<ul style="list-style-type: none"> ● Overview of membership engagement for 2nd half of 2023 ● Biggest issue is how to get membership engagement ● How does our membership define community and value – membership survey should help with piecing together these 	Stephanie Hubka Lori Muhlstein	5 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<p>answers and how to move forward</p> <ul style="list-style-type: none"> Lori has had 2 people express interest in volunteering and will be following up with them in the next week; one is interesting in communications 		
Student Internships	<p>Foster relationships with our community university partners and programs. I am happy to draft a “job description” for known areas needing help. Those offered an opportunity will get</p> <ul style="list-style-type: none"> Applied experience A free year membership First hand industry mentorship One workshop of choice completed within the duration of their internship experience. <p>Decision Points:</p> <ul style="list-style-type: none"> I would ask for those portfolios interested in working with an intern to let me know so we can work on drafting a general internship application and job description. Depending on the portfolio, we will make additional specifications. <p>Notes:</p> <ul style="list-style-type: none"> LaCresha will collaborate with Lori to draft job description for opportunity by next board meeting 	LaCresha Harrison	5 minutes
CYPHER Learning	Cypher requests we share the attendees' email, especially for the September 21 active learning event, where attendees will receive trail logins to access their system. I collaborated with Jeanna on a workaround to retain our policies. We can have the attendees who register for the active learning event and are interested	Sherrie	5 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<p>in the trial version register through Cypher's website.</p> <ul style="list-style-type: none"> Chris suggested that this workaround would be good for Cypher because they paid to present; however, we should not make this a regular practice. Adaora asked for follow up to confirm agreement and copy her on the email. 		
Chapter Strategic Plan Review	<p>Review of proposed chapter strategic plan</p> <ul style="list-style-type: none"> Metro DC ATD Chapter 2023-2025 Strategic Plan Adaora reviewed the strategic plan discussing the pain points for the chapter and the need to re-evaluate the current strategy plan. At current state, the chapter will run out of money next year. Mission, Vision and Values are not in alignment with National or who the Chapter is. <p>Decision Points:</p> <ul style="list-style-type: none"> The Board approved the Strategic Plan as presented. Next steps: Adaora will follow up with all parties before the next board meeting to address proposed next steps in the strategic plan. 	Adaora Otiji	30 minutes
Elections	<ul style="list-style-type: none"> Review of proposed Election Timeline Call for Board Member volunteer <ul style="list-style-type: none"> Lori volunteered Vote on approval of Election Committee 	Judith Bartels-Brezac	15 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	Decision Points: <ul style="list-style-type: none"> The Board approved the Election Timeline as presented. 		
Care Status Update			
CARE Status Update	<ul style="list-style-type: none"> Discussion with VP Communities and Programs for requirements Waiting for 2024 CARE Workbook 	Judith Bartels-Brezac	5 minutes
Risk Tracker - Review and update identified risk factors			
Risk Tracker Review - Metro DC ATD Risk Tracker (2023)	<ul style="list-style-type: none"> Review of Risk Tracker Any additions or revisions to tracker? 	Adaora Otiji	5 minutes

Topic & Resources	Key Updates	Presenter	Time
Announcements - Topics to announce that do not require discussion			
Annual Membership Survey	Please review the draft of the Annual Membership Survey and provide feedback/edits by 7/25/23.	Halyna Hodgres	1 minute
Judith OOO	Judith will be OOO July 22 to August 8.	Judith Bartels-Brezac	1 minute
LaCresha OOO	LaCresha will be OOO July 21st to 25th	LaCresha Harrison	1 minute
Metro DC ATD + CDI Coaching Program	The request to review the member interest form went out on Sunday, 7/9. Please reply to the email thread by Friday, 7/28.	LaCresha Harrison	2 minutes

The meeting was adjourned at 12:01pm. The next meeting is scheduled for Saturday, August 12, 2024 at 10:00am.