

August 2023 Board Meeting Minutes

Saturday, August 12, 2023 | 10:00am - 12:00pm | Zoom Meeting

<https://us06web.zoom.us/j/83667540576>

Meeting ID: 836 6754 0576

Passcode: 168175

1. Meeting was called to order at 10:03am

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

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Board Role	Name	Attendance
Members Present: 9 Members Absent: 2 Quorum: Yes		

2. The Consent Agenda was approved as submitted.

Consent Agenda Item	Key Updates	Presenter	Time
Last Month's Meeting minutes 2023 Meeting minutes		Adaora Otiji <i>President</i>	5 minutes
Finance & Operations Report 2023 Finance Reports	<p style="text-align: center;">July 2023 Finance Report</p> <p>\$62,388 Account Balances</p> <p>\$38,360 Savings \$24,027 Checking</p> <p>\$20,009 48% \$41,160 2023 Revenue Budget</p> <p>vs.</p> <p>\$19,800 48% \$41,160 2023 Expenses Budget</p> <p>\$209 Net Revenue</p> <p>July 2022 \$68,187</p> <p><u>Revenue:</u></p> <ul style="list-style-type: none"> ● Membership: \$11,390 = 60% (of annual goal) ● Learning: \$625 = 5% ● Marketing: \$3,100 = 47% ● Finance: \$4,883 = 122% <p><u>Expenses:</u></p> <ul style="list-style-type: none"> ● Administrative: \$14,131 = 59% ● Finance: \$1,592 = 27% ● Technology: \$4,131 = 64% ● Learning: \$0 = 0% ● Membership: \$54 = 1% 	Halyna Hodges <i>VP of Finance & Operations</i>	5 minutes
Membership & Outreach Report	<ul style="list-style-type: none"> ● 264 members (+1 from last month) ● 191 Power Members (72%) ● Working on best way to get reason why members do not renew; hope to get some of those answers from the membership survey ● Stephanie talked about the overage of contacts in Wild Apricot and is cleaning out those that are not active or been opening up any 	Stephanie Hubka <i>VP of Membership & Outreach</i>	5 minutes

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Consent Agenda Item	Key Updates	Presenter	Time
	content; should be done within another week		

Topic & Resources	Key Updates & Decision Points	Presenter	Time
Unfinished Business - Matters carried over from a previous meeting			
2023 - 2025 Strategic Plan Implementation	<p>Update: Adaora updated the board on the strategic plan implementation. Updates are provided in the tracker below.</p> <p>The Executive Committee has begun work to implement next steps identified in approved chapter strategy. The strategy, tracker with current status, and draft learning initiatives calendar is linked below.</p> <ul style="list-style-type: none"> • Metro DC ATD Chapter 2023-2025 Strategic Plan - FINAL • Chapter 2023-2025 Strategy Implementation Tracker • 2024 Learning Initiatives Calendar <p>Decision Points for Board:</p> <ol style="list-style-type: none"> 1. Are there any networking or learning initiative ideas we should consider adding to the 2023 calendar? Adaora asked board to send ideas to her and/or LaCresha. 2. Judith advised the board that she attended a past president's meeting and mentioned that someone stated that "content is still king." Judith believes that is not the focus, but that it is "personalities" that are more important in program offerings. Need named presenters. 3. Wine tasting; paint and sip, others? <p>Next Steps:</p> <ul style="list-style-type: none"> • Identify position descriptions • Review of bylaws 	Adaora Otiji <i>President</i>	15 minutes

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Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<ul style="list-style-type: none"> • Adaora will be sending out the transition plan for review • Policies and procedures to be updated and led by Stephanie H. • Julia mentioned that the Volunteer Form still has CoP interest as an option and should be removed since CoPs are being dissolved. Adaora asked that Julia remove it. • Develop a calendar of networking and learning initiatives to include 6 in-person events <ul style="list-style-type: none"> • Jeanna asked if strategic partnerships will be part of the learning calendar; Adaora said yes and will share LaCresha's plan with Jeanna • Event approval package is under review; should be complete by end of August • Shifting CoP leads to volunteer positions • Adaora and Halyna looking at lower cost administrative options; hope to have those options by end of September 		
2024 Board Elections	<p>Update:</p> <ol style="list-style-type: none"> 1. Status of election applications/nominations <ol style="list-style-type: none"> a. Metro DC ATD Board Nominations Form 2024 (Responses) b. Elections Process Overview c. Judith asked that people please fill out applications as soon as possible if staying on board; currently only one application received for any of the positions d. Nomination form is open until 8/25 and Judith will then begin 	<p>Judith Bartels-Brezac <i>Past President</i></p>	10 minutes

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	<p>reviewing applications; results will be announced 9/20.</p> <ol style="list-style-type: none"> Upcoming Coffee & Networking Event on 8/19/23 - 2 registrants <p>Decision Points for Board:</p> <ol style="list-style-type: none"> Which board members are able to attend coffee and networking event? Please send Adaora a note if you will be able to attend; Sherrie Reese indicated that she will be there <p>Next Steps: Fill out application if planning to stay on board Please share the Coffee and Networking event on LinkedIn and with your contacts Adaora would like to reach out to new members and personally invite them.</p>		
<p>Vacation Notification Process</p>	<p>Update:</p> <ol style="list-style-type: none"> Would like to standardize notification of vacation for board members to support collaboration. Proposed Process: <ul style="list-style-type: none"> Board member sends calendar invitation to board@dcatd.org from DCATD Google Account as all day event for days offline with subject: "Name, Position, Offline, Start Date - End Date" (e.g., Adaora Otiji, President, Offline, September 1-3) Board member puts up OOO message in Gmail directing inquiries to VP/President or Admin email account. <p>Decision Points for Board:</p> <ol style="list-style-type: none"> Does the proposed process work for the board to begin implementing? Board is in agreement that this is doable Can this be put in place for any upcoming vacations 	<p>Adaora Otiji <i>President</i></p>	<p>10 minutes</p>

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	<p>Next Steps:</p> <ol style="list-style-type: none"> Board members with upcoming vacations will send calendar invitation by 8/18/23 		
<p>New Business - Board members can introduce any new item for consideration</p>			
<p>Bylaws Revisions</p>	<p>Update: Review of proposed Bylaws changes that reflect chapter strategic plan and restructuring. Details in the above link.</p> <p>Decision Points for Board: Vote on Bylaws changes in order to send them to the Membership for review and vote in September. <i>Note: please review Article IX Section A for the Bylaws for more information about the amendment process.</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> VP of Finance role to be removed and the financial duties will become the responsibility of the President-Elect; President-Elect and President will be the financial signers on the account The Bylaws were approved as submitted and will be put before the membership for final approval. Stephanie recommended doing a video to go over the changes to the bylaws for the membership. Judith to add the vote for the Bylaws to the Membership Survey which will go out 9/1. Membership needs to be alerted to the changes ASAP to allow for their review. 	<p>Stephanie Hubka <i>VP of Membership & Outreach</i></p>	<p>15 minutes</p>

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	<ul style="list-style-type: none"> Stephanie will work with Chris to get it ready. 		
Volunteer Process Changes and Tracking	<p>Update: New tracker on Shared Drive. Streamline process recommendations</p> <p>Decision Points for Board:</p> <ul style="list-style-type: none"> Review tracker and provide input regarding process. What would the board like to see added or changed. Julia likes how it links to the volunteer form. Adaora linking to specific project description Breaking out to start date and status Update CPLP to CPTD and other updated to names as needed <p>Next Steps: Provide feedback to Lori by August 25</p>	Stephanie Hubka <i>VP of Membership & Outreach</i>	10 minutes
Care Status Update			
CARE Status Update	<ol style="list-style-type: none"> Discussion with VP Communities and Programs for requirements Waiting for 2024 CARE Workbook; Judith will move on without it in order to be prepared; Adaora will follow up with ATD regarding the status of the workbook; Stephanie indicated that most components stay the same year to year and should be safe to work with while waiting for the current one Adaora asked if there is any concern regarding items that need to be addressed; Judith indicated that all is on track 	Judith Bartels-Brezac <i>Past President</i>	5 minutes
Risk Tracker - Review and update identified risk factors			

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5 MINUTES			
Risk Tracker Review - Metro DC ATD Risk Tracker (2023)	<ol style="list-style-type: none"> 1. Review of Risk Tracker 2. Any additions or revisions to tracker? 3. Adaora added a column to record the date a risk was entered 4. Adaora and Jeanna spoke with WeWork regarding the use of space for collaboration 5. Nejat attended a SHRM networking event that had good attendance to include several SHRM board members. She asked attendees how they heard about it and said that board members personally invited them. As a follow up, SHRM sent a message the next day thanking her for her attendance and asking for a personal call for feedback. Found this to be very engaging. \$25 charge for the event. 6. Adaora will be talking with Chris about the marketing strategy; marketing is not a one-person job, but the responsibility of the entire board. 7. Adaora mentioned that the board should look at the mentoring program and how it can improved; talk to members for ideas. 	Adaora Otiji <i>President</i>	5 minutes

Topic & Resources	Key Updates	Presenter	Time
Announcements - Topics to announce that do not require discussion			
Annual Membership Survey	<p>Thank you to all board members who provided feedback about the Membership Annual Survey. Here is the final draft.</p> <p>Halyna asked for final feedback. Ideally, hope to send out the last week of September. Want to be careful of not sending the elections email and</p>	Halyna Hodges <i>VP of Finance & Operations</i>	1 minute

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	membership survey at the same time or too close together.		
Halyna Hodges OOO	Halyna will be OOO August 16th to 21th	Halyna Hodges <i>VP of Finance & Operations</i>	1 minute
Chris Eanes OOO	Chris will be OOO for several upcoming date ranges, so please do your best to plan any marketing needs around the following: <ul style="list-style-type: none"> ● 8/12 to 8/19 ● 9/1 to 9/10 ● 9/18 to 9/22 	Christina Eanes <i>VP of Marketing & Communications</i>	1 minute
September Board Meeting	<ul style="list-style-type: none"> ● Adaora is not able to join the September 9, 2023 board meeting until 11 am. Judith will be leading the meeting. ● Becky will be traveling on the day of the next board meeting. Adaora indicated that board member will be asked to capture minutes in her absence. 	Adaora Otiji <i>President</i>	5 minutes

Meeting was adjourned at 11:30am. The next meeting is Saturday, September 9, 2023