

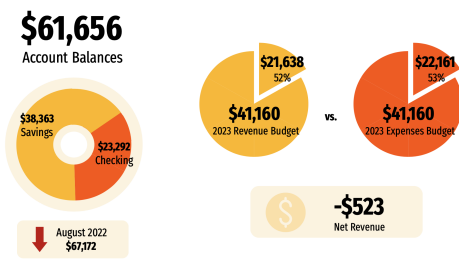
September 2023 Board Meeting Minutes

Saturday, September 9, 2023 | 10:00am - 12:00pm | Zoom Meeting

1. The meeting was called to order at 10:15am

Board Role	Name	Attendance
1. President (EC)	Adaora Otiji	X
2. Past President (EC)	Judith Bartels-Brezac	X
3. President-Elect (EC)	VACANT	
4. VP of Finance & Operations (EC)	Halyna Hodges	X
5. Director of Operations	VACANT	
6. Director of Technology	Julia Alson	
7. Director of Measurement & Evaluation	VACANT	
8. VP of Membership & Outreach (EC)	Stephanie Hubka	X
9. Director of Membership	Lori Muhlstein	X
10. Director of Volunteering	VACANT	
11. Director Strategic Partnerships	Jeanna Williams	
12. VP of Programs & Communities (EC)	LaCresha Harrison	
13. Director of Programs	Nejat Abdurahman	
14. Director of Communities of Practice	Sherrie Reece	
15. Director of Professional Development	VACANT	
16. VP of Marketing & Communications (EC)	Christina Eanes	
17. Director of Communications	VACANT	
18. Director of Marketing	VACANT	
Positions Filled: 11 Positions Vacant: 7 Members Present: 0 Members Absent: 0 Quorum: No		

2. Review and approve the consent agenda

Consent Agenda Item	Key Updates	Presenter	Time
Last Month's Meeting minutes 2023 Meeting minutes		Judith Bartels-Brezac <i>Past President</i>	5 minutes
Finance & Operations Report 2023 Finance Reports	<p>August 2023 Finance Report</p>  <p>\$61,656 Account Balances</p> <p>\$41,160 2023 Revenue Budget</p> <p>\$41,160 2023 Expenses Budget</p> <p>-\$523 Net Revenue</p> <p>Revenue:</p> <ul style="list-style-type: none"> • Membership: \$12,890 = 68% (of annual goal) • Learning: \$750 = 6% • Marketing: \$3,100 = 47% • Finance: \$4,886 = 122% <p>Expenses:</p> <ul style="list-style-type: none"> • Administrative: \$16,041 = 67% • Finance: \$1,643 = 28% • Technology: \$4,330 = 67% • Learning: \$200 = 11% • Membership: \$54 = 1% 	Halyna Hodges <i>VP of Finance & Operations</i>	5 minutes
Membership & Outreach Report	<ul style="list-style-type: none"> • 266 members (+2 from last month) • 191 Power Members (72%) • Wild Apricot Account Clean-up is complete; currently ensuring member WA statuses are accurate. • Found errors regarding status of members where they were listed as "Website Guest" rather than Member. Stephanie is in the process of trying to find out why that would happen and get it fixed. • Please ensure your Chapter and National dues are current: this is a board service requirement! • Found some board members are not active on their dues. Stephanie will 	Stephanie Hubka <i>VP of Membership & Outreach</i>	5 minutes

Consent Agenda Item	Key Updates	Presenter	Time
	<p>be reaching out to those board members for follow up.</p> <ul style="list-style-type: none"> Stephanie will also follow up regarding national membership. Judith and Stephanie will meet to discuss how to proceed. Complimentary membership is not active until one full year of service on the board has been completed. Lori mentioned that there are five new volunteers who signed up in August. Three of the five have been selected to fill open positions (Social Media Coordinator, Finance, and Virtual Producer for the event coming up next week. All were the result of New Member Orientation. Judith suggested promoting this on LinkedIn. Stephanie suggested a “Welcome” post. Lori will reach out to Chris for next steps. Lori suggested adding this information to the membership report. 		

a. Vote on Consent Agenda postponed until a quorum is present.

Topic & Resources	Key Updates & Decision Points	Presenter	Time
Unfinished Business - Matters carried over from a previous meeting <i>NONE</i>			
New Business - Board members can introduce any new item for consideration			
Cypher Learning Partnership	<p>Update:</p> <ul style="list-style-type: none"> From Jeanna: Cypher Learning is inquiring about chapter membership for their organization as part of their partnership. This benefit is not included in our sponsor/partnership packages. Considering we have a few other 	Adaora Otiji, President, filled in on behalf of Jeanna Williams	15 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<p>chapters that provide membership at a certain level this may be a benefit we would want to consider adding. Cypher's partnership package totaled \$2,000 this year. I would recommend two (2) memberships.</p> <ul style="list-style-type: none"> • Cypher is key partner at this time. <p>Decision Points for Board:</p> <ul style="list-style-type: none"> • Do we want to offer this type of partnership (chapter member)? <ul style="list-style-type: none"> o Lori asked the benefit of offering the membership. Adaora responded that they can participate in events and it connects them to other members. Does not feel that it benefits the chapter. Lori's concern is that by allowing them to become members could make it a sales benefit to the partner which our members may not approve of. o Judith asked if the cost of the partnership could be raised to offer the membership. o Halyna said that the Atlanta chapter offers that type of partnership at a cost of \$10k (Believer Package). Feels that if Cypher wants membership it should come at a greater cost. o Adaora will follow up with Jeanna to see if Cypher is willing to pay in addition to their current package and then determine if the chapter wants to offer membership. • Do we need the board to vote on offering this benefit if we believe it makes sense for us? <p>Next Steps:</p>		

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	<ul style="list-style-type: none"> Adaora will confirm with Jeanna if Cypher is interested in members as an additional cost. Look at ATD Atlanta Sponsorship Info: https://atdatlanta.org/Sponsorships Adaora will follow up with Jeanna on Sponsorship and Partnership strategy for CARE 		
Care Status Update 15 MINUTES			
CARE Status Update	Update: <ul style="list-style-type: none"> Spreadsheet Reviewed - CARE Foundational and Plus Planner 2024 Judith went over the color coding within the tracker to distinguish what is in progress with a highly likelihood of being completed and what is unlikely to be completed. Many completed or in progress with little to no risk of failure Judith asked who should be in charge of new board member onboarding. It is expected to change based on the new board structure. Lori suggested Judith contact Julia regarding who handles onboarding as Julia has been doing it thus far. Succession planning strategy has not been written. Judith will discuss with Adaora. Recruitment strategy. Lori indicated that there is a loose recruitment strategy. Utilize existing communications channel. Lori will formally document the recruitment strategy in order to meet the CARE requirement. Judith mentioned that one of the most confusing parts of being a new board member is the Shared Drive. Stephanie said that we can archive many documents that may not need 	Judith Bartels-Brezac <i>Past President</i>	15 minutes

Topic & Resources	Key Updates & Decision Points	Presenter	Time
	<p>to be accessed, but should be kept to ensure there is board history.</p> <ul style="list-style-type: none"> Judith updated the Finance section. It will be done by the end of the year. Financial audit is complete. Cash reserve is done. Need to talk with Jeanna about the Partnership section to confirm status. Judith recommended LaCresha be sure to watch the recording particularly the CARE tracker and programming. Adaora asked if the coaching program counts toward activities. Lori believes it falls under the "expanded programming." Adaora asked about when we partner with an organization on a conference if that counts towards the Programming Plus requirement. Stephanie indicated that the chapter needs to be involved in running and organizing the chapter, but will ask for more information to see if the partnership would count. Stephanie will reach out to Lisa Garcia to see if we meet requirements for the Study Group category. Mentoring program will launch in 2023 and that should count for CARE. LaCresha is working on it. <p>Decision Points for Board:</p> <ul style="list-style-type: none"> Power Member Activities: <ul style="list-style-type: none"> Putting a power member stamp on emails Mentioning power membership during new member orientation is an activity Having it on the website is an activity Onboarding for the next board. 		

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	Next Steps: <ul style="list-style-type: none"> November <ul style="list-style-type: none"> Operating Plan - Nov Board Roster 		
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 	Judith Bartels-Brezac Past President	15 minutes

Topic & Resources	Key Updates	Presenter	Time
Announcements - Topics to announce that do not require discussion			
2024 Election Update	<ul style="list-style-type: none"> Board election and bylaw voting opened on 9/8 - closes on 9/13/23: <ul style="list-style-type: none"> Vote Online Candidates & ByLaws Revision Overview All board members need to vote. Contact Judith with any questions. 23 responses so far after just coming out the day prior to the board meeting. Stephanie mentioned that if there is a concern about votes, she can check to confirm if it is a legitimate email. 	Judith Bartels-Brezac Past President	10 minutes

_ Meeting was adjourned at 11:18am. Next meeting is Saturday, October 14, 2023 at 10:00am.