

ATD Sacramento Board Meeting Agenda

Meeting Details Date: Tuesday, January 25, 2022
Time: 5:30pm to 7:00pm
Location: Zoom
(<https://us02web.zoom.us/j/86888461860?pwd=em1kOE56SUg0SEdmZEFOR1pJWmVQdz09>) Password: 718444
Facilitators: Matt Clark

Attendees The following individuals are in attendance:

Name (Role)	Attended?
Matt Clark (President)	Present
Erin Castleberry (Virtual Assistant)	Absent
Alice Sandridge (Membership)	Present
Jen Anderson (Finance)	Present
TS Hamilton (Past President)	Present
Lucia Steward (Marketing & Communications Candidate)	Present
Nunu Phengphanh (Possible Programs Candidate)	Present
Desiree Aragon (OD SIG)	Present

Agenda Items The table below identifies the various agenda items, approximate start times, and allotted time:

Item	Start Time	Allotted Time
Welcome/Call to Order	5:30pm	5 minutes
VOTE #1: November Meeting Minutes	5:35pm	2 minutes
VOTE #2: 2022 ATD Operating Plan	5:37pm	5 minutes
VOTE #3: 2022 Proposed Budget	5:42pm	5 minutes
Review of Action Items	5:47pm	10 minutes
CARE Package	5:57pm	10 minutes
Monthly Financial Report	6:07pm	5 minutes
Monthly Membership Report	6:17pm	5 minutes
Monthly Programs Discussion	6:22pm	5 minutes
Member Survey	6:27pm	10 minutes
Website	6:37pm	10 minutes
Roundtable Discussion	6:47pm	5 minutes
Create Action Items	6:52pm	8 minutes
Adjourn	7:00pm	0 minutes

Welcome/Call to Order – 5:35 PM

ATD Sacramento Board Meeting Agenda

**Vote #1:
November 2021
Minutes** Review and approval of the November 2021 meeting minutes
Motion: Alice Sandridge
Second: Jen Anderson

Ayes	Nays
3	0

**Vote #2: 2022
Operating Plan** Review and approval of the 2022 ATD Operating Plan
Motion: Jen Anderson
Second: Alice Sandridge

Ayes	Nays
3	0

**Vote #3: 2022
Budget
Approval** Review and approval of the 2022 Budget Approval
Motion: Alice Sandridge
Second: Jen Anderson

Ayes	Nays
3	0

Attachments The following documents are attached to this agenda and should be reviewed prior to the meeting:

- November 2021 meeting minutes
- 2022 Operating Plan
- 2022 Proposed Budget
- January 2021 Financial Report
- January 2021 Membership Report

**Review of
Action Items** The following items have been established as action items for follow up:

Who?	What?	Status
Jen	Reach out to Roz re: Summit financials	ASAP
TS	Q1/Q2 Newsletter	ASAP
Erin	Make deposit	Matt to follow up
TS	Send Erin election ballot info	Done
Jen	Compile ALC notes on tech opportunities	Jen and Matt to see if info was sent
Matt	Reach out to National re: power member ratio	Done
Erin	SMUD renewal	Matt to reach out to Erin
TS	Follow-up on lead for potential Board member	Matt to follow up
Erin	Send out Board election email	Done
TS	Send National University contact to Matt for f/u	Matt has reached out

Discussion: CARE Package - Everything is ready for submission. Matt will submit on January 30th to allow the board time to review their sections and provide feedback, if needed.

Discussion: Monthly Financial Report – Jen reviewed the report. Net income for 2021 - \$1,714.47

Discussion: Monthly Membership Report – Active members has dropped a little, but nothing concerning. Alice is waiting on Power Member information from ATD national. Reviewed renewal overdues and discussed Ron Rowan and Katrina Kennedy. Confirmed that all overdue renewals will receive letters.

Discussion: Monthly Programs – Nunu Phengphanh attended as a possible interest in the Programs Board Member position. Matt looking for a back up for the Big Give event this week. February 2022 event is lined up. Looking for speakers from March and forward.

Discussion: Member Survey - 2018 is the last time survey was sent out. Board to review and see what we want to change or add. Most of the current questions are from ATD National. Matt to send out. Matt would like to send out to members in Q1.

Discussion: Website – Project is still in progress. Matt requested that we reach out to web designers we might know who could work on this. We can do in-kind services and advertisements for compensation.

Roundtable Discussion:

Alice – Brought up board directors having one on ones with Matt. Matt confirmed that he wants to have these sessions soon to plan for the year. Projects and initiatives to complete this year.

Desiree - Plans for the OD SIG are good for the year.

Action Items The following items have been established as action items for follow up:

Who?	What?	By When?
Matt	Reach out to Erin about SMUD Renewal	Feb 1 st
Matt	Follow up with Erin on deposit from last month	Feb 1 st
Jen	See if ALC tech info sent. If not, send to all.	1/28/22
Matt	Send out member survey to board for review.	Feb 1 st
Matt	Schedule one on ones with board members	Feb 1 st
Jen	Follow up with Erin on Wild Apricot access	1/28/22
Alice	Follow up with ATD national	1/28/22
Matt	Have conversation with Nunu about programs position	Feb 1 st

Adjournment – 6:34 PM