

ATD Sacramento Board Meeting Minutes – March 29, 2022

Meeting Details Date: Tuesday, March 29, 2022
Time: 5:30 PM – 7:00 PM
Location: Online
(<https://us02web.zoom.us/j/81233132098?pwd=RWtxNkJrYnUyZkV2Q1duUitTeFRVZz09>)
Facilitator: Matt Clark

Attendees The following individuals are in attendance:

Name (Role)	Attended?
Matt Clark (President)	Present
Erin Castleberry (Virtual Assistant)	Present
Alice Sandridge (Membership)	Present
Jen Anderson (Finance)	Absent
Lucia Stewart	Present
Nunu Phengphanh	Present
TS Hamilton (Past President)	Absent

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

Item
Welcome/Call to Order
VOTE #1: February Meeting Minutes
Review of Action Items
Membership Survey Results
Partnership Updates
Q1 Newsletter
ATD Member Mixer
Tech Review
Monthly Financial Report
Monthly Membership Report
Monthly Programs Discussion
Member Appreciation Month
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:37 PM

ATD Sacramento Board Meeting Minutes

Vote #1: Review and approval of the February 2022 meeting minutes
February 2022
Minutes

Motion: Alice Sandridge
 Second: Matt Clark

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	TS	Draft CPS HR MOU and send to Board	In progress
2	Board	Review draft sponsorship levels and send feedback to Jen	In Progress
3	Erin	Add 3/24 event to website and send promo	Complete
4	Matt	Share access to Google drive with Board	In progress
5	Jen	Move financials into Google drive	In progress
6	Matt	Send president's message to Lucia	Complete
7	Matt	Send video to Lucia	In progress - done by 4/8
8	Lucia	Draft Q1 newsletter	In progress - targeted 4/15
9	Erin	Send old member survey to Matt	Complete
10	Board	Send questions for member survey to Matt	Complete
11	Matt	Send member survey to Erin to send out	Complete
12	Jen	Remove Sarah/TS from insurance	In progress
13	Erin	Contact list purge and research on increasing contact capacity	Complete

Membership Survey Results (Matt)

- Primary focus areas: presentation/facilitation, organizational development (OD), instructional design
- Member benefits: monthly programs, networking, special programs
- Most valuable content request: OD, instructional design, learning strategy/eLearning
- Preference of virtual vs. in-person: mix of both
- Most convenient days: Fri, Mon, Thu
- Preferred time of day (virtual): 10-11:30am, 12-1:30pm
- Preferred time of day (in-person): after 5pm, 12-1:30pm

Partnership Updates (Matt)

- CPS HR - tabled; will follow up with TS

- Los Rios - working on MOU; sent incentives to them for review

Q1 Newsletter (Lucia)

- Previewed draft newsletter
- Need to update Katrina page to separate the 2 different series

Member Mixer (Alice)

- Reviewed Top Golf options for member mixer
- Targeting a Friday in June
- Alice will meet with Top Golf to confirm pricing options and send info to Board

Monthly Financial Report (Matt)

- Report was sent for everyone’s review

Monthly Membership Report (Alice)

- 154 members, 110 active, 4 new, 4 veterans, 3 students
- 43% power member ratio!!
- Jen working on onboarding as project for later in the year
- Continuing work on the consultant directory page
- Need to check membership status of Christine Verhoeven and Wendy Slepian

Monthly Programs Report (Nunu)

- March 24 event went well; Matt will send Survey Monkey credentials so Nunu can create eval link; Nunu will send screenshot of 3/24 event to Lucia
- April 20 event confirmed and posted on website
- Working on confirming May event

Member Appreciation Month (Matt)

- Board members should review materials and send any ideas on how we can participate to Matt by 4/8

Roundtable Discussion (Board)

- Cami McClaren has requested an email promo for her trainer series; Erin will circulate to the Board for approval

Adjournment – 7:02 PM

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

Who?	What?	By When?
Board	Confirm you can access Google drive	ASAP
Matt	Send video to Lucia for newsletter	4/8
Matt	Follow-up with TS re: CPS HR MOU	4/26

Alice	Confirm Top Golf pricing and send to Board	4/1
Erin	Follow up on membership (Verhoeven, Slepian)	ASAP
Matt	Send Survey Monkey credentials to Nunu	4/1
Nunu	Create survey link for 3/24 and send to Erin	4/1
Nunu	Send 3/24 screenshot to Lucia	ASAP
Board	Review Member Appreciation Month materials	4/8
Erin	Send Cami McClaren ad to Board for approval	ASAP