

ATD Sacramento Board Meeting Minutes – April 26, 2022

Meeting Details Date: Tuesday, April 26, 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)	Present
Lucia Stewart	Present
Nunu Phengphanh	Present
Desiree Aragon (OD SIG)	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: March Meeting Minutes
Review of Action Items
Partnership Updates
ATD Member Mixer
ATD Certification Programs
Google Account Update
Monthly Financial Report
Monthly Membership Report
Monthly Programs Discussion
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:30 PM

ATD Sacramento Board Meeting Minutes

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

Motion: Alice Sandridge
Second: Nunu Phengphanh

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Board	Confirm you can access Google drive	Researching options
2	Matt	Send video to Lucia for newsletter	Complete
3	Matt	Follow-up with TS re: CPS HR MOU	Complete
4	Alice	Confirm Top Golf pricing and send to Board	Complete
5	Erin	Follow up on membership (Verhoeven, Slepian)	In progress
6	Matt	Send Survey Monkey credentials to Nunu	Complete
7	Nunu	Create survey link for 3/24 and send to Erin	Complete
8	Nunu	Send 3/24 screenshot to Lucia	Complete
9	Board	Review Member Appreciation Month materials	N/A
10	Erin	Send Cami McClaren ad to Board for approval	Complete

Partnership Updates (Matt)

- Los Rios – still pending; waiting to hear back from them
- CPS HR – Discussed some potential revisions including adding a max value for special program incentive, revising discounted room rate language, and revising event sponsorship language to 1 meal. Matt will make the updates and circulate to the Board for approval.

ATD Member Mixer Update (Alice)

- Costs are about \$2,000 including food on a Friday.
- Discussion on options for reducing costs – possibly changing to Thursday and seeking sponsorships (Delta may be interested in this)
- Hoping to keep costs at less than \$50/pp

ATD Certification Programs (Alice)

- ATD offers certifications in CPTD and PMP
- Met with Remy at Golden gate chapter to discuss what they do for study groups for cert programs; Remy provided a bunch of resources
- Discussion on posting the resources provided by Remy and finding out what our membership's interest level might be – Alice to reach out for permission.

Monthly Financial Report (Jen)

- Discussion on posted financial report, currently in the red, but expenses are reflected to date and income is only reflected through March
- Katrina event income always comes late and should help
- Discussion on preparing a Q1 financial summary

Monthly Membership Report (Alice)

- 151 members, 107 active, 16 overdue, 2 new
- Erin will check on overdue renewals
- 42% power member ratio!!
- Continuing work on the consultant directory page
- Lucia needs to be added to the national membership
- Erin will check local and national membership status of all Board members

Monthly Programs Report (Nunu)

- April 20 event successful
- May 31 event confirmed for Jerry Talley – joint event with IIBA; Erin will create promo code for IIBA members; event will be a sneak peak for the July Talley series; Nunu will send zoom link to Erin
- June 6 networking event with Golden Gate confirmed – free for members, \$10 for non-members
- June 27 monthly meeting confirmed
- July – no monthly event planned
- Meeting with potential speakers for fall lineup

Roundtable Discussion (Board)

- OD SIG – Desiree wants to aim for 2 events this year; targeting July 7 for first event; will send promo info to Erin
- Erin will set up Lucia with admin access to Wild Apricot
- Matt will send July/Oct event info for Jerry Talley to Nunu
- Google account options – small fee for regular access or discounted fee for non-profit access. Erin will see if non-profit info can be found; hold off on purchasing for now until we can get that settled

Adjournment – 6:56 PM

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

Who?	What?	By When?
Erin	Follow up on membership (Verhoeven, Slepian)	ASAP
Matt	Circulate final CPS HR MOU for approval	ASAP
Alice	Follow-up w/ Remy re: using resources	ASAP
Erin	Confirm local/national memberships for Board	ASAP

Erin	Create promo code for IIBA for 5/31 event	ASAP
Desiree	Send 7/7 OD SIG write-up to Erin	ASAP
Erin	Update Lucia's admin access in WA	ASAP
Matt	Send Jul/Oct Talley info to Nunu	ASAP
Nunu	Send 5/31 event zoom link to Erin	ASAP
Erin	Look up non-profit info in e-mail	ASAP