

# ATD Sacramento Board Meeting Minutes – May 31, 2022

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**Meeting Details**    Date: Tuesday, May 31, 2022  
Time: 5:30 PM – 7:00 PM  
Location: Online  
(<https://us02web.zoom.us/j/81233132098?pwd=RWtxNkJrYnUyZkV2Q1duUitTeFRVZz09>)  
Facilitator: Matt Clark

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**Attendees**        The following individuals are in attendance:

<b>Name (Role)</b>	<b>Attended?</b>
Matt Clark (President)	Present
Alice Sandridge (Membership)	Present
Jen Anderson (Finance)	Present
Lucia Stewart (Marketing & Communications)	Present
Nunu Phengphanh (Programs)	Present
Erin Castleberry (Virtual Assistant)	Present

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

<b>Item</b>
Welcome/Call to Order
VOTE #1: April Meeting Minutes
Review of Action Items
CPS HR Partnership Update
ATD Member Mixer
Monthly Financial Report
Monthly Membership Report
Monthly Programs Discussion
Review of Planned Events
Roundtable Discussion
Create Action Items
Adjourn

**Welcome/Call to Order – 5:34 PM**

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

Motion: Alice Sandridge  
Second: Nunu Phengphanh

Ayes	Nays
3	0

### Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Follow-up on membership (Verhoeven, Slepian)	In progress
2	Matt	Circulate final CPS HR MOU for approval	Complete
3	Alice	Follow-up w/ Remy re: using cert. resources	Complete
4	Erin	Confirm local/national memberships for Board	Complete
5	Erin	Create promo code for IIBA for 5/31 event	Complete
6	Desiree	Send 7/7 OD SIG write-up to Erin	Complete
7	Erin	Update Lucia's admin access in WA	Complete
8	Matt	Send Jerry Talley Jul/Oct info to Nunu	July – complete
9	Nunu	Send 5/31 event zoom link to Erin	Complete
10	Erin	Look up non-profit info	Complete

### CPS HR Partnership Update (Matt)

- Confirmed for approval; Matt will execute.

### ATD Member Mixer (Alice)

- Delta Dental confirmed for \$750 sponsorship; Erin to send Alice an invoice. Will include 2 attendee spots.
- Alice to send event info to Lucia, including pricing structure.
- Alice to confirm Thursday pricing so we can move forward with choosing a date – possibly 7/28.

### Monthly Financial Report (Jen)

- Reviewed monthly report; currently in the green.
- Tax extension approved; Erin to send copy of approval letter to Matt and Jen.

### Monthly Membership Report (Alice)

- 149 members, 112 active, 4 new, 4 veterans, 3 students, 11 overdue renewals.
- 41% power member ratio!!
- Wendy Brodnick – need to update to suspended status manually.
- Jen and Lucia to begin working on onboarding project.

### Monthly Programs Report (Nunu)

- 5/31 event successful – survey sent out this afternoon.
- 6/27 event registration open; promos scheduled
- August event pending date confirmation; topic: Conflict Capable Leadership with Anna Nielson.
- Exploring a variety of other speakers and topics for remainder of year including employee experience, psychological safety at work through play, talent development strategy as it relates to organizational alignment.
- Nunu to reach out to Paul Briley regarding potential special event.

**Review of Planned Events (Jen)**

- Reviewed budgeted planned events; no updates needed at this time.

**Roundtable Discussion (Board)**

- Suzanne Bardasz, who formerly volunteered for the Summit, would like to resume volunteering in a potential associate capacity. First assignment will be working with Alice on Member Mixer.
- Discussion on the resources obtained from Remy at ATD GG for the ATD certification programs; Lucia will work with Erin on getting them posted to the website under the “Member Services” page.
- Paul Briley wants to hold a monthly program later this year and will send an article for our next newsletter.

**Adjournment – 7:00 PM**

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

<b>Who?</b>	<b>What?</b>	<b>By When?</b>
Erin/Matt	Finalize ATD memberships for Matt and Lucia	ASAP
Matt	Send Nunu Oct Talley event info	June 30
Matt	Reach out to Sarah re: non-profit info	ASAP
Matt	Execute CPS HR MOU	ASAP
Erin	Send Delta Dental sponsorship invoice to Alice	ASAP
Matt	Get new OD SIG date from Desiree	ASAP
Alice	Confirm Thursday pricing for member mixer and discuss with Matt/Jen	ASAP
Alice	Send Member Mixer info to Lucia for posting to website	ASAP
Erin	Send Matt/Jen tax extension approval letter	ASAP
Erin	Update Wendy Brodnick membership status	ASAP
Nunu	Reach out to Paul Briley re: special event	June 30
Matt	Renew WA subscription	ASAP
Erin/Lucia	Post certification resources to website	ASAP
Jen	Get bank card for Nunu and cancel TS’ card	ASAP

