

# ATD Sacramento Board Meeting Minutes – June 28, 2022

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**Meeting Details**    Date: Tuesday, June 28, 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: May Meeting Minutes
Review of Action Items
ATD Member Mixer
Monthly Financial Report
Monthly Membership Report
Monthly Programs Discussion
Roundtable Discussion
Create Action Items
Adjourn

**Welcome/Call to Order – 5:33 PM**

# ATD Sacramento Board Meeting Minutes

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

Motion: Jen Anderson  
Second: Alice Sandridge

Ayes	Nays
4	0

## Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin/Matt	Finalize ATD memberships for Matt and Lucia	In progress
2	Matt	Send Nunu Oct Talley event info	Waiting on speaker
3	Matt	Reach out to Sarah re: non-profit info	Complete
4	Matt	Execute CPS HR MOU	Complete
5	Erin	Send Delta Dental sponsorship invoice to Alice	Complete
6	Matt	Get new OD SIG date from Desiree	Waiting on Desiree
7	Alice	Confirm Thursday pricing for member mixer and discuss with Matt/Jen	Complete
8	Alice	Send Member Mixer info to Lucia for posting to website	Complete
9	Erin	Send Matt/Jen tax extension approval letter	Not complete
10	Erin	Update Wendy Brodnick membership status	Complete
11	Nunu	Reach out to Paul Briley re: special event	Complete
12	Matt	Renew WA subscription	Complete
13	Erin/Lucia	Post certification resources to website	Not complete
14	Jen	Get bank card for Nunu and cancel TS' card	In progress

## ATD Member Mixer (Alice)

- Confirmed for 7/28; pre-paid and contract signed.
- Matt will connect Suzanne with Alice for potential assistance with the event.
- Pricing is confirmed for \$50 members/\$65 non-members.
- Alice will confirm waiver requirements with the venue and report back. Promo will go out once waiver info is confirmed.
- Discussion on doing a raffle – Board will see what potential raffle items they can come up with.

## Monthly Financial Report (Jen)

- Reviewed monthly report; currently in the green.

### Monthly Membership Report (Alice)

- 135 members, 120 active, 0 new, 10 overdue renewals, 42% PM ratio.
- Discussion on potential correction to ATD Store info – maybe that’s why no new members this month? Alice will follow-up with ATD.
- Consultant directory project on hold; will resume after TopGolf event.
- ATD doesn’t show current memberships for Verhoeven and Slepian. Alice will forward emails to Erin re: membership payments.

### Monthly Programs Report (Nunu)

- 6/27 event complete; Nunu will send survey info to Erin along with recording.
- August – Anna Nielsen on conflict; working on finalizing date.
- September – Erin Lebaszcz on relationship building; ; working on finalizing date.
- October – Jeff Harris on psychological safety; working on finalizing date.
- November and December – TBD; maybe Paul Briley special event?
- Discussion on return to in-person events and sending a survey to gauge interest; potentially September for a “back to school” theme? Matt and Nune will schedule a 1 on 1 to discuss how in-person programming works.

### Roundtable Discussion (Board)

- Matt to send out info on Board retreat

### Adjournment – 6:59 PM

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**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	Finalize ATD memberships for Matt and Lucia	ASAP
Nunu	Reach out to Jerry Talley re: Oct event info	July 31
Matt	Follow-up with Desiree re: OD SIG date	ASAP
Erin	Send Matt/Jen tax extension approval letter	ASAP
Erin/Lucia	Post certification info to website	July 31
Jen	Get bank card for Nunu and cancel TS’ card	ASAP
Matt	Connect Suzanne and Alice re: member mixer	ASAP
Alice	Confirm waiver requirements with TopGolf	ASAP
Erin	Send out Member Mixer promo	ASAP
Board	Generate raffle prize ideas	ASAP
Alice	Reach out to ATD re: ATD Store correction	ASAP
Alice	Send Verhoeven email to Erin	ASAP
Nunu	Send Erin survey info/recording for 6/27 event	ASAP
Matt/Nunu	Schedule 1 on 1 re: in-person programming	ASAP
Matt	Send out info on Board retreat	ASAP