

ATD Sacramento Board Meeting Minutes – July 26, 2022

Meeting Details Date: Tuesday, July 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
Alice Sandridge (Membership)	Present
Jen Anderson (Finance)	Present
Lucia Stewart (Marketing & Communications)	Present
Nunu Phengphanh (Programs)	Present
Erin Castleberry (Virtual Assistant)	Present

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

Item
Welcome/Call to Order
VOTE #1: June Meeting Minutes
Review of Action Items
ATD Sacramento Board Retreat
ATD TopGolf Member Mixer
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: June 2022 Minutes Review and approval of the June 2022 meeting minutes

Motion: Alice Sandridge
 Second: Jen Anderson

Ayes	Nays
4	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Finalize ATD memberships for Matt and Lucia	Complete
2	Nunu	Reach out to Jerry Talley re: Oct event info	Complete
3	Matt	Follow-up with Desiree re: OD SIG date	Complete
4	Erin	Send Matt/Jen tax extension approval letter	Complete
5	Erin/Lucia	Post certification info to website	In progress
6	Jen	Get bank card for Nunu and cancel TS' card	In progress
7	Matt	Connect Suzanne and Alice re: member mixer	Complete
8	Alice	Confirm waiver requirements with TopGolf	Complete
9	Erin	Send out Member Mixer promo	Complete
10	Board	Generate raffle prize ideas	Complete
11	Alice	Reach out to ATD re: ATD Store correction	Complete
12	Alice	Send Verhoeven email to Erin	Complete
13	Nunu	Send Erin survey info/recording for 6/27 event	Complete
14	Matt/Nunu	Schedule 1 on 1 re: in-person programming	Complete
15	Matt	Send out info on Board retreat	Complete

ATD Board Retreat (Matt)

- Confirmed for Aug 6 from 10am-12pm
- Reviewed location/parking info
- Matt will provide cell number in Slack
- True Colors team building

ATD TopGolf Member Mixer (Alice)

- Katrina will donate one registration for raffle; Erin to send Katrina event info to Board for the purpose of deciding which class to do
- 18 confirmed registrations so far
- Meeting with Suzanne (volunteer) onsite prior to event to walk the area
- Jen and Erin both have books; Erin will drop book off at Jen's so she can bring both
- Alice will pick up ATD banner from Matt the day before event

Monthly Financial Report (Jen)

- Financials late from bookkeeper; report is forthcoming and Jen will send it out
- Erin will send Jen deposit info
- Erin will send in invoicing for VA services

Monthly Membership Report (Alice)

- 139 members, 120 active, 1 new, 11 overdue renewals
- Jen working on onboarding project
- Alice provided updated info to national for ATD Store

Monthly Programs Report (Nunu)

- Sept event confirmed for 9/14 in person with Erin Labacqz; she will do a book raffle and can set up a table for book sales
- Paul Briley is confirmed for October; date TBD; topic: Leader as Coach
- November event TBD; potential special program with Paul and other past speakers
- Waiting to hear back from Jerry Talley regarding his October series

Roundtable Discussion (Board)

- Marketing for Katrina's next fall series to go out ASAP; waiting on updated graphics from Katrina
- Succession planning will be on the Board retreat agenda

Adjournment – 6:23 PM

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

Who?	What?	By When?
Erin	Schedule time with Lucia re: website	ASAP
Matt	Provide cell number in Slack	ASAP
Erin	Send Katrina event info to Board for raffle	ASAP
Erin	Drop off book to Jen	7/27
Alice	Pick up ATD banner from Matt	7/27
Jen	Send out Finance report	ASAP
Erin	Send Jen deposit info for July	ASAP
Erin	Send in invoices	ASAP
Nunu	Confirm date for October event	8/30