

ATD Sacramento Board Meeting Minutes – Sept 27, 2022

Meeting Details Date: Tuesday, September 27, 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: August Meeting Minutes
Review of Action Items
Sponsorship Tiers Discussion & Vote
ALC Virtual Conference Attendance
New Member Onboarding
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:33 PM

ATD Sacramento Board Meeting Minutes

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

Motion: Jen Anderson
 Second: Nunu Phengphanh
 Motion Passed

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Schedule time with Lucia re: website	Complete
2	Jen	Send out tiers vs. incentives comparison	Complete
3	Matt	Check w/ Alice on ALC availability	Complete
4	Jen	Check schedule re: ALC	Complete
5	Nunu	Send 8/29 survey link to Erin	Complete
6	Erin	Add Mendocino Farms info to 9/14 event	Complete
7	Nunu	F/U w/ Erin L. re: promoting event on her socials and providing blog and/or video	Complete
8	Matt	Send Suzanne contact info to Nunu	Complete
9	Lucia	Repost 9/14 event info and tag Erin L.	Complete
10	Nunu	Send Jerry Talley Oct series info to Erin/Lucia	Complete
11	Erin	Coordinate meeting bag drop off with Nunu	Complete
12	Matt	Deliver ATD banner to Nunu for Sept event	Complete
13	Nunu	Download square app for Sept event	Complete
14	Erin	Send meeting minutes to Jen for WF info	Complete

Sponsorship Tiers (Jen)

- Review of updated proposed tiers and associated costs
- Motion to approve tiers by Alice; second by Jen; 4 ayes – 0 dissent; motion passed
- Naming TBD, but potential Sacramento theme

ALC 2022 (Matt)

- Conference has moved to virtual format with new dates: Nov 2-4
- Due to virtual format, we can send any Board members who want to attend
- Jen will attend, Matt is a maybe, Alice and Nunu unable to attend; Lucia will let Matt know by Oct 14

New Member Onboarding (Jen)

- Matt will send a video by Oct 7
- Jen will send out the link so that Board members can review and add comments
- Targeted go-live date of Oct 14

Monthly Financial Report (Jen)

- Review of financial report
- Net income in the green
- Still waiting on profit sharing – Jen will reach out to Katrina and Jerry
- Erin will send final rosters to Katrina
- Still need to get to Wells Fargo to wrap up account info

Monthly Membership Report (Alice)

- Review of prepared membership report
- 125 members, 105 active, 2 new, 8 overdue renewals, 3 new members, 47% PM ratio
- Large decrease since August – loss of 20 members; Erin and Alice to schedule time to dig in to these numbers
- Consultant referral page – will have more to share next month
- Discussion on launching new member card program (like Golden Gate's)

Monthly Programs Report (Nunu)

- September 14 event
 - Event successful; positive feedback
- October 27 event
 - Nunu will send info to Erin/Lucia for posting
 - Confirmed location @ CPS HR in person
 - Nunu will be out of town, but Suzanne will run onsite
- November 7 event
 - Date has been confirmed with Jeff Harry; topic: psychological safety
 - Will be a virtual event
 - Course info to follow
- Jerry Talley October series
 - No registrants as of right now
 - Nunu will check with Golden Gate on how their registration is coming along

Roundtable Discussion (Board)

- Discussion on participating in statewide effort to collaborate with a California Young Professionals SIG for those 35 and under being spearheaded by several local chapters; Alice to move forward with pursuing our participation
- Review of polling options on LinkedIn – won't provide multiple answer options (can only choose one answer); Lucia will work on some alternative polling methods
- Google workspace transition – Matt will get non-profit account set up

Adjournment – 6:50 PM

Action Items

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

Who?	What?	By When?
Jen	Work on proposed sponsorship tier naming	10/25
Matt/Lucia	Confirm attendance for ALC	10/14
Matt	Send new member onboarding video	10/7
Jen	Send link to new member onboarding	ASAP
Board	Send feedback on new member onboarding	10/7
Jen	New member onboarding go-live	10/14
Erin	Send final Katrina rosters	ASAP
Jen	Reach out to Katrina and Jerry re: profit sharing	ASAP
Erin/Alice	Connect re: membership drop	ASAP
Nunu	Send 10/27 event info to Erin/Lucia for posting	ASAP
Nunu	Send 11/7 event info to Erin/Lucia for posting	ASAP
Nunu	Check with GG re: Jerry Talley registrations	ASAP
Lucia	Work on alternative polling options	10/25
Matt	Get Google non-profit account set up	ASAP