

ATD Sacramento Board Meeting Minutes – Nov 29, 2022

Meeting Details Date: Tuesday, November 29, 2022
Time: 5:30 PM – 7:00 PM
Location: Online
(<https://us02web.zoom.us/j/81233132098?pwd=RWtxNkYnUyZkV2Q1duUitTeFRVZz09>)
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: September Meeting Minutes
Review of Action Items
Succession Planning
2023 Budget Planning
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:32 PM

ATD Sacramento Board Meeting Minutes

Vote #1: Review and approval of the September 2022 meeting minutes
September 2022
Minutes Motion: Jen Anderson
 Second: Alice Sandridge
 Motion Passed

Ayes	Nays
4	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Jen	Work on proposed sponsorship tier naming	In progress
2	Matt/Lucia	Confirm attendance for ALC	Complete
3	Matt	Send new member onboarding video	Complete
4	Jen	Send link to new member onboarding	Complete
5	Board	Send feedback on new member onboarding	Complete
6	Jen	New member onboarding go-live	In progress
7	Erin	Send final Katrina rosters	Complete
8	Jen	Reach out to Katrina and Jerry re: profit sharing	In progress
9	Erin/Alice	Connect re: membership drop	Not complete
10	Nunu	Send 10/27 event info to Erin/Lucia for posting	Complete
11	Nunu	Send 11/7 event info to Erin/Lucia for posting	Complete
12	Nunu	Check with GG re: Jerry Talley registrations	Complete
13	Lucia	Work on alternative polling options	In progress
14	Matt	Get Google non-profit account set up	In progress

Succession Planning (Matt)

- Matt has connected with Suzanne re: programs role; will be meeting with her on Dec 2
- TS is interested in Finance role
- Jen moving to membership role
- Alice moving to strategic partnership role
- Matt staying on as president
- Still recruiting for marketing and communications
- Matt will send ballot info to Erin by 12/13 to go out by 12/15 with a 12/31 due date
- Matt will draft 2023 board announcement to go out 1/1

2023 Budget Planning (Jen)

- Jen preparing a draft template for 2023 budget to pass on to new finance director
- Board to send any ideas/thoughts on budget to Jen for inclusion in the draft

- Board will discuss restoring virtual admin hours back to 40hrs/month as we move back into in person meetings into the new year

Monthly Financial Report (Jen)

- Review of monthly report – currently showing net profit
- Still need to pay out profit sharing classes; Erin will send final roster to Katrina and Jen will reach out to Jerry Talley
- Matt will investigate mystery Amazon charges on credit card

Monthly Membership Report (Alice)

- Review of prepared membership report
- 119 members, 99 active, 2 new, 12 overdue renewals, 0 new members, 5 veterans, 4 students, no PM ratio available this month
- Continued decrease in membership to be investigated by Alice and Erin
- Consultant referral page – goal for 2023
- Jen will post new member onboarding info
- Discussion on goal to increase membership in 2023 with targeted efforts

Monthly Programs Report (Nunu)

- October 27 event
 - Cancelled due to illness
 - Nunu will reach out to Paul Briley to confirm January reschedule date
- November 7 event
 - Good turnout
 - Sacramento Chapter ICF joint event – idea for 1st quarter
 - Nunu will send contacts for potential 2023 programming to Suzanne after she is on board

Roundtable Discussion (Board)

- Matt will confirm December board meeting date by Friday 12/2

Adjournment – 6:30 PM

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

Who?	What?	By When?
Matt	Send 2023 ballot info to Erin for 12/15 posting	12/13
Matt	Send president’s message for 2023 board announcement to Erin for 1/1 posting	12/18
Board	Send 2023 budget ideas to Jen	12/31
Erin	Send final Nov rosters to Katrina	ASAP
Jen	Reach out to Jerry Talley re: profit sharing invoice	ASAP

Matt	Investigate mystery Amazon cc charges	ASAP
Jen	Go live with new member onboarding	ASAP
Erin/Alice	Connect re: membership drop	ASAP
Nunu	Confirm Jan reschedule date with Paul Briley	ASAP
Nunu	Send potential 2023 programming contacts to Suzanne	After 12/2
Matt	Confirm Dec board meeting date	12/2