

ATD Sacramento Board Meeting Minutes – January 31, 2023

Meeting Details Date: Tuesday, January 31, 2023
Time: 5:30 PM – 6:30 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
Jen Anderson (Membership)	Present
TS Hamilton (Finance)	Present
Felicia Chavarria (Marketing & Communications)	Present
Suzanne Bardasz (Programs)	Present
Juliet Swinger (Special Events)	Present
Alice Sandridge (Strategic Partnerships)	Present
Erin Castleberry (Virtual Admin)	Present

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

Item
Welcome/Call to Order
Review of Action Items
2023 Goals and Strategies
CARE Package
Member Survey
Board Meeting Schedule
Special Programs Request
Review Proposed Budget
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:32 PM

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Review of Action Items (Matt)

Item	Who?	What?	By When?
1	Matt	Send Katrina gift ideas as a vote in Slack	Complete
2	Matt	Send Katrina gift	In progress
3	Matt	Send 2023 ballot info to Erin for 12/15 posting	Complete
4	Matt	Send president's message for 2023 board announcement to Erin for 1/1 posting	Complete
5	Board	Send 2023 budget ideas to TS	In progress
6	TS	Reach out to Jerry Talley re: profit sharing invoice	In progress
7	Jen	Go live with new member onboarding	Complete
8	Erin/Jen	Connect re: membership drop	In progress
9	Suzanne	Confirm Jan reschedule date with Paul Briley	Complete
10	Nunu	Send potential 2023 programming contacts to Suzanne	Complete
11	Matt	Establish knowledge transfer meetings	In progress

Review of 2023 Goals and Strategies/CARE Package (Matt)

- Reviewed document – will be submitted as part of CARE package
- Living document to be updated as the year goes on
- Matt will submit CARE package

Membership Survey (Matt)

- Review of 2022 survey response
- Board to send updated questions to Matt by 2/10 for 2023 survey
- Purpose of the survey to inform how the chapter serves its members for the coming year
- Discussion on offering incentive for completing survey

Board Meeting Schedule (Matt)

- Currently set as last Tuesday of each month from 5:30-7pm
- Will keep existing schedule for 2023

Special Programs Request (Suzanne)

- Email request came in for Gamification event with Cententia (sp?)
 - 50/50 revenue sharing; 12 person minimum; price point approx. \$300pp
 - Discussion on checking other chapters who may have worked with them
 - Get details on whether we are financially responsible to guarantee 12 participants or if it's just a 12 person minimum and cancellation otherwise

- Suzanne can work with Juliet to follow up on the above as Juliet will handle special programs
- Discussion on potential speaker on Leadership – out of the area
 - Discussion on \$1500 honorarium and how we might share costs with other chapters for joint event if this was something we wanted to pursue

Review of Proposed Budget/Monthly Financial Report (TS)

- Assumes business as usual for 2023 in line with last year's budget
- Discussion on special events income
 - Juliet will touch base with Jerry Talley re: new series for 2023 with different focus (more L&D)
 - Matt will send Katrina info to Alice/Juliet to work on 2023 MOU and events

Monthly Membership Report (Jen)

- 118 members, 93 active, 10 overdue renewals, 7 new members, 4 veterans, 3 students, no PM ratio available for this month
- New member onboarding material link added to welcome emails
- Jen to work on consultant directory in 2023
- Discussion on putting together membership recruitment materials
 - Jen to reach out to other chapters to see what they do

Monthly Programs Report (Suzanne)

- Feb 9 – Big Give (11 participants registered)
- Mar 2 – Paul Briley event in person at CPS HR
 - Event posted; first promo to go 2/1
- Potential future topics: webinar guru, conversation labs

Roundtable

- Discussion on website hosting
 - Felicia to investigate seeing what other chapters use for potential moving away from WA
 - Matt will connect Felicia w Remy at Golden Gate
- Discussion on potential move to new financial institution
 - Options: Safe CU, River City Bank, US Bank
 - TS to collect info on non-profit banking options for the above and send to Board

Adjournment – 7:03 PM

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

Who?	What?	By When?
Matt	Send Katrina gift	ASAP
TS	Reach out to Jerry Talley re" profit sharing invoice	ASAP
Matt	Complete knowledge transfer meetings	ASAP
Matt	Submit CARE package	ASAP
Board	Send 2023 member survey questions to Matt	Feb 10
Suzanne	Pass info for Gamification event to Juliet for follow up	Feb 28
Juliet	Reach out to Jerry Talley re: 2023 events/topic	Feb 28
Matt	Send Katrina info to Alice/Juliet for 2023 f/u	ASAP
Jen	Research other chapters' recruitment materials	Feb 28
Felicia	Investigate web hosting options other than WA	Feb 28
TS	Investigate new banking options	Feb 28