

ATD Sacramento Board Meeting Minutes – February 28, 2023

Meeting Details Date: Tuesday, February 28, 2023
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
Jen Anderson (Membership)	Absent
TS Hamilton (Finance)	Present
Felicia Chavarria (Marketing & Communications)	Present
Suzanne Bardasz (Programs)	Present
Juliet Swinger (Special Events)	Absent
Alice Sandridge (Strategic Partnerships)	Absent
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
VOTE #1: January 2023 Meeting Minutes
Review of Action Items
Member Survey
Fictitious Name/Business License Update
Gamification Certification Program
March 2 Event Prep
February Special Events Report
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 January 2023 meeting minutes
January 2023
Minutes

Motion: TS Hamilton
Second: Felicia Chavarria
Motion Passed

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Matt	Send Katrina gift	Complete
2	TS	Reach out to Jerry Talley re: profit sharing invoice	In progress
3	Matt	Complete knowledge transfer meetings	Complete
4	Matt	Submit CARE package	Complete
5	Board	Send 2023 member survey questions to Matt	Complete
6	Suzanne	Pass info for Gamification event to Juliet for follow up	In progress
7	Juliet	Reach out to Jerry Talley re: 2023 events/topic	In progress
8	Matt	Send Katrina info to Alice/Juliet for 2023 f/u	Complete
9	Jen	Research other chapters' recruitment materials	In progress
10	Felicia	Investigate web hosting options other than WA	In progress
11	TS	Investigate new banking options	In progress

2023 Member Survey (Matt)

- Review of results to date
- Deadline to submit 3/3
- Erin will send reminder email

Fictitious Name/Business License Update (TS)

- Not registered with Secretary of State or at the city level
- Need to officially change name with IRS
- TS will move forward with further investigations on next steps – will also check with national

Gamification Certification Program (Suzanne)

- Proposed Gamification special event would offer a certification for participants
- Flexibility on threshold for profit sharing (sounds like they'd want us to guarantee something)
- In-person event: full day or potential to switch to virtual platform (2 half days) if in-person registration was slow
- Potential promo webinar one month prior to gauge interest
- Earliest availability would be summer
- Suzanne will pass info along to Juliet for further review

March Event (Suzanne)

- 12 in-person registrants, 2 virtual
- Discussion on catering options – Suzanne will move forward with Mendocino Farms and Matt will pay via credit card
- Erin and TS to coordinate event materials pick-up

Special Events Report (Matt)

- Katrina only available for fall (Sept/Oct/Nov events); TS and Matt to review in-kind exchange for new MOU in light of this change
- Discussion on whether or not to share member survey results with speakers; will send summary of results but not whole survey

Monthly Financial Report (TS)

- Updated budget document with changes to Katrina courses
- Transition still in process to gain full access to financial data

Monthly Membership Report (Matt)

- 115 members, 93 active, 13 overdue renewals, no PM ratio available for this month

Monthly Programs Report (Suzanne)

- Waiting to confirm date for webinar guru event
- Exploring potential topics of mandated training engagement, e-learning voiceovers
- TS will send CNLP learning engagement panel info to Suzanne
- Suzanne to prep potential outline for Board-led event for April if needed
- Erin will reach out to Allison Horak and Tyler Wade

Roundtable

- None

Adjournment – 7:00 PM

Action Items

Item	Who?	What?	By When?
1	Erin	Send Jerry Talley event info for 2022 to TS	ASAP
2	TS	Reach out to Jerry Talley re: profit sharing invoice	ASAP
3	Matt	Schedule 1:1 meetings with Board	Mar 10
4	Suzanne	Pass info for Gamification event to Juliet for follow up	ASAP
5	Juliet	Reach out to Jerry Talley re: 2023 events/topic	ASAP
6	Erin	Send member survey reminder email	Mar 1
7	TS	Move forward with investigations on name change	Ongoing
8	Suzanne	Move forward with catering for 3/2 event	ASAP
9	Erin	Coordinate 3/2 event materials pick-up with TS	ASAP
10	Matt	Review in-kind exchange for Katrina MOU with TS	ASAP
11	TS	Send CNLP learning engagement panel info to Suzanne	ASAP
12	Suzanne	Prep outline for Board-led event	ASAP
13	Erin	Reach out to Allison and Tyler	ASAP