

# ATD Sacramento Board Meeting Minutes – March 28, 2023

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**Meeting Details**    Date: Tuesday, March 28, 2023  
Time: 5:30 PM – 7:00 PM  
Location: Online  
(<https://us02web.zoom.us/j/81233132098?pwd=RWtxNkJrYnUyZkV2Q1duUitTeFRVZz09>)  
Facilitator: Matt Clark

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**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)	Absent
Suzanne Bardasz (Programs)	Present
Juliet Swinger (Special Events)	Present
Alice Sandridge (Strategic Partnerships)	Present
Erin Castleberry (Virtual Admin)	Present

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

Item
Welcome/Call to Order
VOTE #1: February 2023 Meeting Minutes
Review of Action Items
ATD Chapter Leader Conference
CPS HR MOU
ATD Sacramento Conference Planning
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

**Welcome/Call to Order – 5:31 PM**

## ATD Sacramento Board Meeting Minutes

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**Vote #1:** Review and approval of the February 2023 meeting minutes  
**February 2023**  
**Minutes**

Motion: Alice Sandridge  
 Second: TS Hamilton  
 Motion Passed

Ayes	Nays
3	0

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### Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Send Jerry Talley event info for 2022 to TS	In progress
2	TS	Reach out to Jerry Talley re: profit sharing invoice	In progress
3	Matt	Schedule 1:1 meetings with Board	In progress
4	Suzanne	Pass info for Gamification event to Juliet for follow up	Complete
5	Juliet	Reach out to Jerry Talley re: 2023 events/topic	In progress
6	Erin	Send member survey reminder email	Complete
7	TS	Move forward with investigations on name change	Ongoing – not action item
8	Suzanne	Move forward with catering for 3/2 event	Complete
9	Erin	Coordinate 3/2 event materials pick-up with TS	Complete
10	Matt	Review in-kind exchange for Katrina MOU with TS	In progress
11	TS	Send CNLP learning engagement panel info to Suzanne	Complete
12	Suzanne	Prep outline for Board-led event	In progress
13	Erin	Reach out to Allison and Tyler	Complete

### ATD Chapter Leaders Conference (TS)

- Conference in May – coincides with ATD ICE; location is San Diego
- Discussion on attendance by Board members – encouraged to attend if able
- Let Matt know ASAP if interested/available to attend so we can register

### CPS HR MOU (Alice)

- Discussion on finalizing details of MOU: sponsorship event (leave in), timing (one year term), perhaps increase to 5 event space rentals
- Alice is meeting with Melissa Asher on finalizing
- Matt to work with Alice on reaching out to Los Rios for potential MOU

### **ATD Sacramento Conference Planning (Juliet)**

- Beginning planning process for conference
- Assembling a committee; reached out to past volunteers; Board to send any committee member ideas to Juliet ASAP
- Juliet will draft call for volunteers copy for Erin to email out
- Exploring ideas for theme centered around L&D; send any ideas on theme to Juliet
- Juliet will draft a budget and send to TS

### **Monthly Financial Report (TS)**

- Sent link to shared financial report to Board so anyone can access
- Currently operating in a deficit, but that is expected at this point in the year
- TS to look into transfer schedule for AffiniPay payments

### **Monthly Membership Report (Jen)**

- 112 members, 96 active, 5 overdue renewals, 3 new members, no PM ratio available for this month
- Consultant referral page will be a focus for this year

### **Monthly Programs Report (Suzanne)**

- April event confirmed – Allison Horak; Board to share event on their socials
- Working on Rod Githens and Meghan Shearer for future events
- Exploring topics for fall including Instructional Design and Tech Tools
- Working with Lori R on joint event on October 19 with Total Rewards Sacramento; topic is Change management through Behavioral Science; would be a virtual lunch event

### **Roundtable**

- Juliet working with Katrina to finalize MOU and topics; need Matt/TS to provide direction on in-kind contribution section of MOU
- Discussion on cross-marketing with Golden Gate on events/opportunities
- Alice working on connecting with a multi-chapter Young Professionals group event re: consulting on career development for young professionals
- Jen and Matt to work together to transfer to Google workspace; TS will send non-profit info to Matt

### **Adjournment – 6:49 PM**

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### **Action Items**

<b>Item</b>	<b>Who?</b>	<b>What?</b>	<b>By When?</b>
1	Matt	Reach out to Alice re: Los Rios MOU	May 5
2	Matt/TS	Finalize Katrina MOU with Juliet	ASAP
3	All	Send Juliet themes for conference	ASAP

4	Juliet	Send draft of comms for volunteers for conference to Erin and Felicia	ASAP
5	Juliet	Send conference budget to TS	April 30
6	TS	Send Jen and Matt non-profit status info EIN	ASAP
7	Jen/Matt	Transition to Google workspace	ASAP