

# ATD Sacramento Board Meeting Minutes – April 25, 2023

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**Meeting Details**    Date: Tuesday, April 25, 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)	Present
Suzanne Bardasz (Programs)	Present
Juliet Swinger (Special Events)	Present
Alice Sandridge (Strategic Partnerships)	Present
Erin Castleberry (Virtual Admin)	Absent

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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: March 2023 Meeting Minutes - Postponed
Review of Action Items
Back Up Speakers for Programs
Vote #2: Katrina Kennedy MOU
Board Social Hour
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Monthly Special Events Report
Roundtable Discussion
Create Action Items
Adjourn

**Welcome/Call to Order – 5:33 PM**

# ATD Sacramento Board Meeting Minutes

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**Vote #1: March 2023 Minutes - Postponed** Review and approval of the March 2023 meeting minutes will be done via email this month.

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## Review of Action Items (Matt)

Item	Who?	What?	Status
1	Matt	Reach out to Alice about Los Rios MOU by May 5th	In Progress
2	Matt & TS	Finalize Katrina MOU with Juliet	Complete
3	All	Send Juliet themes for conference	In Progress
4	Juliet	Send draft of comms for volunteers for conference to Erin & Felicia	In Progress
5	Juliet	Send conference budget to TS	In Progress
6	TS	Send Jen and Matt non-profit status info EIN	Complete
7	Jen & Matt	Transition to Google workspace	In Progress

## Back Up Speakers for Programs (Suzanne)

- Many interested speakers, but not for near future. Need back up speaker plans
- Notes below from Suzanne's update doc in meeting email:
- Rod Githens: ChatGPT and implications on L&D industry (awaiting proposal) (in person- June?)
  - David Bencomo: Cultural differences in L&D (awaiting proposal) (in person-June?)
  - Megan Shearer: Vulnerability in training programs (revising proposal) (in person- fall)
  - Peggy Kao Enderle: What should be in L&D toolkit (awaiting proposal) (in person- fall)
  - Matt Zinman (from ATD Philadelphia): Uncommon Mindset Techniques to Instill Presence and Resilience (see attached proposal) (virtual-anytime) – met with him yesterday and has presentation ready. Looking to have this in May. Want content to be more L&D focused than general.
  - Dr. Gleb Tshipursky (in collaboration with Total Rewards Sacramento and Lori Raderschadt): October 19th, 12:00-1:00 PM (virtual) – collaboration between ATD Sac and Total Rewards
  - Board panel – Option that we have as back up
  - Suzanne will reach out Erin about 50/50 split and options for hosting registration on multiple sites
  - Felicia brought up suggestion of holding an event like ATD Golden Gate's TED discussion event.

**Vote #2:** Vote on Katrina Kennedy's new MOU.  
**Katrina Kennedy MOU**

Yays (6)	Nays (0)
Alice Felicia Jen Juliet Matt TS	

**Board Social Hour (Matt)**

- Board gathering to meet and mingle in person.
- Matt proposed Drake's the Barn on Friday, May 12<sup>th</sup>.

**Monthly Financial Report (TS)**

- Review of April Ledger. Currently at \$16,508.32.
- TS and Juliet's travel booked for ALC not accounted for yet.
- Currently at a deficit, but still financially healthy.
- \$100 monthly auto-transfer from checking to savings stopped with change from Jen to TS. Board agreed to set up.
- Bookkeeper not responsive and CPA filled extension without consulting TS. Will look into other options, possibly.

**Monthly Membership Report (Jen)**

- Reviewed report.
- Recapped meeting with ATD Member Engagement Manager
- Jen will keep working on the member engagement topics.
  - Connect with Felicia on idea of a monthly membership email
  - Connect with Suzanne about adding some info to

**Monthly Programs Report (Suzanne)**

- All discussed above.

**Roundtable**

- ATD Chapter Liability Insurance, Matt received an email that we haven't paid; due March 31st. TS had spoken with her about it.
- Jen love event images. Go, Felicia!
- TS reached out to Langevin learning and Training Magazine Network about collaborations.

**Adjournment – 6:45 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 about Los Rios MOU	May 5th
2	Juliet	Send draft of comms for volunteers for conference to Erin & Felicia	End of week
3	Juliet	Send conference budget draft to TS	End of week
4	Jen & Matt	Transition to Google workspace	Q3/Q4?
5	Suzanne	Reach out Erin about 50/50 split and hosting on multiple sites	End of week
6	Matt	Send details on Board Social Hour @ Drake's 5/12/23	April 28th
7	TS	Set up \$100 auto-transfer to savings	Today
8	Matt	Send Suzanne CPS HR email and MOU	April 26th
9	Matt	Reach out about ATD liability insurance	April 28th