

ATD Sacramento Board Meeting Minutes – May 30, 2023

Meeting Details Date: Tuesday, May 30, 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)	Present
TS Hamilton (Finance)	Absent
Felicia Chavarria (Marketing & Communications)	Absent
Suzanne Bardasz (Programs)	Present
Juliet Swinger (Special Events)	Present
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: March 2023 Meeting Minutes
VOTE #2: April 2023 Meeting Minutes
Review of Action Items
ALC Recap
Mid-Year Retreat
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:37 PM

ATD Sacramento Board Meeting Minutes

Vote #1: March 2023 Minutes Review and approval of the March 2023 meeting minutes conducted virtually on June 1, 2023

Motion: TS Hamilton
 Second: Suzanne Bardasz
 Motion Passed

Ayes	Nays
3	0

Vote #2: April 2023 Minutes Review and approval of the April 2023 meeting minutes

Motion: Jen Anderson
 Second: Suzanne Bardasz
 Motion Passed

Ayes	Nays
3	0

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Matt	Reach out to Alice about Los Rios MOU	Complete
2	Juliet	Send draft comms for volunteers for conference to Erin and Felicia	In progress
3	Juliet	Send conference budget draft to TS	In progress
4	Jenn/Matt	Transition to Google workspace	In progress
5	Suzanne	Reach out to Erin about 50/50 split and hosting on multiple sites	Complete
6	Matt	Send details on Board Social Hour @ Drake's 5/12/23	Complete
7	TS	Set up \$100 auto-transfer to savings	In progress
8	Matt	Send Suzanne CPS HR email and MOU	Complete
9	Matt	Reach out about ATD liability insurance	In progress

ALC Recap (Juliet)

- All presentations available virtually; please let Juliet know which ones you are interested in seeing and she will send them out
- Discussion on Training Institute concept that was presented by one of the other chapters; Juliet will explore options for our chapter; Jen will send OC chapter contact to Juliet

Mid-Year Retreat (Matt)

- Targeting August 12 from 10am-12pm @ Drake's; more info to follow

Monthly Financial Report (Matt for TS)

- Report was sent via Slack

Monthly Membership Report (Jen)

- Review of membership report posted, no PM ratio available for this month
- Consultant referral page will be a focus for this year
- Erin and Jen to connect on overdue renewals

Monthly Programs Report (Suzanne)

- June, July, August, September and October events confirmed
- June and July events are posted on the website; still need graphics for both to be able to send out promos; Matt will reach out to Felicia re: graphics; Jen will work on June graphic so we can get promo out
- Suzanne will send future event info to Erin for posting save the dates on website
- Need to coordinate date for conference around Oct monthly meeting date (Oct 19); needs to be at least 1 week separation

Roundtable

- Matt to follow up with TS by 6/2 re: ALC reimbursement for Juliet
- Conference update (Juliet):
 - Need venue with multiple rooms – will check out CPS HR
 - Matt will schedule a mtg with Melissa Asher (CPS HR) and Juliet re: conference sponsorship
 - Matt will message Juliet in Slack re: possible incentives; Matt and Juliet to have brainstorming phone call on 6/5 @ 11am
 - Juliet will work on budget
 - Discussion on possibility of SMUD sponsorship and/or event space; Juliet will send request link to TS

Adjournment – 6:57 PM

Action Items

Item	Who?	What?	By When?
1	Juliet	Send draft comms for volunteers for conference to Erin and Felicia	ASAP
2	Juliet	Send conference budget draft to TS	ASAP
3	TS	Set up \$100 auto-transfer to savings	ASAP
4	Matt	Confirm ATD liability insurance info with TS	ASAP
5	Jen	Send OC chapter contact to Juliet re: chapter training institute	ASAP
6	Jen	Create June event graphic and send to Erin for promos	6/2
7	Suzanne	Send Erin future event info for save the date posting	ASAP
8	Matt	Follow up with TS re: ALC reimbursement for Juliet	6/2
9	Matt	Schedule mtg with CPS HR and Juliet re: conference sponsorship	Mid-June
10	Juliet	Send request link for SMUD sponsorship to TS	ASAP