

# ATD Sacramento Board Meeting Minutes – July 25, 2023

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**Meeting Details**    Date: Tuesday, July 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
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: May 2023 Meeting Minutes
Review of Action Items
Board Composition Update
Mid-Year Retreat
Consultant Directory Project Plan
ATD Sacramento Conference Update
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

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

Motion: Suzanne Bardasz  
 Second: Jen Anderson  
 Motion Passed

<b>Ayes</b>	<b>Nays</b>
4	0

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## Review of Action Items (Matt)

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

## Board Composition Update (Matt)

- Felicia no longer serving as Director of Marketing and Communications; actively recruiting for vacancy; duties by committee for now
- Alice transitioning to more of a consultant/advisory role in Strategic Partnerships

## Mid-Year Retreat (Matt)

- Confirmed for August 12 from 10am-12pm @ ACME Underground Mini Golf

## Consultant Directory Project Plan (Jen)

- Reviewed project plan; targeting January launch date

## ATD Sacramento Conference Update (Juliet)

- Conference date moved to November 3
- Theme: A Whole New World: Explore the Possibilities; working on finalizing logo
- 2 tracks: L&D foundations/advanced L&D

- Seeking keynote speaker; discussion on Bob Nelson – big price tag but flexible and willing to explore options to discount or offset costs with sponsorship, etc; will continue discussion
- Juliet to work with Erin on drafting/formatting graphics and call for speakers
- Will connect with TS on budget

**Monthly Financial Report (TS)**

- TS ALC airfare refund processed
- TS resolving closed credit card issue
- Review of financial report
- Matt will renew Wild Apricot subscription

**Monthly Membership Report (Jen)**

- No new members or material changes for July

**Monthly Programs Report (Suzanne)**

- July joint event on schedule for tomorrow 7/26 (virtual)
- August event promos are out (in person)
- Sept/Oct events – Suzanne will send updated info to Erin and Matt; Matt will prep graphics within one week
- Still working in November event
- Katrina event info ready – Erin will post; Matt will send copy of MOU to Erin

**Roundtable**

- ICF Partnership – ICF wants to partner; will market each other’s conferences; more to come

**Adjournment – 6:46 PM**

**Action Items**

<b>Item</b>	<b>Who?</b>	<b>What?</b>	<b>By When?</b>
1	Juliet	Work with Erin on conference graphics	ASAP
2	Juliet	Connect with TS on conference budget	ASAP
3	Matt	Renew WA subscription	ASAP
4	Suzanne	Send updated Sept/Oct event info to Erin & Matt	ASAP
5	Matt	Prep graphics for Sept/Oct events	1 week
6	Matt	Sending Katrina MOU to Erin	ASAP
7	Erin	Post Katrina events and schedule promos	ASAP
8	Matt	Schedule mtg with CPS HR and Juliet re: conference sponsorship	7/28