

# ATD Sacramento Board Meeting Minutes – Sept 26, 2023

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**Meeting Details**    Date: Tuesday, September 26, 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)	Absent
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: August 2023 Meeting Minutes
VOTE #2: Resolution for Name Change
Review of Action Items
Consultant Directory Project
Learning Conference Update
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

**Welcome/Call to Order – 5:36 PM**

# ATD Sacramento Board Meeting Minutes

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

Motion: Suzanne Bardasz  
 Second: TS Hamilton  
 Motion Passed

Ayes	Nays
4	0

**Vote #2:** Review and approval of the Resolution for Name Change  
**Resolution for Name Change**

Motion: Suzanne Bardasz  
 Second: TS Hamilton  
 Motion Passed

Ayes	Nays
4	0

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## Review of Action Items (Matt)

Item	Who?	What?	Status
1	Suzanne	Susanne send Matt November marketing materials	Complete

## Consultant Directory Project (Jen)

- Review of progress to date and discussion on different options available in Wild Apricot
- Jen will continue work with a targeted “go live” date of January 2024

## Learning Conference Update (Juliet)

- Keynote has been confirmed along with speakers and programs
- Discussion on opening registration and getting marketing out – targeting opening registration by end of week
- Juliet will send additional promo materials and copy to Erin
- TS and Juliet will connect re: logistics for how to handle expenses for conference

## Monthly Financial Report (TS)

- Line of credit has been re-established for TS
- Monthly review shows an upswing in income
- Review of tax returns ready to be filed; TS and Matt to connect re: signatures

### Monthly Membership Report (Jen)

- Review of monthly report – 4 new and increase of 9 active members from previous month

### Monthly Programs Report (Suzanne)

- September event successful
- Programming completely scheduled for the year
- November event info to be posted soon

### Roundtable

- Discussion on Katrina MOU for next year; Juliet will reach out to her to touch base
- Signature needed on ST204 form from State – Matt will send to Erin

### Adjournment – 6:49 PM

### Action Items

Item	Who?	What?	By When?
1	Juliet	Send additional conference promo materials to Erin	ASAP
2	Erin	Send conference promo and open registration	9/30
3	TS/Juliet	Connect re: handling conference expenses	ASAP
4	TS/Matt	Connect re: signatures on tax returns to be filed	10/16
5	Suzanne	Send Erin November event info	ASAP
6	Erin	Posted November event info and open registration	10/6
7	Juliet	Connect with Katrina re: next year's MOU	ASAP
8	Matt	Send signed ST204 form back to Erin	ASAP