

# ATD Sacramento Board Meeting Minutes – October 30, 2023

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**Meeting Details**    Date: Monday, October 30, 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: September 2023 Meeting Minutes
Review of Action Items
Learning Conference
Succession Planning
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:** Review and approval of the September 2023 meeting minutes  
**September 2023 Minutes** Motion: Jen Anderson  
Second: Suzanne Bardasz  
Motion Passed

Ayes	Nays
4	0

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## Review of Action Items (Matt)

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

## Learning Conference Update (Juliet)

- Registration currently at 46 attendees
- Erin to send roster to Juliet by noon on 11/2
- Erin to send “last chance” promo email
- Board will arrive at 7am to assist with event
- Juliet will send event itinerary to Suzanne for review/feedback
- Juliet will send lunch order to TS by Wednesday so TS can place order

## Succession Planning (Matt)

- Jen nominated as president for 2024
- Still recruiting for all other positions, with priority on Director of Programs
- Jen will run remaining Board meetings for 2023
- Jen will prepare/provide flyer/QR code for exploring Board/volunteer opportunities with the chapter for distribution at conference

## Monthly Financial Report (TS)

- Upward trajectory in financials, with some known outstanding expenses
- Sent name change info to IRS – they will send a confirmation to our PO box

## Monthly Membership Report (Jen)

- Review of monthly report – 1 new member
- Review of consultant directory project progress

**Monthly Programs Report (Suzanne)**

- November event registration coming in slow – still some additional promo emails scheduled
- Discussion on moving to all virtual format if registration doesn't hit 10 person minimum

**Roundtable**

- Matt to send Survey Monkey credentials to Jen

**Adjournment – 6:29 PM**

**Action Items**

<b>Item</b>	<b>Who?</b>	<b>What?</b>	<b>By When?</b>
1	Erin	Send conference roster to Juliet	11/2
2	Erin	Send out “last chance” conference promo	10/31
3	Juliet	Send conference itinerary to Suzanne for review/feedback	ASAP
4	Juliet	Send conference lunch order to TS	11/1
5	Jen	Create flyer/QR code for Board/volunteer opportunities	11/3