

ATD Sacramento Board Meeting Minutes – Nov 28, 2023

Meeting Details Date: Tuesday, November 28, 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)	Absent
TS Hamilton (Finance)	Present
Suzanne Bardasz (Programs)	Absent
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:

Item
Welcome/Call to Order
VOTE#1: October 2023 Meeting Minutes
Review of Action Items
Learning Conference Update
Succession Planning
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:31 PM

ATD Sacramento Board Meeting Minutes

Vote #1: Review and approval of the October 2023 meeting minutes
October 2023
Minutes No action taken due to no quorum. Defer to December meeting.

Ayes	Nays
-	-

Review of Action Items (Matt)

Item	Who?	What?	Status
1	Erin	Send conference roster to Juliet	Complete
2	Erin	Send out “last chance” conference promo	Complete
3	Juliet	Send conference itinerary to Suzanne for review/feedback	Complete
4	Juliet	Send conference lunch order to TS	Complete
5	Jen	Create flyer/QR code for Board/volunteer opportunities	N/A

Learning Conference Update (Juliet)

- TS to handle reimbursement to Juliet for conference expenses
- Juliet to draft eval email/link and send to Erin

Succession Planning (Matt)

- Still recruiting for all positions with a priority on Programs Director – refer any leads to Jen/Matt for vetting
- Matt to discuss 2024 election ballot with Jen – target a Dec 18 email with 1 week voting in anticipation of a Jan 1 effective date

Monthly Financial Report (TS)

- Current budget document up to date
- Volunteer bookkeeper recruited from UC Davis accounting society with a January 1 officially “start” date
- Current CPA trying to catch up

Monthly Membership Report (Jen)

- No report

Monthly Programs Report (Suzanne)

- No report

Roundtable

- Discussion on issue with Katrina event where one agency had multiple participants attending the event even though only one participant was registered; Juliet will schedule call with Katrina to discuss path forward
- December meeting tentatively scheduled for Dec 19
- Add Jan/Feb programming ideas to Dec meeting agenda

Adjournment – 6:15 PM

Action Items

Item	Who?	What?	By When?
1	Juliet	Schedule call w/ Katrina to discuss participant issue	ASAP
2	TS	Process conference expense reimbursement to Juliet	ASAP
3	Juliet	Draft conference event eval email/link and send to Erin	ASAP
4	Matt	Touch base with Jen re: 2024 election ballot schedule	ASAP