

ATD Sacramento Board Meeting Agenda

Meeting Details Date: Tuesday, January 30, 2024
Time: 5:30pm to 7:00pm
Location: Zoom
(<https://us02web.zoom.us/j/86888461860?pwd=em1kOE56SUg0SEdmZEFOR1pJWmVQdz09>) Password: 718444
Facilitators: Jen Anderson

Attendees The following individuals are in attendance:

Name (Role)	Attended?
Jen Anderson (President)	Present
Erin Castleberry (Virtual Assistant)	Absent
Jason Roberts (Membership)	Absent
Alex Godinez (Finance)	Absent
Matt Clark (Marketing & Communications)	Present
Heather Wilson (Programs)	Present
Juliet Swinger (Special Events)	Present
TS Hamilton (Past President & Finance)	Present

Agenda Items The table below identifies the various agenda items, approximate start times, and allotted time:

Item
Welcome/Call to Order
Welcome and Introductions of 2024 board
2024 Vision
Monthly Financial Summary
Monthly Membership Report
Monthly Programs Discussion
Roundtable Discussion
Create Action Items
Adjourn

Continued on next page

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Attachments The following documents are attached to this agenda and should be reviewed prior to the meeting:

- December 2023 Meeting Minutes
- Robert’s Rules of Order Cheat Sheet
- ATD Sacramento Constitution & Bylaws
- 2024 Board Schedule
- ATD Sacramento Board Onboarding

Action Items The following items have been established as action items for follow up:

Who?	What?	By When?
Matt	Send Speaker Proposal Form and Advocate/Speaker list to Heather	ASAP
Jen	Send ballot for special election to Board in Slack	ASAP
Jen	Connect with Jason Roberts re: membership report and Wild Apricot permissions	Early February
Jen	Share meeting minutes with absent Board Members	Prior to February Board Meeting
Jen	Speak with Jake Prince re: Strategic Partnerships role, Los Rios venue MOU	ASAP
Jen	Send out call for member survey questions, mock up member survey	February
Heather, Jen, Juliet	Send Matt prompts for LinkedIn polls	At Convenience
Board	Support Juliet co-Chair recruitment efforts	As needed

Welcome and Introductions of 2024 Board (Roundtable)

- Jen– President, with ATD Sac a few years now as Director of membership and finance. Goal is to get SMUD team more involved at lunchtime ATD events!

- Heather – Brand new to ATD! Attended 2023 San Diego conference. Excited to step into Director of Programs role, currently partners with institute of Management Studies in the L&D space, providing in-person L&D events throughout country and globe.
- Matt – Former ATD President and Programs, works in education data management.
- Erin – Virtual admin, with ATD since 2017. Part time admin work. Day job – analyst with Sac Metro Fire in planning and development.
- Juliet – Senior L&D Specialist at SMUD, in L&D for 20 years. Second year on the board as Director of Special Events.
- TS – Active with ATD Sacramento for about 15 years. 2019 -2020 president.

2024 Vision (Jen)

- Focuses: Directors documenting activities and plans; bringing people into ATD community and getting involved beyond Board and event participation; “Community building” main vision phrase

Monthly Financial Summary (TS)

- Checking is down \$6,724.75 this month. Looks like a significant swing, but represents about 6 months of work for Erin. Note to send reminders to Erin re: invoices in 2024.
- In 2024, advantageous to promote Board members reaching out directly to Alex with real registration and membership renewal numbers, as well as any other finance considerations.
- TS in process of rolling over bookkeeper and CPA, as well as take ownership of Intuit Quickbooks. Efforts are being frustrated, proceeding slowly but proceeding.

Monthly Membership Report (Jen)

- January report unavailable due to Wild Apricot permissions for new Membership Director. A review of numbers puts us around where we expect: about 110 active members, with 1 or 2 renewals per month
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Monthly Programs Report (Heather)

- Big Share! Event moved to February to accommodate time for more registrants.
- March event likely to be a Board Panel Discussion on 2023 State of the Industry Report.
- First speaker event in April.
- Matt shared general process for Programs, key processes with other Board members, advocates and speakers, the speaker proposal form, and conflict of interest considerations.

Roundtable

- Matt to begin engagement posts to ATD community in LinkedIn, beginning with polls. Request to send Matt any poll questions you would like data on from the community.

Adjournment – 7:03 PM