

ATD Sacramento Board Meeting Minutes – Feb 27, 2024

Meeting Details Date: Tuesday, February 27, 2024
Time: 5:30 PM – 7:00 PM
Location: Zoom
Facilitator: Jen Anderson

Attendees The following individuals are in attendance:

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

Agenda Items The table below identifies the various agenda items:

Item
Welcome/Call to Order
VOTE#1: December 2023 Meeting Minutes
VOTE#2: January 2024 Meeting Minutes
Review of Action Items
SAFE Credit Union Resolution
Monthly Financial Report
Monthly Membership Report
Monthly Programs Report
Roundtable Discussion
Create Action Items
Adjourn

Welcome/Call to Order – 5:38 PM

Vote #1: Review and approval of the December 2023 meeting minutes
December 2023 Minutes No action taken. Jen will circulate to 2023 Board for approval.

Ayes	Nays
-	-

Vote #2: Review and approval of the January 2024 meeting minutes
January 2024 Minutes No action taken. Jen will circulate via Slack for approval.

Ayes	Nays
-	-

Review of Action Items (Erin)

Item	Who?	What?	Status
1	Matt	Send Speaker Proposal Form and Advocate/Speaker list to Heather	Complete
2	Jen	Send ballot for special election to Board in Slack	In progress
3	Jen	Connect with Jason Roberts re: membership report and Wild Apricot permissions	Complete
4	Jen	Share meeting minutes with absent Board Members	In progress
5	Jen	Speak with Jake Prince re: Strategic Partnerships role, Los Rios venue MOU	In progress
6	Jen	Send out call for member survey questions, mock up member survey	In progress
7	Heather, Jen, Juliet	Send Matt prompts for LinkedIn polls	In progress
8	Board	Support Juliet co-Chair recruitment efforts	Ongoing

SAFE Credit Union Resolution (Jen)

- Jen will circulate resolution to Board for signatures

Monthly Financial Report (Alex)

- No report – still working with TS on gaining access.

Monthly Membership Report (Jason)

- Current Review of membership report
- Need to update Villanueva to lapsed
- Jason to send overdue renewals list to Erin for verification
- Jen will be meeting with national soon and will follow up on our current PM ratio

- Review of 2023 member survey results; Jen will send results from last year to Board
- Erin will reach out to national re: memberships for Heather, Alex, Jason and Matt

Monthly Programs Report (Heather)

- Heather will send out a Google doc to compile potential speakers/ “friends” of the chapter that Board members can add to
- Discussion on guidelines for securing speakers
- Heather will circulate a list of speakers she has reached out to
- Goal to schedule all monthly meetings by end of March
- Discussion on exploring partnership with IMS to co-market and/or sponsor events
- Jen will handle catering for Thursday event

Roundtable

- Full Board intros next month
- Jen will follow-up on Hartford policy renewal
- Jen to ask NAC about WA privacy policy info

Adjournment – 7:01 PM

Action Items

Item	Who?	What?	By When?
1	Jen	Circulate Dec meeting minutes to 2023 Board for approval	ASAP
2	Jen	Circulate Jan meeting minutes via Slack for approval	ASAP
3	Jen	Send ballot for special election to Board in Slack	ASAP
4	Jen	Speak with Jake Prince re: Strategic Partnerships role, Los Rios venue MOU	3/26
5	Jen	Send out call for member survey questions, mock up member survey	ASAP
6	Heather, Jen, Juliet	Send Matt prompts for LinkedIn polls	ASAP
7	Jen	Circulate SAFE CU resolution to Board for signatures	ASAP
8	Jason	Send Erin list of overdue renewals for f/u	ASAP
9	Jen	Reach out to national re: updated PM ratio	ASAP
10	Jen	Send out 2023 member survey results to Board	ASAP
11	Erin	Request national memberships for Heather, Jason, Alex, Matt	ASAP
12	Heather	Send Google doc of potential speakers/ “friends” of chapter	ASAP
13	Heather	Send list of speakers she has reached out to	ASAP
14	Jen	Secure catering for 2/28 event	2/28
15	Jen	Renew Hartford policy	ASAP
16	Jen	Ask NAC about WA privacy policy request	ASAP