**ATD Bay Colonies Board Meeting Minutes**

March 4, 2022 - Virtually; Dina captured minutes

7:30AM-9:00AM

* Approval of [Minutes from February](https://docs.google.com/document/u/0/d/15cdm83c7BZwpmA71xaqDNvE7V4fvKHOip6RycmRwa4I/edit): Motion by: Peter; approved by
* Updates
  + **Finances - Patrick**
    - February Financials - Patrick sent via email
    - Wild Apricot increase
      * Look into what other chapters are using
      * Short window to review what QuickBooks connection - Patrick will look into this
      * Purchases in the ATD store - is Wild Apricot used - Wendy may ask about this
      * 477 people on contact list vs 500; need to be under 500; Lisa will review the list
  + **Communications - Brian**
    - LinkedIn Business Version
      * Company LinkedIn page
        + He has created a shell; connections would have to be invited to follow
        + 100 credits/month to message followers/connections
    - Check Status
      * Dina Bio - done
      * Remove links to Facebook - removed
      * Wendy “Get to Know You” - will be posted on 3/4/22; new look and new music; shared via Social Media
        + SOS - was submitted; ATD national is backlogged
      * Member orientation video - posted
        + Will be included as a member benefit; additional will be added about Percipio
        + Video is supposed to be addressed on 4/8
  + **Membership - Lisa**
    - New Member Updates - no report this month
    - FM Global is in process of doing the renewals; looks like chapter only has 59 members; hopefully this will be done soon
    - **Percipio/Skillsoft update** - message about it; Lisa is setting it up the licenses; plans to send out a message on 3/7
      * Everyone should review the message and send along feedback to Lisa by Monday morning
    - **Note**: Percipio could be taken on by VP of curation in addition to the board meeting minutes and agenda; setting up Zoom link for the board meeting
  + **Programming - Michael**
    - Podcast
    - See below for Mar / Apr / End of year events
    - February event recap
      * Send the list to Michael and Wendy to sort the list for members to send the survey link and pick a winner for the book
    - March event - postponing or canceling
      * Lisa will ask those who signed up about a refund or credit
      * Board will send a fruit basket to Jay’s family as part of condolences
    - April event - Herb Dyer
      * Dry run scheduled
      * Pre-event survey - build it into the registration
      * Can Herb provide a video for the event; Peter will send the message after talking with Wendy
      * Web site question from Peter
        + Example to share with Herb Dyer
        + 15 - 30 sec video piece from Herb for April event
  + **Operations - Dina**
    - Create the April post-event survey
    - Send the Feb list to attendees to Wendy and Michael
  + **CARE - Peter**
    - No response yet
  + **Marketing - Chris**
    - No updates
  + **Curation - Catherine**
    - No updates
  + **Volunteers - Judy**
    - No updates
* **Leadership / Planning - Wendy**
  + **By-laws - approval vote** - motion by Judy to approve;approved on 3/4; then share with a lawyer
  + **PO Box** - waiting until Wendy speaks to a lawyer to see of the physical address can be change to a virtual PO Box
  + **Board openings** – Nominating committee
    - **VP of Professional Development** - Michael Merline; disposition may not be up just yet - need to confirm
    - VP of Marketing - Chris Forcino ?
    - VP of Strategy - Peter Ward
    - President Elect - ?
    - VP of Operations - [Catherine Thenault](mailto:curation@atdbaycolonies.org) is interested in this
    - VP of Curation - ?
* **Programming (see appendix for actions)**
  + **February Wins and Opportunities** - SHRM - Agile

| **Wins** | **Opportunities** |
| --- | --- |
| * Lisa - very good; kept it agile simple * Michael - didn’t prepare questions; they were asked organically * Recording sent from SHRM | Book giveaway logistics |

* + **Our Grand Finale event plan (virtual)**  – rules/scorecard/judges/prizes/marketing/entry form
    - Interest form - have Jay speak about presentation skills; Catherine is interested; potentially have 4 speakers
    - Judy is going to check with Chantelle and Keith
    - Wendy will talk about president-elect opening
  + **Coaching** - no one signed up for this
* **Update from NAC - February Meeting - Wendy Picard,** [Peter Ward](mailto:pward@axiomlearningsolutions.com) **and Brian Lopes attended**
  + Incorporate use of pronouns
  + Involve students
  + **April** - membership appreciation month
  + **May** - membership retention workshop
  + **June** -

**Upcoming Meetings**

* 3/4 Board meeting - done
* 3/9 Presentation Skills - canceled
* 4/1 Board meeting
* 4/7 Leading and Influencing Herb Dyer

**APPENDIX**

| **DATE** | **Program** | **Coordinator** |
| --- | --- | --- |
| September 22nd | Jamie Millard | Brian |
| October 7th | National ATD Member Benefits | Wendy |
| October 21st | Build your Brand w/ Anne Lipsett (LinkedIn and more) | Judy |
| November 9th | ATD Best Award / Gilbane / FM Global  Notes – need to market to directors of L&D | Peter | Wendy |
| December 6th 5:30PM | Networking Event | (**Catherine**| Wendy | Patrick) |
| January 12th | Panel discussion on evolving your skills: Chantal Tangui from Brown (ID Certification) | Judy | Chris |
| Feb 10th | SHRM | Chris | Michael |
| All Virtual Before through February | Unclear afterwards | | |
| March 9th - canceled | Jay Presentations Skills and Practice (also Toastmaster?) | Peter |
| **Spring TBD** | Peer-to-Peer: Off Meeting offering – Resume / LinkedIn Reviewed / Coaching / Resume Roundtable / |  |
| April 7th | Leading and Influencing Herb Dyer | Peter | Wendy |
| May 17th | Trudy Mandeville?? | Wendy | Lisa |
| June 8th | Ted Talks |  |
| June ? | Social Event, possibly with Ted Talk event, or separately |  |

[Link to Programming Spreadsheet](https://docs.google.com/spreadsheets/d/18AxhXiViz1R7wRQQkvGBRZrU624sODhL/edit?usp=sharing&ouid=114458725081542542619&rtpof=true&sd=true)