**ATD Bay Colonies Board Meeting Minutes**

Apri 1, 2022 - Virtually;

Wendy PIcard, Michael Merline, Catherine, Lisa Robbins, Patrick Kelley, Peter Ward, Brian Lopes

7:30AM-9:00AM

Call to order 7:34

* Approval of [Minutes from March](https://docs.google.com/document/d/12Zyg1tmkizQtUlFc0hKUDviIMRqv2LdAJn55fyh0-og/edit?usp=sharing), Wendy, Lisa.
* Updates
  + **Finances - Patrick**
    - March Financials - Patrick sent via email
    - Central Mass Chapter - outstanding, but will happen.
    - Wild Apricot increased changes. NAC feedback - Quickbooks works well with Wild Apricot. Renewal is April 26, may not be able to happen. Possible to prorate? Need some cross-training. Debbie Richard in Houston? Lisa will look into the pro-rating issue.

[Wendy’s notes on this: Wild Apricot (WA)/Infinipay – Buffalo, NY Chapter switched over from PayPal last year with no issues! Integrated with QuickBooks and no member issues. If we have questions Past President Kim Stahl suggested we reach out to VP of Finance, Dr Yang Zhao - Wendy has email]

* + **Communications - Brian**
    - LinkedIn Business Version: Is set up, actively being used. 104 people followed.
    - Member appreciation month communication set up and going out. Please share.
    - Herb Dyer video ready to launch. Reminders set up.
    - Considering GTKY for ALC
  + **Membership - Lisa**
    - New Member Updates - no report this month. Cleaned up membership group since we were close to 500 when cost would increase (we were at 472). Lisa archived 126 contacts. 346 contacts remain. Easy to reactivate archived contacts.
    - Percipio/Skillsoft update
      * 5 members requested licenses
      * 41 courses (completed 4)
      * 36 videos viewed and 26 completed.
    - Lisa will research some sessions on Leading and Influencing for the Herb Dyer session.Maybe send with survey link.
  + **Programming - Michael**
    - Podcast: (Put on list for June planning)
    - April event - Herb Dyer, all systems go.
    - We should start reaching out to normal venues for 2022-2023 (Citizens, CVS, Amica, FM Global); Peter will reach out to Amica.
    - Wendy/Lisa will get marketing going for the May event.
  + **Operations - Dina**
    - Dina created the survey for 4/7 and included it in the April event document.
    - All set for April event
  + **CARE - Peter**
    - Congratulations!!! Go Team! Snaps for Peter! Care Plus!
  + **Marketing - Chris: no updates**
  + **Curation - Catherine: no updates**
  + **Volunteers - Judy : no updates**
* **Leadership / Planning - Wendy**
  + **By-laws - approval vote** - NAC says do not need lawyer review. Suggest that NAC review. Peter / Brian. APPROVED
  + **PO Box** - Virtual P.O. box. Needed to check if we can use the virtual mailbox as an organization's physical address, instead of someone’s home address. Jen reviewed this with the NAC and national ATD, who said we can do this. Also wanted to see if it was ok to use that address in our taxes. Again National ATD and NAC said yes. Peter / Lisa. APPROVED.
  + **Board openings** – Nominating committee
    - **VP of Professional Development** - Michael Merline, Chris Forcine (Director)
    - VP of Marketing - ?
    - VP of Strategy - Peter Ward
    - President Elect - ?
    - VP of Operations - [Catherine Thenault](mailto:curation@atdbaycolonies.org) is interested in this
    - VP of Curation - ?
    - Dina (Subsite - ad-hoc board member) -
  + Wendy will send out an email to Board members with potential people. And we can reach out to them. We should try to recruit someone from FM Global.
  + Brian will send out Connor’s email.
  + May meeting - Noon-1:00 Interested parties can see what the board is like.
* **Programming (see appendix for actions)**
  + **Our Grand Finale event plan (virtual)**  –
    - Reach out to people. Would need at least 4 people.
  + 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
    - Need to update graphic, and get interest form resent or visible.
  + **Coaching** - no one signed up for this

**Upcoming Meetings**

* 4/1 Board meeting
* 4/7 Leading and Influencing Herb Dyer
* 4/11 NAC
* 4/28 May dry run (9-10)
* 5/ 6 Board Meeting
* 5/10 Trudy Mandeville

**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 10th 8-9:30am | 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)