**ATD Bay Colonies**

Monthly Board Meeting Minutes

January 5, 2024 | 8:30AM - 10:00AM

**Attendees:** Lisa, Wendy, Catherine, Brian, Elizabeth, Miko, Rod, Heather, Michael, Peter

**Call to order:** 8:33

**Approval of minutes:** Wendy and Catherine (approved)

**General Updates (40):**

* Winter Leadership Retreat - Volunteer opportunity with Crossroads (Brian - 5)
	+ January 11 @ 1:00PM - 3:30PM (meet afterwards for 60-90min)
		- Possibly a tour @ 12:30pm - Brian will confirm
	+ Confirm attendance - everyone is planning to attend
		- Volunteer Guest Registration: <https://forms.office.com/r/Ve4TfNHFYp>
* ATD Name Change (Brian - 10)
	+ LinkedIn, Twitter - What else needs to be updated?
		- Swag - <https://www.elitepromostore.com/>
			* Vista print - promotional side, marco promos
	+ Website redesign committee - Catherine, Heather
		- Will discuss more at retreat
		- *Volunteer Opportunity: could reach out to members for help with website*
	+ Comms Plan for ATDRI announcement
		- Announce by April (official anniversary)
	+ Bylaws update - Brian will be doing today and sending to Chastity
* Event locations - brainstorm alternative spaces (Brian - 5)
	+ April need a space - Michael looking into Citizens (Discovery Room)
	+ Confirm food & participant rate - invite BRGs (Business Resource Group)
		- Whoever provides food will receive 5 free spots?
	+ Elizabeth will look into spaces at Beacon - Warwick, RI
	+ Look into local libraries and other free public spaces nearby
* People Analytics Guru - Colin Hahn (Wendy - 10)
	+ 1/16 @ 3-4pm - likely when we will meet with Colin to discuss opportunity
	+ Logistics would still need to be considered (travel expenses, food, pricing, location)
	+ Can we offer participants a badge or certificate?
* Sponsorships (Heather/Rod - 10)
	+ Heather working through this - making it an editable document
	+ Will share more at next month’s meeting
	+ Canva - Create an account for ATDRI - nonprofit license
* Member Appreciation Month & Membership Sale - digital marketing material; add to newsletter

**Event Updates (20):**

*Review*[*Project Tracker*](https://docs.google.com/spreadsheets/d/1GLpbL5ZlEcdvaddwqxUHRYng9Aj8H9lW/edit?usp=drive_link&ouid=112267847912576501568&rtpof=true&sd=true)*:*

**January Event | Shift Happens**

1/17 (Virtual) @ 12:00 - 1:30pm

* POC: Wendy
* Presenter: Brandy Ford
* Curating slides so we can share with our members
* Open items - update program description & project tracker

**February Event | Weaving a Psychological Safety Net for Your Learners**

2/15 (Virtual) @ 8:00 - 9:30am

* POC: Wendy
* Persenter: Kelli Frey
* Open items: add to website; headshot & bio needed for Kelli
	+ Offered to ME chapter as extra event

**March Event | BSL: Psychological Safety & Accessibility**

3/8 (Virtual) @ 12:00 - 1:00PM

* POC: Wendy
* Open items: add to website
* *Date changed to 3/8*

**Updates (All - 20):**

* Finances
	+ $235 - YTD net revenue; ahead of budget due to StarChapter/Wild Apricot timing
* Member Engagement
	+ 91 active members; 14 overdue will receive an email today
	+ Event attendance - Lisa now tracking BSL on sheet, registration has been a little low due to free event
* Data & Analytics
	+ December Newsletter - email was 100% delivered!
	+ Event materials in newsletter - more accessible for our members now
* Communications
	+ Working on Newsletter - adding in membership appreciation info and just Jan & Feb event details
		- Tie name change to January’s event
	+ January’s Newsletter - include more info on CrossRoads - donation amount ($430) and picture from the board volunteer opportunity
* Marketing
	+ Graphic for February event - cassette and pencil (include ME Chapter logo)
* Operations - no updates
* Professional Development
	+ Monthly networking idea with local nonprofit organizations
		- [Accelerator Pitch Night](https://www.eventbrite.com/e/accelerator-pitch-night-tickets-778397055547?aff=ebdssbdestsearch)
		- [Board Matchmaking & Networking](https://www.eventbrite.com/e/board-matchmaking-networking-tickets-739442411157?aff=ebdssbdestsearch)
* Org. Strategy - no updates
* Past President - CARE has been submitted!

**Upcoming Dates:**

* 1/17 - Shift Happens
* 2/2 - Board Meeting
* 2/15 - Safe Spaces for Learning
* 3/1 - BSL - Psychological Safety

**Meeting adjourned:** 10:00AM