**ATD Bay Colonies**

Monthly Board Meeting Minutes

July 19, 2023 | 2:00PM - 5:00PM

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

**Call to order:** 2:10PM

**Approval of minutes:** Wendy & Lisa

* Arrival & Welcome (Brian - 3)
* Approve Minutes from June Meeting (Dayne - 2)
* StarChapter updates and Discussion (Lisa - 20)
	+ A few red flags:
		- Importing issues - cannot import files from National (store); needs to be the entire list each time or it would override the existing data
		- It is going to make work manual and increase workload
		- They can group members; once renewed, they can do a mass update if list is the same (which it is not)
	+ 90-day contract; setup fee could be given back if we back out now
	+ Staying with WildApricot
		- We know what we have & what works/doesn’t work
		- Could look into different websites and other options
		- Create google group with “non-active” contacts
			* Look into Constant Contact or Survey Monkey
* Chapter Name Change (Brian – 15)
	+ To change name:
		- Update to the bylaws; we can decide but if members are against, a petition would need to be submitted with 50% of membership
		- Will need a list of all things that would need to be changed
			* IRS, bank, website, emails, swag, etc.
				+ Go Daddy - Catherine (Operations) will become the owner
				+ Brian Lopes - order credit card
		- **ATD Rhode Island Chapter** -Serving RI and the surrounding areas
			* Change in January and focus on 45th anniversary
			* New swag & graphics
* Finances Part 1 (Peter - 15)
	+ Close 2022/2023 budget
		- Up $462.20 for the year
	+ To plan for 2023/2024 budget, we will need to:
		- Determine membership costs
		- Determine event fees (virtual/in-person)
			* Based on attendance and membership for 2022/2023, some adjustments will be made to event costs
				+ Membership - $79/year - too much?
				+ Virtual - free for members (non-members: $10)
				+ In-Person -
				+ BSL - free
		- Review StarChapter/Wild Apricot costs
	+ Budget for 3 people to attend ALC (Peter Ward is looking into travel costs)
	+ Donations will remain the same
	+ Insurances - the name will need to change (RI Chapter)
	+ Food & speaker fees - will need to budget for these again
	+ Once programming is complete, will affect the budget

**Break (5)**

* Membership Survey (Dayne - 10)
	+ Review End of Programming Year [survey results](https://docs.google.com/document/d/1gSdItRQdUWlMo8ylWd8JGtI4i0dTwu6l/edit?usp=drive_link&ouid=112267847912576501568&rtpof=true&sd=true)
* 2023 - 2024 Theme and Programming (All - 60)
	+ Music Theme
		- L&D mixed tape / Learning & Development Palooza / 45th Anniversary Tour
		- Second stage - BSL
		- Ticket Admission / Album cover for each event
		- RI Chapter playlist on Spotify
		- Swag: Concert t-shirts
* **September Event** @ 5:30pm | 9/20 - Six Strings (Patriot Place, Foxboro MA)
* POC: Lisa Robbins
* Song/Genre: Country
	+ - Networking with Boston Chapter
		- 5:30-6:00 - arrival (food starts at 5:30pm)
		- 6:00 - event starts (organized networking)
		- 7:30 - ends
			* Private room booked & additional space
			* Line dancing
			* Most likely passed apps
			* $25 - members
			* $40 - non-members
* **October Event** @ 10/20 (Great Wolf Lodge, Fitchburg MA)
* POC:
	+ Event: NEAC (promote this event for members)
	+ BSL: Catherine
* **November Event** - Wednesday, November 8, 12:00 – 1:30pm (Virtual)
* POC: Brian Lopes
	+ Event: Gen AI with Stan Skrabut
	+ Brian reach out to Stan on this
* **December Event** - Need date & time - 12/7 (In-person)
* POC: Michael Merline
	+ Event: Charity & Cheer & Crossroads
		- Karaoke, musical bingo,
	+ BSL: Self Care/Wellness - part of the ATD capability model (Lisa)

\* Winter team building / volunteering for board members

* **January Event** - Launch new name & 45th anniversary (virtual)
* POC: Wendy Picard & Michael Merline
	+ Event: Change management - Brandy Ford (shift happens)

* **February Event** - (virtual)
* POC: Wendy Picard
* Song/Genre: Love Shack
	+ Partner with Maine?
	+ Event: Psychological Safety
	+ BSL:
* **March Event** - (virtual)
* POC: Peter Ward
	+ Event: Delivering learning at the moments of need (podcast on AXIOM website)
* **April Event** - 4/23 @8-9:30am (in-person)
* POC: Wendy Picard& Michael Merline
	+ Event: Accessibility in design & classroom - Debbie Becker
	+ BSL:
* **May Event** - Networking (in-person) and ALC
* POC: Catherine Thenault & Michael Merline
	+ Event: Networking
* **June** - BSL (Rodrigo Tempestini)

Event ideas:

* FM Global - accessibility in design & classroom - Debbie
	+ Could get a room at FM Global
* Dr. Bob Nelson
* Cassie Labore (virtual training certificate)
* Find a speaker who uses music for learning; Adult learning?

BSL ideas or Book Club:

* Self Care/Wellness - part of the ATD capability model
* Self Advocacy - Elizabeth Neves?

**Break (5)**

* NEAC updates (Brian - 5)
	+ 35 registered; past early bird
	+ 20 presenters and 2 key notes
	+ $184 is the NEAC discount for hotel
* Goals (Brian - 15)
	+ 1 more corporate partner (companies to represent members); Diversify membership by adding 3 more companies
		- AAA, Blue Cross Blue Shields, IGT, Fidelity, Leadership RI, Bryant University, UNIFY, CVS, RI State Offices, RI College, CCRI,
		- Tech/IT departments
		- Reach out via LinkedIn; Rod/Jay/Brian - outreach strategy
		- Lisa Robbins/Rodrigo Tempestini to send out active/non-active member list and their company names
	+ Employee learning week in December
		- BSL
		- Charity & Cheer
	+ Newsletter - send out all communication at once (monthly); upcoming events, LinkedIn, job posting, educational piece, recap of previous month
		- Engage more volunteers this year - include an incentive (next event is free?)
	+ RFP process for presenters
	+ Page on website where speakers advertise themselves

Upcoming Dates

* 8/16: August Summer Planning (Virtual)
* 9/20: Kickoff Event with Boston Chapter at Six String (Patriot Place, Foxboro, MA)

**Meeting adjourned:** 5:12PM