**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](mailto:brian@atdbaycolonies.org) - 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](mailto:peter@atdbaycolonies.org) 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](mailto:lisa@atdbaycolonies.org)
* 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](mailto:president@atdbaycolonies.org)
  + 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](mailto:michael@atdbaycolonies.org)
  + 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](mailto:wendy@atdbaycolonies.org) & [Michael Merline](mailto:michael@atdbaycolonies.org)
  + Event: Change management - Brandy Ford (shift happens)

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

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](mailto:elizabeth@atdbaycolonies.org)?

**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](mailto:lisa@atdbaycolonies.org)/[Rodrigo Tempestini](mailto:rodrigo@atdbaycolonies.org) 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