



## ATD-CIC Board Meeting | June 13, 2016

Meeting Location: Online | Go To Meeting | 12:30pm – 1:30PM EDT

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### Call to Order

- Meeting called to order @ 12:35pm by Michelle Baker

### Members Present:

- Michelle Baker, President Elect
- MeChelle Callen, President
- Susan Crawley, Past President
- Jen Duszynski, VP Programming
- Kristi Gaynor, VP Membership
- Brittney Helt, VP Communications
- Beth Hopewell, VP Finance

### Review & Approve Minutes from May board meeting (Susan)

- **ACTION:** Kristi would like to amend permanent nametag creation (under Membership) to Brittney
- **ACTION:** Brittney did not get action item complete under Tax Submissions: *publish by-laws update/edit and publish notice of change to membership* will determine how to proceed with getting this completed ASAP
- Motion to approve minutes from May board meeting, Jen Duszynski, Second Kristi, Unanimous vote to pass.

### Review & Approve Financials (Beth)

- PayPal Balance: \$8831.49, Regions Balance: \$41,687.54
- **ACTION:** Review GL codes for accounting (Beth, Michelle, MeChelle) moving forward to create consistency and ease- will propose how to do this offline and review at next board meeting
- Motion to approve financials, Susan Crawley, Second Brittney, Unanimous vote to pass.

### Role Transition Update (Michelle)

- Board Resignation of Nanette Grant & Jerry Hogue, effectively immediately, given Friday, June 10<sup>th</sup> to Michelle Baker via email
- **ACTION:** Review projects that they were both doing, prioritize work (Michelle, MeChelle)
- Look for new VP of Ops (1<sup>st</sup>), Pres Elect (2<sup>nd</sup>)

- Kristi suggestion: ask Jodi to come back for short term and train incoming person we recruit
- Brittney suggestion: ask Valerie to help short term from virtual stand point and as her hours allow
- Susan: are there volunteers within the chapter who are standing out and who express interest in taking a larger role? Jen has someone who may be interested (Dana Harrison) in taking a larger role in the chapter. Kathy Lee- great job with details and logistics, but is she interested and has the time?
- Susan Crawley- also volunteered to step up and help during the interim
- Michelle: this is just the beginning of a larger project of seeing what roles are going to open after the end of the year as well as the immediate need for the two resignations. VP Finance & VP Membership
- **ACTION:** approach Jodi to see if she has interest in helping us get through and onboarding/transitioning someone when we've recruited them (Michelle)

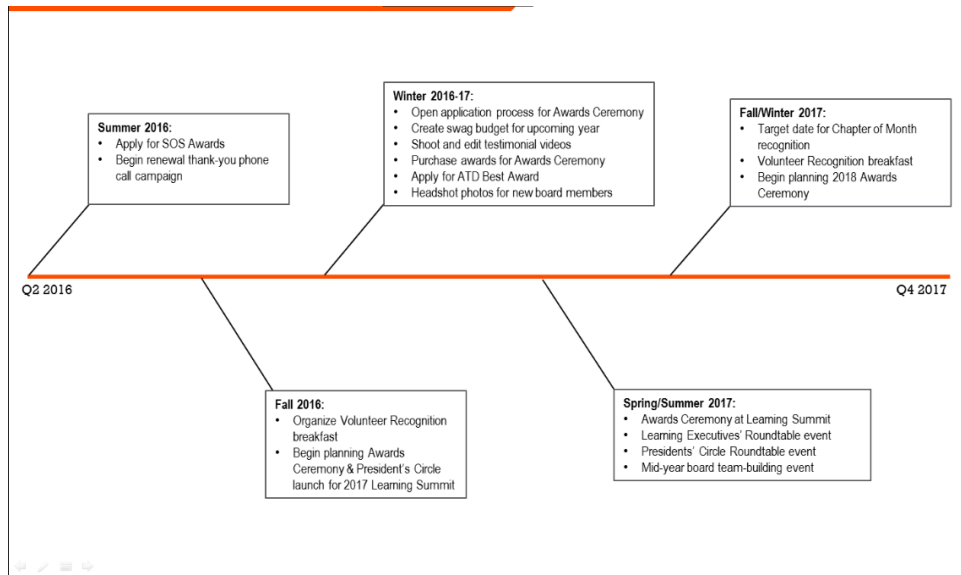
**Strategic Initiatives: Create documentation for Fed & State calendar & create for board member responsibilities (Jerry)**

- *This was Jerry's project, will determine status when he meets with Michelle and determine transition plan.*

**Strategic Initiatives: Develop Recognition program (Michelle)**

- Chapter Recognition
  - submitted 6 SOS awards
  - 3 received call backs for more info (Coffee Shop Idea Swap, New Member Orientation, New Member Welcome Postcard)- this puts us in the running for Chapter of Month
- Member Recognition:
  - Initiate annual Chapter Awards- during LS
  - Personal phone call to renewing members, brief testimonial videos for website
- Volunteer & Leader: Annual breakfast, swag, feature in newsletter, Volunteer of Year award (see handout in basecamp for detailed ideas)
- Past Presidents: "Presidents' Circle"
- Industry Leader & Company Recognition

## Timeline for Awards / Recognition Ceremony



### Budget

- 2016: ~\$700
- 2017: \$2100/yr

### Board Feedback

- Jen D: this is great and we should get ROI
- Kristi: can we get committee members involved to help manage some of the work?
- Susan: awesome- really likes idea of engaging board members after their terms to continue continuity
- MeChelle: once we flesh this out, get a committee together to run with this and the details?

**Meeting Adjourned by Michelle Baker @1:38pm**