



## ATD-CIC Board Meeting | October 17, 2016

Meeting Location: FORUM Credit Union | 5:00pm – 6:30PM EDT

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### Call to Order

- Meeting called to order @ 5:18pm by Michelle Baker

### Members Present:

- Michelle Baker, President Elect
- MeChelle Callen, President
- Jen Duszynski, VP Programming
- Kristi Gaynor, VP Membership
- Brittney Helt, VP Communications

### Review & Approve Financials (Beth)

- We have about \$30,000 in the bank. We currently have a net income for the current budget of \$8,658.37 but that doesn't reflect the expenses for the learning summit and the end of year events –
  - the networking breakfast (we had previously discussed paying for all),
  - additional bling (we are low and need to order more),
  - and the end of the year board dinner
  - ALC reimbursement
- Suggest we start having a P&L for each month in addition to the budget and monthly financials (Krsti's suggestion) as she has seen in other boards to help create the proper checks and balances. 1<sup>st</sup>: Jen, 2<sup>nd</sup>: Kristi Unanimous

### Review & Approve Minutes from September board meeting (Brittney)

- **No updates or edits requested**
- Motion to approve minutes from Sept board meeting, Jen Dusz, 2<sup>nd</sup>: Michelle Baker, Unanimous vote to pass.

### 2017 Final Leadership Slate for 2017 Board: (Michelle)

Michelle Baker - President

Jen Duszynski - President-Elect

MeChelle Callen - Past President

Karen Zwick - VP, Finance

Brittney Helt - VP, Communication  
Kim Spartz - VP, Membership  
Amy Christmas - VP, Programming

We will be discussing specific transition plans for:

- Beth ----> Karen
- Kristi ----> Kim
- Jen ----> Amy

Additional Onboarding activities include:

- Formal Orientation session (date TBD)
- Attend holiday dinner (December)
- Participation in annual strategic planning retreat (January)
- Grant access to Basecamp site and provide tour of ATD Chapter Leader Community at TD.org (ongoing)
- Attend January Regional Chapter Leader conference call (date TBD)

### **Bylaw Updates (Brittney)**

- We have 46 votes so far. Current membership is sitting at 154, which means we 79 responses to have the majority of members participating.
- \*Add note in all registratio for upcoming events that they need to vote, bring paper ballots
- Send paper ballots to SIG leaders to ask for participation.

### **CARE Update (Michelle)**

MeChelle is currently compiling the data from our basecamp sites for the CARE paperwork. We should be able to have that ready to roll by the first of January. I did notice we are required to conduct an audit but we just did one to get our 501C3 reissued so I feel that we don't need to do another one but I will check with our accountant.

We got to stand up at ALC for being 100% compliant

We also got to stand up for being Gold Star with 40%+ Power Membership

### **Programming Update (Jenn)**

- Group met Friday after Learning Clinic met with Lauralee, Amy and Angela to get the group together to meet.
- Karen Kratz will also likely remain on the committee. Stephanie likely will not.
- Monthly Programming: For next year the calendar is ready with 6 confirmed speakers, but would like to add 2 more.

- Networking: Move to quarterly. keep breakfast ones- because they're well attended. Add two evening (SIP of ATD) maybe do right after work (start at 5pm instead of 6) have two at the same time in the same place
- Location: Butler seems to be the best bet so far. \$100/month, but may be able to trade
- Sponsorship Program: Dana Harrison is still interested, but the board needs to be more strategic about what it is and how it should look (**Maybe add this as a brainstorming exercise for the Leadership Retreat**)

### **Membership Update (Kristi)**

Erin Murphy has confirmed that our membership is live on the national site. Valerie did all work on field integration prior to her departure.

A reminder that once our membership is integrated with nationals, we had hoped to revisit the member profile update project. While we had some updates, more members could definitely participate. (targeted emails could be cool- if it aligns)

Questions asked via last board meeting:

\*What's considered lapsed? 30 days

\*Can we publicize the members who are lapsed (to board only) sent as follow-up

\*How many of those members are power members? sent total list of power members. I'm not sure I understood the question; I apologize.

\*Valerie is going to take on thank you calls to current members - I did not receive an update on this prior to her departure. All info was sent (list/outline of speaking point, etc) I'm guessing none of this was completed.

Membership stats:

Lapsed Members - 4 (w/n 30 days) - Mark Bertolino, Kelli Dalton, Everal Clark, Kendall Glavish

Overdue Members: 6 - repeats 4 above, and add Jennifer Ruffatto and Steve Bullington

Total Members - 158 total members (to include corporate bundles)

Active Members – 130

**\*Michelle will reach out to Debbie Richards to ask if she could build/provide some training around Wild Apricot with the board.**

Membership Survey - Here is the link to last year's

survey: <https://www.surveymonkey.com/r/CBKB7VM>

How would we like to proceed? timing, measurement, changes?

**Push out the survey to folks in Nov/Dec. Must be done by Dec 31<sup>st</sup> to meet CARE requirements. Need to determine timing of this.**

Kim Spartz and I have met once and I am currently transferring files to her on an as needed

basis. I will meet with her again once she gets acclimated with her new job. She will help with this year's membership survey as well.

**Committee:** Beth Haggengos, Kim Spartz, George OKantey, Dan Gollick- like to be advisors, not active participants- hope to keep them engaged through the transition. 1 virtual call and two meetings

### **Conference Debrief**

- Got to stand up twice!
- Most of the update was about certification in the education department
- Discuss Roadshows, special sessions, etc.
- Google Ad Words- \$10k free per year
- Partner with other organizations or law firms with bringing in big name keynote

### **New Representative: Jill**

- We need to set up a conference call for the board to talk with Jill about working for us. Can each of you please compile a list of what Valerie was currently working on with you so we can get Jill up to speed?
- **Send MeChelle dates and times available next week (Wed-Fri and following Mon-Tues) to talk to her. ALL**
- **List of things Valerie was working on or things that we'd like her to do moving forward to MeChelle. ALL**

**Meeting Adjourned by Michelle @6:38pm**