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| Venue | Virtual (Zoom) |
| Facilitator | Alexander Salas |
| Note Taker | Lisa Anne Zoldi |
| To Do |  |
| Present | Alex Salas (President), Lisa Anne Zoldi (VP Communications), Zizo Aku (President Elect), Rosa Espinal-Perry (Past President), Kathy Akbari (VP Membership), Kristina Grant (VP Finance) |
| Absent |  |
| Open Roles | VP of Business Development, VP of Programs |
| Next Meeting | August 11, 2020 @ 7pm. Meeting will be Virtual. A link will be provided in Slack. |

# **Call to order**

The regular board meeting of the ATD CFL chapter was called to order on July 14, 2020, at 7:13pm by the President.

President proceeded with roll call to confirm attendees:

President Elect: Zizo Aku

Past-President: Rosa Espinal-Perry

VP Communications: Lisa Anne Zoldi

VP Membership – Kathy Akbari

VP Finance – Kristina Grant

Plus in attendance are our new directors for the chapter – Carlene Sterling, Claudia (Marcella) Iannini and Kelsey Neumann.

**President report:**

Achievements this month:

* Focused on setting up the Super Interesting Group campaign
* Creating annual survey
* Recruiting talent for next year to ensure people are in place.

Upcoming for next month:

* Annual survey and election ballot with Zizo
* May want chapter to look into Crowdcast or sending short videos to members in Welcome e-mail. Crowdcast could replace Zoom.
* Suggested having whoever takes over Off-the-Cuff to do a Podcast, rather than having to do a zoom interview.

**Past-President report:**

Achievements this month:

* Facilitated Jason Lombardi webinar on 6/10
* Co-facilitated Volunhero session w/Zizo on 6/15
* Spoke with 13 people about facilitating sessions for ATDCFL
* Booked 13 people to speak for chapter - we are currently booked through Jan 2021
* Facilitated Job Hunterz SIG on 6/29
* Met w/Zizo regarding volunteer recruiting
* Interviewed several people for roles with chapter
* Booked solid through end of year and starting to look at 2021.

Upcoming for next month:

* Working on onboarding Marcela new Programs director,
* Assisting with additional volunteer onboarding,
* Continue program planning and support for upcoming programs

**President Elect report:**

Achievements this month:

* Hosted networking event in collaboration with Rosa.
* Interviewed 5 prospective volunteers and onboarded 3 new leaders to the chapter. Interestingly, we have 2 individuals looking to join chapter and volunteer from India. Because they are not US citizens, they can join as members right now, but not be official volunteers.
* Met regularly with APTD/CPTD study group team and are collaborating to roll out details for next cohort starting August for Nov/Dec testing window. Our chapter is collaborating with 4-5 other chapters. Free for chapter members or small cost for non-members.
* CARE Plus requirements have been altered and we have to ensure we meet these requirements.

Upcoming for next month:

* Complete all interviews with prospective volunteers.
* Working on the development of the Annual Survey and putting together a framework for the 2021 Strategy meeting.
* Would like Board to have discussion face to face to talk about 2021 strategy first or second Saturday of August, or we can do virtual meeting.
* Super Early Bird for ALC ends tomorrow – wants to know what Board members will attend.
* May be interested in taking over Off the Cuff and wants to get Board input on who else wants to take over doing this.

**VP of Communication report:**

Achievements this month:

* Blog creation and publication for the month of June.
* Updated events page with newly created webinars.
* Updated digital encounters page so members can watch previously recorded webinars.
* Typeform creation for board member accomplishments for current month.
* Take minutes of Board meeting and publish.
* Facilitator for July webinar from Valary Oleinik.
* Redesigned homepage for new certification cohort for CPTD certification
* Zoom calls with Kelsey – new director of Communications to onboard her to process of working in Communications.

Upcoming for next month:

* Blog creation and publication for month of July.
* Typeform creation for board member accomplishments for next month.
* Facilitating webinars.
* Further onboarding of Kelsey.
* Working on presentation with Alex for conference in October.

**VP of Finance report:**

Achievements this month:

* Reconciled accounts in QuickBooks
* Budget vs. Actual reports available on Slack.
* Most events we budged for were based on face to face interactions, not virtual.
* As of June 30th, we have about $8569.
* Year to date, Profit & Loss shows only $169.85 in the red.
* Met with Cheryl Blakeney to discuss potential for stepping into VP Finance role for 2021

Upcoming for next month:

* Scheduling time with Cheryl to work through account reconciliation and introduce her to the VP Finance responsibilities and logistics and will invite her to next board meeting.
* Needs to connect with Zizo to do financial review for this year.

**VP of Membership report:**

Achievements this month:

* Kathy and Carlene connected regarding Membership.
* Kathy also spoke to Heidi regarding her volunteerism.
* Wants to organize once-a-month coffee get-togethers for informal networking event.
* Alex and Kathy’s cousin offered to do the copy and branding the information to go along with these coffees.
* When non-members register for SIG events, we’ll be able to record the information for these people.
* Current membership: 255. 7 new in the past 30 days.

Upcoming for next month:

* Need to update renewal templates when notices go out to members.

**Motions**

# President called for any motions.

# Kristina Grant raised the motion to adjourn meeting, seconded by Rosa Espinal and Alex Salas.

# **Adjournment**

Meeting adjourned at 7:57 pm.

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| Please review these notes and approve via the Slack channel by typing your name, role, and Board Meeting (Month) Approved. Ex: John Doe, VP of (Role), July Board Meeting Notes Approved. | | |
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