

Monthly Board Meeting Notes September 8, 2020



Venue	Virtual (Zoom)
Facilitator	Zizo Aku
Note Taker	Kelsey Neumann
To Do	
Present	Lisa Anne Zoldi (VP Communications), Zizo Aku (President Elect), Rosa Espinal-Perry (Past President), Carlene Sterling (Membership), Kelsey Neumann (Communications), Heide Bostelmann (Registration), Kristina Grant (VP Finance), Kathy Akbari (VP Membership), Claudia Iannini (Programs)
Absent	N/A
Open Roles	VP of Business Development, VP of Programs, President Elect
Next Meeting	October 13th, 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 September 8th, 2020, at 7:04 pm 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

Director of Communications: Kelsey Neumann

VP Membership – Kathy Akbari

Director of Membership: Carlene Sterling

Director of Membership: Heide Bostelmann

VP Finance – Kristina Grant

Director of Programs: Claudia Iannini

President report:

Achievements this month:

- Completed transition into President role and completed outboarding for Alex,
- Continued representing chapter with CPTD study group hosted by ATD Rocky Mountain chapter
- Collaborated with VP Finance to onboard new Director of Revenue,
- Collaborated with VP Communications to develop and complete recording for chapters 2020 ALC presentation.

Upcoming for next month:

- Develop and implement social media content strategy
- Schedule 2021 strategy wrap up session
- Complete onboarding for new director of business development and recruit new director of social media
- Send out annual survey to members and submit ATD CARE Contact before September 30 deadline
- Meet with CRM and complete any other important chapter related business.
- Update website with new chapter leadership information

Past-President report:

Achievements this month:

- Planning and logistics for chapter programs; meetings with Zizo regarding chapter current and future operations

Upcoming for next month:

- Continued follow up regarding programs scheduled and planning for next year
- Will ensure Kelsey and Claudia have administrative access to WildApricot & ATDCFL Google Drive account

VP of Communication report:

Achievements this month:

- On boarding of Director of Communications
- Fielding emails from members regarding technical issues
- Taking minutes for ATD strategy session
- Work sessions with Zizo for ATDALC seminar

Upcoming for next month:

- Record ATDALC seminar
- Further onboarding of new members

Director of Communication report:

Achievements this month:

- Wrote “In the Know” August Blog
- Created graphic for Kathy’s CC&C event
- Met with Lisa Anne to continue onboarding
 - Uploaded Jimbo Clark’s “Hack Your Box” webinar
- Met with Zizo to discuss the use of social media as a communication tool, possibly in lieu of the “In the Know” blog

Upcoming next month:

- Continue onboarding process
- Will create new graphics for upcoming CC&C events
- Instead of using TypeForm/GoogleForms to collect Board member monthly Achievements/Goals, will now create Google Sheets document for everyone to fill out

VP of Finance report:

Achievements this month:

- Reconciled accounts. \$9000 in total assets. Plus \$319 for this year due to virtual events not costing much, even though we have decreased membership numbers.
- Generated reports.
- Onboarded Cheryl Blakeney to Director of Revenue

Upcoming for next month:

- Continue to onboard Cheryl

VP of Membership report:

Achievements this month:

What were your achievements this month?

- Met as a Membership with Membership Directors and Chapter President. Scheduled recurring meetings to continue to collaborate.
- Reviewed CARE requirements for Membership
- Discussed and created a plan to move forward for the remaining few months of 2020 to meet requirements
- Casual Conversations and Coffee events were kicked off and we had 7 attendees, one over our goal of six for the first event
- We are working with ATD to support Membership Week
- ATD offered us a complimentary Professional Membership to share with one lucky member.

- We are following up with lapsed and suspended members to encourage renewals
- We are reaching out to new members to welcome them to the chapter in addition to the auto response to becoming a new member.

Upcoming for next month:

- Continue working towards completing 10 Power Membership tasks for CARE
- CC&C Event #2
- Support Membership Week by promoting with the tools provided by ATD/Erin

Director of Programs report:

Achievements this month:

- Helped in the running of programs

Upcoming for next month:

- Following the guidance from Rosa - continue to contribute to programs

Motions

VP of Membership called for the motion to provide a \$20 discount for a year membership or free membership until the end of the year to members with upcoming renewals or lapsed memberships, at the discretion of conversation had during calling campaign. Rosa Espinal seconded the motion. The Board voted and all were in favor. The motion has passed.

President called for any motions.

Kristina Grant raised the motion to adjourn meeting, seconded by Kathy Akbari.

Adjournment

Meeting adjourned at 8:07 pm.

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), August Board Meeting Notes Approved.
