**ATD Bay Colonies**

**Board Meeting Agenda**

**September 6, 2019**

**Phone Attendees - Michelle O’Brien, Tamara O’Neil, Carolynn Woodis, Lisa Robbins**

**Attendance – Connor Gormley, Peter Ward, Jamie Millard, Dina Horn, Brian Lopes; Judy Nabb**

**Meeting started at 7:40am**

**Break at 8:35am - 8:46am**

1. **2019-2020 Theme Review**
   1. Connor displayed the new version of this years graphic on the screen for all to view
   2. Dina had a few questions:

* Is the graphic available to people on the website? Do we want people to print and lock down the pdf
  1. Jamie and Dina mentioned they would like the title for the year larger.
  2. *Since the meeting the graphic is on the website and printable. Changes were made that were discussed in the meeting.*

1. **Program Updates**
   1. Review of program spreadsheet

**Sept** –

* Peter will work on the PowerPoint for the introduction to each meeting.
  + He will need a copy of the graphic for the presentation
  + Connor will get the graphic to him
  + Once PPT is finalized send to Carolynn so she can have on the laptop
* Carolynn will set up a link and practice with Peter before the live event
  + Carolynn will arrange with Peter
* Program flow - start at 7:30 to network - Meeting at 8am - start with the PPT. Elliott is from 8:10 to 8:40 - Karen will introduce Elliott
* Volunteers will direct people to sit close to the front of the theater
* Take themes from Elliott’s talk and have people form groups and have people discuss what they think going forward. What do you want to learn more about? Depending what he comes up with they can be subjects for groups. Jamie - suggested we come up with some - Karen will take notes
* Karen - Bring flip charts for the groups - and markers
* End of meeting back to PPT bring up the future - for the next meeting
* Attendee experience –
  + Carolynn will have signs directing to Bldg 100
  + Judy has three volunteers to assist with greeting
  + Carolynn will be on the ground floor directing people to security
  + Brian will have banners and books/stickers at registration table
  + The board members have new name tags to identify who we are
* *Since the meeting the website was updated and email blasts have been sent*

**Oct –**

* Leave title as Design Thinking for map but build it up for website.
* Peter will get together with Michele to get info to Dina for website.
* Lisa said food will be all set for meeting and Karen mentioned we will pay if needed
* Lisa will talk to security for parking as people have to be escorted back and forth
* Dina will post information about parking and the escort on the website
* 8:15 to 10am Lori presents – this is a longer than usual meeting
* Announce bring a friend for November “inclusion” meeting

**Nov –**

* Who is the leader going to be and need to wrap some of that up - panel and table participants? Bring a friend for this meeting
* Jill will call in - Jay (Lisa's boss is interested) - table good from 5 different companies and they can share what they are doing for their departments
* Need a write up about what it will look like. Peter and Lisa will work on it and pass it along to Karen
* Banners will be available and Connor will bring them.

1. **ALC**
2. Jamie, Brian, Lisa and Karen are attending the October event
3. Jamie and Karen reviewed their presentation with the board for feedback

* Karen wants to add how we offer standard programs like the cook-off and panel discussions
* Encourage attendance to our events and the passport will help
* Karen wants to give the passport as handout
* Karen will bring supplies - post its and markers

1. **NEAC Update**
   1. Peter mention they have the key note speakers
   2. Peter will forward links to the presenters site for reference
   3. Karen will meet with team to determine how FM Global can be involved to possibly host an event in the learning center.
2. **Chapter and Board Goals & Updates**
   1. Karen would like to see about how we can make the experience a positive one for the attendees
   2. At the registration table can we have a sign-up sheet for volunteers and a list of the tasks

* Someone taking photos /social media –
* Post to Twitter/member outreach assistance
* Volunteer at NEAC

1. **Operations** – We discussed different options to purchase for giveaways. Brian has hand sanitizer and other items he is looking into. Brian will print the sheets for each meeting and identify any new attendees so the board can reach out and welcome them to the meeting.
2. **Membership** – Lisa is working with membership and making sure records are accurate
3. **Financials -** Tamara submitted her report and a change of $50 is sitting in pay pal. Tamara had to leave the call at 8:40
4. **Volunteers** – Judy has volunteers for Sept. Can we do stamps for folks that volunteer or a volunteer award? Will continue to discuss at next meeting. Volunteers were discussed in the Sept event.
5. **Communications** 
   * Dina provided some website feedback
   * Suggested shorter board bios – condense to one page
   * Need bios from Judy and Brian
   * Dina is going to change documents to a pdf and not a word document
   * Committees we need to verify do we have them? Are they active?
     + We need to check all the links
     + Trying to get the info on Facebook but wants to make sure everything is there first -
   * Would like to get logos to match the events with the logo from the passport - would

like to link out to speaker sites if available

* Update site with final schedule image and passport
* Google analytics added to the website to monitor traffic
  + Dina should do the final proofing and Dina will be the only one touching the website

and Connor can assist. Peter will give program information to Dina and she will add to

the site.

1. **National Update** - Webinar Sept 9. Jamie encouraged all to go and it will be recorded.
2. **Other Business** – nothing discussed.

**Meeting Adjourned at 9:33am**