**ATD Bay Colonies Board Meeting Minutes**

August 12, 2021 - Virtually

11:00 AM - 1:00PM

 Attendees: Patrick Kelley, Jay Letourneau, Brain Lopes, Michael Merline, Judy Nabb, Wendy Picard, Lisa Robbins, Catherine Thenault, Peter Ward.

**Absent**: Chris Forcino

* The meeting was called to order at 11:09 a.m.
* A MOTION to approve the minutes from the July 27th meeting was made by Peter, seconded by Wendy. All Approved.
* A MOTION to hold the Monthly Board meetings on the 1st Friday of the month from 7:30-9am was made by Peter, seconded by Lisa. All Approved
* NAC meeting sign-ups: We should send at least one person per meeting. Pick one per person on [sign-up](https://docs.google.com/document/d/1BbADuVY4l53v6E35n41xk9JuASLoKhb3JBtftZeznRU/edit?usp=sharing).
* Who will attend ALC in November; board members have responded. The cost will be $1400, this is below budget.
* Annual Report: Reviewed and updated
  + 2021/2022 goals establish (see annual report)
  + Jay needs to provide a picture
  + A question arose on if we can use the Zoom member picture? Do we have something on the website? Brian will investigate this. ACTION
* Brian shared this year’s Communication Plan:
  + Create a YouTube channel
  + Bay Colonies Website Refresh
  + Increase Social Media engagement (LinkedIn, Twitter, Facebook)
  + Cross Promotion of ATD New England Area Chapter Events
* Programming Graphics work. Wendy has reached out to Brett Cortesi. We agreed to move forward with Brett. Bay Colonies got Talent (theme) – some ideas for graphic (Film Strip, Playbill, Spotlight / Stage).
* Programming
  + Will be Virtual through February
    - We need information in [Spreadsheet](https://docs.google.com/spreadsheets/d/18AxhXiViz1R7wRQQkvGBRZrU624sODhL/edit?usp=sharing&ouid=114458725081542542619&rtpof=true&sd=true) (Catherine started) ACTION
    - Point person (start event checklist)
    - Dates/time/snazzy title
    - Event description

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| **DATE** | **Program** | **Coordinator** |
| September 22nd | Jamie Millard | Brian |
| October 7th | National ATD Member Benefits | Wendy |
| October 21st | Build your Brand w/ Anne Lipzett (LinkedIn and more) | Judy |
| November 16th | ATD Best Award / Gilbane / FM Global  Notes – need to market to directors of L&D | Peter | Wendy |
| December 6th 5:30PM | Networking Event | (**Catherine**| Wendy | Patrick) |
| January 12th | Panel discussion on evolving your skills: Chantal Tangui from Brown (ID Certification) | Judy | Chris |
| Feb 10th | SHRM | Chris | Michael |
| All Virtual Before through February | Unclear afterwards | | |
| March 9th | Jay Presentations Skills and Practice (also Toastmaster?) | Jay |
| **Spring TBD** | Peer-to-Peer: Off Meeting offering – Resume / LinkedIn Reviewed / Coaching / Resume Roundtable / |  |
| April 7th | Leading and Influencing Herb Dyer (or Human Side of Change – Stacy Morgan) | Peter | Lisa | Wendy |
| May 17th | Trudy Mandeville?? | Wendy | Lisa |
| June 8th | Ted Talks |  |
| June ? | Social Event, possibly with Ted Talk event, or separately |  |

* Also – possible Coaching and Feedback one on one for Ted Talk volunteers
* Invite Wendy to any meeting if it works for her schedule and volunteer comfort.
* Patrick provided final budget numbers. Wendy made a motion to Approve the Budget; Catherine seconded.

Meeting ended at 12:59  
Next Meeting is September 3rd, 2021 7:30 AM