**ATD Bay Colonies Board Meeting Minutes**

December 3, 2021 - Virtually

7:30AM-9:00AM

Wendy Picard, Lisa Robbins, Peter Ward, Patrick Kelley, Brian Lopes, [Michael Merline](mailto:michael@atdbaycolonies.org), Catherine Thenault, Judy Nabb

7:35

* Approval of [Minutes from Novembe](https://docs.google.com/document/u/0/d/1hAexdjntMtedylc7r4YWdrjuuWOKBjca8_wB5Ij2wwI/edit)r - Lisa Moved Approval/ Patrick Seconded. All APPROVED.
* Updates
  + Finances
    - [November FInancials](https://drive.google.com/drive/folders/1jhGKd0XVTCLB6NyEh0sJvxyO6RxCxb8b?usp=sharing)
    - O/S Balance from FM Global, some of these are from September. Patrick will reach out to Connor to see who to reach out to resolve..
  + Communications
    - Let’s shift focus off of Facebook. We will keep FB page, refer to LinkedIn, but keep it for people to find us.
    - Randy Forbes video is done. Chantelle Video to be done. Judy to follow up.
    - Charity and Cheer is done.
  + Membership
    - Attendance is steady.
    - We should recognize regular attendance and longevity.
    - We should send a targeted email in January to members who haven’t attended this year.
    - Skillsoft - we will be able to offer our members a Skillsoft/Percipio license in 2022. Lisa is researching specifics. Let’s plan using the platform as ATDBC coffee breaks where we watch a 20-25 minute video and hold a discussion. Less than an hour.
  + Member orientation module
    - Judy and Brian are going to get the module loaded on our site. Add to files on Wild Apricot.
    - Add Percipio piece later on when details are clear.
    - Launch in 2022.
  + Programming
    - Podcast - Michael will set a meeting in January
    - Prizes - members only. (One for Members, and One for Attendees).
    - Programming (see appendix for actions)
      * November Wins and Opportunities

| **Wins** | **Opportunities** |
| --- | --- |
| Great presentation by Kevin | ATDs Got Talent - |

* + - * December event: Prizes ($150, not to exceed $25)
        + Pride not Prize
        + Door Prize
  + CARE
    - Operations plan - If no changes, Vote to approve.
      * (same as last year with 2 changes - pulling NEAC out, and removing Facebook from goals)
      * Lisa/Wendy move/seconded. All APPROVED
    - Care Plus is elusive because NEAC hasn’t happened due to Covid. Ideas for alternatives:
      * Mentoring program
      * New members welcome and orientation, share with other chapters
      * Could consider doing a Certification program with other chapters.
  + Operations
    - Filling the VP of Operations role.
      * Wendy will reach out to D. to see if she will come back on board until June, or will just support until then.
      * We will announce that the position is open in June.
  + Weird phishing email. Judy received an email that appeared from Wendy, but it wasn’t. Just be aware.
  + Marketing
    - Targeted email outreach
* Update from NAC November Meeting - Catherine Sent in email, Chris on Deck for December.

Meet in person January for Planning session

Adjourn 9AM

Upcoming Meetings

12/3 Monthly Board Meeting

12/6 Networking Event

12/? Board Social at Catherines

12/7 NAC Meeting

1/7 Board Meeting

1/12 January Event

APPENDIX

| **DATE** | **Program** | **Coordinator** |
| --- | --- | --- |
| September 22nd | Jamie Millard | Brian |
| October 7th | National ATD Member Benefits | Wendy |
| October 21st | Build your Brand w/ Anne Lipsett (LinkedIn and more) | Judy |
| November 9th | 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 | Peter | Lisa | Wendy |
| May 17th | Trudy Mandeville?? | Wendy | Lisa |
| June 8th | Ted Talks |  |
| June ? | Social Event, possibly with Ted Talk event, or separately |  |

[Link to Programming Spreadsheet](https://docs.google.com/spreadsheets/d/18AxhXiViz1R7wRQQkvGBRZrU624sODhL/edit?usp=sharing&ouid=114458725081542542619&rtpof=true&sd=true)