**ATD Bay Colonies**

**Board Meeting Minutes December 4, 2020**

**Attendees:** Peter Ward, Brian Lopes, Dina Horn, Wendy Picard, Patrick Kelley (stepped away briefly), Connor Gormley, Michael Merline, Chris Forcino, Lisa Robbins, Karen Freedman (excused at 7:54am)

**I Minutes** from the November 6, 2020 meeting reviewed and approved with no changes by Patrick & Karen

**II Event Update** (Specifics also found on form)

**December**

 · Connor and Tracy from Crossroads recorded opening remarks

· Patrick has donation link for during/after event

· Registration closes Monday morning; Connor to send teams to Geeks that Drink for set up

· Include in event reminder: use personal computer to avoid firewall issues with Twitch & Discord and highlight benefit of using new tools

· Board will double donations using returned registration money from NEAC

**III Board Updates**

**CARE**

· Review Operations Plan by December 5

· Connor & Peter to work on succession plan

· Lisa & Patrick to provide updates after Jan 1 but before Jan 15

· Budgeted for 5 in-person people for ALC

· Dina to help with format clean-up

· Thank you, Peter!

**Operations**

· Survey for December event tweaks

· Satisfaction score has been consistent around 4.55

· Requests made for Jim’s deck & suggested tool list; post on member only page

**Membership** (also refer to statement)

· Numbers are fairly steady

· Meeting with other VP of Membership connected from ALC; meet every 2 months; Lisa will share dashboard

· Add whether events were in-person or virtual, and time of day to stats

 **Finance**

· Information also found on Google chat

· Random cents because National prorates Chapter membership in order to align renewal timeframe

· Trying to convert FM Global to electronic payment

· New revenue by event chart

· Wild Apricot updated; Dina saved from mass emails from PayPal

· FYI increase in revenue will be going out to Crossroads

 **Marketing**

· Teaming up with SHRM RI for April event; Chris & Michael to have programming meeting; suggest time for ATD & SHRM member networking; topic: what’s happening now; planning meeting invite to come

· Rob to update graphic

 **Communication/Social Media/Website**

Dina talking to Sonya for succession to Social Media position

 **Employee Learning Week**

· Send email to members

· No Governor’s proclamation this time

· CARE Plus item

 **NEAC messaging**

· Tease on homepage, then click to page with logos & thank yous

· Slide in December event

 **Google analytics**

· Most post views – LinkedIn

· Interesting data, still early in collection

 **Volunteering**

· Discussing succession with Bill Kimble & Lisa Capalbo

· Developing member orientation/get to know your chapter (Peter, Lisa, Connor, Wendy to assist); CARE Plus item for next year

**IV Membership Benefits**

**SIG**

**Transition Support/Diversity**

· Must have regional support to move forward

· Wendy to speak at NAC Friday morning, David Hoffstetter emailed NE region chapter leaders on our behalf

**V Programming**

**November**

· Wins: Zoo was fabulous & engaging

· Opportunities: should have stayed with Q&A instead of moving to Breakout Rooms, in future will dedicate a MC to make the play on the field, give Presenters heads-up in dry run

**IV Adjourn**

· 8:59am

**VII Next Meeting(s)**

· December Event 12/9 6-8:30pm

· January Event planning 12/14 2-2:45pm

· Board Meeting 1/8 7:30-9am