**ATD Bay Colonies Board Meeting Agenda**

October 1, 2021 - Virtually

7:30AM-9:00AM

Attendance: Wendy Picard, Judy Nabb, [Patrick Kelley](mailto:patrick.kelley@modernatx.com), Lisa Robbins, Peter Ward, Michael Merline,

Chris??

Brian, Catherine,

Meeting called to order at 7:37 a.m.; meeting ended 8:58 p.m.

* **Approval of** [**Minutes from September**](https://docs.google.com/document/d/17tE6hJfhLXwL46uppl-fvocuYKKfpXXy/edit?usp=sharing&ouid=114458725081542542619&rtpof=true&sd=true)
  + Peter moved to approve minutes, Wendy seconded
* **Independent Finance Review Feedback (30 minutes)** 
  + Documentation on Google drive
  + Summary: criteria met on all areas
  + Not sure-Other-oversee retention of records-we have Google drive and QuickBooks but no policy just a practice which meets CARE requirements
  + Reviewed comments and observations-board commented on recommendations
    - Action 1: Will add detail note in memo field going forward in QB
    - Action 2: Publish that we have annual reporting but not the amount
    - Action 3: Change Mass Chapter ASTD Category to NEAC
* **Updates (25 minutes)**
  + **Finances** - other
    - Speaker fee for Zoo from June hit September by mistake and is noted
  + [**Member orientation**](https://360.articulate.com/review/content/d60ff124-65a1-44e6-b77f-0b997c45d40f/review) 
    - Board to provide feedback on RISE module
    - Meets CARE requirements
  + **Communications** - 3-4 GTKY suggestions please
    - Brandy Ford and Chantelle-GTKY videos
    - Wendy as board member
  + **Membership**
    - Reviewed membership numbers
    - Noticed decline from FM Global/can’t rely just on them
  + **Operations**
    - Working through issues with Zoom-in progress
  + **CARE**
    - Peter to reach out to board members with requirements
    - Board needs to review/approve bylaws and operation plan
    - Will reach out to Connor for copy of insurance policy
  + **Marketing**
    - Looking forward to membership meeting on Oct 7
    - Great emails to send out to membership
  + **Volunteers**
    - Membership Outreach - Crossroads
    - Do video about our support of Crossroads
      * GTKY
      * And in orientation
      * Subgroup for promoting charity
* BioCoffee Break (5 minutes)
* **Programming (20 minutes)**
  + September - wins and opportunities

| **Wins** | **Opportunities** |
| --- | --- |
| Great kick off; excellent content and good interaction | Market more to increase attendance |
| Jamie was a dynamic speaker | Wendy to connect with Connor about marketing within FM |
| 15 minutes in BR was perfect - not too short, not too long | Touch base with Pam about marketing events in Teams beyond FTE |
|  |  |

* + October - any help needed?
    - Record Oct. 7 session, edit, add to membership info page
    - Review agenda for October 19 program
  + Update on upcoming events
* **NAC**
  + September Meeting (received via email) - Brian
  + Judy on Deck for October 15th
  + Micheal & Jay? May & June open
* November Board Meeting coincides with ALC (1st session at 10:00am) Should we push our meeting out a week? Or start sharing ALC goodies right away?
* Schedule check-ins
* **Parking Lot**
  + Discuss recording sessions for members-only

Upcoming Meetings

10/7 - Membership Benefits

10/7 - December Event Planning

10/14 - Building your brand dress rehearsal

10/15 - NAC

10/19 - Building your brand

11/4-11/5 ALC

11/5 Monthly Board Meeting

**Programming Appendix**

| **DATE** | **Program** | **Coordinator** |
| --- | --- | --- |
| September 22nd | Jamie Millard | Brian |
| October 7th | National ATD Member Benefits | Wendy |
| October 19tht | Build your Brand w/ Anne Lipsitz | Judy |
| November 9th | Journey to an ATD Best Award w/ Kevin Clancy | 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 11:30am | 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 Spreadsheet](https://docs.google.com/spreadsheets/d/18AxhXiViz1R7wRQQkvGBRZrU624sODhL/edit?usp=sharing&ouid=114458725081542542619&rtpof=true&sd=true)