**ATD Bay Colonies Board Meeting Minutes**

November 5th - Virtually

7:30AM-9:00AM

Peter Ward, Catherine Thenault, Wendy Picard, Michael Merline, Lisa Robbins, Patrick Kelley, Brian Lopes

Meeting began at 7:40

* Approval of Minutes from October
	+ Motion to Approve by Lisa Robbins / Seconded by Peter Ward, with future change to reflect Chris’s status
* Updates
	+ Finances
		- [October FInancials](https://drive.google.com/drive/folders/1f1JhQ-8Fa0pKxAu1LxBW3ULSthMHXr1U)
		- Need to follow up on recognition gift for past presenters Action: Wendy
		- Renewed PO Box for 6 months
	+ Member orientation
		- Change pricing section so doesn’t need to be updated in future
		- Submit for SOS
		- Launch - send to membership and social media / pin on FB and LinkedIn
		- Brian will add to website Landing page for membership
		- Consider adding a brief survey to help with metrics.
	+ Communications
		- GTKY: Brandy Ford is in!
		- Chantelle (Tik/Tok)
		- Kevin Clancy video posted (Use as a sample for presenter)
		- Charity and Cheer
	+ Membership
	+ Programming
		- Podcast: Michael (ACTION: set up meeting, invite Board)
			* 1 a month
			* Keep it short 10/15 minutes
			* Highlight members
			* Leverage DC framework
			* Pre-create some
		- AGILE will be topic for Feb 10th event
	+ Operations (no update)
	+ CARE
		- By-laws - APPROVED.
		- By-laws will need to have lawyer review in 2022
		- Wendy would like to review and simplify for the future fiscal year.
		- Operations plan - ACTION: All update the chapter operating plan.
	+ Marketing
		- Targeted email outreach for November event
	+ Curation
		- Added minutes to website
* Programming (see appendix for actions)
	+ October Wins and Opportunities.

| **Wins** | **Opportunities** |
| --- | --- |
| Great information/things I didn’t know | Increase attendance |
| In the moment Q&A and show & tell | Consider having members only eligible for raffle  |

* + Meeting Logistics
		- Attendance
		- Recording
		- Need a job aid / checklist
	+ November events
	+ December events
* Update from ATD ALC - All
* Update from NAC [October Meeting](https://docs.google.com/document/d/1GdQx-msKSidKzUHi-7ltKMiXBNAcHVChuJ6Fpl8jHEw/edit?usp=sharing) - Judy (Catherine on Deck for November)
	+ Promote events
* Membership Outreach Opportunity: Crossroads / baskets.
	+ Crossroads / time off
	+ Cat / Doodle
	+ Late afternoon
* ASTD artfacts :
	+ Wendy will ask them to send pictures.

Future Strategy Ideas

* Coffee and Conversations

**Upcoming Meetings**

11/9 Journey to the ATD Best Award

12/3 Monthly Board Meeting

12/6 Networking 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 GlobalNotes – 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 (Virtual) | 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 |  |

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