**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 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 (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)