**ATD Bay Colonies**

Monthly Board Meeting Minutes

November 4, 2022 | 8:00AM - 9:30AM

**Attendees:** Brian, Wendy, Peter, Michael, Catherine, Heather, Dayne, Lisa,

**Call to order:**  8:05 AM

**Approval of minutes:** Catherine, Peter, and Brian

* Updates/Open items
  + Operational plan for CARE
    - Wendy updated the goals - approved
    - Additional - thank you & gifts for presenters
  + Free certification
    - We can get one in the first part of the year and the second part from National
    - Heather won this through raffle (connect with Wendy or Bianca for details)
* Upcoming Events
  + November Event
    - **Level Up Your Mental Fitness | 11/8 @ 8 - 9:30 am**
      * Include polls for Kara’s presentation - Zoom poll
      * Include general slides - Wendy sending to Brian as backup
      * Brochure can only be shared with attendees - reach out to Kara
  + December Event
    - **Charity & Cheer | 12/5 @ 5:30 - 8pm**
      * Crossroads Client Story - event donations
      * Fundraising page: Donations after the fact, some companies match donations (make note on page)
        + Can’t attend? Add link to fundraising page
* LinkedIn - share Crossroads stories each week
  + January Event
    - **Level Up Your L&D Skills | 1/24 @ 12 - 1:30pm**
      * Universal Design with Landmark College
  + February Event
    - **Level Up Your Awareness | *Select date (2/8 or 2/9) & time***
      * Judy, Michael, Wendy are meeting to solidify details

**Break**

Updates

* Finance
  + Reconciling some issues with Quickbooks
* Membership
  + New & improved membership welcome emails!
    - Could be an SOS?
  + Percipio - continue with this idea in January/February
    - Cater to the new members - personally invite them to attend
* Communications
  + Charity & Cheer - board video to promote event
  + Email templates in Wild Apricot - cleaned some of them up to be more consistent
* Marketing
  + Updates from ALC - Attended session on Sponsorships; we seem to be inline with other chapters
* CARE
  + Deadline for “early-bird” is Dec 31st
  + Strategically working on it throughout the year
    - Could be an SOS?
* Volunteering - no updates
* Curation - no updates
* Operations
  + Improv survey scores - 5’s across the board!
  + Affinity group on LinkedIn - Catherine, Wendy, Brian, Heather (Peter - guinea pig)
* Professional Development
  + Michael will email his updates
* Programming - see appendix

Upcoming Dates:

* 11/8 - Level Up Your Mental Fitness
* 12/2 - Monthly Board Meeting
* 12/5 - Charity & Cheer
* 12/12 - NAC Meeting (Peter)

**Meeting adjourned:**  9:30 AM