**ATD Bay Colonies**

Monthly Board Meeting Minutes

November 3, 2023 | 8:30AM - 10:00AM

**Attendees:** Catherine Thenault, Brian Lopes, Peter Ward, Michael Merline, Elizabeth Neves, Rodrigo

**Call to order:** 8:34

**Approval of minutes:**  APPROVED (Brian, Peter)

**November Event | Harnessing the Power of ChatGPT**

11/15 (Virtual) @ 12:00 - 1:30pm

* POC: Brian
  + Dry run - not needed
  + Open items?
    - [Brian Lopes](mailto:president@atdbaycolonies.org) Video
    - [Brian Lopes](mailto:president@atdbaycolonies.org)Slide for the meeting
    - Catherine - Review
* DIscussion on using recorded videos as a revenue opportunity. Or extract a short clip and use it as promotional tool..

**December Event | Employee Learning Week**

12/4 - 12/8 (Virtual/In-person)

* [Employee Learning Week](https://www.td.org/about/employee-learning-week?lid=nv2chg1f63ro)
  + Charity and Cheer
  + BSL
  + Heather - What AI Tools are you using! Survey
* Promote general learning; L&D and ID education;
* Share real word examples of employee learning (Susan from Citizens - Chief of HR)

**December Event | Charity & Cheer**

12/5 (In-person)

* POC: Michael
  + Solidify location, time, event details
  + No Fee
  + Location: Atrium On Main
  + 5:30 - 8:00
  + Serve food at 6:15
  + Bingo 6:30-7:45
* 50% of proceeds go to Crossroads, Brian will invite Crossroads spokesperson.
* $150 (Musical Bingo)
* Do we need to decorate? Brian / Heather / Michael will go on Friday 11/10 to check out space.
* Brian will share with ATD Greater Boston - they don’t have a December event

**December Event | BSL: Self Care & Wellness**

12/8 (Virtual) @ 12:00 - 1:00pm

* POC: Lisa
* Update project tracker

**General Updates:**

* Cultivating Sponsorship Relations (Michael/Heather - 10)
  + Heather working on docs and brain dumps. Want to have stuff for December Board Meeting.
* Business Outreach Update (Rod - 10)
  + Rod and Peter have been working on a list of contacts to reach out to.
  + Sponsorship Subcommittee will incorporate this.
* Membership Price Changes (Brian - 5) TABLED
* Project Review (Brian - 10)
  + [Project Tracker](https://docs.google.com/spreadsheets/d/1GLpbL5ZlEcdvaddwqxUHRYng9Aj8H9lW/edit?usp=drive_link&ouid=112267847912576501568&rtpof=true&sd=true)
    - Name Change
      * Brian has an email he will share with the Board next week. For vote. Brian will set up a Google Form or look into Polls in Wild Apricot.
    - CARE Report
    - Operating Plan
    - Employee Learning Week

**Updates (All - 25):**

* Finances
  + Shared document organization
  + We all need to support goals to attract people to events.
  + Budget: Brian - Motion to approve - Catherine - Second. All APPROVE.
* Member Engagement
  + 2 new members.
  + FM Global renewals.
  + Confusion on person who paid but isn’t showing up on Wild Apricot. Peter and Rod will resolve.
* Communications
  + Newsletter to go out next week.
  + Heather and Elizabeth will look at resend capability.
* Marketing
  + 432 followers on LinkedIn (up 11 from last month)
  + Brian/Heather will look at decommissioning the ATD Bay Colonies Chapter page which is not used, was set up as a person, not an organzation.
* Data & Analytics
  + Not sure why getting bounce back.
* Operations - no Updates
* Professional Development - no updates
* Org. Strategy - no updates

**Upcoming Dates:**

* 11/13 - NAC Area Call
* 11/15 - ChatGPT for L&D
* 12/1 - Board Meeting
* 12/4 - Employee Learning Week
* 12/7 - Charity & Cheer

**Meeting adjourned:** 10:00AM