**ATD Bay Colonies**

Monthly Board Meeting Minutes

December 1, 2023 | 8:30AM - 10:00AM

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

**Call to order:** 8:36AM

**Approval of minutes:** Brian and Peter (Approved)

**Event Updates:**

*Review*[*Project Tracker*](https://docs.google.com/spreadsheets/d/1GLpbL5ZlEcdvaddwqxUHRYng9Aj8H9lW/edit?usp=drive_link&ouid=112267847912576501568&rtpof=true&sd=true)*:*

**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)
* Review communication plan & LinkedIn posts for the week
* All set for next week - include in CARE

**December Event | Charity & Cheer**

12/5 (In-person) @ 5:30 | Atrium on Main, 285 Main St., Pawtucket RI

* POC: Michael
  + Holiday/Winter decorations
    - Heather will bring trees and ornaments for tables
  + Prizes for bingo & raffle baskets
    - Miko will drop off basket at Catherine’s house
    - Catherine will bring raffle tickets & legacy swag
    - Brian will pick up (3) gift cards for Bingo winners
  + Paying bingo DJ
    - Cash or Zell - Peter will look into this / Brian will bring laptop in case
  + Open items?
    - Make sure to register (even if it’s on your calendar)
    - Tracey from Crossroads will be there
    - Donate to Crossroads through website

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

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

* POC: Lisa
* Update project tracker
* Possible meditation will be included at the end

**January Event | Shift Happens**

1/17 (Virtual) @ 12:00 - 1:30pm

* POC: Wendy
* Presenter: Brandy Ford
* Curating slides so we can share with our members
* Open items - update program description & project tracker

**General Updates:**

* Precipio - Free to all ATD members or those from Central Mass & Boston who attend BSL Events?
  + NE Chapters that come to BSL - they have to be at the session to request it
  + Communicate to NE Chapter Presidents
  + We have 100 licenses and are actively using 15
* Winter Leadership Retreat - Volunteer opportunity with Crossroads
  + January 11th @ 1:00PM - 3:30PM (Setup at 2:30PM)
  + Meet afterwards for about 60-90 minutes
* Operating Plan/CARE
  + Wrap-up Operating Plan today 12/1
  + Take a look at the project tracker & update accordingly
* Sponsorships
  + Committee has met a few times to propose a few [Sponsorship Packages](https://docs.google.com/document/d/1Wxmn661Db7pNyuyUd8lha6iln9pKAwOmWeM1BcZcBWs/edit?pli=1)
  + Levels: Learning Partner (Partner in Learning), Event Partner, Community Partner, also a combo option
  + Review considerations - membership (rather than membership, explore free event registrations), “coupon” idea,
  + Next steps - provide feedback & ideas on considerations; think through value metrics to include - “What can ATD do for you? Include perks and data to back it up”

**Updates:**

* Finances
  + Just closed out November, Peter working on reports
* Member Engagement
  + Lost a few members (93 to 88) from Sept - Nov. One new member joined this past month.
  + Partner with Sponsorship committee to ensure minimal overlap in outreach
* Data & Analytics
  + Now including board members to distinguish event participation
  + Revisit breakout rooms with BSL to ensure they aren’t too small (<10 people, will keep in main room for discussions)
* Communications
  + Working on Newsletter to launch on 12/7 - include Employee Learning Week, also BSL: Self-Care, and Shift Happens. Charity & Cheer event and link to Crossroads donations - pictures from event
    - Event recap, include quotes or survey results
    - ChatGPT - materials are available to members
* Marketing
  + Created graphic for January event - will use as a template moving forward
* Operations - no updates
* Professional Development
  + Shared idea of partnering with companies/groups in RI - sponsor L&D talks and events with them as well
* Org. Strategy
  + Updating Project Tracker to include all event details
* Past President
  + Wendy knows of someone who has done a presentation on Data Analysis and would be interested in flying here for a full-day event (just accommodations expense)
    - Catherine will help create a survey to poll interest

**Upcoming Dates:**

* 12/4 - Employee Learning Week
* 12/5 - Charity & Cheer
* 12/8 - BSL Self-Care
* 1/5 - Monthly Board Meeting
* 1/17 - Shift Happens

**Meeting adjourned:** 10:02AM