**ATD Bay Colonies**

Monthly Board Meeting Minutes

August 16, 2023 | 1:00PM - 4:00PM

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

**Call to order:** 1:05PM

**Approval of minutes:** Wendy and Heather

* Annual Report
* Include in the “welcome to the season” email
  + Letter from Past President – page 2 (Wendy)
  + Financial Report – pages 5-6 (Peter)
  + 2023-2024 Goals – page 8 (Group/Elizabeth)
  + 2023-2024 Programming – page 10 (Elizabeth)
  + Membership & Operations – pages 11-12 (Lisa/Rod/Catherine)
  + Communication & Marketing – page 13 (Elizabeth/Heather)
  + Chapter Accomplishments and Chapter Activities – pages 14-15 (Group/Elizabeth)
    - *Accomplishments: Increase in membership, Bite-Sized Learning series*
    - *Activities: Kick-off, event at Zoo, 1st in-person event certification*
* Communication plan for August/September
  + Kick-off email with Annual Report and announce 1st event (launch now)
    - Introduce name change & anniversary
  + Graphic send out separately (few days later)
  + Promote September Event on LinkedIn and site (8/17)
  + Early Sept. send event email - Catherine
* Finances
  + Wild Apricot - should move to the full year subscription
  + Lisa & Peter to discuss further
  + Budget - Peter will complete it once membership, event structure, etc. has been finalized
  + Online banking & mobile app - still sorting the account out with bank
  + Checks need to be made out to ASTD until name change! Include mailbox #
  + Audit with Central Mass coming up - will be entered into CARE
* 2023 - 2024 Programming

**September Event | Two Chapter Two-Step**

9/20 - Six Strings (Patriot Place, Foxboro MA) @ 5:30pm

* POC: [Lisa Robbins](mailto:lisa@atdbaycolonies.org)
* Song/Genre: Country
  + - Networking with Boston Chapter
    - 5:30-6:00 - arrival (food starts at 5:30pm)
    - 6:00 - event starts (organized networking)
    - 7:30 - ends
      * Private room booked & additional space
      * Line dancing ends at 10pm
      * Menu: Most likely passed apps
      * $25 - members
      * $40 - non-members
    - Open items:
      * Adjust graphic for this event to start at 5:30pm
      * Bring banners & swag

**October Event | New England Area Conference**

10/20 (Great Wolf Lodge, Fitchburg MA)

* POC:
  + Event: NEAC (promote this event for members)

**October BSL Event |** 10/27 & 12-1pm

* POC: [Catherine Thenault](mailto:catherine@atdbaycolonies.org)
* Topic: TBD

**November Event | Harnessing the Power of ChatGPT for Talent Development**

11/8 @ 12-1:30pm (virtual) with Stan Skrabut

* POC: [Brian Lopes](mailto:president@atdbaycolonies.org)
* Open items:
  + Dry Run planning meeting
  + Market with Central Mass
  + Catherine will set up the Zoom

**December Event | Charity & Cheer**

12/7 @ need time, Angelo’s in Cumberland

* POC: [Michael Merline](mailto:michael@atdbaycolonies.org)
  + Event: Charity & Cheer & Crossroads
    - Karaoke, musical bingo,
  + Open items:
    - Figure out space (private vs public); 20-25 people
    - Thursday’s - musical bingo?

**December BSL Event |** 12/8 & 12-1pm

* POC: [Lisa Robbins](mailto:lisa@atdbaycolonies.org)
* Topic: Self Care/Wellness - part of the ATD capability model

**January Event | Shift Happens**

1/17 @ 12-1:30pm (Virtual with Brandy Ford)

* POC: [Wendy Picard](mailto:wendy@atdbaycolonies.org)
* Open items:
  + Set up dry run

**February Event | Safe Spaces for Learning**

2/15 @ 8-9:30am (Virtual with Kelli Frey)

* POC: [Wendy Picard](mailto:wendy@atdbaycolonies.org)
* Coordinating with Maine Chapter

**March BSL Event**

3/1 @ 12-1pm

* POC: [Wendy Picard](mailto:wendy@atdbaycolonies.org)
* Topic: Psychological Safety

**March Event | Learning in the Moment of Need**

3/19 @ 12-1:30pm (Virtual)

* POC: [Peter Ward](mailto:peter@atdbaycolonies.org)

**April Event | Accessibility A-Z**

4/23 @ 8-9:30 (In-person; FM Global)

* POC: [Wendy Picard](mailto:wendy@atdbaycolonies.org)
* Open items:
  + Figure out space at FM Global

**April BSL Event**

4/12 @ 12-1pm

* POC: [Miko Nino](mailto:mnino@ric.edu)
* Topic: TBD

**May BSL Event**

5/31 @ 12-1pm

POC: [Rodrigo Tempestini](mailto:rodrigo@atdbaycolonies.org)

**June Event | One! More! Song!**

First week in June (6/6) & time

* Goals
  + 1 more corporate partner (companies to represent members); Diversify membership by adding 3 more companies
    - AAA, Blue Cross Blue Shields, IGT, Fidelity, Leadership RI, Bryant University, UNIFY, CVS, RI State Offices, RI College, CCRI,
    - Tech/IT departments
    - Reach out via LinkedIn; Rod/Jay/Brian - outreach strategy
    - [Lisa Robbins](mailto:lisa@atdbaycolonies.org)/[Rodrigo Tempestini](mailto:rodrigo@atdbaycolonies.org) to send out active/non-active member list and their company names
* Maintain CARE Plus
* Sustain Community Outreach
* Employee learning week in December (first week 4th - 8th)
  + - BSL
    - Charity & Cheer
* Consistent monthly newsletter
* Increase networking opportunities
* Partner with other chapters
* Member Pricing

Lisa emailed Chapter Comparison of member pricing

* + - Some Chapters charge higher and have free events (with lower attendance rates)
    - Cascadia has the best attendance (of that region)



**Meeting adjourned:** 3:48PM