**ATD Bay Colonies**

Monthly Board Meeting Minutes

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

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

**Call to order:** 8:33AM

**Approval of minutes:**  Wendy and Rod

* Business Outreach (Rod & Jay L. - 5)
  + Peter will be joining committee
  + What materials will be needed for this?
* Contacts who have opted out of email announcements (5)
  + 25 active contacts who would like to opt out
* Project Review (Brian - 40)
  + Review event task template - [Project Tracker](https://docs.google.com/spreadsheets/d/1GLpbL5ZlEcdvaddwqxUHRYng9Aj8H9lW/edit?usp=drive_link&ouid=112267847912576501568&rtpof=true&sd=true) (Dayne)
    - Name Change
    - Annual Report
    - CARE Report
    - Operating Plan
    - Employee Learning Week

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

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

* POC: Lisa Robbins
* Song/Genre: Country
  + - Networking with Boston Chapter
    - 5:30-6:00 - arrival (food starts at 5:30pm)
      * Name tag & welcome station - Michael
      * 1st drink is covered on us, than cash bar - drink tickets
    - 6:00 - event starts (organized networking)
      * Lauren & Brian will talk about chapter
    - 7:30 - ends
      * Private room booked & additional space
      * Line dancing
      * Most likely passed apps
      * $25 - members
      * $40 - non-members

**October Event | New England Area Conference**

10/20 (Great Wolf Lodge, Fitchburg MA)

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

**October BSL Event |** 10/27 @ 12:00 - 1:00PM

* POC: Catherine Thenault
* Topic: Storytelling

**Updates (All - 30):**

* Finances
  + Patrick and Peter meeting with Central Mass today
* Member Engagement
  + Working with Lisa on membership strategies (email communication templates for those who have lapsed membership)
* Communications
  + Monthly newsletter starting next week - 9/6 (Sept/Oct Events)
  + Will go out week after monthly board meeting - does not replace event specific emails
* Marketing
  + Increase LinkedIn followers by sharing page with connections
* Operations
  + Send Save the Dates for events ahead of time
* Professional Development
  + Central Mass Chapter is looking for VP of Finance - contact Stan if you know anyone who is interested
  + Central Mash - 1-hour L&D connect

**Upcoming Dates:**

* 9/20 - Two Chapter Two-Step
* 10/6 - Monthly Board Meeting
* 10/20 - NEAC
* 10/27 - BSL

**Meeting adjourned:** 10:04 AM