

**BOD Minutes  
January 21, 2019**

**Attendance 2019**

Board Member	Role	1/21	2/11	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/18	12/9
Susmitha Valvekar	President	P											
Don McGray	CFO	P											
Gillian Wilson	Pres-Elect	P											
Jeffrey Hansler	Past Pres	P											
Kimberly Goh	Secretary	P											
Edith Logue	VP Mktg	P											
Rebekah Hartman	VP Mem	P											
	VP Pro Dev	NA											
Paul Venderley	VP Prog	P											
Lynn Nissen	VP Tal Dev	P											
Laura Emery	VP Tech	P											
<b>Guests</b>	<b>Role</b>												
Denise Ross	Admin	P											
Tom Partridge	OneOC	P											

P = Present, A = Absent, V = Virtual

**I. Call to Order / Special Activities: 6:30 pm**

- President welcomes members
- New Board Member Swearing in
- Motion to adopt Standard Order of Business Agenda ( Vote needed in January, applies to whole year)
  1. Motion by Susmitha
  2. Motion seconded by Kimberly
  3. Motion adopted

**II. Approve Minutes**

- Motion to approve BOD meeting of December minutes

1. Motion by Kimberly
2. Motion seconded by Don
3. Motion adopted

### III. Reports

- President – Susmitha Valvekar

**Motion:** Select Rhonda Askeland as the 2019 Chair Emeritus  
Executive committee vote  
Result: Motion passes

- CFO / VP Finance Report – Don McGray
- President Elect – Gillian Wilson
- Past President – Jeffrey Hansler

**Motion sent via email from Jeffrey to board on Jan. 3, 2019:** To approve a partnership agreement with Chief Learning Officer Magazine to promote the Chief Learning Officer Symposium to be held at the JW Marriott Las Vegas Resort & Spa on April 1<sup>st</sup>-3<sup>rd</sup> 2019”

**Result:** Motion passed

- Secretary - Kimberly Goh
- VP Marketing - Edith Logue
- VP Membership - Rebekah Hartman
- VP Professional Development - N/A
- VP Programs – Paul Venderley
- VP Talent Development – Lynn Nissen
- VP Technology - Laura Emery
- Administrator’s Report – Denise Ross
  1. CARE - Chapter Affiliation Requirements
  2. Other start of year work

### IV. Unfinished Business

## V. New Business

- **Susmitha Valvekar**

1. **Board Meeting timings and dates:** Do we want to opt for:

- a) As is
- b) Choose another day of the week or month to meet Board requirements; For Example, Paul suggested a day in the first week of the month would be optimal as it will help us set the direction of our actions for the upcoming monthly events
- c) My personal recommendation is to reduce the time by starting the Meeting at 5:30 pm. Board Members can come in a few minutes earlier to grab their dinner and proceed with the meeting as they eat.

- **Motion (by Kimberly Goh)**

To change the board meetings to the 2nd Monday of each month, except when it conflicts with a holiday (in that case, board meeting will be held on the 3rd Monday of the month). The physical / virtual meeting structure will remain the same as before. Meetings will begin promptly at 6:00 and we will eat right away, as we start the meeting.

**Motion seconded by Lynn Nissen**

**Motion passed**

2. **CPLP** : Rocky Mountains chapter has a coalition of chapters that help coach CPLP preparations. Tom Partridge, has agreed to lead us to build this relationship and bring CPLP prep to our chapter as a benefit.
3. **Well-oiled machine:** going back to our discussions at the Strategy Meeting, where we all decided to adopt this as one of our mission statements, Kimberly has come up with great suggestions- Timelines and Procedures. Kimberly will show us how to proceed with it and make it an action item.
4. **Corporate Connections:** Jeffrey had started off the movement to increase our partnerships and we want to take them ahead. Rebekah and Don will be an integral part to this effort as it directly impacts membership. Jeffrey, Susmitha, and other Board Members can become active ambassadors who can then take on the directives provided by Don and Rebekah to engage in corporate connection conversations around Orange County. Rebekah recommends an ad-hoc committee to be created, to create a script for a phone call or in person conversations, requisite collateral list and other details.
5. **Professional Development:** Request for Board Member Volunteers to become point persons for :  
Skills Development Academy  
Total Trainer  
Facilitator Partnership Program  
Paul has kindly agreed to be the point person for the workshops of the year

- **Kimberly Goh**

- 1) **Easy way for us to start Documenting Procedures in 2019\***

- a) Welcome Letter (edit the template for your successor)
- b) Timeline (quickly capture your tasks by month)
- c) Upload or create other helpful documents

**Note \*** This documentation doesn't replace the current Operations Guide. Instead it captures your more detailed procedures, timelines, and tips, any info you think will be helpful to whoever takes on your role next.

**These are working documents & drafts**, which you can edit and add to throughout the year. They will be stored on the Shared Google Drive, but in a "Procedures" folder that has been especially created for your role. (Details are provided in the Welcome Letter that you'll receive at the Board Meeting)

- **Lynn Nissen**

- 1) **New Volunteer identified - specialization: Hybrid class development**

- 2) **Succession Planning**

- a) Would like 10 minutes to discuss at next board meeting
- b) Key ideas
  - avoiding knowledge loss
  - identifying and preparing your successor
  - 1 year roles / 2 year roles
- c) Will create a Slack channel for this discussion

- Volunteer of the month nominations: (no VOM identified for February)

1. Motion to nominate \* by \*
2. Motion seconded \*
3. Motion adopted \*

- Motion to adjourn

1. Motion to adjourn by Don
2. Motion seconded by Lynn
3. Motion adopted

- Meeting ended at 8:45 p.m.

- Minutes taken by Kimberly Goh, Secretary.