

**BOD Minutes  
April 8, 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	P	P	V								
Don McGray	CFO	P	P	P	A								
Gillian Wilson	Pres-Elect	P	P	V	A								
Jeffrey Hansler	Past Pres	P	V	V	V								
Kimberly Goh	Secretary	P	P	V	V								
Edith Logue	VP Mktg	P	V	P	V								
Rebekah Hartman	VP Mem	P	P	P	V								
	VP Pro Dev	NA											
Paul Venderley	VP Prog	P	V	V	V								
Lynn Nissen	VP Tal Dev	P	P	P	V								
Laura Emery	VP Tech	P	P	P	V								
<b>Guests</b>	<b>Role</b>												
Denise Ross	Admin	P	P	P	V								
		P	P										

P = Present, A = Absent, V = Virtual

**I. Call to Order: 6:00 pm**

- President welcomes members

**II. Approve Minutes**

- Motion to approve BOD meeting of March minutes
  1. Motion by Laura
  2. Motion seconded by Bekah
  3. Motion adopted

**III. Reports**

- President – Susmitha Valvekar

- CFO / VP Finance Report – Don McGray
  - Motion to approve 2019 budget:**
  - Motion by Susmitha Valvekar
  - Seconded by Laura Emery
  - Motion approved
  
- President Elect – Gillian Wilson
  
- Past President – Jeffrey Hansler
  
- 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

#### **IV. Unfinished Business**

#### **V. New Business**

- **Susmitha - Coaching SIG**
  - 1) Can we create a Coaching SIG?
  - 2) Total Trainer request to Board Members- Suggestions for Corporate Connections/Marketing; One Registrant per Board Member
  
- **Laura - Web Editing / Job Announcements**
  - 1) New model for web editing- who wants to be trained on Wild Apricot? Need to make content evergreen as much as possible.
  - 2) Job announcements- create a position for someone to take care of this?
  
- **Kimberly - eLearning Course: New Board Member Orientation**
  - 1) Needs Analysis (interviewing previous webinar attendees, reviewing webinar documents)
  - 2) eLearning course to provide a high level overview of:

- a) Board of Director positions
  - b) Board Communication/Collaboration methods (email, content manager etc)
  - c) Preparing reports / budgets (general expectations)
  - d) Setting up Board email, using content manager, accessing virtual board meetings etc
  - e) Preparing for your new role (learning from your predecessor)
  - f) Links to website and other documents available for those who want more detail
- 3) Orientation leader will provide current / personalized links and supporting documents
- a) Keeps eLearning course content evergreen (yet allows flexibility and personalization)
  - b) After training is complete, Orientation Leader will email attendees a link to their role-specific Welcome Letter, Timeline, other docs (created by their predecessor)
  - c) New board members will meet with their predecessor to prepare budget, plans etc
- 4) Proposed software platform and delivery method
- a) Storyline 360: High quality graphics and interactions, easy SME review capabilities
  - b) Cost to ATD-OC: \$0 (Kimberly has a subscription, will provide source code to ATD-OC when complete). Future maintenance can be handled via free 60-day trial subscription
  - c) Accessible by Board Members through new Board Training Portal on ATD-OC website (TBD)
    - i) Access for current and incoming board members based on their ATD-OC login ID
    - ii) Mobile friendly, although desktop view recommended for best user experience
- 5) **Next Steps (Create 5 bullet points describing main responsibilities for your board position)**
- a) This is your high-level “elevator pitch” (Bullets: 1 catch-all, 4 action oriented/reality-based)
  - b) Additional bullets and detailed description can be included in your Welcome letter)
  - c) Kimberly will email each board member 4-5 draft bullet points (for your review and changes)
    - i) Extracted from the Operations Guide on Content Manager, previous Orientation docs etc
  - d) Please respond before May board meeting
  - e) Kimberly Will call Moodle for nonprofit pricing
  - f) Will provide zip file with all graphics and other assets when complete
- e) For example: **VP Technology**
- 1) Oversees and develops the ATD-OC Website
  - 2) Monitors website traffic to gauge its effectiveness, and supports improvements to Website design
  - 3) Makes recommendations and manages the acquisition, maintenance, and upgrades of technology infrastructure for the benefit of the chapter
  - 4) Coordinates the media committee
- 6) **Question: Should we use Cloud-based Moodle to “house” this course? (ATD-OC specific site)**
- a) Free version for testing phase (max 50 users, displays ads, no backups)
  - b) Starter kit version \$57 USD/year (max 50 users, no advertising, auto-backup)
  - c) Mini version \$179/year (max 100 users, no advertising, auto-backup)
  - d) Small version \$356/year (max 200 users, no advertising, auto-backup)
  - e) Medium version \$713/year (max 500 users, no advertising, auto-backup)

- f) Kimberly will check on nonprofit pricing
  
- Paul Venderly
  - 1) Encourages posting to ATD-OC LinkedIn group, liking, sharing - generates interest
  - 2) Will email questions to board members (goals, what do you get from being in our chapter? etc)
  
- Lynn Nissen
  - 1) Possible event: Saturday walk ?
  - 2) Suggests emailing 2018 new members and inviting them to orientation
  
- Denise Ross: Possibility of giving presenters a 1 year membership to ATD-OC
  1. Discussion
  2. Will continue to discuss options at next meeting
  
- Volunteer of the month nominations: (N/A for April)
  1. Motion to nominate \* by \*
  2. Motion seconded \*
  3. Motion adopted \*
  
- Motion to adjourn
  1. Motion to adjourn by Paul
  2. Motion seconded by Lynn
  3. Motion adopted
  
- Meeting ended at 8:00 p.m.
  
- Minutes taken by Kimberly Goh, Secretary.