

**BOD Meeting Minutes  
May 13, 2019**

**Attendance 2019**

Board Member	Role	1/21	2/11	3/11	4/8	5/13	6/17	7/15	8/19	9/16	10/21	11/18	12/9
Susmitha Valvekar	President	P	P	P	V	V							
Don McGray	CFO	P	P	P	A	V							
Gillian Wilson	Pres-Elect	P	P	V	A	V							
Jeffrey Hansler	Past Pres	P	V	V	V	A							
Kimberly Goh	Secretary	P	P	V	V	V							
Edith Logue	VP Mktg	P	V	P	V	n/a							
Rebekah Hartman	VP Mem	P	P	P	V	A							
TBD	VP Pro Dev	n/a	n/a	n/a	n/a	n/a							
Paul Venderley	VP Prog	P	V	V	V	V							
Lynn Nissen	VP Tal Dev	P	P	P	V	V							
Laura Emery	VP Tech	P	P	P	V	V							
<b>Guests</b>	<b>Role</b>												
Denise Ross	Admin	P	P	P	V	V							
Paul Pancoe	Mktg Team member	P	P										

P = Present, A = Absent, V = Virtual, n/a = Not Applicable

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

- President welcomes members
- Share a Tip with the Team

**II. Approve Minutes**

- Motion to approve BOD meeting of April minutes
  1. Motion by Don
  2. Motion seconded by Kimberly
  3. Motion adopted

- Motion to move meetings back to the 3rd Monday of the month
  1. Motion by Susmitha
  2. Motion seconded by Don
  3. Motion adopted

### **III. Reports**

- President – Susmitha Valvekar
- CFO / VP Finance Report – Don McGray
- President Elect – Gillian Wilson
- Secretary - Kimberly Goh
- VP Marketing - N/A
- 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**

- **Gillian - Vanguard**

It turns out the DoubleTree will be available 2020 - they are not remodelling floor 1 now, just floor 6.

- 1) DoubleTree: Will rates increase after the remodel? Will we be in a position to return if they do?
- 2) Hotels are very expensive. If we pursue this option we would need a meal sponsor such as a local company. Hotels give a more ‘upmarket’ impression of the chapter rather than education or non-profit establishments.
- 3) What about a partnership with Vanguard? Something similar to OneOC and Webster. Vanguard would be available in the evenings and is a good location. The partnership would be different - maybe showing as sponsor on the ATD OC website and supplying a limited number of student memberships in return for 1 room per month for selected months? Or should we just pay and just be a customer?
- 4) There would not be the option for catering at Vanguard during the summer months but we can take food in.

- **Laura Emery - Google Ads**

- **Susmitha - Partnerships**

- 1) Define them. Create a committee. I propose Don, Susmitha as primary members with Lynn depending on availability.
- 2) New Volunteer: Cecilia Fernandes for Social Media recruited through Total Trainer.

- **Kimberly Goh - eLearning Course**

- 1) I recommend this course be developed in Rise 360 instead of Storyline 360
  - a) Rise is the latest development platform from Articulate 360
  - b) Mobile responsive (automatically reformats for desktop, tablet or phone)
  - c) No cost to ATD-OC (Kimberly has a subscription)
- 2) Impact of using Rise
  - a) More clean and modern interface (closer match to look of ATD-OC website)
  - b) Easier to maintain (cloud-based, development can be done on Mac or PC)
  - c) Works better for our content (I suggest using text instead of audio narrative)

3) Next Steps:

- a) I will email the board the complete list of Board Roles/Responsibilities this week
  - These are the 5 bullet points describing your role (this will be included in Ch 1)
  - Please review, make changes, and provide final sign off
  
- b) I will develop a prototype of Chapter 1 and send it board for review
  - Using Review 360 platform for feedback
  - You can type comments as you run the prototype
  - Automatically takes a screenshots when you comment
  
- **Paul - Using Facebook to promote events**
  1. Add ATD Orange County to your favorites in Facebook
  2. For each event, indicate if you're interested or going
  3. This will notify your Facebook friends that you are interested in the event
  4. Invite people individually as well
  
- Volunteer of the month nominations (No Volunteer of the month in May)
  
- Motion to adjourn
  1. Motion to adjourn by Don
  2. Motion seconded by Lynn
  3. Motion adopted
  
- Meeting ended at 7:53 p.m.
  
- Minutes taken by Kimberly Goh, Secretary