



**ATD-CIC Board Meeting | July 11, 2016**

**Meeting Location: CIMA | 5:00pm EDT**

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### **Call to Order**

Meeting called to order @ 5:12pm by MeChelle Callen

Members Present:

- Michelle Baker, President Elect
- MeChelle Callen, President
- Jen Duszynski, VP Programming
- Kristi Gaynor, VP Membership
- Brittney Helt, VP Communications

### **Review & Approve Minutes from May board meeting (Brittney)**

No Changes Suggest, Accept as-is

- **Move to Approve:** Michelle Baker, **Second** Kristi, **All in Favor:** Unanimous

### **Review & Approve Financials (Beth)**

Skipped because Beth was not present

### **Discuss Open Board Position Strategies (Michelle)**

- VP of Finance & VP of Membership, current terms end Dec 2016
- President Elect position will also be open based on recent resignation
- Would like to choose someone by September so that we can incorporate trip to ALC as part of their onboarding
- Eliminate VP of Operations and move their duties to other positions
  - Consider CARE tasks become part of Past President position and eliminate the VP of Ops
  - Meeting notes go to VP Communications
  - VP of Finance takes on review & audit of taxes and finance
- **Action:** All Board Members keep the convos open for people who are interested > members who might want to get more involved, committee members, SIG leaders

### **Discuss CARE and Power Membership (MeChelle)**

- On track to meet all CARE requirements
- **Action:** Send quarterly email to perspective members for Power Membership (Brittney)
- **Action:** Request list of National Members in IND from National (Kristi)

### Membership Update:

- Active members are only classified as those who can be a Power Member, not group members
- Both numbers are up from last year! ATD-CIC growth continues, WAHOO!
- **Action:** ask David for the list of those who are members for Power Member when requesting National Membership list (Kristi)

### Communications Update:

- No updates or questions to current stats
- Continue to check on deliverability to ensure all members who want to receive monthly newsletter are

### Old Business:

- Review of Learning Clinics
- Postcard update: When will National send theirs? So we don't duplicate
- **Action:** Work with National to ensure there is enough time between postcards as not to confuse membership. (Michelle & Brittney)

### New Business

Space: The Final Frontier- outgrowing current space- looking for additional options in 2017

- Indiana Wesleyan- pretty cheap (Michelle)
- IN State University @ the Pyramids: Brilljents uses space for free, would be possibility (Jen)
- ETI: provides space as well? By fashion mall (Jen)
- **Action:** Look into specifics before next month and come with ideas (All members)

Impact- Management Company: contract up for renewal in August

- How much to involve person from a monthly perspective?
- Only involve her when she's needed for special projects
- Pull CARE numbers, have her do internal audit for us, communicate through Basecamp, etc.
- Update contract, min of \$500

Review letter for State of the Chapter from MeChelle before Friday, 7/15

- **Action:** State of the Chapter draft email put together and sent to BH by end of month (MeChelle)

Move New Member Orientation to August:

- New Member Packets built and ready to hand out at beginning of time together
- Allow 45 minutes for program
- **Action:** Set up Orientation RSVP through website and send out invites to those who are new members since Jan 2016 (Brittney)

**Meeting Adjourned @ 6:08 pm by MeChelle Callen**