



## ATD-CIC Board Meeting | August 8, 2016

**Meeting Location:** McAlister's Deli, Carmel | 5:00pm – 6:30PM EDT

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### Call to Order

- Meeting called to order @ 5:04pm 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 updates or edits requested**
- Motion to approve minutes from July board meeting, Michelle Baker, Second Jenn Duszynski, Unanimous vote to pass.

### Review & Approve Financials (Beth)

- **ACTION:** Need to settle outstanding invoices for programming coffee to Jenn D & Angela N as well as confirm Trina Rimmer has been paid for Articulate Workshop. Brittney will round up all outstanding information and email to Beth to get settled ASAP, Copy Michelle or MeChelle for approval.
- Motion to approve financials from July, Brittney Helt, Second Michelle Baker, Unanimous vote to pass.

### CARE & Power of Two (MeChelle)

Reviewed CARE requirements, so far we are on track to meet requirements for 2016.

### Succession Planning Update (Michelle)

- Board Resignation of Beth Hopewell, citing personal reasons accepted by Michelle Baker
  - Currently have a candidate for 2017, would this person be interested in transitioning earlier?
  - If not, could we ask Valerie (chapter management) to handle some of the duties between now and then?

- VP of Programming & VP of Membership Roles
  - Have some warm leads of people who have expressed some interest in learning more
  - Do not have any applications or commitments for these two roles
  - **Action:** Send another notice out in the next few weeks, add to PPT at beginning of program Aug 19<sup>th</sup>. (BH & Jenn)

### Membership Update (Kristi)

- Aligning membership with Nationals contract has been signed to initiate process.
  - Waiting on nationals to process their part.
  - Valerie worked to update all our data fields to align with nationals per the requirements. She completed the past week.
  - We are now asking Erin and her team to take a look and ensure we have fulfilled their requirements.
- Member Profile Update Project
  - Put on hold until fields are finalized for the merge with national
  - Once National project is completed, we'll go back to promoting and encouraging members update their information
- Join Membership Update
  - The chapter has 65 joint members out of 142 yielding a rate of 46%. Congrats and great work from David Frankel.
  - Reminder that 142 members does not include our corporate "bundle" members.
  - Overall stats: 0 lapsed members, 158 total members to include corporate, 140 active members (minus bundles) - other stats shown above.
- Membership committee is calling current members and thanking them- only one person has completed their list. Next meeting scheduled for 8/23. Will push this project to Valerie?
- Membership Orientation scheduled for Aug 19 with 5 registered so far  
**Action:** send announcement to all new members of 2016 and invite them to orientation (BH)

### Programming Update (Jenn)

- Looking for 6 more speakers for 2017
  - **Action:** BH has some who are interested and will share with Jenn
- Michelle & MeChelle volunteered to do the session they're presenting at IN SHRM conf
- Confirm all scheduled 2017 programs aligns with the Competency Model
- Idea for Look Under the Hood in Nov/Dec – Escape Room / Breakout Room

### Learning Clinics

- 42 registered attendees, 1 sponsor
- Big Push this month is marketing to both sponsors and participants
- Bonfire Training- contact them possibly interested in sponsorship

### Communication Update (Brittney)

- **Action:** Check opt-in link from homepage and get updates from Michelle from those who have completed their forms (Brittney)
- Midwest Conference:
  - would like to send out email> we have template to go forward
  - Real responsibility is to get it out on social media, etc.
  - Can have a chapter table? Michelle, Kristi, BH is going
- Bylaws update- email went out 7/20
  - Will go out 8/22: double check how long it takes before we calculate totals

### **IMPACT Update (MeChelle)**

- WildApricot: how much will it cost to update to next level of our database?
- Suggestions from our Admin (Valerie) for future dev- loop her into the convo
- Audit capabilities by Valerie: we need to get guide from national and figure out how to move forward
- Want to proceed with having her do audit and renew our contract

### **Old Business:**

- Revisit recognition project- put on Sept board meeting agenda

### **New Business**

- Folders & Cards are in- will build packets for Orientation
- Passed out postcards, folder and cards to all board members to have and distribute as they see fit.

**Meeting Adjourned by MeChelle Callen @6:13pm**