

ATD-CIC Board Meeting | March 14, 2016

Meeting Location: CIMA Energy Conference Room - Indianapolis, IN

➤ **Call to Order**

- Meeting called to order at 5:10 p.m. by MeChelle C.

Members Present:

- MeChelle Callen, President
- Michelle Baker, President-Elect 1
- Nanette Grant, President-Elect 2
- Kristi Gaynor, VP Membership
- Jen Duszynski, VP Programming
- Brittney Helt, VP Communication
- Valerie Grover, Administrative Assistant (via phone)

➤ **Meeting Agenda (via Basecamp)**

- **Review and Approval of Minutes from February board meeting**
 - Motion to Approve: Michelle B.
 - Second: Brittney H.
 - All board members in favor to approve
- **Review and Approval of January/February Financials and 2016 Operating Budget**
 - Chapter has been approved for reinstatement for tax exempt
 - Need to submit 990 form by May 2015
 - Will need to look at 2016 budget to reassess based on IRS decisions
 - Made amendments to send 3 board representatives to 2016 Chapter Leader Conference
 - Made amendments for projected "mini" Learning Summit expenses for 2016
 - Made provisions for Chapter Recognition to begin in 2016
 - Motion to Approve: Kristi G.
 - Second: Nanette G.
 - All board members in favor to approve
- **Old Business:**
 - Special Events – Articulate Training (Brittney H.)
 - Trina Rimmer – Community Manager @ Articulate facilitating training
 - What is the plan to promote/market this event?
 - Committee putting together a flyer to distribute at March program
 - Social media campaign starting
 - Looking at people who attended 2014 Articulate training to see if anyone else on the team is interested
 - Send event information to neighboring chapters (Kentuckiana, Central Ohio, Cincinnati, Chicagoland)
 - Send info to Sarah Harris (NAC) to promote
 - Would Articulate share their local/regional customer list to market the event – since they get half the profits?
 - Recognition – SWAG (Nanette G.)
 - Stylus pens, drawstring bags, mugs all in

- Starting to distribute at new member orientation on 3/18
- Database Cleanup (Kristi G.)
 - Communication plan shared for profile updates
 - Looked at fields used by National database – how can we leverage National profiles and upload directly to our local database
 - Walked through current fields to determine necessity and relevance
- New Member Orientation (Kristi G.)
 - Rolling out first Orientation session on Friday 3/18 at close of March program event
 - Sending final message to Friday's registrants and new members to remind about Orientation taking place
- Banking (MeChelle C.)
 - Sticking with Regions until all issues are resolved
 - MeChelle and Michelle have been added as account signers at Regions
- IRS (Susan C.)
 - Reincorporation successful – filing 990 before May 15
- Special Interest Groups (SIGs) (Jen D.)
 - Groups updated, Jen attending sessions to check in with each group
 - Schedules for each group posted
- Program Evaluations (Jen D.)
 - Six Feet Up providing software for program evaluations starting in May
 - Using paper evaluations for March session
- **New Business:**
 - Strategic Plan Review (all)
 - Jerry putting together working plan with key dates and action items per the strategic plan
 - Metrics and CARE (Jerry H.)
 - Jerry needs all metrics for CARE reporting – all data needs to be compiled
 - Sponsorships (Jen D.)
 - Discussed sponsorship opportunities for event meals, program parking validation, etc
 - Jen meeting with potential sponsors who have showed interest
- IMPACT Updates (Valerie)
- Next Steps
- Meeting adjourned at 6:37 p.m. by MeChelle