

ATD-CIC Board Meeting | May 9, 2016

Meeting Location: CIMA Energy Conference Room - Indianapolis, IN

➤ **Call to Order**

- Meeting called to order at 5:08 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
- Susan Crawley, Past-President

➤ **Meeting Agenda (via Basecamp)**

- **Review and Approval of Minutes from April board meeting**
 - Jerry is going to make some additional changes so the April minutes will be reviewed and voted on at the June meeting.
- **Review and Approval of January/February Financials and 2016 Operating Budget**
 - Beth was unable to attend and no financials were submitted so they will be reviewed and voted on at the June meeting.
- **Old Business:**
 - Special Interest Groups (Jen D.)
 - Jen met with all the SIG leaders and all rosters have been turned in for recent meetings and will continue to be for future ones
 - She may have a new leader for the Coaching SIG, but they won't actually take over until early 2017
 - The leaders are now sending out topics ahead of time and participants are being asked to register which helps
 - Marketing/Communications (Brittney H.)
 - Brittney created style sheets for the various types of communications that Valerie is sending and will continue to do so as new ones are needed
 - **ACTION:** Brittney will confirm that the AUL map is current for events per Nanette's request
 - Brittney is still reviewing all communications/publications before they go out to the public to be sure everything looks good
 - Jerry's 2 items were tabled until the next meeting since he was unable to attend tonight.
- **New Business:**
 - Per MeChelle, the June meeting will be virtual and will focus on Michelle's outline for a chapter recognition program.
 - Learning Clinic (Brittney H.)
 - An outline was presented that included times, cost, sponsors, possible speakers, etc.
 - Decision was made to go ahead and publish everything we have now on the website and offer early bird specials through June 30.

- The Greater Cincinnati and Kentuckiana chapters have expressed interest in partnering with us to do some type of program – maybe Spring 2017
- Programming (Jen D.)
 - Jen and her team are all using the new checklist of actions that need to be accomplished for each event to ensure nothing falls through the cracks.
 - We've seen increased participation in the monthly programs as well as the networking events. YEAH!!
- Membership (Kristi G.)
 - Membership is currently up 13%
 - Kristi has finished making a permanent nametag for everyone in the chapter to be used and returned at all events.
 - Discussion ensued around scheduling of programs vs. networking sessions in 2017. Decision was made to have speakers every other month with a networking session in the off month.
 - New member orientation will be held after the sessions with speakers.
- Tax Submissions: (Susan C.)
 - Susan reported that the 990ez form along with Schedule A would be submitted by May 15 as required.
 - **ACTION:** Still need to submit the NP-20 to the State of Indiana although there's no deadline on that one.
 - By-laws: Nanette reported that she accepted the changes Susan added based on acceptance of our amendments to the original charter by the state and added one more eliminating the language where 'Directors' are part of the Board. That changed as of 1/1/2016.
 - **ACTION:** Susan will send Nanette some bullets around the changes to be used in communications to the members in conjunction with asking for their approval votes.
 - Brittney will publish the notice of needed votes beginning in the June newsletter; we'll use Survey Monkey to actually track the voting; we'll continue to follow-up with non-participants through July/August until we get the needed 2/3 majority approval.
- Meeting adjourned at 6:19 p.m. by MeChelle