

ATD-CIC Board Meeting | April 11, 2016

Meeting Location: CIMA Energy Conference Room - Indianapolis, IN

➤ **Call to Order**

- Meeting called to order at 5:13 p.m. by Michelle B.

Members Present:

- MeChelle Callen, President
- Michelle Baker, President-Elect 1
- Susan Crawley, Immediate Past President
- Jerry Hogue, VP Operations
- Kristi Gaynor, VP Membership
- Jen Duszynski, VP Programming
- Brittney Helt, VP Communication

➤ **Meeting Agenda (via Basecamp)**

- **Review and Approval of Minutes from February board meeting**
 - Motion to Approve: Susan C.
 - Second: Kristi G.
 - Motion Carried
- **Review and Approval of January/February Financials and 2016 Operating Budget**
 - Deferred to next meeting
 - Need to submit 990 form by May 2015
 - Will be reviewed by Accountant
 - Recommend this function be included in the Treasurer's job description
- **Old Business:**
 - IRS Review (Susan C.)
 - Re-instated by IRS & IN SoS
 - Need to update our ByLaws to reflect the name change
 - Special Events – Articulate Training (Brittney H.)
 - Review each day's agenda
 - Articulate is giving away an Articulate package
 - Have arrangements made for parking (State Library)
 - Special Events – Learning Clinics (Brittney H.)
 - October 14th, 10:00am-2:30pm
 - Longer sessions/ fewer sessions – morning slate will repeat in afternoon
 - Targeting speakers who have great response in past
 - Networking Event – April 15th (Kristi G. & Brittney H.)
 - Wednesday will be the last day to register (space is limited to 50
 - Breakfast will be comp'ed due to the change for those registered (only)
 - New Member Orientation – Recap (Kristi G.)
 - 25-30 people that stayed – most of whom were 'newer'
 - Will improve the process to keep the schedule as short as possible
 - Some of new members volunteered
 - Will do next session in August
 - Stats for Meetings – Include monthly (MeChelle C.)
 - Getting the SIGs to track their attendees

- **New Business:**
 - Marketing Launch (Valerie)
 - Brittney will work with her
 - Monthly Meeting – space issues (MeChelle C.)
 - Will need to find larger space in future
 - Last minute registrations? – Set cut-off time
 - Committee members – must be members in good standing
 - Networking Events – which Committee? Membership or Programming
 - Will move to Programming
 - 2016 dates & programs are set – need to find venues
 - Regional Conference (Michelle B.)
 - Chicago – Nov 13-14
 - Evaluating for impact on future meetings
 - Arranging Chapter Meet-up for National Meeting (ICE)
 - Metrics and CARE (Jerry H.)
 - CARE requirements for Power Memberships – Review list
 - Kristi will request ATD Quarterly info for our CARE submission

➤ **Meeting Adjourned** at 6:49 p.m. by MeChelle Callen