



## ATD-CIC Board Meeting | September 12, 2016

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

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### Call to Order

- Meeting called to order @ 5:15pm by MeChelle Callen

### Members Present:

- Michelle Baker, President Elect
- MeChelle Callen, President
- Jen Duszynski, VP Programming
- Brittney Helt, VP Communications
- Karen Zwick, VP Finance

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

- **No updates or edits requested**
- Motion to approve minutes from Aug board meeting, Michelle Baker, Second Brittney, Unanimous vote to pass.

### Review & Approve Financials (Beth)

- **Beth did not send Financial Report, will need to ask Beth for that.**
- **MeChelle will send electronically.**

### Succession Planning Update (Michelle)

- Karen is going to take VP of Finance and be more of an appointed position- do not have to add to vote because it's vacant.
- VP Membership- Kim Spartz is interested and has submitted her application.
- VP Programming- will be filling because Jenn is moving into Pres Elect. Amy Christmas is interested in that position, looking forward to getting involved. Has met with Michelle Baker and Jen Duszynski. Lots of good ideas and good feedback about her so far. Do not yet have a completed application for her.
- Need to submit both Membership & Programming to chapter for approval/vote.
- BH & Michelle need to get their hotel rooms booked for ALC. If Amy is still interested, need to confirm if she can attend, then get her travel submitted.

### **Programming Update (Jenn)**

- Space for next year
- Cheapest option is \$100 for meeting room @ Butler University
  - Can seat 100-200 people
  - Shouldn't be an issue with parking

May be able to move into main auditorium at OneAmerica- we won't need this until 2017- ask Kendra & Amy Christmas.

Can we use Citizens space at 18<sup>th</sup> Meridian for our monthly meetings? (BH) in 2017

Jenn will look into a few different places.

### **Membership Update (Kristi)**

- Lapsed Membership: please circle back around with lapsed members to remind them to review (Kristi or Valerie) What's the process around this?
  - What's considered lapsed?
  - Can we publicize the members who are lapsed (to board only)
  - How many of those members are power members?
  - Valerie is going to take on thank you calls to current members

### **Learning Clinics**

- IU SHRM Chapter- MeChelle has already reached out and invited 2 people, they have added it to their website
- Caroline has capacity this week- send some additional ones this week
- If you register FRIDAY- we'll give you regular rate- must come tell me.

### **Communication Update (Brittney)**

- **August Chapter Connection**
  - Sent: 399
  - Opens: 69 (17%)
  - Clicks: 26 (6%)
  - Opt-Outs: 0
- **September Chapter Connection**
  - Sent: 439
  - Opens: 113 (26%)
  - Clicks: 29 (7%)
  - Opt-Outs: 0
- **Twitter:** 590 followers
- **LinkedIn:** 553 group members,

30 discussion threads in past 4 weeks

**Facebook:** 300 page likes

1,810 people reached in past 4 weeks

207 post engagements ^64% (post clicks/reactions)

2 page likes

- **Amended Bylaw Voting**

Email was sent to all active members (164) on 9/7

63 (38%) Open rate

45 (27%) clicked

24 (14%) members have voted, all voted YES, approve amended bylaws as presented.

- **ACTION:** Need to get 51% of approved vote. Need 45 more people to vote yes.
- **ACTION:** Provide paper ballot at this Friday's monthly meeting (BH)

### **CARE & Power of Two (MeChelle)**

- Can we review who's Power Member on our monthly membership
- We're on top of all the CARE requirements
- BH sent an email out to all those who aren't power members
- Included in our newsletter
- Included it in our orientation in August

### **Old Business:**

- Revisit recognition project- put on Sept board meeting agenda (add that to Oct meeting)
- Recognize Susan Crawley at Learning Clinics- approved by board

### **Holiday Dinner**

- Holiday dinner 12/6- hold
- Hold Jan 6<sup>th</sup> for Board Member Retreat, will confirm with additional board members.

**Move 1: Karen, 2<sup>nd</sup> Jenn, Unanimous approval, Meeting Adjourned by MeChelle Callen @6:15pm**