

ATD-CIC Board Meeting | November 22, 2016

Meeting Location: Virtual – board members attended via conference call

➤ **Call to Order**

- Meeting called to order at 10:04 a.m. by MeChelle C.

Members Present:

- MeChelle Callen, President
- Michelle Baker, President-Elect 1
- Kristi Gaynor, VP Membership
- Jen Duszynski, VP Programming
- Karen Zwick, VP Finance
- Jill Miller, Executive Administrator

➤ **Meeting Agenda (via Basecamp)**

- **Review and Approval of Minutes from October board meeting**
 - Motion to Approve: Karen Z.
 - Second: Jen D.
 - All board members in favor to approve
- **Review and Approval of October Financials**
 - No financial data to report this month; Karen and Beth still finishing role transition
 - Financials will be submitted ASAP to Basecamp for board review and approval
- **CARE/Power of Two Updates**
 - MeChelle will pull all updated information so we can submit CARE report on time
 - We do not need another audit, since we just did that for reincorporation – we will need to do this in 2017
 - Need to distribute annual member survey (will discuss further in meeting)
 - We will continue to encourage members to take advantage of Power Membership at monthly meetings, dedicated emails, social media, newsletters, etc
- **Membership Repor**
 - Reviewed member statistics for current, group, lapsed
 - Received info from Jill – she will begin monitoring membership stats and communicating lapsed members as they occur
 - We need to engage lapsed members and communicate with them to encourage renewal
 - We do have engaged members – very encouraging – increasing attendance at programs, solid open/click rates on newsletters and email communication, etc
 - Discussed Membership Renewal Policy – MeChelle will post to Basecamp for individual review

- **Programming Report**
 - Jen spoke to Leann at DEFENDERS – they have a free room available for up to 60 people
 - Butler University is another option for programming
 - Finalizing speakers for 2017, still a couple of open spots to fill
 - Networking breakfast coming up on 12/9 – Michelle will pay using chapter credit card, as we will provide this at no cost to attendees
 - Lisa/Stephanie stepping down as eLearning SIG leaders – need to find backfill for this ASAP

- **Communications Report**
 - Discussed newsletter open/click rates
 - Trending upward on November open rates vs. October open rates
 - Need to have SIGs use template for planning their content and communications

- **Member Survey**
 - Discussed questions that are in last year's survey
 - Need to update events that are listed from 2015 with what we offered in 2016
 - Add question to gauge interest in volunteering
 - Add question to capture bylaw votes
 - Add option, "lack of manager support," as reason why member did not attend programs in 2016
 - Send out Tuesday, 12/6 and give short, one-week deadline. Can mention at Networking breakfast on 12/9 to remind people to complete

- **Old Business:**
 - Space for next year programming (finalizing now)
 - Will send out one more reminder to solicit votes, and add as a question in the survey to capture.
 - Still do not have enough votes to pass bylaw changes – MeChelle C. made a motion to modify bylaws again to change voting percentage from "majority of membership" to "majority of those voting."
 - Second: Michelle B.
 - All board members in favor to approve

- **New Business:**
 - 2017 Leadership Slate finalized
 - ATD-CIC was represented at Midwest Regional Conference (Brittney H. and Michelle B.) attended, facilitated sessions and spent time at the chapter information table. There were 9 people from Central Indiana in attendance at the conference (including Brittney and Michelle). Most were from TriMedx, but also had one attendee from OneAmerica. Erin Murphy shared an attendee report with contact information for follow-up.
 - Kristi – still struggling with the membership merge going through ATD National. As members join through ATD, they get all of the data, but we are not getting it all in Wild Apricot. We are supposed to receive a CSV file for each new/renewing member, but we are only filling 3 or 4 fields. Working with Erin Murphy to correct this.

Reminders:

- ✓ Holiday Board Dinner – 12/6 at 5:30 p.m. (Buca di Beppo, Castleton)
- ✓ Networking Breakfast – 12/9 at 8:00 a.m. (Lincoln Square Pancake House near IUPUI)
- ✓ Board Retreat – 1/6 (time and location TBD) – will include New Board Member Orientation AND Wild Apricot training!

➤ **Call to Adjourn at 10:45 a.m.**

- Motion by Karen Z.
- Second by Kristi G.
- All board members in favor to adjourn