

Minutes of a Meeting of the Board of Directors January 20, 2020

A regular meeting of the Board of Directors of the Association of Talent Development Kansas City Chapter was held on January 20, 2020 at Terracon in Olathe, KS. Amy Swaminathan called the meeting to order at 6:04 PM.

Directors Present:

Amy Swaminathan, Shannon Swift, Crystal Askew, Sally Koppy, Jana Meyers, Tracy Roudebush, Paul Christianson, Angela Buzard, Art Gangel, Tyler Dixon, Piper Stone, Mikki Johnston, Rachel Haynes and Shelley Etzenhouser joined remotely

Guests Present:

No guests were present.

Approval of Minutes

Amy Swaminathan presented to the Board the minutes of the November 18, 2019 meeting of the Board for approval. A motion was made by Art Gangel to approve the minutes as written. Tracy Roudebush seconded the motion. A brief discussion of Robert's Rules of Order was held. The motion was unanimously approved.

Budget

Sally Koppy provided an explanation of the proposed budget, comparing the 2019 budget to the proposal for 2020. The over/under for SIGs and Workshops should be updated as the fields do not appear to be pulling in data. A discussion about allowing guests was held. The income amount for the General Membership Meetings was discussed, and a change of \$7,000 was proposed by Shannon Swift, Piper Stone, and Angela Buzard.

A discussion of changing registration codes for guests was held. A new registration type was suggested by Tracy Roudebush. A motion to vote on creating a new registration type (radial button, code) and to create a new guest code was made by Amy Swaminathan. Sally Koppy seconded the motion. Discussion about the new guest code was held. Piper Stone suggested Guest2020 and Tracy Roudebush suggested Board2020 for Board member use. The motion was unanimously passed.

A discussion of the SIGs was held and the amount from the 2019 budget (\$640) was suggested as a reasonable goal for 2020, with the reminder that this budget is sent to national and that it should be a forecast more than a goal. The SIG amount was set at \$600. We have roughly \$80,000 and need \$27,000, so we are looking to give back to the membership with the excess.

The largest change was in the scholarships which were discussed at the leadership workshop. The Wufoo fee needs to be removed from expenses. The line in the budget listed as

Conventions and Meetings -Other in expenses should be called Board Development (under administrative) expenses (see blue line for Amy Swaminathan).

Lori Maher McComb is the accountant. A clarification of the amount given to Lori is figured – Lori prices by task and we have given her a cost of living increase this year after several years without.

A motion to approve the budget as amended was made by Sally Kopyy with a second by Shannon Swift. The motion was unanimously approved.

Basecamp

Tracy Roudebush explained how to change notification settings. Amy Swaminathan set the expectation that the Board will use our ATD email addresses and Basecamp as opposed to personal or work email addresses. For conversations with individuals outside of the Board, please have those using org emails. Board members may forward ATD emails to a preferred email address. Rachel is available for individual questions.

Vision and Mission

Amy Swaminathan introduced Vision and Mission. Vision is short and memorable. The Mission was discussed, and the group consensus was to shorten it. **I need to get the updated version from Amy.**

2020 Goals and Committee Updates

Finance:

- Holding a meeting and establishing a group to develop a scholarship program in the next month is the immediate goal.
- Kara's goal is to gain volunteers and to secure sponsorships for EIP (sponsor profile and opportunity by end of January to gain prospective sponsors for the EIP which is held in March.

Programs:

- Crystal's commitment is to gain commitment from e-learning SIG to get a speaker and a location in February. She will have it booked before the next meeting in February.
- Piper and Jana will meet by the end of January to discuss GIGs and Piper will pin down dates with people who can facilitate Diversity and Inclusion and Storytelling GIG events.
- A discussion was held regarding setting a plan for an extra 15% plan for food needs beyond registration by the Friday before meetings for ordering food to accommodate for late registrants, but so that we can give caterers a more accurate head count.

Marketing:

- Tracy would like to gather a few volunteers who can help with improving the website's design. She will have a meeting with her team and start to enact that plan by the next meeting.

Membership:

- Paul will get roster of ambassadors finalized by next meeting.

TASK: Amy Swaminathan will reach out to VPs monthly to keep cadence of Committee work and progress toward goals.

Plus/Delta

Plus	Delta
<ul style="list-style-type: none">• Kind about helping everyone learn where there is a lack of knowledge• Addition of specific comments from each team (1)• Ice breaker – get to know team• Like to see our goals (view every month)• Liked learning about the budget (experienced BOD explain to new BOD)• Terracon facility	<ul style="list-style-type: none">• We went long• Getting better at Basecamp before next meeting• Getting more familiar with everyone's role before next meeting• Get more intentional about using the 6 Thinking Hats

Close

The meeting adjourned at 7:55 PM.