



Minutes of a Meeting of the Board of Directors

April 20, 2020

A regular meeting of the Board of Directors of the Association of Talent Development Kansas City Chapter was held on April 20, 2020 via Zoom. Amy Swaminathan called the meeting to order at 6:14 PM.

Directors Present via Zoom

Amy Swaminathan, Shannon Swift, Tracy Roudebush, Paul Christianson, Angela Buzard, Art Gangel, Tyler Dixon, Piper Stone, Debbie Rulo, Sally Koppy, Kara Doak, Pete Nielsen, Mikki Johnston

No guests were present.

Approval of Minutes

Amy Swaminathan presented to the Board the minutes of the March 16, 2020 meeting of the Board for approval. **A motion was made by Sally Koppy to approve the minutes as written. Art Gangel and Piper Stone seconded the motion. The motion was unanimously approved.**

Committee Reports

Programs		
Previous Commitment	Current Activities	New Commitment
Working to figure out the potential refund from Boulevard. July 9 th is being considered as potential new date.		Work on pop-up with Laura Janusik and her listening model.
<p>Discussion:</p> <p>Lori secured a full refund for EiP cancellation. Still looking at new dates with Boulevard. Franklin Covey pop-up was well-attended, and it was good with great feedback.</p> <p>May need to look at upping our Zoom membership to accommodate larger groups.</p> <p>Thirteen attendees signed up for Power of Habit, which will happen on the 22-24 of April.</p>		
<p>TASK: Paul will get list of ATD membership for Jana to avoid duplication.</p>		

Marketing and Communications		
Previous Commitment	Current Activities	New Commitment
Tracy has met with Mike regarding the website and has two proposed themes to consider. Mikki will be helping with the proofing of the site.		
Promote registration of current month's event, promote next month's event, for emergent situations.		
<p>Discussion: A lot of figuring out of moving targets and reconfiguring as needed.</p>		
<p>TASK:</p>		

Finance		
Previous Commitment	Current Activities	New Commitment
	The vetting process for liability insurance has been documented and posted in the Governance folder on Google Drive. Board members should become acquainted with this folder.	
<p>Discussion: A few corrections were made, as suggested by Board members. Shannon discussed recommendations for insurance coverage. We should have a folder where insurance information is housed, and every few years, should have a new bid.</p>		
<p>Motion: Piper Stone moved to add the liability insurance, Paul Christianson seconded. The motion passed unanimously.</p>		
<p>Task: Kara will provide promised benefits and a new sponsor list to Piper.</p>		

Membership		
Previous Commitment	Current Activities	New Commitment
The membership letter has been updated. The letter is being revised again to include the information from the national website.		Clean up membership list and remove duplicates. Tracy can help with Wild Apricot fields.
Member Minute: Have Power Members stand up for a moment at chapter meetings to discuss the value of that membership.		
<p>Discussion:</p> <p>Debbie has completed the new six-month letter which is available on Basecamp.</p> <p>Spreading the word about job postings to our members was discussed. Did we want to address whether this can be a free offering given the uncertainty of the current job market?</p>		
<p>TASK:</p>		

Succession Planning		
Previous Commitment	Current Activities	New Commitment
Will use a nominating committee to maintain pipeline of volunteers.	Considering potential new roles for the Board	
Presented nominating committee roster as well as a timeline for presenting nominations and a ramp-up plan for the next year.	Overview of current standing on CARE Plus status	
<p>Discussion:</p> <p>The first nominating committee meeting has been held and all VPs have provided information on their teams. Succession planning is ahead of schedule.</p> <p>The governance file is on the Google Drive and should be a familiar document to Board members. Also, Board members should be documenting SOP for future members, complete with a “last revised” date on those documents.</p> <p>An annual, internal review of financials is required and a bi-annual audit</p>		
<p>Task: Paul will place a copy of his SOP book in the Governance Folder on the Google Drive.</p> <p>Task: Sally will put together a committee to internally review the financials.</p> <p>Task: Shannon will work on the bylaws wording to update and reflect the changes to the nominating committee.</p> <p>Task: Shannon will work on the bylaws wording to update and reflect the changes to the financials reviews.</p>		

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Volunteers		
Previous Commitment	Current Activities	New Commitment
Tyler Dixon expressed a need for help rounding up technology volunteers. He will communicate with Angela Buzard and Piper Stone about the information he'd like to gather from potential volunteers		
Will pass along information regarding volunteers for Strategic Partnerships committee.		
Discussion: Tyler was unable to attend. Sally will need volunteers for finance reports committee. Tracy has been pinging Tyler about website volunteers.		
Task:		

Strategic Partnerships		
Previous Commitment	Current Activities	New Commitment
Emporia State wants to work with ATDKC and PTR Training is interested but conversations are temporarily on hold.		
Discussion: Emporia State confirmed its decision to become a partner.		
Task: Kara will hold a "welcome" call with Emporia State.		

Plus/Delta

Plus	Delta
<ul style="list-style-type: none">• Went very smoothly and we finished ahead of schedule.• Agility between committees to move back and forth as appropriate.• Seeing everyone's faces.• Loved the energy.• Good use of technology.• Great interaction.• Great positive interactions and providing support to each other.• Still moving forward in spite of external factors.• The amount of grace we are giving each other.	<ul style="list-style-type: none">• Great meeting – no deltas.

Close

The meeting adjourned at 7:38 PM.