



Minutes of a Meeting of the Board of Directors

July 20, 2020

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

Directors Present via Zoom

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

No guests were present.

Approval of Minutes

Amy Swaminathan presented to the Board the minutes of the May 18, 2020 meeting of the Board for approval. **A motion was made by Piper Stone to approve the minutes as written. Sally Kopyy seconded the motion. The motion was unanimously approved.**

ATD Updates

NAC Call Highlights (Paul): Stephanie Hubka (spelling?) will take the NAC role in place of Claudia who has had to step down. Documentation, SOPs, Bylaws were all discussed as was the security of the chapter websites. An email from Krishna is sent after the call each time. Paul will link to that on Basecamp.

ATD Membership conversation call (Paul): A discussion of what resources are useful with remote work was held. We can use this format to highlight members.

ATD Chapter Leaders Conference update (Amy): A link to this exists in the agenda and on Basecamp.

Committee Reports

Programs		
Previous Commitment	Current Activities	New Commitment
Keynote for Fall Conference will be booked before the July ATDKC Board meeting.	Piper is booking speakers through the end of the summer.	
<p>Discussion:</p> <p>Please continue to share the EiP information.</p> <p>Fall conference is September 29 & 30 in the mornings. Price is \$99.</p> <p>Opening keynote is about five different mindsets.</p> <p>Programs booked through the end of the summer and are zeroing in on the rest of the year.</p> <p>Share the posts to promote events, especially the requests for speakers and attendees for Fall Conference.</p> <p>National had great tips for us to boost our Fall Conference.</p> <p>A snafu in the registration for tomorrow's webinar might send error messages. The link has been posted.</p> <p>Update on SIGs, the next upcoming SIG (about onboarding) will be rescheduled.</p> <p>Ask: When we join a SIG, take the opportunity to introduce ourselves and promote the chapter.</p>		

Marketing and Communications		
Previous Commitment	Current Activities	New Commitment
Provide a plan for website updates and a target.		
Distribute an email to promote the news feature on the website.	Megan will do a social media blast about the news feature on the website.	
<p>Discussion:</p> <p>Ask: All Board members are challenged to post one news item a month each from the website.</p> <p>Kelly and Mike will have a new plan for the website by 8/15. We will have to turn off the website while it is updated.</p> <p>Ask: We need a few people who know what our bylaws, mission statement, etc., say and identify areas needing change.</p> <p>Scholarship information will be added potentially this week or next.</p> <p>Megan will be working on posts for EiP and Save the Dates for Fall Conference. If you have feedback about the aesthetics, let Tracy or Megan know – text is easiest for Megan.</p>		

Bylaws vote is drafted and ready to go. Established that 30 days is the window for feedback.

Finance

Previous Commitment	Current Activities	New Commitment
In July, the scholarship programs will be ready to be marketed.		

Discussion:

The financials are updated and are correct now.

In the big picture, our income and outgo are good, the chapter is in good shape.

Our CHIP code is 6027. Use this when you register for an ATD course or certificate or make a purchase (it benefits the chapter).

When looking at next year's budget, considerations need to be made for items such as office supplies (stamps, checks, etc.).

Motion: Piper moved to approve and Art seconded. Motion approved unanimously.

Membership

Previous Commitment	Current Activities	New Commitment
Solid plan for driving members to their profiles to update their data.		Will have an update at the next meeting about the reasons for lapsed members to renew or not to renew.

Discussion:

We need to encourage members to update their profiles and update our own.

The next item to address is lapsed members (those who have lapsed from January to the end of June). "Renewal Drive"

Ambassadors are following up with lapsed members.

Scholarships can help create interest in renewed membership. Also discussed were payment options for lapsed members as a benefit (smaller immediate out-of-pocket expense).

Ask: Looking for help to contact the last 19 or 20 lapsed members.

Succession Planning		
Previous Commitment	Current Activities	New Commitment
Schedule all the conversations before July meeting to increase momentum to have a slate by August.		
<p>Discussion:</p> <p>Initial conversations with potential officers were held.</p> <p>Candidates are aligned per position and interviews with them are in-progress.</p>		

Volunteers		
Previous Commitment	Current Activities	New Commitment
<p>Discussion:</p> <p>Ask: Could use help in determining best use of funds. Needs three members of a committee for this. Tyler will reach out on Basecamp.</p>		

Strategic Partnerships		
Previous Commitment	Current Activities	New Commitment
<p>Discussion:</p> <p>No update.</p>		

Bylaws		
Previous Commitment	Current Activities	New Commitment
<p>Discussion:</p> <p>Bylaws vote notice will be posted this week.</p> <p>Shannon needs to create a report for last year's (last year's president) and will create a video for this.</p>		

Plus/Delta

Plus	Delta
<ul style="list-style-type: none">• Everyone was well-prepared which increased efficiency.• Everyone is doing well at moving forward with chapter business.• Opening was great.• Can we just chat forever?	<ul style="list-style-type: none">• Real challenge to prepare ahead of time with a short turnaround on agenda.

Close

The meeting adjourned at 7:41 PM.