

Minutes of a Meeting of the Board of Directors

July 19, 2021

A regular meeting of the Board of Directors of the Association of Talent Development Kansas City Chapter was held on July 19, 2021, via Zoom. Art Gangel called the meeting to order at 6:05 PM.

Directors Present via Zoom

Deb Lewis, Art Gangel, Piper Stone, Kelly Zamboni, Anastasia Caffrey, Tyler Dixon, Paul Christianson, Shelley Etzenhouser, Megan Galloway, Amy Swaminathan, Angela Buzard, Jana Meyers, Sally Koppy, and Haley Grayless were present.

No guests were present.

Approval of Minutes

A motion was made to approve the June minutes by Megan Galloway and seconded by Anastasia Caffrey. The minutes were approved unanimously.

Conferences/Updates

ATD 21 (formerly ICE) will be held in Salt Lake City from Aug 29 – Sep 1. There is a live option and a remote option. Two chapter members will be attending live, and Piper stated that Honeywell plans to send 5 ATD members virtually. Art and Piper will see if they can combine the groups to get a chapter group discount.

ALC (ATD Chapter Leaders Conference) is Nov 3-5 this year. It will be all remote. This conference is an opportunity for chapter leaders to come together and learn about their roles and best practices. Our chapter will send as many chapter leaders as possible and then have those who attended share at the November meeting what their key takeaways were from the conference.

Committee Reports

Programs

Emily posted information on Basecamp about the Fall Conference. The RFP has been sent out; however, only five submissions have been received so far. The committee requests that board members share the RFP with their networks. The committee also asks that board members sign up to help with the Fall Conference. The sign-up sheet is posted on Basecamp.

Piper talked about Learning Week, which occurs in December. ELearning SIG leaders will prepare an eLearning Hack-a-Thon. The committee is also planning a potluck event where everyone brings their best ideas for various L&D projects to share..

Our next chapter event will be held in a hybrid fashion in August at Training Umbrella. Shelley will be our on-line producer, and Mikki will be our onsite producer.

Marketing and Communications

According to Megan, statistics show that posting about Fall Conference increases our engagement and click-throughs by eight times the normal amount. The committee will be asking the board to create an avatar (Mike Stewart is working on the application to do this) and then share it to drive more traffic.

The committee will also be working on revamping the email signature logos.

Mike Stewart is working on the website revamp. There is a lot of work to be done. Tyler will reach out to some volunteers with tech experience for additional help. Kelly Zamboni also agreed to help.

The committee has also discussed creating a brand guide for the chapter to help with succession and future board members.

Membership

Jana Meyers has accepted the role of VP of Membership moving forward.

We have 248 members for the chapter, and numbers are gradually increasing. For example, the chapter had seven new members join in June.

Anastasia shared a presentation she has created for new members to learn more about our ATD chapter that can be shared digitally. It is a way to welcome the new members and help them understand more about being an ATD member. The presentation will also help them understand how they can get involved and the benefits of membership.

Kelly posted a video about Power Membership on the website, and Paul thanked him for his work on cleaning up the membership page on the website.

Angela updated the board on the scholarships. There have been five applications submitted for professional-level scholarships. The deadline for applications is July 31st. Megan will send a targeted email to members with lapsed memberships.

Finance

Sally posted the Financial Report for June on Basecamp. Paul moved to accept the financial report as written. Art seconded the motion. The motion passed unanimously.

\$35,000 has been moved to the reserve account. Mikki has been added to the account as an approved signer.

Haley is continuing to work on procuring sponsors for the Fall Conference. If you have questions, reach out to Haley on Basecamp. There is a spreadsheet on Basecamp with various businesses that may consider sponsorship. Please reach out to one or two of the businesses/vendors and update the spreadsheet accordingly.

Due to several losses for board members this year, the chapter has spent approximately \$170 on flowers/plants for bereavement gifts. Sally has recommended that we move some funds from an unused budget line item to help cover some of this expense in the Miscellaneous Line Item.

Art proposed three recommendations: 1. Permanently increase the level of the Miscellaneous bucket, noting that the increase is to account for bereavement arrangements. 2. Provide a way for board members to pitch in voluntarily so that any extra spending in this area is self-funded, or 3. End the practice of providing floral or plant arrangements, perhaps replacing it with a lower-cost option like a card.

The board discussed the options and agreed that the first option is preferred. Funds should be available at the discretion of the President for bereavement but also for celebratory acknowledgments such as getting married or having a child.

Piper made a motion to increase the Miscellaneous fund budget line to \$500. Megan seconded the motion, and the motion passed unanimously.

Succession Planning

Paul is working with the Succession Planning committee to get personnel set for 2022. Paul's goal is to have these conversations early so that everyone can be involved in the future leadership of the chapter.

Tech Moment

Kelly shared information on using Google Drive and will post an article to Basecamp after the meeting with some tips. He shared three tips during the meeting: 1. Set up Off-Line access. 2. Convert uploaded files to Google Docs editor format. 3. Accessing previous versions of documents.

Certification

The committee will be focusing not only on certification and credentialing but also on career development. You can go to www.td.org/certification to learn more about the certification that is offered through ATD. The committee is also discussing pricing for study groups and having hybrid options for study groups.

Amy is planning to have a Kick-off meeting in late August for those interested in joining the group.

Plus/Delta

Plus	Delta
<ul style="list-style-type: none">• On-time• Good discussion, Resolution on Action Items• Good preparation• Learned about hybrid meetings• Learned about Google Drive• Patient board members• In person-ish• Welcome Video/Powerpoint• Dad joke icebreaker• Receptive to feedback	<ul style="list-style-type: none">• Learned about hybrid meetings• Technical difficulties• Dad joke icebreaker

Close

The meeting adjourned at 7:31 PM.