

Sacramento ATD Board Meeting Minutes

Video conference via Zoom:
<https://zoom.us/j/740800340>

December 14, 2019
10:00 a.m. – 1:00 p.m.

Attendees:

TS Hamilton, Sarah Crawford, Rosalind Sago, Alexa Dimengo, Aldo Chavez, Matt Clark, Lori Carlson, Erin Castleberry

Agenda:

10:00 a.m. – Meeting called to order (TS)

10:05 a.m. – Review of Chapter Charter and Bylaws (TS)

- Reviewed chapter charter and bylaws.
- In 2020, will need to update membership section of Bylaws to be consistent/generalized (specifically Article 2.3 and 5.3 on group memberships and veteran memberships).
- Sarah or TS will send Board position descriptions out to new Board.
- Erin and TS will work on national memberships for 2020 Board.
- Sarah to work on getting 2019 board vote for 2020 appointed positions, along with special election vote to membership for Finance Director.
- Sarah will send Finance and Social Media policies to 2020 board for review/signature.
- Sarah will work on drafting 2019 Year in Review email.
- Sarah to send annual survey results out to 2020 board.
- Erin C. will update WA access for new/old Board.

10:45 a.m. – Review of Chapter Affiliation Requirements (CARE) (TS/Sarah)

- TS is new CARE point of contact.
- Reviewed each section of CARE and discussed ways our chapter meets/can meet the requirements annually.

11:30 a.m. – Action Plan (Board)

- January event – The Big Give. Tentatively scheduled for 1/27. Matt is working on confirming location by 1/1. Erin will send past event copy to Matt/Aldo for review so we can get out promos ASAP once location is confirmed. Pricing will be \$10 members/\$15 non-members.
- February event – Coaching with Cami McLaren scheduled for 2/24. Matt working on confirming location. Matt will get a blog post from Cami that can be posted and linked in the email promos. Matt will send info to Aldo for crafting copy for website and email promos.
- OD SIG – Desiree Aragon is new contact. Erin will send her contact info to Matt.
- Katrina events – Roz will touch base with Katrina after the first of the year.

- Roz to explore possibility of hosting a conference in fall 2020.
- 2020 Budget – Lori to work with Kim on pulling new budget together after the first of the year. Budget will need to be approved at January board meeting.
- Board meetings – keeping Zoom calls on last Tuesday of the month from 5:30-7pm.
- Sarah to work with TS on transition and hand-off.

12:20 p.m. – Lunch and Team Building Activity

1:04 p.m. – Meeting Adjourned (TS)

Notes/Action Items:

- Send Board position descriptions out to new Board (Sarah/TS)
- Set-up national memberships for 2020 board (Erin/TS)
- Finalize chapter leadership roster and send to ATD (TS)
- Draft special election email for Finance Director (Sarah)
- Draft email approval to 2019 board for 2020 appointed positions (Sarah)
- Send Finance/Social Media policies to 2020 board for review (Sarah)
- Draft 2019 Year in Review email (Sarah)
- Send annual survey results out to 2020 board (Sarah)
- Update WA access for new/old board (Erin)
- Secure location and confirm timing for January event by 1/1 (Matt)
- Send past Big Give event copy to Matt/Aldo (Erin)
- Secure location and confirm timing for Feb event (Matt)
- Send Feb event info to Aldo for marketing (Matt)
- Get blog post from Cami and send to Erin (Matt)
- Draft Feb event copy and send to Erin (Aldo)
- Send contact info for Desiree Aragon to Matt (Erin)
- Touch base with Katrina re: 2020 events (Roz)
- Work with Kim on budget for 2020 (Lori)