

In Attendance	Tom Speer, Past President Casey Gibson, President Heather Horner, President-Elect Dr. Tina Echeverry, VP of Programming Linda Campbell, VP of Marketing and Communications Jennifer Jamison, VP of Professional Development Angela Castiel, VP of Member Relations Bob Zinsser, Sponsorship Chair (guest) Quorum established
Absent	Isabel Graf, VP Finance and Operations
Begin	12:08 pm
End	1: 10 pm

Agenda Item	Details	Follow-up
Casey Gibson, President (Welcome and Minutes)	--Casey called the meeting to order. --Casey directed everyone to review the January 26, 2016 Board meeting minutes. <u>Corrections to the BOD minutes:</u> 1. Edits from Isabel Graf, VP Finance and Operations on page 1 (remove Angela Castiel, VP Member Relations from attending); page 2 (replace "to" with "at"); page 3 (Mike Jones is interested in becoming a committee member). 2. Deleted portion of Open Discussion regarding the gift.	
Isabel Graf, VP Finance and Operations	<u>Finance Report:</u> Isabel sent a copy of the budget to the Board on 2/9/16. No further discussion.	
Angela Castiel, VP Member Relations	<u>Membership Report:</u> Three committee chair people are working on the Member Relations committee.	
Dr. Tina Echeverry, VP of Programming	<u>Past Event Results:</u> Fourteen people attended the January eLearning workshop. Twenty-nine people attended the January monthly event. Thirteen people attended the January Career Management. The February eLearning workshop had 13 people attend. Mark Greeley was the facilitator, and the participants completed a shared document for reference. <u>Upcoming Events:</u> The February monthly event is on Emotional Intelligence with 15 people registered so far. The	

	<p>Pinecastle tour is in March 31st from 11:30 am to 1:15 pm. This is a combined event, meaning that there will be no eLearning or Career Management workshop for March. Pinecastle is a training facility for the disabled. After March, there will be single invitation emails going out for all the monthly events. The June combined event is at Adecco.</p> <p>ATD NEFL is also planning a combined event with SHRM.</p>	
Casey Gibson, President	<p><u>Correspondence:</u> The CARE submission is completed and the issues have been resolved. David Kringle is the Chapter Relations Manager from TD.org</p>	
Tom Speer, Past President and Casey Gibson, President	<p><u>New Business:</u></p> <p><u>Website Redesign Project Update (Handout 1)</u> The handout describes the details of the sponsorship options. Jorge Campos from WB Pro is working with Tom Speer and Debra Riley on the website redesign.</p> <p>Bob mentioned that the contract should place a value on the services rendered by WB Pro.</p> <p>Discussion: Tom is trying to thin out the content of the website. He and Debra Riley will be contacting the owners of items that will be cleared from the website.</p> <p><u>Chapter President Goals for 2016</u> (Casey's top 5)</p> <ol style="list-style-type: none"> 1. Website redesign. 2. Updating processes and procedures. 3. Completion of the Board restructure. 4. Creating an SOS (Share Our Success) culture (chapter of the month). 5. Meeting CARE requirements. <p><u>SOS Culture</u></p> <p>The SOS culture involves submitting SOS's and achieving the chapter of the month. Have each Board member submit an SOS.</p> <p><u>Processes and Procedures</u></p> <p>Casey suggested that for the documentation of processes and procedures the Board identify three to five critical processes and procedures that need to be documented. For example HyperOffice document storage; naming conventions of documents uploaded to HyperOffice, etc...Another example of a critical process and procedure would be emails that are worth keeping. The President and VP (Board Member) need to identify the critical processes to document.</p>	<p>Tom Speer will bring a copy of the contract between ATD NEFL and WB Pro to the March Board meeting.</p> <p>Casey Gibson will type up more specific, measurable goals before the March Board meeting.</p>

	<p><u>Position Descriptions</u></p> <p>Documentation of position descriptions are in progress.</p>	<p>Casey Gibson will type up sample Board description positions before the end of next week (2/19/2016).</p>
	<p><u>Announcements and Open Discussion:</u></p> <p>New badges are ready. Susan Abraham will distribute to the Board members before or by the March Board meeting.</p> <p>Linda Campbell wants to share the Chapter Recognition resources/websites with the Board members.</p> <p>Linda needs a blog editor for her committee. The blog will eventually replace the newsletter.</p> <p>Casey also suggested a “Communications calendar” for social media posts.</p> <p>Jennifer Jamison encouraged the Board members to check the accuracy of the “Get Involved Page” to see if the information for the committee members are accurate. Monica Goddard is overseeing the volunteers.</p> <p>If Board members want to update information on the website, they send the information to Debra Riley. If Board members have issues with HyperOffice, they contact Alison Cruess.</p>	
<p>Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator February 11, 2016</p>		