

In Attendance	Tom Speer, Past President Casey Gibson, President Heather Horner, President-Elect Isabel Graf, VP Finance and Operations 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 Quorum established
Absent	
Begin	6:10 pm
End	8:00 pm

Agenda Item	Details	Follow-up
Casey Gibson, President (Welcome and Minutes)	--Casey called the meeting to order. --Casey directed everyone to review the February 10, 2016 Board meeting minutes. <u>Corrections to the BOD minutes:</u> None	
Isabel Graf, VP Finance and Operations	<u>Financial Update</u> (Handout 1 , Handout 2 , Handout 3 , Handout 4): ATD NEFL is behind on the budget. The main concerns are the following: Memberships and renewals; event attendance as a result of decreased membership; and sponsorships. ATD NEFL needs to perform an internal review with a committee consisting of one member not on the Board and two Board members. Heather Horner, President Elect and Angela Castiel, VP Member Relations will be the two Board members to perform the internal review.	The Board will think of creative streams of income in a brainstorming session.
Angela Castiel, VP Member Relations	<u>Membership Update</u> : There are currently 154 chapter members. Angela Castiel will be volunteering on April 2 nd at NOVA Southeastern University to recruit members; Casey suggested using the CARE Requirement Planning Tool (Handout 5) to keep track of power memberships.	Casey will review the CARE Requirement Planning tool during the April Board meeting. The CARE Requirement Planning tool keeps track of Power membership to include in the Membership update.

<p>Dr. Tina Echeverry, VP of Programming</p>	<p><u>Upcoming Events:</u></p> <p>Effective immediately, there will be a weekly email that outlines the upcoming events for the remainder of the year.</p> <p>For March there is the New Member Orientation. There is also a tour of Pine Castle, which is a combined event instead of an eLearning workshop, monthly event, and Career Management workshop.</p> <p>On 4/5/16 there will be an eLearning workshop at OneBlood. The April monthly event is on 04/21/2016 at the University Club. The monthly event topic is “How to win friends and influence people in a virtual world,” or “The art of execution.” The Career Management workshop is at Nova Southeastern University on 04/27/2016.</p> <p>In May, there will be an eLearning workshop on 05/03/2016 at OneBlood. The May monthly event will be on 05/19/2016 at Webster University. The Career Management workshop will be a combined social networking event at Bold City Grille on 05/25/2016 from 5:30 pm to 7:00 pm.</p> <p>In June, there will be a combined event at Adecco on 06/16/2016 and a New Member Orientation (date TBD).</p> <p>In July, there will be a combined event about “Creating Your Own Dream Board” at Maggiano’s on 7/21/2016 from 4:30 to 6:30 pm.</p> <p>In August, there will be an eLearning workshop on 08/04/2016. The August combined event with SHRM will be on 8/4/2016 from 11:30 AM to 1:00 pm. The Career management workshop will meet on 8/24/2016 at Nova Southeastern University.</p> <p>There will be a September: combined event at Medtronic along with New Member Orientation (dates TBD).</p> <p>The October eLearning workshop is on 10/04/2016 at OneBlood. The monthly program topic will be teambuilding at the Jacksonville Zoo Gardens. The Career Management workshop will be at Nova, and it will be a combined event with the Mentor Program.</p> <p>The Annual Event is at UNF on 11/10/2016.</p> <p>The Volunteer Appreciation Event is on 12/02/2016.</p>	
<p>Casey Gibson, President</p>	<p><u>CARE Update:</u></p> <p>Casey received notification today (3/8/2016) that ATD NEFL was successful in achieving CARE requirements.</p>	
<p>Tom Speer, Past President</p>	<p><u>Website Redesign:</u></p> <p>ATD NEFL signed an agreement with WB Pro. The start date on 03/11/2016. The redesigned website will be modeled after the ATD Atlanta chapter. The redesign should take approximately 30 days</p>	

	to 45 days maximum.	
Casey Gibson, President	<u>2016 Goals (Handout 6):</u> Casey used the model from www.td.org as a guideline for Board members to complete specific goals.	Every Board member will complete the area with their name with respect to 2016 goals by April 1, 2016.
Casey Gibson, President	<u>Position Descriptions:</u> Casey used the link from www.td.org as a guide for the Board members to complete. Isabel suggested that Board members use the format used by ATD Atlanta chapter.	Every Board member will complete a draft of their position descriptions by June 1 st . Tom Speer, Past President will add a folder to HyperOffice regarding the position descriptions.
Casey Gibson, President	<u>Options for WebEx Meetings:</u> Use phone line instead of WebEx or Google meet-up's or Zoom.	Casey will let everyone know which meeting application will be used by the end of this week (3/11/2016).
All Board Members	<u>Announcements and Open Discussion:</u> UNF cannot be the sponsor for the Annual Event. Bob Zinsser is working on other ideas for Annual Event Sponsorship. Webster can photocopy the program or the program can be paperless. ATD NEFL will also send mailings of the postcards for save-the-date. UNF graphic design students could do the work. The Board was discussing if there is a CHiP incentive for members that sign up to take the CPLP exam. Linda shared resources from the New Board Member orientation with the other Board members. Annual filings for ATD NEFL are in progress.	Jennifer will reach out to Debra Riley regarding a paperless program option for the Annual Event. Isabel Graf, VP Finance is working on the Form 990 for the IRS and the FDACS for the state of Florida. Susan Abraham will be pay for the D&O (Directors and Officers) insurance along with the liability insurance.
Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator March 8, 2016		