

<b>In Attendance</b>	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
<b>Absent</b>	Tom Speer, Past President
<b>Begin</b>	12:00 pm
<b>End</b>	1:04 pm

Agenda Item	Details	Follow-up
Casey Gibson, President  (Welcome and Minutes)	--Casey called the meeting to order. --Casey directed everyone to review the March 8, 2016 Board meeting minutes.  <u>Corrections to the BOD minutes:</u> 1. For the March events, the Pine Castle is the combined event, and the New Member Orientation is a separate event. 2. Under Announcements and Open Discussion, the Board was discussing if there was a CHiP incentive for members who signed up to take the CPLP exam.  Approved as corrected.	
Isabel Graf, VP Finance and Operations	<b><u>Financial Update (Handout 1):</u></b> So far, ATD NEFL had a net income (profit) of \$720 profit vs. \$2, 000 targeted profit. There is a timing difference of \$199 for a national membership dues. ATD NEFL paid national dues for 2 Board members. The chapter is significantly under budget for sponsorship revenues due to the loss of UNF's participation (\$1500 in kind and \$1100 in cash). Monthly programs registrations and chapter memberships are also under budget. ATD NEFL expenses are on track.	Casey and Linda will meet with Bob Zinsser to discuss sponsorship options, specifically ideas for the Annual Conference sponsorship.
Angela Castiel, VP Member Relations	<b><u>Membership Update :</u></b> Participated in the Professional Association Expo at Nova Southeastern University on April 2 <sup>nd</sup> . Angela is following up with some leads.  Member Acquisitions chair is needed because Mike Jones is not responding to Angela.  Casey suggested direct requests/recommendation for approaching a member to become the Member Acquisitions	

	<p>chairperson.</p> <p>ATD NEFL met the CARE requirement of 36%. ATD NEFL needs to be reported to National immediately. Chapter manager should have access to the membership data.</p>	
Dr. Tina Echeverry, VP of Programming	<p><b><u>Past Event Results:</u></b></p> <p>The Pine Castle tour was very successful as a combined event. Casey suggested that one of the participants write about the Pine Castle tour experience via a blog.</p> <p><b><u>Upcoming Events:</u></b></p> <p>Tina asked for feedback on the weekly email of the announcements and upcoming events. The Board provided positive and supportive feedback. Casey expressed an interest in obtaining analytic feedback regarding registration through the email announcement link.</p> <p>Tina needs help for the October teambuilding event. ATD NEFL needs a speaker for the event, either a facilitator of a teambuilding activity or a teambuilding topic.</p> <p>Tina asked the Board members to invite three people they know to the upcoming April monthly event on 4/21/2016.</p>	
Casey Gibson, President	<p><b><u>CARE Update (Handout 2):</u></b></p> <p>Casey shared the CARE document with the Board members and explained the critical items that need completion along with ten activities that the chapter needs to complete in order to meet the CARE requirements.</p>	
Isabel Graf, VP Finance and Operations	<p><b><u>Website Redesign Project Update:</u></b></p> <p>Debra Riley has the sandbox set up on the website redesign updates last week.</p> <p>Isabel asked the Board for feedback on the website redesign and for the next step.</p> <p>The redesigned website is projected go live on May 1<sup>st</sup></p> <p>Casey suggested a screening process to make requests to the webmaster if there are any changes to be made to the new website.</p>	
Casey Gibson, President	<p><b><u>Reminder: 2016 Goals and Position Description Deadlines:</u></b></p> <p>Casey received annual goals from two Board members for the April 1<sup>st</sup> deadline. She asked the remaining Board members to submit their 2016 goals to Casey by the end of April.</p>	<p>The remaining Board members will submit their goals to Casey by April 30<sup>th</sup>.</p>

	The position descriptions are due by June 1 <sup>st</sup> .	The Board members will submit their position descriptions by June 1 <sup>st</sup>
Casey Gibson, President	<p><b><u>Monthly Communications:</u></b></p> <p>Casey was asking Board members if they preferred a mid-month email on the progress of the website redesign and the CARE requirements. Linda said the communication helped to keep her updated on the progress of the goals. Isabel was indifferent to the mid-month communication and was concerned that the email is another thing for Casey to do. Tina agreed with Isabel regarding the concern about Casey being overloaded.</p> <p>The Board agreed that an occasional update from Casey will help people feel more connected.</p>	
Casey Gibson, President	<p><b><u>Rescheduling July Advance:</u></b></p> <p>Casey suggested that the Board move the mid-year Advance Board meeting May or June. Casey encouraged the Board members to invite committee chair people to the mid-year Advance Board meeting, particularly those involved with the chapter processes.</p>	Casey is going to send a doodle survey on a date for the re-scheduled Advance Board meeting by the end of next week (4/22/2016)
All Board Members	<p><b><u>Announcements and Open Discussion:</u></b></p> <p>Linda found someone to help her with the ATD NEFL blog and social media posting to work on her committee; however, she still needs more volunteers for the Marketing Committee.</p> <p>On May 9<sup>th</sup> Linda may not be able to provide the snack for the May Board meeting due to a work conflict.</p> <p>December 2<sup>nd</sup> is the End of the Year event (Member and Volunteer Appreciation) in the early evening. All updates to the announcements should copy Tina because she reviews announcements for accuracy.</p>	
<p>Respectfully submitted  <i>Susan Abraham</i>  Susan Abraham  Chapter Administrator  April 14, 2016</p>		