

In Attendance	Tom Speer, Past President Casey Gibson, President Heather Horner, President-Elect Isabel Graf, VP Finance and Operations Jennifer Jamison, VP of Professional Development Angela Castiel, VP of Member Relations Tina Echeverry, VP Programming Quorum established
Absent	Linda Campbell, VP Marketing and Communications
Begin	12:03 pm
End	1:06 pm

Agenda Item	Details	Follow-up
Casey Gibson, President (Welcome and Minutes)	--Casey called the meeting to order. --Casey directed everyone to review the June Board Advance and July Board meeting minutes. <u>Corrections to the BOD minutes:</u> None - Motion passed (<i>unanimous</i>).	
Isabel Graf, VP Finance and Operations	<u>Financial Update (Handout 1):</u> Isabel suggested using the evaluation at the end of meetings to obtain feedback on what kinds of events/topics would members be interested in attending. Isabel suggested changing the chapter event evaluations and using the feedback as a planning tool for upcoming events. The Board also discussed the value and cost effectiveness the chapter is obtaining from HyperOffice. Initially, ATD NEFL needed the document retention feature offered by HyperOffice; however, the email feature is not user friendly. Is ATD NEFL utilizing HyperOffice effectively? Tina suggested that ATD NEFL reach out to Alison Cruess for her input regarding HyperOffice.	Isabel will reach out to Alison Cruess and other ATD chapters to find out what they are doing to handling document retention issues/email.
Angela Castiel, VP Member Relations	<u>Membership Update :</u> ATD NEFL obtained three additional chapter members. Angela is still working on the invitational post cards.	
Dr. Cristina Echeverry, VP	<u>Programs Update:</u> ATD NEFL had its first combined SHRM/ATD event.	

<p>Programming</p>	<p>Many ATD chapter members registered for the event through SHRM.</p> <p>The September combined event will be at Medtronic on September 8th.</p> <p>There will be an October teambuilding meeting at the zoo. The Programming Committee is obtaining feedback about the July dream board event that was cancelled. ATD NEFL may want to revisit offering that event at some future point in time.</p> <p>Dr. Echeverry also wanted to re-think the email blast about the upcoming events that is being emailed to chapter members.</p>	
<p>Isabel Graf, VP Finance</p>	<p><u>Special Funding Request:</u></p> <ol style="list-style-type: none"> 1. Funding or sponsorship dollars for the Annual Event invitation, which involves mailing a postcard. The cost would be approximately \$750. The postage is \$.34 for the postcard. There is no money in the budget to handle the post card mailing. 2. Funding for membership mailing inviting people to join ATD NEFL <p>The chapter has forecasted \$243 in net income for the year as of July 31, 2016.</p> <p>There are no sponsorship revenues from the Annual Event. The budget for sponsorship revenue is pending a \$1900 deficit due to the drop in sponsorship revenues.</p> <p>ATD NEFL is making less on monthly programs than it is spending (speaker fees and venue costs exceed the registration revenue).</p> <p>Casey offered to donate funds for the membership note cards inviting people to join ATD NEFL. The funding for item 2 should be removed.</p> <p>The Board discussed suggestions for funding item #1. First, establish a deadline for the decision on the Annual Event mailing, which is Wednesday August 31, 2016. Second, what is ATD NEFL willing to pay for the mailing? Vistaprint charges \$750. Tom found a service on a mailing for less than \$500. This covers one thousand postcards mailed. Modern postcards charges \$456, according to research from Allison Turner. The Board suggested a breakdown of the costs by post cards and postage fee.</p> <p>MOTION: To approve funding up to a maximum of \$1,000 for the Annual Event Post cards (Isabel); Tina seconded the motion:</p>	<p>Angela and Casey will discuss the details regarding the mailing of the membership (funding request #2).</p> <p>Motion to fund the Annual Event mailing (funding request #1) is tabled pending additional research, and an email vote will be made on August 31, 2016.</p>

<p>Casey Gibson, President and Heather Horner, President Elect</p>	<p><u>Succession Planning:</u></p> <p>Board member job positions will be uploaded to HyperOffice by tomorrow afternoon (August 12, 2016). Comments are due by next week to be finalized by the end of next week (August 19, 2016).</p> <p><u>Advanced Leadership Conference (ALC):</u></p> <p>ATD NEFL needs to send a President Elect and a new Vice President on the Board to ALC.</p> <p>Discussion</p> <p>There will be a special phone meeting to approve the funding for the Annual Event mailing and Succession planning (30 to 40 minute phone call) on a date to be determined.</p>	<p>.</p>
<p>All Board Members</p>	<p><u>Open Discussion:</u></p> <p>OCCM (One Call Care Management) is making an in cash bronze sponsorship (\$250) plus 5 \$30 Starbucks gift cards. The door prize donation came from Tom for the Starbucks gift cards.</p> <p>The deadline for the Annual Event speakers has been extended to August 29, 2016.</p> <p>There will be a Society of Emotional Intelligence Conference in October. ATD NEFL will make the announcement during the chapter events.</p>	<p>Susan Abraham will email the invoice for the Bronze sponsorship to Tom Speer for the OCCM bronze sponsorship.</p>
<p>Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator August 11, 2016</p>		