

In Attendance	Tom Speer, Past President Casey Gibson, President Heather Horner, President-Elect Isabel Graf, VP Finance and Operations Angela Castiel, VP of Member Relations Tina Echeverry, VP Programming Linda Campbell, VP Marketing and Communications Quorum established
Absent	Jennifer Jamison, VP Professional Development
Begin	12:02 pm
End	12:48 pm

Agenda Item	Details	Follow-up
Casey Gibson, President	<p><u>Succession Planning:</u></p> <p>The job descriptions for the following Board member positions have been completed and uploaded into HyperOffice folders (2016>2016 Job Descriptions folder): VP Finance and Operations; VP Marketing and Communications; VP Member Engagement; VP Professional Development; and VP Programming.</p> <p>Casey asked the Board members to make sure that review and final edits are done by the end of the week (Friday, September 9, 2016).</p> <p>Casey suggested that the candidates for succession review the job descriptions.</p> <p>The VP of Marketing and Communications has a dual role: 1. Newsletter/Blog for ATD NEFL; and 2. Social media communications to ATD NEFL members. Linda will find out if Cynthia Farmer is willing to take on the role of VP Marketing and Communications.</p> <p>Tina is recruiting Gretchel Vasquez for VP Programming but needs a replacement for the eLearning chairperson. The monthly program chair (Julie Fagan) also needs a replacement.</p> <p>For VP Member Engagement, Angela is following up with Jeff Geloneck. Angela does not have many leads on successor for VP Member Engagement. The Membership committee chairpersons are not interested in the VP Member Engagement position or continuing on as chair committee leaders.</p> <p>For the Board members who are stepping down and have no successor, find out why the candidate is not interested in continuing with the Board next year.</p>	

	<p>Isabel didn't reach out to anyone about the VP Finance and Operations position. The Board members suggested Michael Stanley and/or Darrin Hayes.</p> <p>The Board members also suggested past Board member Vice Presidents who were not in the President's role (e.g. Lynn Higgison).</p> <p>The Board discussed an action plan of what to do if they cannot find successors.</p> <p>From active ATD NEFL members, find out if they are interested in becoming more involved (as in a Board member position) and if not why not. Follow-up with active members who are not volunteers. These are ATD NEFL members who attend in the monthly events but do not volunteer.</p> <p>Find prospective Board member successors in the mentor program candidates</p> <p>Speak to other Professional Association Boards (i.e. SHRM) to find out what they are doing differently and how are they engaging their memberships/retaining Board members?</p> <p>Find out why the current committee chair people don't want to continue or why they are not interested in a VP position.</p> <p>Tom suggested to reach out to members who are in between jobs to find out if they are interested in becoming Board members. A Board member position is a good resume building block.</p>	<p>Angela Castiel will follow-up on active members who regularly attend the meetings to try to recruit for the Board or find out why they cannot be involved.</p> <p>From the Mentor Program, Heather can reach out to the mentors find out who is interested in becoming involved or reaching out to the Mentor Chairperson (Doug Lefever).</p> <p>Linda Campbell knows a specific mentor who is interested in becoming more involved and will follow-up with that person.</p> <p>Casey will reach out to Jenna Jacobs from Adecco.</p>
<p>Open Discussion</p>	<p>Casey requested to re-schedule September 15th Board meeting for September.</p>	<p>This Board meeting is to take the place of the September 15th Board meeting as collectively agreed upon by all the Board members.</p>

Respectfully submitted

Susan Abraham

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Chapter Administrator

September 6, 2016