

<b>In Attendance</b>	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 Greg Metzger, Incoming VP Membership Doug LeFever, Incoming VP Professional Development Tina Echeverry, VP Programming Gretchel Vasquez, incoming VP Programming Alison Cruess, Technology Chairperson (HyperOffice) Quorum established
<b>Absent</b>	Linda Campbell, VP Marketing and Communications; Tammy McGriff, Incoming VP Marketing
<b>Begin</b>	9:00 am
<b>End</b>	12:30 pm

<b>Agenda Item</b>	<b>Details</b>	<b>Follow-up</b>
Casey Gibson, President  (Welcome and Minutes)	--Casey called the meeting to order. --Casey directed everyone to review the October Board Meeting minutes  <u>Corrections to the BOD minutes:</u> Change ASTD to ATD.	
Isabel Graf, VP Finance and Operations	<p><b><u>Financial Report (Handout 1):</u></b></p> <p>The year-to-date budget balance reflected a positive (profitable) balance for the following reasons:</p> <ul style="list-style-type: none"> <li>• Leadership costs decreased because Board members couldn't go to ALC.</li> <li>• ATD NEFL didn't pay for Wild Apricot because the chapter pre-paid a two year renewal for the subscription in 2015.</li> </ul> <p>Additional budget factors include the following:</p> <ul style="list-style-type: none"> <li>• <u>Upcoming expenses for 2017:</u> HyperOffice subscription renewal; Annual Audit (External or Internal).</li> <li>• <u>Budget Discrepancies:</u> Programs service fees (eLearning, monthly, Career Management, and Annual Conference); Membership.</li> </ul> <p>Revenues reflect a decreasing pattern for Programs and Membership and will continue to decrease.</p>	

	<p>The Board discussed the need to focus on attendance of the chapter event programs considering the following items:</p> <ul style="list-style-type: none"> <li>• How does the chapter increase attendance? What went well (focus on the positive).</li> <li>• How does the chapter communicate to members and workshop participants?</li> <li>• Pre-plan the programs for the year; focus on the topic and its practicality.</li> <li>• Offer more of chapter trainings to the community.</li> <li>• Reconsider the format (timeframe of the monthly events, eLearning workshops).</li> <li>• Keep eLearning and Career Management consistent on a monthly basis.</li> <li>• Change the format of the monthly programs—perhaps not have a monthly lunch program every month.</li> </ul> <p><u>Additional Financial and Operational items:</u> The chapter needs to create a budget for 2017 by the end of 2016. The chapter should also move up the onboarding of the incoming Board Members.</p>	
<p>Jennifer Jamison, VP Professional Development</p>	<p><b><u>Annual Event Review :</u></b></p> <p>The final count was 63 attendees.</p> <p>Peggy O'Brien is working on the Annual Event survey results.</p> <p>The save-the date post cards went out later than anticipated.</p> <p>ATD NEFL doesn't have to keep the same conference format. The chapter could refresh the conference format.</p> <p>UNF Continuing Education is experiencing an extreme budget deficit, and there is an interim dean that is trying to correct the situation.</p> <p>ATD NEFL needs to do a better job of recognizing the sponsors who support the Annual Conference during the Annual Conference.</p> <p>The Annual Event needs a wrap up conference call on what went well and what the chapter needs to do differently.</p>	<p>Jennifer Jamison will schedule a conference call for the Annual Event wrap-up by November 30, 2016.</p>

<p>Casey Gibson, President</p>	<p><b><u>2017 Election Process:</u></b></p> <p><u>Election Process:</u> An email vote for the formal election is permitted even though an in-person vote has normally been done at the chapter monthly meeting in the past. The candidate needs 50 percent plus one of the chapter member vote (per the by-laws) in order to become elected into the Board Member position. The members just need to vote on the ballot. The ballot will contain a link to the candidate's LinkedIn profile. The email should also include nominations for open Board member positions.</p> <p>Name tags: Keep the process the same for the incoming Board members.</p> <p><u>2017 Positions (Handout 2):</u> Only the description of the volunteer positions are on the <a href="http://www.atdnefl.org">www.atdnefl.org</a> website.</p> <p>The following are open Board Member positions:</p> <ul style="list-style-type: none"> <li>• President Elect:</li> <li>• VP Finance: Isabel has offered to help with that position and train until the position has been filled. She will operate in the capacity of Treasurer.</li> </ul>	<p>Qualtrex will manage the election voting (by Alison Cruess) by Wednesday, 11/23/2016.</p> <p>The candidate sends LinkedIn profile by 11/21/2016.</p> <p>Casey Gibson will draft the election ballot by Wednesday, 11/23/2016.</p> <p>The first election email ballot will be distributed by Debra Riley by Monday 11/28/2016.</p> <p>Susan Abraham will place the badge (Board Member name tag order) after the election takes place.</p>
<p>Heather Horner, President-Elect</p>	<p><b><u>CARE (Chapter Affiliation Requirements):</u></b></p> <p>The Board Members have to discuss CARE during every Board meeting to make sure ATD NEFL is on track</p> <p>The planner document is on the global website (<a href="http://www.td.org">www.td.org</a> document).</p> <p>Heather and Casey have to work on the completion dates for the requirements.</p> <p>There are Foundational (required) activities and Additional (don't have to do all) activities.</p>	
<p>Alison Cruess, Technology Chairperson</p>	<p><b><u>HyperOffice:</u></b></p> <p>Alison explained the email routing process. WA (Wild Apricot) and HO (HyperOffice) are not connected nor are the same system. There is no interface between the two systems.</p> <p>The flow of the email is as follows: WA to SMTP (Simple Mail Transfer Protocol) to GoDaddy to HyperOffice.</p>	

	<p>If HyperOffice is not re-routing to your email address, then the profile contact information in HyperOffice has to be updated.</p> <p>Not getting email could be some simple, small error (such as a type-o). There are also a variety of other reasons (server issues with email provider; GoDaddy is particular about how email addresses should be coded; HyperOffice could be having issues). This is a process of elimination.</p>	
Heater Horner, President Elect	<p><b><u>Sneak Peek into 2017 :</u></b></p> <p>Heather distributed handouts to participants. The 2017 goals are based on 2016 goals.</p> <p>Dashboard items are specific metrics on how each area can rate their performance on achieving the goals (success measurements). This is difficult to get everyone's input and document them into one report.</p> <p>Heather requested that the incoming Board Members review the job descriptions with the incumbent Board members. Heather also asked for the incoming Board members to review chapter goals and create area-specific goals and metrics by which to measure those goals.</p>	<p>Create a new, updated dashboard.</p> <p>Incoming Board members be prepared to discuss the goals and metrics by the January 2017 Board meeting.</p>
Heather Horner, President Elect	<p><b><u>Wrap-up and Next Steps:</u></b></p> <p>End of year lunch is on November 29, 2016.</p> <p>Upload the Board Meeting minutes to the <a href="http://www.atdnefl.org">www.atdnefl.org</a> website.</p>	<p>Susan Abraham will complete by December 31, 2016.</p>
<p>Respectfully submitted  <i>Susan Abraham</i>  Susan Abraham  Chapter Administrator  November 19, 2016</p>		