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| West Michigan ATD Board Meeting Minutes | January 7, 20204:00 p.m. |

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| Meeting called by: | Chayva Chau | Note taker: | Valerie Brown |

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| Attendees: | Valerie Brown, Roxanne Buhl, Chayva Chau, Tony Datema, LeAndra Fisher, Marcia Genzink, Connie Halvorsen, Jeff Hoxworth, Tracy Meendering, Betsy Simpson, Christina Stevens, Amanda Wendling. Maggie Baker |
| Absences: | Heather Cook, Juston Espinoza, Mandy Rogers |

# Call to Order

Chayva called the Board meeting to order at 4:00 p.m. on January 7, 2020.

# Welcome and News

#### Tony is fully staffed. Roxanne is still looking for a cool career opportunity.

# Agenda

# Welcome to New Members

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| Agenda item: | **New Member Onboarding** | Presenter: | Chayva |

**Discussion:** Chayva welcomed our new members in attendance: Maggie Baker, Tony Datema, Christina Stevens. Tony has been in L&D since his time in military service. He came back to Michigan to focus on workforce issues in manufacturing. Christina has been here four years; she works with Learning Management Systems. She wants to start participating with us to see what she can offer and funnel back to her office. Maggie is a training specialist and has been in L&D for three years. She came from higher ed, and still teaches a night course at KVCC. Her passion is in trying to bring more skills and knowledge to people who might not always get it (who might not get training).

We will add the new members to Slack, send them chapter information they need, provide access to the shared drive and LinkedIn. Note: Amanda has a checklist of things to share with/tell new Board members and new chapter members.

| Action items | Person responsible | Deadline |
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| * Send the information and provide online access to new Board members | Various existing Board members | January |
| * Review the information sent or online | New Board members | January |

# CARE Update

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| Agenda item: | **Speaker/Topics** | Presenter: | Chayva |

**Discussion:** Submission is due end of January, and a subteam is working on it. Chayva will be sending out workbook sections to various Board members. Valerie will draft the annual report; Jeff will create/update the operating plan; Roxanne suggests that we can link the budget into the operational planning, although we still need a budget.

| Action items | Person responsible | Deadline |
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| * Continue working on CARE submissions; complete assigned sections before the deadline and provide to Chayva | Subteam | January |

# December Retreat Highlights

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| Agenda item: | **Election Preparation** | Presenter: | Chayva |

**Discussion:** We had a retreat in December at which we looked at CARE planning. We also identified people to take a lead on items. Amanda volunteered for an onboarding plan; she has a preliminary outline that she will share with the Board.

| Action items | Person responsible |  | Deadline |
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| * Complete assigned roles per Dec. retreat | Assigned Board members |  | This month |

# January Activities

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| Agenda item: | **Completing the Survey** | Presenter: | Chayva |

**Discussion:** This month is busy. Upcoming election will open January 10 and will close on January 24. Ballot only goes to members. There are still openings if people want to take one of these on. February will bring in the new Board. Meetings are monthly and were planned last year; with a new Board, our Board meeting schedule may change.

For the January meeting, Chayva will send out the sign-up for meeting responsibilities. We are currently at 51 registrants.

| Action items | Person responsible | Deadline |
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| * Conduct the election | Assigned Board members | Per timeline above |
| * Complete electronic sign-up for January session | All Board members | When received |

# Available Opportunities

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| Agenda item: | **Opportunities for Board Members** | Presenter: | Chayva |

**Discussion:** We have the following opportunities:

* Onboarding: Amanda has the lead; Tony will partner with her.
* Succession planning: We need to address this.
* Learning Revolution: Valerie has the lead; Jeff and Maggie will partner with her.
* Five-year anniversary of the GIG/Chapter: It would be great to kick off the year with something special (e.g., SWAG, paid speaker).
* Finding 2020-2021 speakers: We have a few in the hopper currently. Board members are welcome to speak as well. Before we accept any speakers, we will send out a new member survey. We can send out a request for proposal for speakers. Once the survey comes back, Education can reach out to proposed speakers (e.g., ILG) to see the fit and if proposed topics need to be adjusted. It might be helpful to have a spreadsheet to track when/how often we have covered specific topics. We should align to the ATD template for this as much as possible.
* Marketing: We have been lax in this area, and it is an open position. Part of what is needed is a Chapter Communication Contact, someone who checks email, LinkedIn, mailbox. Maggie has expressed some interest.

| Action items | Person responsible | Deadline |
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| * Onboarding: Continue to work on the process | Amanda, Tony | TBD |
| * Learning Revolution: Redesign process and prepare messaging to seek proposals | Valerie, Jeff, Maggie | By February meeting |
| * Send out member survey, identify topics of interest, and assess proposals against those topics | Education | Within next month? |
| * Take the lead in curating our presentation topics and develop the spreadsheet discussed above. | Connie | TBD |

# Adjournment

#### The meeting was adjourned at 5:01 p.m.

#### Minutes submitted by: Valerie Brown