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| West Michigan ATD Board Meeting Minutes | February 6, 20204:00 p.m. |

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| Meeting called by: | Chayva Chau and Jeff Hoxworth | Note taker: | Valerie Brown |

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

# Call to Order

Chayva called the Board meeting to order at 4:00 p.m. on February 6, 2020.

# Welcome and News

#### Welcome to new Board members.

# Agenda

# CARE

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| Description: | **CARE Update** | Presenter: | Chayva |

**Discussion:** The chapter submitted the CARE documents on January 31, 2020. We should hear in March as to whether we passed or not. As a reminder, CARE outlines the requirements all chapters are expected to meet. The Kalamazoo GIG does not need to submit its own CARE package.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * None
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# Chapter Transition

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| Description: | **Status Update** | Presenter:  | Jeff |

**Discussion:** We have been approved by National for a logo, which is in development.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * None
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# February Activities

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| Description: | **Program, Topic Survey, and Kalamazoo GIG** | Presenter: | Jeff |

**Discussion:** The February program is in two weeks, with Tony Datema as presenter. Jeff will send out Sign-Up Genius; people are asked to sign up for program responsibilities. At the Board retreat, we said we wanted to resubmit the topic interest survey. We will send that out next week, so we can remind people to complete it at the February meeting. It may inform Learning Revolution.

The Kalamazoo GIG is hoping to have first meeting 4/24. They are planning three meetings total: 9/25, and a date in November or December. We will send the WMATD program dates to Laura; the Kalamazoo GIG does not want to conflict with us.

| Action items | Person responsible |  | Deadline |
| --- | --- | --- | --- |
| * Send out Sign-Up Genius
 | Jeff |  | Next week |
| * Complete Sign-Up-Genius
 | All Board members |  | Next week |
| * Send our meeting dates to Kalamazoo GIG
 |  |  | Within the week |

# 2020 Operating Plan

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| Description: | **Reviewing and Implementing the Plan** | Presenter: | Jeff |

**Discussion:** Jeff has created the Operating Plan in Excel, with an overall matrix of tasks by Board Member and individual tabs for each Board member. There are also tabs for CARE and for the Kalamazoo GG. The plan is likely more than we can accomplish this year, so prioritizing is important. Jeff will own the unified version of the Operating Plan for now. We will eventually post it for in-the-minute updates – perhaps on our member portal.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Look at the plan, prioritize, add timelines for own tasks
 | All Board members | Next 30 days |

# Board Member Development Resources

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| Description: | **National ATD Resources** | Presenter: | Jeff |

**Discussion:** There are a lot of ATD-provided resources for Board members and chapters. Jeff included the link in his PowerPoint – job description, onboarding checklists, etc.

We will revisit whether the current Board meeting date and time works.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Become familiar with the ATD resources
 | All Board members | When you can |
| * Post on Slack asking about day and time preferences
 | Jeff to post; others to respond | None set |

# Other Business

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| Description: | **Items Brought to the Board by Members** | Presenter: | Jeff |

**Discussion:** Two additional items were brought to the Board:

#### We need to determine the preferred communication channels for various chapter activities (where do we communicate and for what purpose).

#### Coffee: we order different kinds of coffee each month, but always get one kind. We need to ensure we get the types of coffee we order. Amanda will check with Farmers’ for next year as to what the options are.

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| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * None.
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# Next Steps

#### Learning Revolution: Jeff and Betsy will be part of the team. Valerie will reach out to Maggie to confirm if she is still interested. Valerie will send out an email to schedule a brainstorm/planning meeting for the program. Valerie would like to announce request for proposals at the February meeting.

#### Individual board member goals/strategies: Jeff would like a half-hour with each Board member to discuss their areas of responsibility.

#### Speakers for 2020-2021: It’s not too early to be booking this. We might consider looking at the ATD speakers’ bureau. There are free speakers and other speakers who just need travel expenses. We might also kick off the new program year with more of a “name” speaker.

#### Member topic survey: The survey will go out next week.

#### Update of monthly program PPT to include CARE-required items: Power membership items, etc – these are some of the easier-to-achieve CARE requirements. Jeff’s team will work on it.

#### Planning of 5-year anniversary celebration: We should have a subcommittee work on this. We need to determine timing. It may be great to do this at our new location at Farmers’. Team that with a nationally known speaker.

#### Continuing to develop new member onboarding kit and portal: We reviewed the web site mockup Jeff provided. LeAndra will provide Jeff’s team with any Wild Apricot requirements/restrictions related to the web site. Jeff’s team can work on this as soon as we know what we need to do – and after Board approval.

# Adjournment

#### The meeting was adjourned at 5:05 p.m.

#### Minutes submitted by: Valerie Brown