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| West Michigan ATD Board Meeting Minutes | April 2, 20204:00 p.m. |

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| Meeting called by: | Jeff Hoxworth | Note taker: | Valerie Brown |

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

# Call to Order

Jeff called the Board meeting to order at 4:01 p.m. on April 2, 2020.

# Welcome and Good News

#### The sun is shining, and it’s warm. Welcome to Mandy Rogers and Molly Cartwright.

# Agenda

# March Program Debrief

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| Description: | **Debrief** | Presenter: | Jeff |

**Discussion:** We turned this into a virtual fairly quickly. Question: Will Zoom let us track meeting attendees. We should be able to enable Attendance Tracking, perhaps for April. Zoom appears to have security issues, but the meetings can be password protection and encryption can be enabled. Session seemed to go well – we should have lobby slides and music playing before; we can automate some information like Power Memberships. We had members in partner chapters in Michigan participating. Do we want to charge a fee for non-West Michigan members to attend? Detroit President is working with other chapters to pull together list of all virtual sessions for people to potentially attend. Our current cap is 100, though – and we don’t want to lock our own members out. We’ll need to explore how we could make Zoom work.

| Action items | Person responsible | Deadline |
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| * Explore how Zoom might be used for groups larger than 100 | Jeff and/or designee | None |

# VP and Committee Reports

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| Description: | **Committee Updates** | Presenter: | Jeff |

**Discussion:**

* VB: **Operations**:
* CARE: Valerie is looking for a CARE subcommittee. We did not achieve all CARE requirements in 2019. (74% of chapters did.) CARE requirements are changing for this year; committee will be working on CARE all year.
* Learning Revolution: We will go 2.5 hours (8-10:30) in June – 4 30-minute session. Valerie is pulling together a spreadsheet of all past presenters for reference and help in selecting speakers. Jeff’s organization has programmed a new version of the online application, which exports directly into Excel. We also discussed options for delivering Learning Revolution virtually – for example, sequential 30-minute presentations, perhaps over more than one day. Jeff posted the member interest survey on Slack.
* Marcia: **Education**: Amanda and Tony are going to get together to figure out how we can work with Chris (presenter.) Chayva contacted John, speaker for May, and we are planning on a virtual session. Question: do we have money for speakers for next year (i.e. September)? Jeff says it would be good to spend on sessions in September and June. He will figure out how much we can afford. Email: We need a consistent way for people to reach out to us re: program, so we don’t need to forward. Jeff: Christina is looking at this. Do we need to look at the speaker proposal form? Can we revisit how we do our online program survey so we get more responses? Jeff: Detroit pushes the survey out to attendees in the last 10 minutes of the session; we might do something like that. Tony will make this happen. Jeff: Detroit and Ann Arbor do small gift cards to speakers. They also do raffles for things like books to encourage.
* Jeff for Christina: **Technology:** Is becoming familiar with our social media platforms and working on a wireframe for our web site.
* Amanda: **Membership:** Amanda has the membership list from our chapter/national reps. She will send an email to national members within 40-50-mile radius to invite/encourage them to participate in the chapter.
* Krystal: **Marketing:** Krystal will do a “we want you” type of post. Jeff: Biggest push should be to get people lined up for Learning Revolution and next year.

| Action items | Person responsible | Deadline |
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| * Review CARE outcomes from 2019 | Valerie, Jeff | When received |
| * Coordinate logistics of April virtual session with presenter | Amanda (?) and Tony | Before session |
| * Determine what we can afford for paid speakers | Jeff | TBD |
| * Push program survey to attendees during meeting | Tony | April meeting |
| * Enhance chapter email, social media platforms; develop website wireframe | Christina | TBD |
| * Send email to national members to encourage chapter participation | Amanda | Within next week |

# Kalamazoo GIG Updates

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| Description: | **GIG Updates** | Presenter: | Connie Halvorsen |

**Discussion:** Connie: We rescheduled initial event from April. Are there discounts for the national conference? (Jeff: Five people from same chapter can qualify for a discount. Jeff will follow up.) Are there discounts between chapter and GIG? We set annual fee of $30/year for members, and $15/year for students; this is aligned with chapter dues. Would like to invite Jeff to June 5 meeting; invitation will be forthcoming. (Jeff is happy to join.) We developed a mission and vision, but we will have a committee meeting to finalize.

| Action items |  | Person responsible |  | Deadline |
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| * Coordinate Jeff’s attendance at GIG |  | GIG leadership, Jeff |  | Before June |

# Other “Unique” Business

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

**Discussion:** None.

| Action items | Person responsible | Deadline |
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| * None. |  |  |

# Adjournment

#### The meeting was adjourned at 5:00 p.m.

#### Minutes submitted by: Valerie Brown