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| West Michigan ATD Board Meeting Minutes | May 7, 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, Tony Datema, Marcia Genzink, Jeff Hoxworth, Amy Schmidt (Kalamazoo GIG), Christina Stevens,. |
| Absences: | Maggie Baker, Roxanne Buhl, Chayva Chau, Juston Espinoza, LeAndra Fisher, Connie Halvorsen, Jake Herrera, Krystal Hurne, Tracy Meendering, Mandy Rodgers, Betsy Simpson, Amanda Wendling. |

# Call to Order

Jeff called the meeting to order at 4:01 p.m. on May 7, 2020.

# Welcome and Good News

#### Welcome!

# Agenda

# April Program Debrief

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

**Discussion:** Jeff indicated that the feedback he’d gotten was positive; others agreed the program was great. Tony indicated his computer had crashed that morning, and he didn’t have a backup ready, so it was good to hear it went off without any hitches. One improvement: we need to balance the background music with the voice, so we can hear the voice well.

Jeff is meeting with other regional chapters about sharing virtual programs. The May program will be one of ours that we share. Jeff has attended three other virtuals so far and said it has been good to see how others work. We had decided to let other chapters attend for free through May. We agreed that we should extend beyond that, especially where Learning Revolution is concerned, since we have a 100-participant limit.

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

# VP and Committee Reports

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| Description: | Activity Progress, Challenges, Next Steps | Presenter: | Jeff |

**Discussion:**

* Christina: **Technology:** Christina is working on updating the web site; she has been looking at other sites for ideas. She would like to see a fresher, cleaner, simpler look, to be implemented over the next 12-18 months. Jeff has some graphical elements (banners) to share. He also indicated his team can help with graphic creation and content generation. He further said it would be helpful to have a spot on the web site for job postings and seeking.
* Marcia: **Education**: There are 67 registrants for this month. The biggest need is a technology person to run the session as Tony is not available. Jeff suggests asking Krystal to host; if not, Jeff can host or emcee, but not both. Marcia has slide deck ready; she needs to send them to the host.
* Valerie: **Operations**:
* Learning Revolution: We have four presenters so far, and are assuming we need to be virtual. We are meeting next week to discuss and finalize details.
* CARE: We have not yet gotten the formal results, but did receive an email outlining the elements we did not meet. We missed these items: Completing a risk assessment (not part of CARE Plus tier, but still recommended); completing 10 joint membership activities (we did six); while not cited, achieving 35% joint membership (we achieved 31%). Jeff is participating in SHRM and hopes this will count towards CARE requirement. Valerie will start addressing the CARE requirements for this year.
* Jeff: **Finance:** The chapter got a Q1 CHiP funds transfers from national for “Certificate Program”. We are not sure what this is for. Jeff is also talking to other regional chapters about a more regional event, which may be an additional source of funds.

| Action items | Person responsible | Deadline |
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| * Become familiar with Wild Apricot | Christina | Beginning now |
| * Provide the banners to Christina | Jeff | This month |
| * Finalize assignments for the May meeting | Board | ASAP |
| * Meet to finalize Learning Revolution plan | Learning Revolution Team | Week of 5/11 |
| * Review 2020 CARE Requirements and establish detailed plan for achieving them | Valerie | By next Board meeting |
| * Continue conversations with other chapters re: collaboration | Jeff | Ongoing |

# Kalamazoo GIG

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| Description: | **GIG Updates** | Presenter: | Amy Schmidt |

**Discussion:** Amy: What would have been the first program in June is on hold. They now intend the first program to be the September offering. They will meet in early June to plan and status where they are. Since the GIG web page is not up and running yet this delay is actually helpful. (The Technology role has transitioned from LeAndra to Christina, and Christina is still getting oriented to Wild Apricot. While a placeholder for the GIG may be in place, the GIG page is not yet ready because of the transition. In addition the chapter page is also undergoing updates.)

Christina will work with Taylor Smith to move forward, likely in June. Re Finances: Jeff suggests the GIG reach out to the Chapter re: the handling of any larger expenes; for lesser expenses, GIG personnel would submit the chapter’s expense reimbursement form. As a reminder, the chapter committed to provide $500 in start-up money.

| Action items | Person responsible | Deadline |
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| * Reach out to Christina to set up meeting re: web page | Amy | Within the next month |
| * Forward email exchanges to Christina | Taylor | Within the next month |

# 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 4:55 p.m.

#### Minutes submitted by: Valerie Brown