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

# Call to Order

Jeff called the meeting to order at 4:00 p.m. on July 2, 2020.

# Welcome and Good News

#### Welcome! Good news: We discussed everyone’s Fourth of July plans.

# Agenda

# Learning Revolution Debrief

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| Description: | **June Program Debrief** | Presenter: | Jeff |

**Discussion:**  Comments from the group: Connie enjoyed all the topics. The one Marcia was able to attend was good. Jeff: People are satisfied with the program and with our programming in general. Connie would have liked to have seen more interactivity; perhaps people are not comfortable with virtual presentations. Connie’s organization has a Production Master for each program; we might consider something like that. Tony does a great job, but we need to be prepared for him not to be there at times.

# Kalamazoo GIG

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| Description: | GIG Updates | Presenter: | Laura |

**Discussion:** Initial meeting will be September. They have three speakers interested, but have not yet finalized the September speaker or date. Speakers include: Dr. LaPointe, Nancy Stefanik from Stryker, and Peter Dams. They hope to finalize September speaker next week at their planning meeting. September meeting will be virtual. GIG members have reached out to Christina re: web site. Chayva and Valerie indicated they are available to provide assistance to the GIG, since Connie needs to step back as liaison.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Move forward with finalizing speakers
 | GIG steering team | Potentially next week |

# VP and Committee Reports

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| Description: | Activity Progress, Challenges, Next Steps | Presenter:  | Jeff and Board Members |

**Discussion:**

* **Technology** (LeAndra): Christina is looking for the correct login to GoDaddy. LeAndra will assist in finding it.
* **At Large** (Betsy):She had **n**othing to share.
* **At Large** (Tony):Tony has four people interested in a CPTD study group, which would become a SIG. We may want to upgrade to Zoom Business so we can have a single link for all meetings and dedicated rooms for SIGs and other breakouts. The Business version also allows us to track who registers without pulling rosters and matching to screen names. It also allows 250 participants, which means we would not need to be concerned about maxing out attendance. It’s $275 a year. Members agreed we should do this.
* **Operations** (Valerie): Valerie is in the process of mapping the CARE and CARE Plus requirements to our status and identifying gaps. She will have this completed by the middle of July. The goal is to have streams of work identified so we can meet all requirements in our 2021 submission (for 2020). There are many tools we can use, some of which are required. Question: Should we aim for CARE Plus at all this year, or just focus on CARE? Jeff: We should see if CARE Plus is possible, and work towards it if viable for this year.
* **Education** (Marcia): Marcia is working on 2020-2021 programming. She has at least one person lined up. Chayva stated she is attending an online conference – there are several speakers she would like to propose to the group. Question: Do we have budget? Jeff is going to do a budget analysis so we can determine what we can spend on speakers and on some form of Five-Year Celebration. There should be some budget for speakers. Marcia has a proposals/interest from Mary Jane, Kathy, and Barbara. Lisa Toenniges is scheduled for October 2021.
* **Past President** (Chayva):She has **n**othing else to report.
* **President** (Jeff): Jeff is working on budget review. We can reach beyond the local area for virtual presenters. Jeff: Are there people interested in presenting to other chapters? We need to widen our presence; among other things, this could help build our membership. Regarding the web site, we’ll just plan that we’ll have a web site planning session this month. We might also think about an informal virtual cocktail hour over the summer.

| Action items | Person responsible | Deadline |
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| * Assist Christina with the GoDaddy information
 | LeAndra | As soon as possible |
| * Check on web site status with Christina
 | Jeff | When possible |
| * Purchase the Business version of Zoom
 | TBD | TBD |
| * Complete the CARE analysis
 | Valerie | Mid-July |
| * Identify speakers for 2020-2021 year
 | Entire board | Ongoing |
| * Finalize speaker proposal form and convert it to online version
 | Marcia, Jeff (SDI) | This month? |
| * Complete budget analysis; determine what we can spend on presenters
 | Jeff | TBD |

# Other “Unique” Business

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

**Discussion:** No other business.

# Adjournment

#### The meeting was adjourned at 4:55 p.m.

#### Minutes submitted by: Valerie Brown