Date & Time: Thursday, March 7, 2024 – 4:00pm-6:00pm

Location: Virtual via Zoom

<https://us06web.zoom.us/j/84679862724?pwd=0OtrG3a1M5mSER4AQcRPdAQAHhfRzA.1>

Meeting ID: 846 7986 2724

Passcode: 716154

1. Meeting Called to Order – President @ 04:02 pm
	1. Roll Call – President
	2. **Quorum established** with 7 out of 8 present *(min. 51% of board members)*
		1. *Present: Andrew Engelbrecht, President; Kim Boggs, Past President; Crystal Ifekoya, President Elect; Monika Turek, VP of Communications; Gail Herrington, VP of Membership; Gary Cathey, VP of Programming; Kyle Dismukes, VP of Logistics*
		2. Not present (excused): *Heather Cupp, VP of Finance*
	3. Record meeting minutes- Crystal Ifekoya and Zoom AI
	4. Consent Agenda (**saved in the folder**) – **Motion made, seconded, approved**
2. Board of Directors: President – Andrew Engelbrecht
	1. Welcomed Heather Cupp to Board (not present – excused)
	2. Consideration of Board alignment/strategy meeting(s) and/or retreat
		1. Crystal, Monika, Kim & Andrew had a strategy meeting in Dec.
		2. Board has doubled in size - 5 weeks for Gary, Gail and Kyle and 3 weeks for Heather.
		3. Andrew’s vision as president: Tell our story, get our members engaged with programming, and engage with TAHRA and other organizations to grow.
		4. Asked to meet, in person, in JUNE to do our board meeting and have a strategy meeting; will require extra time so may need to consider doing it on a different day than Thursday.
		5. Possible people to lead meeting
			1. Susan Donnelly, OKC past president
			2. Linda Jenkins
			3. Kent Stroman
			4. Jeff Wilkie
	3. Discussed vacant Board position (Administration)
		1. Two people expressed interest; Kim has a possible third
	4. Past Presidents’ Council – Action Items (Kim Boggs)
		1. 4 of 6 responded and agreed to join; waiting on response from two
		2. Suggested ways to reach out to ATD national members to join our chapter
	5. Recap COC-ATD conference
		1. They had a very nice booklet and mentioned us in it; Andrew let the leadership know he was very appreciative.
		2. Andrew said we should consider this for our next conference.
			1. Kyle’s family owns a print shop and he would speak with them at that time.
	6. ALC & ATD ICE
		1. Crystal has registered and booked for ALC.
		2. Andrew has registered and booked for ALC - still deciding on whether to attend ICE as well.
		3. Discussed getting sponsorships for President and President-Elect to attend future ATD ICE.
	7. Discussed ATD-KC certification cohort
		1. We think it’s a great idea but no one has shown interest.
	8. Per earlier discussions, Andrew purchased a [Polycom Poly Studio - 4K USB Video Conference System](https://computers.woot.com/offers/polycom-poly-studio-4k-usb-video-bar)
		1. Cost: $108.99
		2. Andrew will get it to Kyle
		3. Consideration for purchasing a tripod
			1. Kyle will look into options **ACTION ITEM**
	9. Discussed purchasing easel to hold sign at meetings.
		1. Kyle will look into options **ACTION ITEM**
	10. NAC Meeting Attendance
		1. Some confusion about dates and times, waiting for response from Bessie Tan (NAC rep) and/or Jocalyn Lombardi (ATD National)
		2. Currently scheduled for 3/15
			1. Andrew Engelbrecht, Monika Turek, and Crystal Ifekoya to attend.
3. Governance: President – Andrew Engelbrecht
	1. Adding Heather Cupp as bank signatory – **Motion made, seconded, approved**
	2. Everyone (except Gary) needs to sign and upload Code of Ethics and Conflict of Interest statements. **ACTION ITEM**
4. Programming: VP of Programming – Gary Cathey
	1. February: Myra Fanning was not able to attend and we did not record Monika’s presentation so we will carry over her registration to the next paid event.
	2. March
		1. Preparing Program deck > needs from other Board members **ACTION ITEM**
		2. Contact Bob Mansur about his presentation needs and coordinate with Kyle as needed. **ACTION ITEM**
	3. Discuss future programs and activities
		1. Britne Jenke/Inclusive Pixel: Made several attempts contact and confirm with no response.
			1. Will move to May or June if/when she responds. **ACTION ITEM**
		2. Mixer time and location
			1. Will move to April 18, 5:30-7:30pm at El Patron, if available
				1. Crystal has used before, will check availability and cost. **ACTION ITEM**
			2. Discussed providing food and 1 drink ticket
		3. Nancy Gunter: Andrew will continue to try and contact her. **ACTION ITEM**
			1. Consideration for May or June, if/when she responds.
		4. Considerations for Q3/July, August and Sept.
	4. Renewal of ATD CI Preapproved Education Provider status: Gary will work with Andrew and Kim to complete process. **ACTION ITEM**
	5. SHRM/HRCI CEU provider status: We are approved through September
		1. Programs must be submitted 3-4 weeks prior to event date for review.
	6. Discussed getting members involved with committee.
	7. Discussed reaching out to past conference speakers.
5. Membership: VP of Membership – Gail Herrington
	1. Membership report (emailed and loaded to files) **Discussed and accepted**
		1. Power Members decreased from 52-41 – changed status of those > 3 months overdue to Inactive
	2. Committee meeting with Bob Mansur – generated 3 ideas:
		1. “Bring a Friend for Free”
		2. Member referral program: If their guest joins, member gets $10 discount for next event.
		3. Offering corporate memberships
			1. Andrew: This is in Bylaws but would require updating.
	3. Will review Membership growth plan from previous VP (submitted Dec. 2023) for future discussion
6. Communications/Marketing: VP of Communications – Monika Turek
	1. Communications plan for March
		1. LinkedIn posting schedule - we all need to interact and boost.
		2. Posting/reposting member news on LinkedIn.
7. Logistics: VP of Logistics – Kyle Dismukes
	1. March
		1. Catering: Will check with Charlie’s Chicken on 3-piece meal.
			1. Will find another option if vegetarian/vegan meal needed
	2. Other needs for TTC setup now and in future?
		1. Discussed purchasing a laptop to use at events instead of relying on Board members’ personal computers; will require further investigation.
8. Finance: Andrew Engelbrecht (VP of Finance – Heather Cupp absent)
	1. January Financial Reports (emailed and loaded to files) **DISCUSSED AND ACCEPTED**
	2. Discussed bid from Angela Baker for 2022 and 2023 Reconciliation/Compilation Reports (emailed and loaded to files)
		1. $500 for each year – **Motion made, seconded, approved**
9. Administration: (Open) Acting VP of Administration – Crystal Ifekoya
	1. No updates
10. Old Business: None
11. New Business: None.
12. Confirm Action Items:
	1. **ACTION ITEM: Kyle** will check with Charlie's and email the board about catering options and prices.
	2. **ACTION ITEM: Kyle** will investigate affordable tripod options and pricing for a new easel.
	3. **ACTION ITEM: Gary** will continue attempting to contact Britney about her program.
	4. **ACTION ITEM: Crystal** will check on El Patron event space availability and cost.
	5. **ACTION ITEM: Gary** will put the Mixer details in the deck and **Monika** will send the email and post on LI.
	6. **ACTION ITEM: Andrew** will reach out to Nancy Gunter to discuss availability for May program.
	7. **ACTION ITEM: Gary will work with Andrew and Kim** on Renewal of ATD CI Preapproved Education Provider status
	8. **ACTION ITEM: Gary** will work on getting April pre-approved for HRCI events.
13. Meeting Adjourned @ 6:18 pm