GREATER CINCINNATI CHAPTER
Association for Talent Development

January Board Strategy Session Meeting Minutes/Notes | January 23, 2021
Greater Cincinnati ATD Board of Directors

Meeting Leader: Kristen Schoonover, President and Michele Miller, Past President
Meeting Date: January 23, 2021 – 8:30 PM – 12:00 PM
Location: Virtual Zoom Meeting
Meeting Purpose: Strategy Session

Board Member	Status	Directors/Invitees	Status
Kristie Schoonover, President	**Present**	Betsy Young, Admin/Consultant	**Present**
Michele P. Miller, Past President	**Present**	Kevin Mullen, Bookkeeper	**Present**
Mary Tettenhorst, Past President	**Present**	Rochelle Thompson, Director of Sponsorship	**Present**
Bill Jamison, VP of Membership	**Absent**	Yvonne Dunphe, Director of Communications	**Present**
Pam Nintrup, VP of Strategic Partnerships	**Present**	Jenn Fishwick, Past VP of Membership	**Present**
John Carter, VP of Professional Development	**Present**		
Heidi Lattire, VP of Marketing	**Present**		

Motions will be highlighted in yellow
Action items will be highlighted in green
Corrections will be highlighted in magenta

A G E N D A

Chapter Business

- **Chapter Business**
  - **Annual Review –** Heidi Lattire, VP of Marketing
    - Annual review should be ready by the end of the next week with help from Yvonne
  - **Collaboration Corner on Website –** John Carter, VP of Professional Development
    - Discuss how to highlight regional events on the website – **Michele** and **Betsy** will help
  - **Conference –** Pam Nintrup, Conference Chair
    - Date is set at Jungle Jim's – hopefully in person, a hybrid approach is possible
    - First conference meeting in the next few weeks, committee is in place
    - Working on what to do for document repository/Google – **Heidi** and **Betsy** offered to help

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- **Strategy Session Notes**
    - **ALC recap** (Oct 2020) – Mary Tettenhorst and Jenn Fishwick
        - Conference notes available in Google drive **(*Chapter Leader Conference > ALC > 2020*)**
        - **Quick hits –** Mary Tettenhorst
            - **Finance** – annual chapter financial review peer review
            - **Admin** – Google and google calendar
            - **SOPs** – brainstormed SOPs and created a list with owner and status, regular connection, visibility, and accountability
            - **Membership** – volunteer engagement, better intake form and tracker
        - **Additional Ideas** – Jenn Fishwick
            - **Past President Council** – all past president are invited to be an advisory committee and at least one past president attend board meetings for historical insight
            - **Multiyear chapter strategic planning** – bigger picture ideas including focus for the year and quarterly focuses to continue to move in the right direction
            - **Implementing a video communication strategy** – more of this to create a more engaging way to get people interested in our events
            - **Utilize Wild Apricot app** – admin and member apps, great for checking people into events and registration
            - **Peer mentoring** – small group discussions on topics, limit to small group (5-6), meeting monthly (Conversation catalysts lead)

    - **CARE Update –** Michele Miller
        - Missing information provided, still need names for the report of partners (EAB and sponsors) – What ATD will be doing with that the information? – **Michele** will reach out to our CRM at ATD before info is provided by **Pam**
        - **Chapter leaders** all need to look at the Risk Assessment and let Michele is any changes are needed
        - Deadline is January 31, 2021

    - **Operational Plan 2020 Highlights** – Michelle Miller
        - **Michele** will clean up Bylaws and send to **Betsy** to upload to the website
        - **Jenn** will continue working with **Bill** on onboarding for membership

- **Agenda, Date and Location for next Board meeting:**
    - **Board Meeting**: Thursday, February 18, 2021; 4:30 – 6:00 pm