

## MEETING MINUTES

**Parliamentarian** Kathy Nugent-Arnold

The regular meeting of the ATD Austin Chapter Board was held on Monday, February 15, 2016, at 6 P.M., at the University of Texas, the President being in the chair and the Parliamentary being present.

Position	Name	Attendance
President	Debrah Fields	Present
President Elect	Sallia Bandy	Present
VP of Communications	Jaime Davis	Present
VP of Finance	Andrea Cole	Present
VP of Membership	Open Position	
VP of Professional Development	Monica Cornetti	Absent
Past President	CC Cooper	Present
VP of Programs	Tameka Thomas	Absent
VP of Public Relations	Gloria Brown Oliver	Present
VP of Records & Administration	Kathy Nugent-Arnold	Present
VP of Special Interest Groups	Catherine Jewell	Present
VP of Technology	Lori Ghezzi	Present
VP of Volunteers	Chantel Scott	Present
<b>Guests:</b>		
Mary Simpson	Candidate for VP of Membership	Present
?	Guest of CC	Present

The minutes of the last meeting were read and approved. Debrah discussed the minimum requirements for the board to meet, the meeting scheduled for 2016 and moved to have the board meet every third Monday, 6-8 P.M., teambuilding events in March, June and September, and the Board retreat and Leader in Learning Awards in December. The motion was approved unanimously.

Debrah introduced Mary Simpson and moved to approve her as the VP of Membership. After debate, the motion was postponed until the April meeting.

Debrah moved to change the chapter's account name at the bank to ATD; motion was adopted unanimously.

Debrah discussed participation at the San Antonio Regional conference. Sallia, CC, Lori, Chantel, Debrah plan to attend. Others planning to attend should let Debrah know.

# ATD Austin Chapter Board Meeting

Reports were given by VP of SIGs Catherine Jewell, VP of Finance Andrea Cole, Past President CC Cooper and President, Debrah Fields.

Debrah reported on Programs and workshops on behalf of the VP of Programs Tameka Thomas and VP of Programs Monica Cornetti. Catherine moved to have the March program free for members and a free beverage for the first 30 who arrive; the motion was adopted unanimously.

CC Cooper reported on the proposed conference. Debrah moved to postpone the proposed May 12 2016 date (delay until October or next year); six votes of Aye to postpone; four opposed, motion was passed.

Andrea reported on the budget. Catherine moved to amend the SIG budget; motion was adopted unanimously. Lori moved to amend the technology budget; motion was adopted unanimously. Debrah moved to pay monthly for Andrea Cole's services until a new VP of Finance can be approved by the board for 2016; motion was adopted unanimously. Andrea discussed the location expense for programs and Catherine moved to amend the expense. Motion and amendment were adopted unanimously. After debate and amendment, Jaime moved to approve the budget; the motion was adopted unanimously.

#### Action Items:

- Chapter Leaders (as instructed by Tameka) plan to have "info" tables at the March 31 event at Dave & Busters
- Andrea: Follow-up if audit is needed from internal/external
- Andrea: Revised budget with changes from meeting; add estimated revenue
- Debrah: Follow-up on ATD's requirements for the chapter to have as cash on hand
- Tameka: Finalize September & October lunch and learns
- Sallia: Investigate CPLP materials and cost

Next meeting: Team Builder on 3<sup>rd</sup> Monday, March 21 2016

The Meeting adjourned at 8:20 P.M.