**ATD Long Island Chapter**

**Board call 11-5-19**

**Attending:** Sayeed Islam, Michele Rebetti, Larry Kravitz, Stephanie Burke, Melissa Trifoli, Lisa Privett-Wood

**Discussed:**

**Programming (Sy):**

* 11/13 Meeting re: Career Transitions: Panelists are preparing; Lisa will moderate
	+ Sy will continue to promote, also day of
		- Target audience is everyone, not just HR or L&D professionals
* 11/20 Webinar: Crafting the Mind: 7 Ways to Uncover Hidden Talent
* 12/5 Employee Experience Panel – BNB Bank, Altice, Northwell & KPMG
	+ First announcement going out today
* January – Lauren working on Winter Social
* Feb – Hosted at Henry Schein
* Mar – Hosted at Hofstra including Museum visit
* Other ideas Sy has sent to Lauren for consideration, also copying all Board members (3 docs)
	+ Annual awards ceremony; consider doing during Employee Learning Week
		- Need to develop project plan to include marketing, soliciting nominations
			* Model with Central NY chapter
	+ Training Tours – visit a company and they present their training space, training plan/strategy, needs, etc.
		- Look for SOS

**Stephanie:**

* Risk Assessment as part of CARE submission
	+ Discussed identified risks and mitigation efforts
	+ Stephanie to complete and Larry will post
	+ 2019 doc was prepared by Larry and is posted on site
* Other CARE components
	+ Completed annual financial review at Board Summit in September
* Board Positions
	+ Billy Lopez is listed on site as Director of Virtual Programming; Stephanie to check in with Sy
	+ Open Positions remain for President-Elect, VP Membership, Director of Social Media
		- Reviewed by-laws which addresses replacement of incumbents
		- Membership: Michele suggests focus on increasing membership first, then a larger cadre of potential Board members
			* Melissa and Michele to devise strategy to grow membership
* Documentation
	+ File docs on google drive in appropriate tabs

**Finance (Stephanie)**

* Karen is working on compiling expenses
	+ Larry has uploaded updates on the site

**Membership (Melissa)**

* Melissa and Michele meeting next week
	+ Stephanie recounted process followed at last meeting with new member Christina Zolezzi who expressed interest in volunteering. Her reply to Lisa’s email pending
	+ Stephanie recounted a membership renewal example to reinforce the importance of the personal touch
	+ Currently at 57 active members with 6 expiring memberships in October; suggests reaching out to each
		- 3 new members in the last 30 days
	+ Need new member orientation activity – Michele to work on
	+ Annual membership survey is required for CARE
		- 2018 survey is posted on Google Drive: go to ATDLongIsland@gmail.com

**Technology (Larry)**

* Website redesign
	+ Our chosen theme may not be the most effective (story-driven)
	+ Larry will model after DC Metro Chapter
	+ Larry to research if LI logo available with clear background
* Badges: We can send badges out once we determine on image, also qualification for issuing
	+ Possibly use same image, then change wording
		- Consider new members, facilitator, milestone renewal years
		- Can add to LinkedIn profile
		- Consider adding a badge list on the website
		- Asked all Board members with ideas of list to Larry by 11/13; Larry will then survey the Board members to finalize

**Marketing & Communications (Lisa)**

* Sent an invitation to Christina Z to volunteer per Stephanie’s referral; have not heard back
	+ Lisa to cc Stephanie to re-connect
* Contact lists – Lisa will send to Stephanie for review by Mon 11/11
* Newsletter – waiting for committee volunteer first
* Employee Learning Week proclamation- pending