**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](mailto: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