

Attending Larry Kravitz, Stephanie Burke, Lisa Garraputa, Lisa Privett-Wood (LPW), Karen Flynn, Michele Rebetti, Sayeed Islam

Discussed	Action Items (by next Board meeting unless otherwise specified)
<p>Proposed By-Laws changes (Larry): All agreed to the following changes</p> <ul style="list-style-type: none"> • Article II Section A.: Eligibility <p>Membership in the Chapter is open to those who have interests or responsibilities in training, human resource development, workplace learning and performance, ADD talent development ... are interested in advancing the objectives of the chapter and the Society; and subscribe to and are qualified under these bylaws.</p> • Article III Section B: Board Membership <ul style="list-style-type: none"> ○ Replace VP of Public Relations with VP of Marketing and Communications. ○ Add VP of Outreach (replace “7” with “8”) ○ Add Description for VP of Outreach The role of the VP of Outreach is to work with larger organizations to secure relationships that will strengthen the ATD Long Island brand. • Section D: Terms in Office <ul style="list-style-type: none"> ○ Remove Existing wording ○ Add With the exclusion of President-Elect and President, Officers may be able to serve for two years. Officers who wish to add a second year to their term must notify the Nominating Committee in January. With support from the nominating committee, in March, the general members shall make a special vote. 51% of the general membership must vote “Yes” to renew the officer’s term. 	<ul style="list-style-type: none"> • Lisa will update by next meeting for Board review and final approval
<p>CARE Update (Larry)</p> <ul style="list-style-type: none"> • Larry researching and assigning various tasks to Board members as needed to hopefully meet the early bird deadline 	
<p>Corporate Outreach</p>	<ul style="list-style-type: none"> • Status: list of LI companies with large L&D staff

<p>Finance Update (Karen)</p> <ul style="list-style-type: none"> • Karen filing the catch-up Form 990 for taxes <ul style="list-style-type: none"> ◦ Karen needs 2017 spreadsheet from Larry and/or LPW • Karen needs help from Larry regarding accessing ATD LI website • Discussed Capital One account and process to close • Board assets currently over \$10k 	<p>Status: Filing Form 990 Short Form Status: Adding Karen’s name to bank account Status: Karen added for Wild Apricot admin access</p>
<p>Membership Update (Stephanie)</p> <ul style="list-style-type: none"> • Needs help with uploading documents on ATD LI site • Will be emailing survey out • Officially on ATD.org Store for membership <ul style="list-style-type: none"> ◦ Store will pro-rate chapter rates to sync up with national renewal date ◦ ATD recommend we don’t allow power members to renew on chapter site 	<ul style="list-style-type: none"> • Status: Survey submissions, timeline for results, etc. • Status: suggestion to conduct select telephone focus groups
<p>Programming Update (Sy)</p> <ul style="list-style-type: none"> • December venue: Café Verona in Farmingdale but requires attendance number now <ul style="list-style-type: none"> ◦ Pending commitment from ICF as we’re co-sponsoring the event for Coaching panel discussion ◦ Quoting \$30/person • Sy, Larry and Sheri spoke with Disrupt HR to discuss corporate sponsorships <ul style="list-style-type: none"> ◦ Cross-promote events between 2 organizations ◦ Need logo • Stephanie suggests LPW and Sy collaborate on event communications and promotion <ul style="list-style-type: none"> ◦ Ensure we’re promoting to inclusive target audience 	<ul style="list-style-type: none"> • Status: annual events calendar (discussed Oct) • Confirm all future dates through Jun, 2019 posted; provide more details as they become available • Status: Q1 '19 drive to solicit members (in good standing) to present
<p>Marketing & Communications Update (Lisa)</p> <ul style="list-style-type: none"> • Added Chapter Organization page on site to post Board meeting minutes, annual budget, annual operating plan and Bylaws <ul style="list-style-type: none"> • Satisfies CARE requirements • Website Committee (Sheri, Lisa G and LPW) working on updating website design <ul style="list-style-type: none"> • Will have recommendation of new look and feel by end of November 	<ul style="list-style-type: none"> • Coordinate Employee Learning Week • Recommend new website format • Send thank you gift to Lloyd Staffing for Thanksgiving • Update Board on social media rubric from Larry and Sheri

- Also looking for images to use for horizontal banner on site and for other promotional options

Other Items from Previous Meetings

- Standing meeting agenda item
 - (5 min each) Attendees share next month's goals that address current efforts and/or needed resources to influence one or both of these Operating Plan objectives
 - Increase membership
 - Add structure to strong leadership organization
- ALC Follow-up: Larry, Stephanie and Lisa post decks, etc. on GDrive for Board member access

Next Meeting

- Conference call Thursday December 13
5:30 – 6:30 PM

- Lisa to send meeting invite with Webex