**ATD Long Island Board Meeting**

**December 20, 2019**

**Attending:** Stephanie, Sy, Michele, Lauren, Melissa, Larry, LPW

**Programming (Lauren)**

Winter Social: 1/14 at Houlihans

Feb 12 at Henry Schein

Mar program at Hofstra

Can’t bring food in but can contract with Hofstra catering

Lauren to obtain menu, etc.

Lauren, Stephanie and LPW to meet with Jeff Wander (sp?) who presented at ALC for possible presentation or workshop

Lauren checking with additional potential presenters (Vital Smarts)

LPW forwarded some webinar events to Lauren and Sy for review. Stephanie cautioned that many of the vendors employ aggressive marketing techniques

Lauren to connect with Larry re: publishing

**Membership (Michele & Melissa)**

Currently at 52 members

Melissa drafted survey for Michele and Stephanie’s review

* Survey Monkey has free account with limited functionality
* Wild Apricot also has a polling feature for members only
* Melissa to check out national site
* Stephanie to ask if can use her employer’s platform
* Survey Planet may be option

Stephanie suggests send to all contacts

* Plan is to branch certain questions
* Will alert Winter Social attendees that it’s coming

New Member Onboarding – will commence in January

Consider attending non-members for 5 meetings and offer membership

Discussed need for official registration table at future meetings: Need help with checking in meeting attendees – discuss registration process, app process?

Agreed to have a registration process at Winter Social;

**Marketing & Communications**

* Twitter – Stephanie will forward
* FB?
* LinkedIn

Flavia, Christina Z

Mini-summit with Stephanie and LPW in January

Update contact lists Priority

**Finance**

Karen told Stephanie that she filed ATD LI taxes. Copies of submitted docs pending

Incorporation: waiting for final documentation

**Website: Larry**

Agreed to use Whiteboard Blue theme

Will review at next Board meeting

**President Comments:**

* **ATD National Member Store:** When new memberships come in, ATD National will upload automatically
* **CARE Submission** due 1/31 with additional incentive by 1/17
* **Finance:** Stephanie has updated. Current balance at about $11k
* **Wild Apricot Payment Processing** due in April
	+ Have established new PayPal account in conjunction with transition
	+ Agreed to use atdlongisland@gmail.com
* **In-person Board Meeting**: 5:00 PM Jan 14 before Winter Social