**<Chapter> Board Meeting Notes – <Day, Month DD, YYYY>**  
Location: <Add location>

Attendees: (NOTE: Alphabetical Order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Board Member #1 |  | Board Member #5 |  | Board Member #9 |
|  | Board Member #2 |  | Board Member #6 |  | Board Member #10 |
|  | Board Member #3 |  | Board Member #7 |  |  |
|  | Board Member #4 |  | Board Member #8 |  | Guests: |

(X = Attended; XD = Attended delayed; P = Phone; R = Regrets)

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| --- | --- | --- | --- |
| # | Action Item | Owner(s) | Status |
| 4-17 | Follow up on community service project for Chapter – Tabled at February Board meeting | Marci | In progess |
| 6-17 | Administrator will work with President to learn process to upload ATD Store spreadsheets | Greg, William | Complete |
| 40-18 | Submit SOSs (7 identified) | John | Not started |
| #-YY | Action item description | Name(s) | Fill cell based on status (Complete- Green; In progress – Yellow; Behind or no progress – Red) |
| #-YY | Action item description | Name(s) | Fill cell based on status (Complete- Green; In progress – Yellow; Behind or no progress – Red) |
| #-YY | Action item description | Name(s) | Fill cell based on status (Complete- Green; In progress – Yellow; Behind or no progress – Red) |
| NOTE: Once an Action Item has been completed-green, it will remain on the list for one more month (or whatever the Board meeting frequency) and then it will be removed from this listing.) Action items (and their #s) are noted within the related discussion notes below. | | | |

**DECISIONS LOG**

|  |  |
| --- | --- |
| 1/20/18 | D1-18: Appoint Molly and Klazien as Coaching SIG Co-Leads |
| 1/20/18 | D2-18: Chapter events should be overbooked by 15% to account for no-shows |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| MM/DD/YY | Decision number and 2-digit year: Information on the decision |
| NOTE: While the action items are removed once they’ve been completed, the Decisions are not deleted. They accumulate for ease of reference. Decisions (and their #s) are noted within the related discussion notes below. | |

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| --- | --- |
| AGENDA | DISCUSSION, DECISIONS & ACTIONS |
| Call to order  Old business | Meeting called to order at 5:49 PM  September Board Minutes:  → Minutes accepted unanimously as amended.  September Board Notes:  Change needed: Remove member name - did not apply for Board membership.  Items to celebrate: (NOTE: Highlights pulled from Status Reports)   * Smooth PayPal transition * Election process - new leaders identified * Gained more sponsorship income * New members from outreach * First new sponsor event by XXXX was excellent   Discussion: CCoE and non-member fee - Should there be a fee to attend?  → ACTION ITEM 72-18: Add description of action item and discussion around it.  NOTE: We use a Yellow highlight to call attention to Action Items – easier to find in the document. This information is pulled into the Action Item section above.  DECISION 29-18 → Motion: Charge for all events except for supervision groups. Passed unanimously. NOTE: We use a Green highlight to call attention to Decisions – easier to find in the document. This information is pulled into the Decisions section above.  → ACTION ITEM 75-18: Greg will advise Melinda of this decision. |
| President | Notes on Presidents comments, updates, etc. |

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| --- | --- |
| Operations | Notes based on discussion from Board member in this role. |
| Finance | Notes based on discussion from Board member in this role. |
| Marketing | Notes based on discussion from Board member in this role. |
| Membership | Notes based on discussion from Board member in this role. |
| Programs | Notes based on discussion from Board member in this role. |
| Special Interest Groups | Notes based on discussion from Board member in this role. |
| Talent Management | Notes based on discussion from Board member in this role. |
| Technology | Notes based on discussion from Board member in this role. |
| Past President | Notes based on discussion from Board member in this role. |
| Miscellaneous | Notes based on discussion from Board members. |
| Motion to adjourn | Motion to adjourn made and carried at 7:24 PM |