ATD WV Board Call Meeting Minutes November 3, 2017

Attendees: Tom McVey and Travis Kahle

Finance

* Current balance is $1873.  We still have some outstanding registration payments for the state conference, and we are expecting $800 more from Ebsco (they verbally agreed to give us $1000 and have paid $200 so far).  The only thing left to pay for the state conference is the food, which will happen after we get our final head count for the conference.  Food will cost just over $20 a person for breakfast, lunch, and afternoon refreshments (would be about $500 for 25 people if that's where we end up).
* Bank Account- Chase is currently charging us a $12 monthly fee when the balance falls under $1500.  Tom called to see if this could be waived since we're a nonprofit, but it cannot. Tom is researching other banks for free or reduced fee checking accounts for us.
* Budget- CARE requires us to maintain an annual budget.  We had apparently started building a budget for this year but have not been keeping up with it very closely.  Tom and I will meet after Thanksgiving to discuss and fill in the gaps.

Membership

* Membership has risen a little bit due to the state conference.  A handful of people have registered with the option to get a 1 year membership included.  I am in the process of manually entering those people into Wild Apricot as members.  Jeni, please let me know who has registered with the membership so I can make sure to get everyone.
* We have one person who recently signed up to be a member but did not pay.  We're in the process of following up with her.

State Conference

* We are ready for the conference.  There are no remaining major items that need to be addressed before Thursday.  Vicky and I will be at the conference site by 7am to put up directional signage and to set up the registration table.
* Room will be set up with full A/V capability.  There will be several round tables with chairs in a half-moon setting facing the projection screen.
* Vicky will make nametags for participants and bring along some blank ones for last-minute registrants.
* Vicky will serve as the emcee and do the conference welcome.
* We currently have Mary penciled in to do an icebreaker before the speakers start.
* Vicky will do speaker intros.
* I will assemble welcome bags next week.  We have spiral notepads with the ATD WV logo, several items from Papa Johns (thanks Jeni!), some material from the national ATD office, promo items from Northwestern Mutual, and I expect to have some items from UC.  Vicky also is planning to bring some miscellaneous promo items.
* Speaker gifts are set to arrive on Monday.  They are engraved glass paperweights with the ATD WV logo and the words "State Conference 2017 Featured Speaker."
* We have great door prizes!  Charleston Town Center Mall donated four $25 gift cards and a $50 gift card.  Tom has some ATD books, too.
* Vicky is working on some panel discussion questions.  If you have ideas, please send them to her!
* We believe we should put together a press release and send to local media outlets to alert them to the state conference.  Monica or Jeni, would you mind putting this together and distributing to the appropriate parties?
* Tom is working on evaluations for the conference.
* We've had some interest in the student scholarships that are being funded by Ebsco's sponsorship.  I asked the students to send me a one-page essay about why they wish to attend  and hope to have those by this weekend.  If you had the chance to reach out to any other college students about the Ebsco scholarships, please send their names to me ASAP!

Other Items

* Tom suggested that we have a 2018 planning meeting sometime in January.  This may be in person or via conference call, but the idea is to discuss potential 2018 events now.
* Our PayPal account is under Terry's name.  Since he's now stepped down, Tom is exploring options for a new account.