



Chapter Executive Board Meeting – September 16, 2020

6:01 p.m. – 8:00 p.m.

Virtual -

Attending: Suzanne Pescod (President), Elizabeth Bunney (Vice President), Rolando Inzunza (Administration), Elizabeth Tadman-Kickham (Volunteers), Phoebe Day (Membership), Elizabeth Gusnoski (Special Projects), Jenna Hickman (MARCOM)

Regrets: Hilary Anaka (Programming), Megan (Past President), Nicole Monaco (Finance)

Time	Agenda item/topic	Senior Director	Minutes
6:01 p.m.	Call to order and Welcome	Suzanne	
6:03 p.m.	Canada West (CWR) Update	Elizabeth B	Potential cost sharing discussions across chapters. Leaders Development responses indicate an interest in IABC 101. Next one will be on Sept-23. SCMP certification exams will be deferred until 2021.
6:05 p.m.	Strategic Plan	All	<p>Each Executive Member highlighted key priorities/deliverables for the year:</p> <p>Suzanne: (1) Creating a physical box of items for posterity, eg.working with volunteers to create a time capsule; (2) an annual report.</p> <p>Megan: (1) lead chapter management awards (w. EB); (2)</p> <p>Rolando: (1) supporting Executive Board (2) providing feedback and guidance with Board Governance excellence; (3) Enhancing the role description document</p> <p>Elizabeth TK: (1) get to know the volunteer base better (2) get to know the needs of the committees and leads (3) highlighting volunteers contributions and successes.</p> <p>Elizabeth G: (1) Supporting role to increase board efficiency and satisfaction; (2) Auditing our online tools, software, and subscriptions; (3) looking at new ways to connect (Suzanne places emphasis on utilizing Elizabeth G's expertise in the digital sphere.)</p> <p>Elizabeth B: (1) Working with Megan on promoting local chapters successes through chapter management awards (2) Recruitment and succession planning (3) Professional development of board members (leadership institute and dare to lead) (4) Provide strategic advice and support for programming. (5) Represent Edmonton chapter needs at CWR level. (Katherine to attend a board meeting).</p> <p>Jenna: (1) Defining a process for submitting information to the MARCOM team - e.g. A MARCOM board (2) Engaging the entire team as well as creating engaging content for the membership. (3) Jobline - reimagining what that looks like as a result of COVID19.</p> <p>Phoebe:(1) Understanding what is valuable to members (2) follow-up satisfaction survey near EoY (3) deliver personal and meaningful communications to people (4) creating stronger ties with post secondary.</p>
7:10 p.m.	Roundtable Discussion on Membership Month: October	All	(1) Delivering a survey in October to ask what members are looking for; (2) a video chat on the value of being an IABC member; (3) asking members to share IABC content on social



			<p>media; (4) highlighting members.</p> <p>Jenna will share the idea of challenging members to talk about IABC and how to properly tag it on social media.</p>
7:15 p.m.	IABC Edmonton Budget 2020/2021 Set up for October Budget Focus	Suzanne	<p>This budget review included guidelines for how to think about the budget, an update of IABC Edmonton's current financial situation, approximate allocations of funds (revenue and expenses) as well as a potential vote on how to appropriately use any additional funding.</p> <p>Deadlines for when and how to submit the spending of the \$8,000 in revenues.</p> <p>Will have an opportunity to review by the end of this weekend. The October meeting will be focused on Budget.</p> <p>ACTION: By October 1, 2020 please let Rolando know what expenses you might need (over \$200). Please include an approximate cost, a one sentence descriptor, and another sentence on why it is relevant.</p>
7:29 p.m.	All Board Meeting	All	<p>All board meeting in November will replace the Executive November Board Meeting.</p> <p>ACTION: Elizabeth TK will recruit volunteers to assist with planning the ALL BOARD MEETING</p>
7:33 p.m.	Review of the IABC Edmonton Intranet & Calendar	Elizabeth G	<p>Reviewing the Intranet site and the "Master Calendar"</p> <p>ACTION: EVERYONE Please put all IABC related meetings in this Master Calendar so we can track volunteerism and conflicts.</p> <p>ACTION: Please provide your feedback to Elizabeth G.</p>
7:55 p.m.	Adjournment	All	<p>Monthly meetings will be the first Tuesday of each month. The next meeting will be October 6th (6-8pm)</p>