Sharing Our Success (SOS) Submission Form

Chapter Name:	Greater Las Vegas
Chapter Membership Size:	Small (Less than 100)
Chapter Contact Person:	Jeff Miller
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Phone Number:	(904) 553-2885
Chapter Board Position:	VP of Programming and Professional Development
Chapter Website URL:	https://atdlasvegas.org/
Submission Title:	Hybrid Meeting Equipment
What did you do? (a 2-3 sentence summary of your effort):	Our chapter recently formed a Geographic Interest Group (GIG) for ATD national members living in the Reno and Northern Nevada region. As the chapter is starting to provide in-person events, they want to provide an equitable experience for the GIG members who would not be able to attend these events. The chapter decided to purchase Hybrid Meeting Equipment to enhance its abilities and provide that equitable experience.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Board Members Chapter Sponsors Non-Chapter Members
Why did you do it? What chapter needs were addressed?	The new members that are part of the Northern Nevada GIG are from Reno and Carson, which is a 6-8 hour drive from Las Vegas on a 2-lane highway. The chapter leadership knew in order to grow the GIG and maintain their involvement they would need to feel a part of the chapter, even though they might not be able attend an in-person event. In addition, the chapter is looking to expand its reach with other Southwest/Colorado River area ATD Chapters. These too, can be a 6-8 hour drive, and they would not want to attend our in-person events. In addition, the chapter leadership knew that not all of the potential locations that would be used for the meetings would have video-conferencing/hybrid meeting equipment, or if they did, the chapter would not have access to their internal system. In order to address those concerns, the chapter decided to purchase a portable Hybrid Meeting Equipment, along with the necessary equipment needed to host a hybrid meeting, including tri-pods, extra cabling, and a laptop.

What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)	When told of the new capability, the chapter members have expressed excitement over the new capabilities and technology. They are excited to start using the equipment at future in-person/hybrid events.
What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)	The chapter established a hybrid meeting subcommittee, headed by the VP or Programming, and included the President-Elect, the VP of Finance, and the VP of Technology. Later the VP of Community Relations and Outreach was brought onto the project. The initial members of subcommittee determined the chapter's needs, a budget, and potential equipment, and identified a system, along with the additional equipment needed to host a hybrid meeting. The next step was to present the determination to the board. The board initially rejected the proposal due to financial concerns and the size of the expenditure. The VP of Community Relations and Outreach stated he knew of programs and grants that the chapter might qualify for to aid in the purchase of the equipment. The board then agreed to apply for one of those grants, as the equipment purchase would support that organizations core mission through our chapter members, and the grant was approved. Once the grant was approved, the board then approved the money to be spent on the equipment. During the purchase process, a couple items the subcommittee had identified were out of stock and unavailable, forcing the chapter to locate alternatives. These alternatives ended up being cheaper than the original item from the manufacturer, and meet the chapter's needs better than the original items.

The subcommittee made the recommendation that the VP of Technology and the VP of Programming/Professional Development would be responsible for the safekeeping of the equipment, and the orders were shipped directly to the VP of Programming. In addition they are required to provide an inventory to the VP of Finance, as part of the annual financial audit. The Roles/Responsibilities for these positions were updated to reflect the new equipment. Upon receiving the items, the VP of Programming/Professional Development performed a detailed inventory recording make/model and serial number, and number of items, along with taking pictures of the equipment. This inventory was saved in the chapter's Google Drive and available for all board members.

Finally, the purchase was announced to the chapter members at the first board meeting following receipt, along with an image of the items. |

Is there anything you would do differently?	No. The board identified the correct people to be part of the subcommittee, and brought on additional resources, to ensure success; the committee overbudgeted for the equipment to ensure they did not require additional expenditure votes by the board, and the grant proposal exceeded the submitted budget to account for any hidden costs, not identified during the ordering process. This extra money has been set aside and specifically allocated for future expenditures related to the Hybrid Equipment that were not originally identified, e.g., mouse, electrical extension cords, software, etc.
When did you start working on this effort?	Jan 15, 2023
When did this effort go live?	Apr 01, 2023
Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	30
What resources did you use? Check all that apply:	Chapter funds Sponsorships/Partnerships Board Members
How much money was spent?	$3260
Was this an in-kind or monetary sponsorship? If monetary, how much was provided? Who were your partners/sponsors? How did you solicit sponsors?	$4000
Which board positions were involved in the effort?	President-Elect, VP of Programming/Professional Development, VP of Finance, VP of Technology, and VP of Community Relations and Outreach
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	Chapter Leader ATD Chapter Leaders Conference (ALC) NAC Area Call Chapter Leader Day (CLD) Success Series
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes

| email_consent | true |