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| **Chapter Name** | Valley of the Sun |
| **Chapter Number (ex. CH0000)** | CH8062 |
| **Chapter Location (City, State)** | Phoenix, AZ |
| **Chapter Membership Size** | Medium (101 - 349) |
| **Contact Person for this Submission:** | Ina Heffner |
| **Email Address:** | [inaheffner@gmail.com](mailto:inaheffner@gmail.com) |
| **Phone Number:** | (832) - 457 - 2221 |
| **Chapter Board Position:** | President |
| **Chapter Website URL:** | [https://atdvos.org](http://enotification.td.org/track/click/30530608/atdvos.org?p=eyJzIjoiNE9URlgyUHkzWkVQb2NBREtTQzRORjU5V1dvIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwczpcXFwvXFxcL2F0ZHZvcy5vcmdcIixcImlkXCI6XCJjMzdiZTg2NDkwMjg0ZWZhOWE1NzI1ZDc4Njc3YTNhNlwiLFwidXJsX2lkc1wiOltcIjU2MzI1MzJhNzg5MmI2ZWE0NzY3OWM0M2FiYWMxYmM5OWM2ZTE2MTlcIl19In0) |
| **Submission Title:** | Sharing Board Meeting Materials Using Google Docs |
| **Submission Description:** | Shared board meeting minute compilation using google docs. All board members input their speaking items (bullets) ahead of the meeting. This creates the agenda for the board meeting. The board members then contribute to the minutes by adding to the document during the meeting discussion. This reduces the administrative burden as it relates to creating agenda and compiling minutes for board meeting. |
| **Need(s) Addressed? Please be specific.** | No format for minutes / agenda. Investing four hours between the development of the meeting agenda to the production of the minutes. Meetings are held virtually. Manually transcribing notes to produce minutes from teleconference. Not having specific items allowed too much free flow of information and things went off topic. This led to a lot of notes being generated. |
| **What is your chapter's mission?** | The mission of the Valley of the Sun chapter of ATD is to advance the workplace learning and performance interest of our members. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?** | This effort reduces administrative burden associated with compiling board meeting minutes and allows more time to focus on items that benefit membership base. |
| **National ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples.** | This effort reduces administrative burden associated with compiling board meeting minutes and allows more time to focus on items that benefit membership base. |
| **Target Audience: (Who will benefit/has benefited from this effort?)** | Chapter leaders |
| **Costs/Resources Used: (include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)** | Volunteer hours / people resources |
| **How did you implement: (please give a brief description)** | Discussed with the board the month before the rollout. Demonstrated the use of the document, describe what it was and how it would help the board.   Secretary would setup template for the next meeting and send notification to the board that the monthly template was ready for input. Notification also acted as a reminder to board members to input their items before the meeting. |
| **What were the Outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)** | Increased ownership of all board members in the accurate recording / documentation of the board meetings. Shifted from being the sole responsibility of the secretary to the shared responsibility of all members of the board.   Eliminated the iterations of editing of notes, minutes, comments, revisions, and editing cycles. This reduced amount of email and the number of versions of the document that existed. Streamlined the minute taking process in a number of ways. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)** | Need to have agreements with board members ahead of time about use / access of google documents for the meetings. Not all members can access the google site / email address / documents on all organizational networks. Need to have a workaround in place for those board members.   Had to work with board members to ensure that everyone understood how to access & edit documents; had to complete training so all were comfortable with the system |
| **Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):** | None |
| **How did you become familiar with the Sharing Our Success (SOS) program?** | Saw or heard of SOS from another Chapter Leader |
| **Would you be willing 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**](http://enotification.td.org/track/click/30530608/td.org?p=eyJzIjoiT0dmclRDT256VlR3a1U3ZGZuNXhsSk45aE5JIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcImMzN2JlODY0OTAyODRlZmE5YTU3MjVkNzg2NzdhM2E2XCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.** | Yes |