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| **Chapter Name**  | Greater Atlanta |
| **Chapter Number (ex. CH0000)**  | CH9047 |
| **Chapter Location (City, State)**  | Atlanta, GA |
| **Chapter Membership Size**  | Large (350+) |
| **Contact Person for this Submission:**  | M. Kathryn Kolencik |
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| **Chapter Board Position:**  | VP, Strategic Partnerships |
| **Chapter Website URL:**  | [http://atdatlanta.org](http://enotification.td.org/track/click/30530608/atdatlanta.org?p=eyJzIjoiUXZRdUZyeW9ZSU4wTTBQMVZ5d3ZjNFFmTHFjIiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvYXRkYXRsYW50YS5vcmdcIixcImlkXCI6XCI4NWQ2M2YzM2I3ZWI0YWYwYTQyMWZiNmI4NDI0MDljY1wiLFwidXJsX2lkc1wiOltcImFjNDZlNDVjNTlhNTc0Y2ZiZDRkNjM3YWY4MTkzZDk0NDcyOTZlNjNcIl19In0) |
| **Submission Title:**  | Efficient Board Meeting Scheduling |
| **Submission Description:**  | The Board of Directors of the Greater Atlanta ATD chapter has come up with a few strategies to efficiently schedule our board meetings.First, on the even months we hold our meetings on the same day just prior to our chapter meetings. Since they happen in the afternoon (usually 3PM) there is a bit of a time commitment, but it is only six times a year and it saves a considerable amount of time that would have been lost in traffic if we had to attend meetings later in the evening. Then we are often able to attend the chapter meeting that follows. Another time commitment, but again we end up driving home in lighter traffic as well.Second, we hold our board meetings during odd months (non-chapter meeting months) using an online meeting tool. This again saves travel time and averages out the extra time for the in-person meetings. |
| **Need(s) Addressed? Please be specific.**  | It can be challenging, especially in a traffic-challenged, sprawling metropolis, for professionals to actively participate on a board AND in chapter meetings and other events. So we have a need for making meetings as accessible to people in a wide geographic area.Succession planning is a big challenge for our board. If we are able to be visible, especially at chapter meetings, we can better network and find local talent.Great programming is essential for attendance at our chapter meetings - having multiple board members present gives current and prospective members a feeling that the board is approachable and involved. |
| **What is your chapter's mission?**  | Greater Atlanta ATD provides its members with the knowledge, skills, tools and resources necessary to ensure ongoing professional development, and the ability to deliver exceptional value to their organizations in the area of workplace learning and performance. |
| **How does this effort align with your chapter's mission (Please provide specific examples)?**  | This aligns with our chapter's mission in several ways. First, our board members are also members. This scheduling makes it even easier for board members to acquire the knowledge, skills, tools and resources that come with our chapter meetings. Also, board members can better deliver exceptional value to their organizations not only from what they gain from our programming, but also because we lose less time in the office in comparison to the time we are able to devote to the chapter. As a board we are better able to serve all the members of our chapter since it's easier to get together to accomplish the important work of running all the pieces of the chapter. |
| **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.**  | One of the things that helps develop talent in the workplace is the accessibility of leadership opportunities. Our creative methods for efficiently scheduling board meetings helps make the leadership opportunities of serving on the board of directors available for more interested members. |
| **Target Audience: (Who will benefit/has benefited from this effort?)**  | Directly - members of the board of directorsIndirectly - members of the chapter who benefit from what the board is able to accomplish. |
| **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)**  | The only resources we use are online meeting tools but we use it for other meetings so there is no additional cost. |
| **How did you implement: (please give a brief description)**  | A couple of years ago a previous board brainstormed ways to bring the board of directors together. The only implementation involved scheduling the meetings with chapter meetings, specifying on the calendar whether onsite or live, and distributing connection information to the board for virtual meetings. |
| **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.)**  | While we don't track data related to these outcomes, we have experienced improved board member retention and succession planning has produced more interest as we present the details of the commitment. This year, for example, we lost two board members. One was due to being in transition and needing to change her focus dramatically and the other for serious family health issues. We've had a lot of positive feedback and solid board attendance to most of our meetings. We have been able to have a quorum at every meeting this year. |
| **Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)**  | The biggest lesson we've learned is the importance of communication. Make sure the meetings are scheduled and details relayed so everything aligns well and those needing to attend remotely are able to be successful in connecting. We use Slack to communicate in case anyone has difficulties. |
| **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.):**  | This was initiated a few boards ago so I'm not sure exactly what resources they needed to consult for this to happen. At the very least they needed to work together to see what would work best and schedule effectively. |
| **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=eyJzIjoiNk9nejU0Vm1BanBWODhkWXFMckRvdkxJLS00IiwidiI6MSwicCI6IntcInVcIjozMDUzMDYwOCxcInZcIjoxLFwidXJsXCI6XCJodHRwOlxcXC9cXFwvdGQub3JnXFxcL2FsY1wiLFwiaWRcIjpcIjg1ZDYzZjMzYjdlYjRhZjBhNDIxZmI2Yjg0MjQwOWNjXCIsXCJ1cmxfaWRzXCI6W1wiNTYzOWQ5MmYyNjI4ZmQ3YjQ3YmRjNDRhNzYxY2IwMDliZWVkYzA3ZVwiXX0ifQ)**. Selected session facilitators receive complimentary registration.**  | Yes |