

January 31, 2017

- I. Introductions
 - a. Those who attended:
 - i. Danelle
 - ii. Alisha
 - iii. Darlene
 - iv. Connie
 - v. Elizabeth
 - vi. Gina
 - vii. Alicia
 - viii. Kerry
 - ix. Kim
 - x. Lucy
- II. Final Workplan Discussion
 - a. Increase member value in ACT through chapter activities
 - i. Fall TDM Workshop
 - 1. Previously about 50-90 attended
 - ii. Holiday Mixer in December
 - 1. Kerry who was in charge last year, will help with the planning
 - b. Promote and grow membership to create a vibrant community of TDM specialists within the chapter
 - i. We need someone in our chapter to serve as membership chair
 - ii. Brainstorm at a bar
 - 1. We are selecting a couple people to lead/host in the following areas:
 - a. San Francisco
 - b. Tri-Valley
 - c. South Bay
 - iii. ACT Conference Scholarship
 - 1. Look for guidance from other chapters; such as Southern California
 - a. Connie may be able to help with this
 - 2. Kerry suggested a student scholarship which is \$40
 - c. Support ACT national activities, programs, and advocacy efforts
 - d. Create a healthy and robust chapter
 - i. Host 3 chapter board of director meetings
 - 1. Every other meeting will be on the phone/in person
 - a. Next meeting will be in person on March 15th
 - i. Location TBD by Danelle
 - ii. Identify and mentor future leaders
 - 1. Goals being to:
 - a. Groom members to take on more responsibility
 - b. Educate members on board positions and roles
 - iii. We need to revisit who is in charge of strategic membership

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1. Please send Danelle an email if interested
2. We have identified Mari Pearman as a good person for membership and we will need others to join her committee
 - a. She is very interested in being involved, especially with membership
 - b. We need to see if she will sit in on calls at the national level to be the connection between membership on local and national level