

**Emerald Coast Chapter of the American Society for Training and Development
Chapter Board Planning Meeting Minutes
August 10, 2010**

Location of meeting: NWFSC Liaison Office, NWFSC Niceville Campus

Meeting was called to order at 1:00 p.m.

Review of Minutes: The last meeting held was in May and minutes were approved via email.

In attendance:

April Adams, President
Brenda Smith, Finance
Rita Smith, Hospitality
Pam Walters, NWFSC Liaison
Rhonda Hacker, Communications/Secretary

Reports

Finance (Brenda Smith)

- Brenda Smith reported that she would need the official audit report and the 2009 book.
- Due to problems when the PayPal balance reached \$0, Brenda moved that the Chapter always leave at least a balance of \$1. Following discussion, the motion was seconded by Rhonda Hacker and approved.
- For financial, availability and accountability purposes, Brenda recommended that the Bylaws be amended so that the IT/Web VP would have access to PayPal passwords. This would allow them to transfer money out of PayPal to the Chapter bank account. It was agreed that this Bylaws recommendation be included for Chapter approval.
- Brenda reworked the income and expense reports to show an annual picture that was easily understandable.
- Brenda requested permission to purchase a flash drive for Finance. It was approved.
- The April-July bank reconciliations were reviewed and witnessed.

NWFSC Liaison (Pam Walters)

- Lunch counts were discussed. Pam suggested that members who RSVP to attend and do not show should be billed, if necessary. It was pointed out that the newsletter also indicates that any last minute cancellations must still pay the regular fee.
- Board members were reminded that they are automatically counted and must cancel in advance if they cannot attend.
- Rita Smith moved that all members making late cancellations be billed. It was seconded by Pam Walters and approved

Old/Unfinished Business

- Nothing to report.

New Business/President Report

- Nothing to report.

There were no other reports for the meeting.