

**Emerald Coast Chapter of the American Society for Training and Development
Chapter Board Planning Meeting Minutes
February 9, 2010**

Location of meeting: The Gallery, Bldg K, Northwest Florida State College, Niceville Campus

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

Review of Minutes: Meredith Allred made the motion to approve; Nita McLaney seconded and minutes were approved.

In attendance:

April Adams, President
Meredith Allred, Immediate Past President
Programs, Julie Ray
Ruth Shambo, Technology
Rita Smith, Hospitality
Nita McLaney, Membership
Brenda Smith, Finance
Communication/Secretary, Rhonda Hacker

Reports

Past President (Meredith Allred)/President Elect (Phil Wells)

- Nothing to report at this time.

Pam Walters (Liaison)

- Nothing to report at this time.

Programs (Julie Ray)

- All meetings have been slotted with programs except for the workshops.
- The Pike workshop will require at least 30 attendees.
- Possibility of switching the workshops (Pike and Schott) between April and October discussed.
- Cost discussed, nothing confirmed.
- April Adams will address technology in May with a focus on Wiki's. Technology is a big draw.
- Will check out the list of speakers on the ASTD website. List based on CORE competencies and specialization.

Hospitality (Rita Smith)

- Will be emailing receipts this month.
- Manning the front table is too much for one person; since Brenda is involved on the other end of handling the money, Rita indicated it would be nice if she could help every month.
- Requested direction on what to do with people who fail to cancel and then do not show up. In the past, Brenda would consider if the person was an abuser and if the Chapter was at least breaking even before deciding whether or not to bill. Board decided that the Chapter should be consistent and invoice everyone who is a no-show.
- Board members will be automatically counted; please only notify Rita if NOT attending.

Communication/Secretary (Rhonda Hacker)

- Spotlights for Jan, Feb, and Mar will appear in the next Newsletter.
- A guest pass will be included for members to invite other professionals who might be interested in joining ASTD.
- Add past-president, Meredith Allred, to newsletter. This was an oversight.

Finance (Brenda Smith)

- Reviewed information for National membership- possible Board member discount. Waiting on ASTD response. April will send information.
- Provided the last two budget reports. Dues collected at the point of report totaled \$1350.00.
- Need names to go with membership checks; applications are going to mailbox but checks dropped off may not have information to connect the two or have the members names included.
- Recommended Hospitality, Membership, and Finance all sit at the front table at least Jan-Mar.
- April to address future update to the application template so that members know they do not have to complete a separate form for each corporate member.
- Accountant recommended that the Board member handling the bank reconciliations should be different from the member making the cash deposits. Our Chapter is too small; suggested a sign-in sheet for more documentation.
- Members often write checks to include both the meal and Take Stock in Children. This can cause problems with reporting- leaves the balance sheet slightly off at times.
- There is a new stamp for stamping the checks. If this is not done, Brenda has a stamp at home that she can use.
- Promoted the upcoming "Eco-nomic Living Expo" and some members discussed promoting within their own organizations.

Technology (Ruth Shambo)

- G-Mail accounts have been set up for all Board members based on function. If a bulk mail account is required, members can apply through g-mail.
- Working to update template for 10th Anniversary.
- Still learning the software for the Chapter website.
- Susan Van Buren was the February spotlight member. The card pulled for March spotlight member belonged to Greg Lundy. Rhonda will follow up with him to obtain the information.

Membership (Nita McLaney)

- Current membership list includes all paid up-to-date members in yellow highlight.
- Adding contractors to prospective list (from Phil); requires the name of the person in charge of training.
- April will use a Random generator tool to choose the Chapter member to receive a free National Membership prize.

Old/Unfinished Business

- Nothing to report.

New Business/President Report

- Suggested having a basket for the Take Stock in Children raffle to be held at the upcoming ½ day workshop.
- SOP's need updated; April to send out via email.