

**Emerald Coast Chapter of the American Society for Training and Development
Chapter Board Planning Meeting Minutes
January 12, 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: Correction to the December meeting minutes- Rita Smith was not in attendance. Pam Walters made the motion to approve as corrected; Brenda Smith seconded and minutes were approved as corrected.

In attendance:

April Adams, President
Meredith Allred, Immediate Past President
Phil Wells, President Elect
Programs, Julie Ray
Pam Walters, NWFSC Liaison
Ruth Shambo, Technology
Rita Smith, Hospitality
Nita McLaney, Membership
Brenda Smith, Finance
Communication/Secretary, Rhonda Hacker

Reports

President (Meredith Allred)

- CORE- down to three questions. Must be sent in by 1/31/2010.
- The number of members increased by seven from 65 to 72.
- In the past, a consolidated form was used for Board member National membership dues. April Adams will check with Joyce Szilvasy to get Meredith information needed (Meredith to follow up).

Programs (Julie Ray)

- Working on setting up Ethics topic.
- April Adams to possibly present on setting up Wiki's. If Pike does not work out for half-day workshop, Wiki's topic will serve as the back-up. Discussion for possibly holding presentation in room with wireless internet. Attendees will be able to use computers for hands on training.

Hospitality (Rita Smith)

- Nothing to report at this time. No concerns or issues.

NWFSC Liaison (Pam Walters)

- The price for meeting meals will remain the same at \$11.50.

Communication/Secretary (Rhonda Hacker)

- Discussed spotlighting charter members in Newsletter.
- Advertisement of "guest pass" to be used in future newsletters.
- April Adams to provide President "letter" for Newsletter by the 28th of each month.

Finance (Brenda Smith)

- Balance as of 12/31/09 was \$6359.56. However, a large check had not yet cleared.

Technology (Ruth Shambo)

- Discussed changing header to celebrate Chapter's 10 year anniversary.

- Recommended advertising “Chip” in upcoming Newsletters. If members reference Chapter when making national ASTD purchases, Chapter will benefit monetarily.
- Will use 100% CORE logo once awarded to Chapter.
- Board of Director page to be updated on website to include role definitions.
- G-mail accounts to be created for Directors. Ruth Shambo will email account name and password once created.
- Susan Van Buren to be in spotlight and Take Stock in Children to be added to website.

Membership (Nita McLaney)

- Needs mailed membership check information as soon as possible after received in order to update list.

Old/Unfinished Business

- Nothing to report.

New Business/President Report

- Nothing to report.