

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

**Location of meeting:** Women's Educational Resource Center, Bldg C-2, NWFSC Niceville Campus

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

**Review of Minutes:** Julie Ray made the motion to approve; Ruth Shambo seconded and minutes were approved.

**In attendance:**

April Adams, President  
Phil Wells, President-Elect  
Pam Walters, NWFSC Liaison  
Julie Ray, Programs  
Ruth Shambo, Technology  
Rita Smith, Hospitality  
Brenda Smith, Finance  
Rhonda Hacker, Communication/Secretary

**Reports**

Reports were covered out of the order of the Agenda.

**Hospitality (Rita Smith)**

- There were problems with reservations this month. Rita reported that there were some attendees who stated they sent a response but that she did not receive them via her g-mail account. April indicated she did not get any this month nor did any other Board members. To ensure that the RSVP's were in order, Rita and her spouse had both checked her g-mail against her totals. She was mainly concerned for the April workshop and not wanting to have any discrepancies as seating will be limited. It was suggested that she check her SPAM box- even though the emails should not be identified as SPAM by the system, it was reported that it does occur from time to time.
- There were a total of 22 attendees at the March meeting.
- Rita recommended that "Hello" badges be utilized for the workshop. The Board members agreed and April Adams will take care of picking them up.
- It was recommended that the information in the meeting announcement attachment be included in the physical email- at least the basics. There are many people who prefer to have a "glance" view that will capture their attention more quickly than having to open the attachments.
- Hospitality will provide confirmation emails to those individuals who RSVP for the workshop. All RSVP's will be tracked by date/time, particularly as maximum seating is expected to be an issue. It was determined that an electronic copy is sufficient and that print outs are not necessary at this point.
- Reminder emails will go out to attendees the Friday before the workshop with a notation promoting Take Stock in Children and a request that checks are made out in advance.
- Rita requested two tables for the workshop. The Board determined that it would be best to set up two, delineated by alphabet.
- To make payments for both the workshop and upcoming meetings easier for members, particularly government members, April Adams will research Pay Pal and report back to the group via email in the upcoming weeks.

**Finance (Brenda Smith)**

- Brenda reported that the only real issue arising out of the audit was that the duties of depositing funds and reconciling the statement should be held by different individuals. This is the second year in a row that this recommendation has been made.

- When discussing a solution, it was determined that since Brenda needed the cash and/or checks prior to making the deposit, it would be easier for someone else to review and sign off on the reconciliation as opposed to someone else making the deposit.
- It was recommended that the reconciliation review and sign off of the deposit function become a responsibility of the President Elect. April Adams indicated this would allow the President Elect have a better view of the finances before taking over as President the following year. Rhonda Hacker made the motion to approve; Brenda Smith seconded and the motion was approved. This change will require a By-Laws change to indicate separation of duties. It was decided that it would be better to get the proposal for the By-Laws change and the vote of members addressed now.
- Take Stock in Children sent a letter of thanks for our donation.
- To remain under the National tax exempt status, the duties of Finance have been extended.

#### **Pam Walters (Liaison)**

- The list of facility requirements for Bob Pike's presentation was reviewed. There were some elements that could not be met but the general consensus was that Bob Pike would find the facility (The Gallery) to meet his needs.
- Pam Walters, April Adams, and Julie Ray will review so that Julie can contact Pike's assistant with any differences, including a picture of the room if necessary.
- Ruth Shambo will check with Chelco about our using their easel, which meets Pike's specifications.
- April Adams will obtain the graph paper for the easel- if possible; it will be of the "Post-it" variety. Pike plans on hanging the sheets on the wall. She will also be able to provide the stool requested.

#### **Programs (Julie Ray)**

- The big topic of discussion was the upcoming workshop. Julie will be reserving the rental car and hotel room. Susan Van Buren played a role in helping with discounts.
- The cost for Bob Pike is \$2000 plus 30% of the gross at the door and the travel/accommodations. For Finance purposes, this will all be due after the event and Pike will be providing receipts.
- Ruth Shambo has contacts at the local Holiday Inn and another Niceville hotel. She will make contact to determine if a special rate might be offered to anyone attending the workshop from out of the area. April Adams plans on including this information in her emails to other area organizations such as SHRM and surrounding ASTD chapters.
- To ensure that everything is set for the workshop, it was proposed that a conference call of Board members be set up- as opposed to everyone trying to get together physically for another meeting. April will set it up.
- Julie still needs information on the May, August, and September presentations. The October workshop has not yet been finalized.

#### **Technology (Ruth Shambo)**

- Everyone congratulated Ruth on the updates to the website.
- When the "join now" button, which looks very good, is depressed the user needs to be directed to the new membership form. The newsletter section needs updated to reflect the email for Rhonda Hacker. Ruth will update- she was unaware of these issues.
- Ruth has received the new program and book and is working to learn it as quickly as possible.

#### **Communication/Secretary (Rhonda Hacker)**

- Everyone was pleased with the latest newsletter. The spotlight for April will be a new member- Charlie Listak. He is the Director of Training with the 53<sup>rd</sup> Test Wing on Eglin.

#### **New Business/President Report**

- April reported having received the logo's for CORE, which Ruth has already placed on the website. April commended Meredith and her Board for their accomplishments.
- While reviewing membership numbers, April realized that 39 members from 2009 have not renewed their memberships. The Board approved sending a workshop invitation to just these 39 members that would allow them to attend the workshop and renew their membership for \$135. Their membership would then be a discount from \$50 to \$35. It was noted that in July the

membership would drop to the rate of \$25 for the remainder of 2010 anyway and that promotional events are permitted.

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

- Nothing to report at this time.

**Old/Unfinished Business**

- Nothing to report.