

**Emerald Coast Chapter of the American Society for Training and Development
Chapter Board Planning Meeting Minutes
May 11, 2010**

Location of meeting: The Gallery, Bldg K, NWFSC 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 the minutes were approved.

In attendance:

Phil Wells, President-Elect
Meredith Allred, Immediate Past President
Julie Ray, Programs
Nita McLaney, Membership
Rhonda Hacker, Communications/Secretary

April Adams, President, was unable to attend. The meeting was led by Phil Wells.

Reports

Communication/Secretary (Rhonda Hacker)

- Rhonda will be unable to attend the June meeting. Phil agreed to take minutes and gather information/notes from the session to provide the "recap" in the July Newsletter.
- Per Ruth Shambo, there is a 3% fee for each transaction; this service charge will be passed along to the user.

Membership (Nita McLaney)

- Nita sent out the membership list. It was determined that anyone with no renewal would be moved to the prospective list.
- Nita will attempt to find out what happened to those members who did not renew their membership by either contacting them directly or through other Board members.
- It was suggested that April reach out to this group of prospective members with an email to include attempting to discover why they did not and/or will not renew this year.

Programs (Julie Ray)

- All of the programs are set through October.
- Bob Pike has not submitted his expenses from the workshop yet; Julie emailed his assistant with what is needed in order to reimburse the Group.
- The October session will be a workshop conducted by April Adams. Julie will follow up with April to obtain a write-up.
- Discussion on the price for the October workshop concluded that fees should be no higher than \$60/members and \$75/non-members.
- Julie noted that Susan VanBuren has been a big help getting programs set up and offering her assistance as needed.

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

- Phil and Meredith will be forming the nominating committee for the Board in 2011. Three other members are needed to participate.
- A member may fill the same position for two consecutive years. Both Rhonda and Julie agreed to remain on the Board in the upcoming year. Both Brenda and Nita are in their second year in the same position. Therefore, Finance and Membership will need to be filled.
- Meredith and Phil will confirm with Rita, Ruth, and Pam whether or not they plan to continue in their current position. It was noted that the two year rule does not apply to Pam as the Liaison with NWFL State College.

- These openings will be announced at the June meeting and included in the June newsletter.

Old/Unfinished Business

- Nothing to report.

New Business/President Report

- It was recommended that the Chapter website be displayed, via the projector, prior to the start of the meeting. The intent is to encourage members and/or visitors to visit the site.