

**ASTD
Board Meeting Minutes
April 19, 2006
OWC**

The April board meeting was called to order at 11:15 am by President Miller.

Members Present:

Leigh Grantham
Donna Miller
Joyce Szilvasy
Carol Barry
Charlie Ray
Karen Sledge
Jerry Armstrong

Members Absent:

Sylvia Niedzwiecki
Becky Spence

Minutes:

Secretary Szilvasy presented the minutes from the March 2006 meeting for consideration. Jerry made a motion to approve as presented with a second from Charlie. Motion passed.

Finance Record Review:

Karen presented the financial report as of 04-18-06. Donna thanked Karen for preparing copies of the 2006 Budget for the April meeting for the members and noted that the budget needs to be provided to the membership every year. We are 16 members short of our 2006 goal. Karen noted that we have spent more than allocated for speaker meals for this time of the year. The group discussed the reservations with OWC for meals vs. the actual number of attendees. We were short 3 meals at a loss of \$27.00. We also discussed member fee vs. non member fee and the best way to determine membership and receipt of the correct amount. Prospective income from the May workshop was discussed. We have budgeted for 40 to attend. Joyce reported that she had passed out the workshop brochure to all attendees of the SHRM workshop in March. Joyce and Leigh also passed out the brochure at the Lake DeFuniak Toastmasters meeting. Both received a positive response. Leigh noted that she couldn't get a response when needed for information for the brochure so she went to Dwight's web site and used some of the information on the site. The final version was emailed to his assistant Christy for review. We have not received the missing corporate dues check that was mailed to the wrong address. We will need to follow up. Karen contacted Laura Roesch, CPA and found that she will prepare/conduct our audit and the fee will be between \$100- \$300 depending upon the time needed. There was some discussion of the budget items titled Printing and Advertising. It was determined that printing would be items that we outsource for printing such as our membership application, etc. Advertising budget could be if we had to pay for an ad or PR. Karen noted that she and Sylvia need to find a better way to connect after our meetings so that Karen gets the money and can handle any banking transactions, etc.

Programs & Marketing Report:

Bridget reported that the evaluations from the April speaker were very favorable and that there is much interest in a full workshop on the topic. She thanked Leigh for the workshop brochure. Dwight Bain will be arriving Monday, May 8th and staying at Pelican Beach at no charge. There

was a question that arose about travel reimbursement for Dwight and Bridget was happy to have the signed contract to refer to. Bridget provided Jerry with some additional information and a photo for the media. She and Jerry will work together on the advertising. It was decided that in lieu of paying for advertising in the newspaper we would consider swapping a workshop registration. The workshop schedule was discussed. Bridget will bring a bag and pointer for the speaker gift. Registration with coffee service will begin at 8:00 am. The program will begin at 8:30 and end at 11:30 with lunch being served from the outer room so we do not disturb the workshop with the set up. There will be a break during the workshop. Bridget reminded the group that we agreed to purchase 15 of Dwight's books at \$12.00 each. The membership application has been updated with current meeting fees and dues. Carol volunteered to print copies for the chapter. We will reimburse her for printing expenses rather than send out to a printer. Leigh made a motion to spend up to \$100 for door prizes for the workshop. Joyce seconded the motion. All in favor. Joyce volunteered to help with the raffle and door prizes at the workshop. Joyce will prepare an agenda/schedule for the day of the workshop and email to the board. Joyce and Leigh volunteered to design and prepare ASTD business cards that can be used in promoting the chapter.

We have Wallace Morehand scheduled to speak in June. Charlene Grafton is scheduled for July and will speak on How to Prevent Computer Related Injuries at Your Office. Dayna McDaniel, Troy State, will be the August presenter on Employee Recognition and Retention. Dr. Goestch, OWC will address the chapter in September on How to Write a Book. October is our fall workshop with Leslie Yerkes. Charlie was asked to contact LaVonne to see if the area SHRM group is interested in partnering with our chapter and splitting the profits. Leigh asked that we have a speaker contract signed for Leslie Yerkes and reminded the group of the need for a boiler plate sample that we can use for all events. Bridget will work on it.

The November program will be presented by Joe Carnley, Leadership Development or something similar. We will also conduct our chapter Recognition and Awards and installation of officers for 2007. We currently have no meeting scheduled for December but may use it if we have to cancel or postpone a meeting during the year due to the weather, etc.

Speakers/programs for 2007 that were discussed: Maureen Haney, Virtual Teams in the Workplace; Benchmarking, Joyce Szilvasy; Alex – Baptist Hospital, Leadership; Susan Van Buren, Basic Training Topics.

Hospitality Report:

It was discussed by the board and decided that Charlie/Hospitality will set a standard attendance for all board members. If board members do **not** plan to attend they must notify him to remove their name from the list.

Membership/Webmaster Report:

Carol reported that she has the minutes from 2005 to add to the web site as well as the updated membership application. Joyce will email the minutes from 2006 to add to the site. We received dues from 2 members, Susan Van Buren and Jim Miller. We are now at 45 paid members, including corporate members. Joyce stated that Juda McAdoo recommended that we send OWC a letter suggesting corporate membership for the college. She felt that either Dr. Richburg or Dr. Jill White would be receptive if asked. Donna will make the contact with OWC.

Communications Report:

Jerry has a long list that he sends press releases to. He is calling each organization to get a persons name that the email or fax is being sent to so that he can confirm receipt.

General Wisdom:

Leigh asked that the boiler plate speaker agreement/contract be finalized prior to our fall seminar. Leigh reported that she had been contacted by the President of the Walton County Chamber of Commerce asking why we had not renewed our membership and soliciting our renewal. Leigh noted that the new Business Journal is sent to all members each month and that there are approximately 1,100 members. We may be able to get our meeting on the monthly calendar of events and if so it might be worth renewing. After discussion by the board Joyce made the motion to rejoin the Walton County chamber if we can have our meeting listed in the events calendar with the \$125 fee coming from our advertising budget. Bridget seconded the motion. Leigh abstained from voting. All others in favor. Leigh will investigate and report back.

President's Report:

Donna reported that she had contacted OWC concerning the booking conflict for our meeting room on August 8, 2006. The only other room they have available on that date is a classroom C211 that would hold about 35 people. Alternate locations were discussed with the Blue Water Bay area noted as a back up. It was decided to see if the college has another Tuesday open in August and to check with the speaker on changing to a different Tuesday during August.

Old Business:

None

New Business:

Jerry asked about job descriptions and the by laws for our chapter. Joyce stated that she has Standard Operating Procedures that were prepared last year for each office. Jerry stated that the by laws board members/officers job descriptions were different than another document. It was noted that we need to review and revise our by laws. We will place committees on our next month's agenda and discuss forming a By-Laws committee as well as a Membership committee.

There being no further business the meeting was adjourned at 1:00 pm by President Miller.

Respectfully submitted,

Joyce Szilvasy
Secretary