

ASTD
Board Meeting Minutes
August 16, 2006
OWC

The August board meeting was called to order at 11:05 am by President Miller

Members Present:

Becky Spence
Carol Barry
Donna Miller
Jerry Armstrong
Leigh Grantham
Joyce Szilvasy
Charlie Ray

Members Absent:

Bridget Carnley
Sylvia Niedzwiecki
Karen Sledge

Minutes:

Joyce presented the minutes from the July 2006 meeting for consideration. Leigh made a motion to accept as presented. Jerry seconded the motion. Motion passed.

Finance Record Review:

Donna stated that Karen was unable to attend the meeting. She will ask Karen to email the financial reports to the board members with a brief synopsis of her report.

Programs & Marketing Report:

Donna headed up the programs and marketing section in Bridget's absence. The August program was well attended and very informative. The location worked out very well with the food being a big hit. Dr. Goestch is our September program speaker. Donna will forward his bio to Jerry and he can contact Dave to obtain additional information if needed for the newsletter, etc. Leigh suggested that we get the information to the Emerald Coast Writers Group. A good contact is Charlene Grafton. It would be great to get as much local PR as possible. We will try to find the UWF and OWC contacts to get the meeting on their internal web site or upcoming events calendars.

Hospitality Report:

Charlie reported that the August meeting had gone very smoothly. We have a couple of members who were late but no "no shows". Donna thanked Becky for her coordination of the August meeting and for all of her hard work with the set up, etc. The \$45 charge for the use of the room will be reimbursed to Becky by the chapter. We have four pre-registered for the October workshop and our board members standing reservations. Leigh reminded Charlie that the first 25 members to register will receive a book from Ms. Yerkes. He will track the names of the first 25 to register. Charlie volunteered to email the brochure to the SHRM group. Our speaker for November is Dr. Joe Carnley, Succession Planning. We plan to install our 2007 officers at that time as well.

Leigh will bring Ms. Yerkes books to the September meeting to use as advertising and as a door prize. Becky made a motion to use books or donated items from businesses as a consolation prize in the 50/50 cash drawing. Leigh seconded the motion. Motion passed. We hope this will encourage the sale of our cash tickets and increase our money for Take Stock in Children.

Membership/Webmaster Report:

Carol shared copies of the most recent membership list with the board. She sent emails to 45 past members soliciting membership renewal. She had responses from about 12 who thanked her for the email but stated that they were not interested or could not rejoin at this time. She is continuing to work on the membership survey and plans to check on the ASTD web site for ideas.

Communications Report:

Jerry reported that everything was on track with our communications. He announced to the board that he has accepted a new job in DeFuniak Springs with Walton County as the Training and Development Coordinator. He will begin work in September.

General Wisdom:

Leigh announced that she had found a two day sale with big discounts on the ASTD web site and encouraged the board to visit the site if interested in training materials.

President's Report:

Nothing new to report.

Old Business:

Nomination Committee: Becky reported that the committee had met and that they had prepared a list of prospects. She is contacting them and has several commitments but has not finalized the slate at this time. The board discussed the balloting process and reviewed the by laws concerning the upcoming election.

Becky presented the group with a draft **Speaker Agreement Form**. Leigh made a motion to approve the form with one addition. Jerry seconded the motion. Motion passed.

Joyce presented the group with copies of the revised **By Laws**. She will work to clarify a question concerning a financial review and/or audit prior to the next board meeting.

Becky, President Elect, will make plans to attend the **ASTD Leadership Conference** on October 27 & 28, 2006 in Alexandria, VA.

New Business:

The board discussed the transition with the outgoing board and the incoming board. It was decided that there would be no board meeting in November due to the holiday but that we would schedule a luncheon and afternoon meeting in early December for the group. A tentative date of Wednesday, December 6, 2006, was set with lunch at noon and then a meeting from 1:00 to 3:00 pm at a location in Crestview. Becky will choose a location for both. There will be no other meetings in December.

With no further business, the meeting was adjourned at 12:20 pm by President Miller.

Respectfully submitted,

Joyce Szilvasy
Secretary