

**ASTD
Board Meeting Minutes
December 13, 2005
OWC**

The December board meeting was called to order at 1:40 pm by President Donna Miller..

Members Present:

Becky Spence
Donna Miller
Joyce Szilvasy
Leigh Grantham
Jerry Armstrong
Charlie Ray
Sylvia Niedzwiecki
Bridget Carnley

Members Absent:

Pam Walters
Karen Sledge

The minutes from the October 17, 2005 board meeting were reviewed. Becky made a motion to approve as presented with a second by Leigh. All in favor. The meeting notes from the November 17, 2005 board meeting were reviewed. Becky made a motion to approve as presented with a second by Sylvia. All in favor.

Old Business:

None

New Business:

2006 Budget Planning & 2005 Budget Report Review

Karen prepared a report showing our 2005 Budget through November 2005. She also prepared a 2005 budget and 2006 budget comparison report with 2006 income and expenses based upon several assumptions for 2006 and actual expenses incurred during the 2005 budget year. After much discussion by the board members Leigh made a motion to charge \$50.00 for 2006 dues and increase the cost of the monthly session to \$12.00 for members and \$17.00 for non members. Retirees and Students will continue to pay one half the amount for dues. Sylvia seconded the motion. All in favor. Members of the board emphasized the need to explain to the membership that with increased dues and meeting costs we anticipate adding more value to their membership with continued high quality meals, speakers, and programs. In order to obtain high quality speakers for our programs we have money budgeted to assist those from out of the area with a stipend, however, our workshop speakers will not receive or be offered a stipend because they will receive a portion of the proceeds. The amount of the stipend will be determined by the board.

Joyce made a motion to charge no less than \$75.00 per attendee for our two workshops in 2006. Becky seconded the motion. All in favor. It was understood that we may wish to charge more depending upon the speakers. According to our estimates we would have \$12,330 in Income.

Other line items revised under Expenses were advertising, changed to printing. We will need to print new flyers with our new information so we budgeted \$400. We did not change Awards, left

it at \$600. Joyce made a motion to evaluate each chamber and its value to the chapter to determine if we will continue membership. Seconded by Leigh. All in favor. We budgeted \$200 for the Crestview chamber. Joyce made a motion to sell raffle tickets and use a split the pot method. There is no need for an additional gift with this method. Our goal is to have \$500 in income for the year and budget an additional \$500 to match so that we may give Okaloosa and Walton counties Take Stock in Children \$500 each.

The board budgeted \$180.00 for guest speaker and other guest meals. All other items appeared in line with the groups goals except for the final item training. It was determined that we would budget \$500 to assist with ALC training for the president elect. According to our estimates the total expenses would be \$12,215.

2006 Strategic Planning

The board reviewed the 2005 Strategic Plan. President Miller will prepare the updates for the 2006 plan and distribute.

During the review of the plan it was determined that corporate sponsors will be recognized with a card and a plant at the end of the year in lieu of the plaque, etc. After some discussion Becky made a motion to delete the December meeting in 2006 and move the installation of the new officers to the November meeting. We will use the December meeting as a optional meeting if needed. Bridget seconded the motion. All in favor.

Bridget stated that she will revise, finalize, and bring a Speakers Agreement to the next board meeting.

Leigh announced that Diane Merkel has volunteered to remain as our Web Master for 2006 although she would like to have someone to begin to train as her replacement. Diane stated that she will renew our internet domain for the next five years as a donation to the chapter. The board voted to send Diane a plant and a thank you card for her continued support and generosity.

The membership drive will be an ongoing effort in to the next year. Bridget made a motion to give new members an ASTD bag if they give us the source of their referral. Jerry seconded the motion. All in favor. It was decided that our membership goal for 2006 is to reach and sustain 85 members.

President Miller discussed the current date and time of our monthly board meetings with the group. It was determined that we would remain with the current schedule of the third Wednesday at OWC in Niceville, beginning at 12:00 noon and concluding at 1:30 pm. The next meeting is scheduled for January 18, 2006.

There being no further business the meeting adjourned at 4:10 pm.

Respectfully submitted,

Joyce Szilvasy
Secretary

