

**ASTD  
Board Meeting Minutes  
February 22, 2006  
OWC**

The February board meeting was called to order at 12:00 pm by President Miller.

Members Present:

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

Members Absent:

Sylvia Niedzwiecki  
Karen Sledge

Minutes:

Secretary Szilvasy presented the minutes from the January 2006 meeting for the boards consideration. Becky made a motion to approve as presented with a second from Leigh. Motion passed.

Finance Record Review:

Donna reported that Karen was unable to attend our current meeting time. The board discussed alternative meeting dates. Joyce made a motion that the meeting date and time be changed to the third Tuesday of each month from 11:30 am to 1:00 pm. to be coordinated with OWC for use of the room and with Karen's schedule. Becky seconded the motion. Motion passed. Leigh spoke to the food service staff and found that we need to coordinate our luncheons and meetings with Diane Baxter. We can get bumped by Dr. Richburg but could probably find an alternative if needed. Donna will contact Karen concerning the date we selected and get back to the board members.

Donna reported that she had asked Karen to send a budget overview to Susan Van Buren. Susan had made an inquiry concerning the boards' decision to charge for meetings when no meal was provided for late attendees. According to Donna she had heard of no other negative comments or inquiries. Joyce suggested that the 2006 budget overview be provided for the full membership at the March meeting. It was determined that it would be a good idea to share the budget with the membership at the beginning of each year.

The board discussed the payment policy for no shows again. We had nine no shows in February. It was decided to stay with our policy of payment for reservations made but not showing up for the meeting. Charlie will get a sample of what SHRM is using to bill

individuals in this category so we can request payment. After much discussion the board determined that the members may not have had adequate notice for the February meeting. Donna will notify the membership in her next president's letter of the payment policy and that we have a potential of \$1,200 loss of income for the year. We will begin the billing for no shows in March. The group discussed offering credit card use through Quick Books. After much discussion it was decided that we will begin using a credit card process when it is a break even proposition. At this time it would not be a break even proposition.

### **Programs & Marketing Report:**

Bridget noted that the evaluations from the February meeting were very good. Dr. Sample provided good information and stayed on topic. Pelican Beach Resort provided accommodations. The March meeting will be a Best Practices Forum from our membership. April is open but we have made contacts with the Troy State speakers' bureau, Baptist Hospital, General Chedister (Ret) and a lady in Houston, Texas who was the Women's Business Leader of the Year. We have our workshop scheduled for May 9, 2006, with Dwight Bain. The format is a ½ day, morning workshop. We will need to begin advertising as soon as possible.

### **Hospitality Report:**

Charlie reported that the February sign in and payment process went more smoothly. The main concern is that Sylvia had to leave the work station for various reasons, which left just one person at the table. There should be two at all times. Charlie will ask for volunteers from the chapter. It will also help to have an up to date membership list so Charlie can prepare his sign in sheet ahead of time with the notation of the amount due, either \$12 or \$17.

### **Membership Report:**

Our new Vice President of Membership, Carol Barry was welcomed by the group. She shared a current membership list with the board, noting that 2005 members have not been removed for non payment of 2006 dues. The deadline for the cut has been March or April to give members additional time to pay. Upon review of the list it was determined that several have moved or are no longer prospects. Joyce will send a get well card to two members, Judy Rowland and Pam Walters. Our membership dues have increased this year and the retired membership fee is now \$25. It was noted that our membership goal for 2006 is 85 members.

### **Communications Report:**

Jerry presented the group with a draft of the March newsletter. We are currently placing/sending our meeting information in fifteen different publications. The board discussed our May workshop and speaker, Dwight Bain. He has recently published a book and we might be able to work with one of the area book stores for a publicity opportunity such as a book signing, etc.

**General Wisdom:**

Leigh reported that she had met Cindy Anderson, the Walton County Take Stock in Children coordinator at another function and that Cindy was very appreciative of our efforts.

**President's Report:**

Donna stated that she had mailed a \$50 contribution with a letter to each of the county Take Stock in Children coordinators on behalf of Leigh Grantham. Leigh as outgoing President chose their organization for the ASTD's contribution.

Donna announced that Carol Barry our new VP of Membership had volunteered to assume the duties of Webmaster for the chapters' web site. Carol was thanked by the group for her double duty to the chapter. The ASTD Membership List was discussed and it was determined that we would continue to share a paper copy with the members at the April meeting. This will show the 2006 paid current membership. The list will be updated on the web site. Members can opt out if they do not wish their information on the web site.

**Old Business:**

It was noted that our membership contest for 2006 needs some excitement. Bridget made a motion to give a gift certificate (up to \$150 value) to a merchant of the winners' choice as a major incentive. Any current member that recruits 5 new members by the October meeting will have their name placed in the drawing for the Grand Prize. Leigh seconded the motion. All in favor.

**New Business:** Joyce volunteered to prepare a guest information card to be placed on the tables at the chapter meetings. We will ask guests to complete the cards so Joyce has the information she needs for follow up and maybe a prospective member list.

There being no further business the meeting was adjourned at 1:30 pm by President Miller.

Respectfully submitted,

Joyce Szilvasy  
Secretary