

**ASTD  
Board Meeting Minutes  
January 18, 2006  
OWC**

The January board meeting was called to order at 12:15 pm by President Donna Miller.

**Members Present:**

Becky Spence  
Donna Miller  
Joyce Szilvasy  
Leigh Grantham  
Jerry Armstrong  
Bridget Carnley  
Karen Sledge

**Members Absent:**

Charlie Ray  
Sylvia Niedzwiecki

**Minutes:**

The minutes from the December 13, 2005 board meeting were reviewed. Leigh made a motion to approve as presented with a second by Bridget. All in favor.

**Finance Record Review:**

Karen will schedule the 2005 review/audit with Laura Roesch. Karen presented a year end report for 2005. The chapter finished the year with \$1,894.96 profit. Our average monthly meeting attendance (excluding December) was 31 attendees. The ending bank balance on 12-31-05 was \$7,101.73.

The board reviewed the 2006 Proposed Budget prepared by Karen and discussed the issue of non payment for no shows with reservations and individuals showing up with no reservation. After much discussion, Joyce made a motion that individuals who do not make a reservation and show up for the meeting will pay the meeting fee but not eat. Jerry seconded the motion. All in favor. Leigh made a motion that individuals who make a reservation and do not show up for the meeting must pay the meeting fee. Becky seconded the motion. All in favor. It was determined by the board that Charlie and Sylvia will need to keep track of reservations and no shows and send an "invoice" electronically to the no shows requesting payment. The cut off for reservations is noon on the Friday prior to the meeting on Tuesday. After this point we can take reservations for the meeting but the attendees will not receive a meal.

Karen noted one change needed to the proposed 2006 budget. She will change the corporate dues to \$165 from \$100. Jerry made a motion to approve the 2006 budget with any changes discussed. Motion seconded by Becky. All in favor.

Jerry will write an article for the newsletter explaining the new policies.

**Programs & Marketing Report:**

Bridget shared a memo with the board concerning using Quick Books software to take credit card payments at our meetings/training sessions. Karen will investigate.

The group discussed the January presenter for Toastmasters. The consensus of the group is that the presenter was not very good, she basically read her presentation.

Bridget announced that Dr. Sampler, FSU, is the February speaker. The topic is Legal Liabilities with Diversity Training. He needs a room and travel expenses. Donna will be unable to attend so Becky will preside.

The March program will be a "Best Practices Panel Discussion". This idea came from Carol Morris. We will have a panel of 4 to 6 chapter members presenting best practices with time for Q & A. Bridget will prepare a draft article for Jerry/communications.

Several ideas were discussed for April. Bridget would like to ask General Chedester to speak on a best practice for leadership. Karen suggested we advertise the meeting on Eglin to increase participation but thought there might be an April conflict for the General. The group thought that the Baptist Leadership Institute could be a good fit if we need to reschedule the General.

The May session will be our training workshop with Dwight Bain.

June and July are open.

Bridget has a commitment from Ms. Leslie Yerkes for the October workshop. The topic will be Fun in the Workplace. Ms. Yerkes web site is [fun@catalystconsulting.net](mailto:fun@catalystconsulting.net).

The board discussed local speakers who could be approached. Jill White, OWC, has a Training and Development background; Dr. David Goestch, could be asked to speak on "How to Write a Book or How to Design Training. Susan Van Buren could be asked to cover E-Training.

We will plan to install our 2007 officers, present awards and recognize volunteers, etc. at the November meeting. Due to the lack of attendance in December we will not plan a meeting, but may have a Christmas Party if we need to meet as a make up.

The membership goal for 2006 is 75 members. Bridget would like a thermometer that we can mark as we grow towards our goal for display.

#### **Hospitality Report:**

Charlie and Sylvia were not present. Donna noted that the sign in/payment at our meetings needed to be streamlined. The group discussed various ways to assist Charlie and Sylvia with the process. Audio Visual needs for each presenter should be forwarded to Charlie and Sylvia prior to the meeting so they can make the arrangements with OWC.

#### **Membership Report:**

It was noted that OWCCS, a non profit agency, paid \$100 and not \$165 for Corporate membership for 2006. Leigh made a motion that we make an exception and accept the \$100 as payment for 2006. Bridget seconded the motion. All in favor. The new members will be contacted to see if they can assist at the check in table or other volunteer duties.

Jerry asked about Corporate Sponsors. The designation is given to local businesses who donate in kind services or cash during the chapter year. Jerry would like to recognize them in the newsletter. Bridget will notify Jerry of the sponsors during the year.

Donna stated that we were aware of Pam Walters's resignation as VP of Membership and that according to our by-laws it was her responsibility to find a replacement. Donna recommended a new member, Carol Barry an IT Consultant who recently joined the chapter. The board agreed with Donna and look forward to working with Carol as the new VP of Membership.

T. Garrett, Okaloosa Gas, paid the 2005 rate for 2006 dues. This amount was paid prior to our announced increase. Leigh made a motion to accept the dues with a second from Bridget. All in favor. We will ask her to assist at the hospitality table.

**Communications Report:**

Donna announced that Diane Merkel and her husband will not renew their membership in 2006. She would like for someone to take over maintenance of the chapter web site, but will continue in the interim at one half her regular hourly rate/\$20 - \$25 per hour. The chapter flyer was discussed. The flyer needs to get to Charlie so he can email it to the membership. Jerry will make sure Charlie gets what he needs.

**General Wisdom:**

Leigh presented Karen Sledge with an ASTD crystal plaque in recognition of her outstanding service to the chapter during 2005.

**President's Report:**

Donna asked if anyone had a copy of a previous CORE report. Leigh stated that she had completed last years report on line. Joyce was unaware of a copy in her records. Donna will complete on line again. She advised the board that ASTD required them to be national ASTD members and that they were entitled to a discount from the regular membership rate. The officers can get their membership at national at a discount by calling 800-628-2783 and mentioning they are officers of Chapter 9155. Donna announced that Leigh's Presidents Charitable Contribution for 2005 was to Take Stock in Children. \$50 will be sent to each by Donna with a letter.

**Old Business:**

None

**New Business:**

None

There being no further business the meeting adjourned at 2:15 pm.

Respectfully submitted,

Joyce Szilvasy  
Secretary