

**ASTD  
Emerald Coast Chapter  
Board Meeting Minutes  
January 18, 2007  
OWC, Bldg K., Niceville, Florida**

Members Present

Carol Barry  
Cheri Garrett  
Tasha Gunn  
Donna Miller  
Charlie Ray  
Rebecca Spence  
Joyce Szilvasy

Members Absent

Debbie Bodensine  
Nita McLaney

I. Call to Order

President, Rebecca Spence, called the meeting to order at 12:20 pm.

II. Minutes

The December 6, 2006 planning meeting minutes were presented for approval. A motion was made by Joyce Szilvasy and seconded by Charlie Ray for approval. The motion passed unanimously

III. Financial Report/Review

Becky gave an update on the Chapter's financial review process. Laura Roesh, CPA who previously reviewed the Chapter's financial records will not be available to review our records this year due to a serious illness. Becky will send card to Laura.

A discussion was held about finding a replacement CPA to review our records. Donna and Becky suggested a mutually know Mr. Peterson, CPA as a replacement. A fee of approximately \$250.00 can be reasonably expected. Becky will follow with the inquiry.

A motion was made to empower Becky to proceed with the financial review. Donna made the motion and Charlie seconded it. The motion passed unanimously.

IV. Communication/Membership

Charlie and Tasha are working to update member nametags with the new logo. They should be complete soon.

January meeting dues are completely paid for. The meeting was a success.

A discussion was held about updating the Chapter's website with new photos and logo. Carol plans to bring a camera to the next general membership meeting to take pictures.

#### V. Programs

A discussion was held about program ideas for February's meeting. Dr. White, OWC or Dr. Marcy Driscoll, FSU were suggested. We look forward to February's meeting.

#### VI. President's report

Becky sent a membership list with email addresses to National in order to meet the CORE submission requirement.

A discussion was held about the monthly newsletter and President's letter. Becky will continue to compose and send the President's letter monthly. The Chapter's newsletter may move to a quarterly or bi-annual production distribution schedule.

Becky will attempt to recruit a VP of Communication. Also, it was noted that the Chapter's requested PSAs do not seem to be making the paper.

#### VII. General Wisdom

Joyce received cardstock and will continue to work on Chapter's business card.

Crestview Chamber of Commerce membership renewal received.

Take Stock in Children for Walton County sent a Thank-you note.

Cheri will update the Chapter's corporation status with the Florida Department of State.

Charlie will email ASTD members with SHRM program information.

Respectfully submitted

Cheri Garrett  
Secretary