

**ASTD**  
**Board Meeting Minutes**  
**July 17, 2006**  
**OWC**

The July board meeting was called to order at 11:15 am by President Miller

**Members Present:**

Becky Spence  
Carol Barry  
Donna Miller  
Jerry Armstrong  
Leigh Grantham  
Joyce Szilvasy  
Karen Sledge

**Members Absent:**

Bridget Carnley  
Charlie Ray  
Sylvia Niedzwiecki

**Minutes:**

Joyce presented the minutes from the June 2006 meeting for consideration. Becky made a motion to accept as presented with a spelling correction. Jerry seconded the motion. Motion passed.

**Finance Record Review:**

Donna began the financial record review in Karen's absence. She asked the group to consider the no show charge for Kathy Starnick. Kathy had called on Monday morning to cancel her reservation. The group decided not to charge Kathy. Becky made a motion to add a note to the newsletter and to our meeting announcements stating that reservations and cancellations are due by noon on the Friday prior to the meetings. Leigh seconded the motion. Motion passed. The board reviewed the financial reports that Karen had provided. The August luncheon will cost \$10.00 and the amount was approved by the group. Upon Karen's arrival the group reviewed the overall budget and noted we are in balance. There may be money (\$650) in the budget to assist with chapter leadership development. The leadership training is scheduled for October 27 & 28, 2006 in Alexandria, VA. Joyce made a motion to investigate options and costs for the upcoming training. Leigh seconded the motion. Motion passed. Karen is working with Laura Roesch, CPA. She has made a back up of our Quick Books program and minutes for the CPA.

**Programs & Marketing Report:**

Donna headed up the programs and marketing section in Bridget's absence. The July program presented by Charlene Grafton was a hit. The content was very interesting. The program evaluations were overall very good. Leigh presented the group with a wonderful brochure she had prepared to publicize the fall workshop. She will contact Leslie Yerkes concerning the content and email her a copy for her consideration. We have no agreement in place for Ms. Yerkes to sign. Becky volunteered to work on an agreement form. We have had no response from the area SHRM group concerning their interest in a partnership for the fall workshop. Leigh made a motion to move forward and not pursue a partnership at this date. Seconded by Jerry. Motion passed. Our August program will be presented by Dr. McDaniel. Jerry has been in conversation with her and made sure she has directions to the alternate location. She will need a projector for her PowerPoint presentation. We will make sure the ASTD signs are strategically placed for the August meeting. In Bridget's absence, Jerry will provide the introduction, etc. for the meeting. Our September speaker is Dr. Goestch on "How to Write a Book".

**Hospitality Report:**

In the absence of our Hospitality VPs, Donna reported that all seems to be going well with hospitality. Sylvia will not be able to attend our August meeting. We will need to connect with her prior to the meeting to get the signs, cash box, etc. Leigh/CHELCO has purchased several of Ms. Yerkes books, "They Just Don't get it!" and will donate several of them to put on display at the two upcoming meetings and to raffle at the chapter and Chamber meetings for marketing and PR. Our goal for attendance at the seminar is 40. We do not have a December meeting scheduled.

**Membership/Webmaster Report:**

Carol received the board members responses to questions about the membership list. She needed assistance to review and update the current roster. Carol made a motion to offer past and new members the balance of the year at \$25.00. Joyce seconded the motion. Motion passed. Carol will email our past members who have not joined and encourage them to join for the remainder of the year at the reduced rate. We will also announce the discount in the next newsletter and on the web site. Carol plans to compare her list with Karen's. Donna noted that we do need a current list for the board members. Carol has a data base with some members' addresses, either at work or at home. Carol will email a questionnaire to the members asking them for their areas of expertise, what guest speakers/programs they would like to see and/or recommend, and if the chapter is meeting their expectations. It was noted that there are some sample surveys on the ASTD web site. Donna stated that according to the ASTD CORE standards we must survey our chapter every two years.

**Communications Report:**

Jerry reported that everything was on track with our communications. He is sending our chapter meeting information to the contacts at the chambers, newspapers, etc.

**General Wisdom:**

Leigh charged the chapter to keep the good programs coming. This is the life blood of the chapter and if we have good programs we will remain a viable chapter.

**President's Report:**

Donna reported that there are some reorganization changes occurring at the ASTD national association level. More information will follow as it is available.

**Old Business:**

The nominating committee will need to be formed and meet. Leigh and Becky will serve as well as other non board members. Members nominated to serve as officers for the 2007 year must be contacted to confirm their willingness to serve. The slate should be presented to the officers and then to the members for a vote following the procedure as outlined in our by laws.

**New Business:**

The revised By Laws and Standard Operating Procedures were briefly reviewed and discussed. Joyce will work on them a bit more.

With no further business, the meeting was adjourned at 12:45 pm by President Miller.

Respectfully submitted,

Joyce Szilvasy  
Secretary