

**ASTD**  
**Board Meeting Minutes**  
**June 21, 2006**  
**OWC**

The June board meeting was called to order at 11:00 am by President Miller

**Members Present:**

Becky Spence  
Carol Barry  
Donna Miller  
Jerry Armstrong  
Leigh Grantham

**Members Absent:**

Bridget Carnley  
Charlie Ray  
Joyce Szilvasy  
Karen Sledge  
Sylvia Niedzwiecki

**Finance Record Review:**

Donna gave the financial report in Karen's absence. Donna will check with Karen to confirm that she is invoicing monthly meeting no-shows. It was noted that we sold fewer 50/50 drawing tickets at our June meeting, with the food set up in the reception area identified as the cause (less room to promote tickets, more confusion, etc.) We presumed that the reason the food was set up this way instead of inside the meeting room as usual was because of the exception we asked to be made in May because of our workshop. Donna will ask Sylvia to request OWC to set up food inside the meeting room each month unless specified otherwise. Donna asked Carol to check Karen's membership records against her official membership list. During a discussion regarding budget for advertising and printing, it was agreed that Carol will print more membership brochures and will ask the chapter for reimbursement. It was also noted that we may not use all of our designated advertising/printing dollars. There was a question about the status of two Dwight Bain books that the chapter bought as part of our workshop agreement with Dwight. Leigh agreed to ask Joyce if she knew the about these books and to whom they might be sold. Okaloosa County plans to purchase additional copies of the book, with the remaining four to be marked in our chapter newsletter.

**Minutes:**

Leigh presented the minutes from the May 17, 2006 meeting for consideration in Secretary Szilvasy's absence. Following a motion and second, the minutes were approved as presented.

**Programs & Marketing Report:**

Donna gave the programs and marketing report in Bridget's absence. Donna suggested that the board members send info about our July meeting to our personal HR contacts. Jerry reported that Wallace Moorehand got good reviews as our June speaker. We discussed Bridget's concerns about requesting Leslie Yerkes for our October workshop (only \$1100-\$1200 average split for speaker, etc.). Several board members understood those concerns, but felt that Leslie (and other past speakers) are familiar with ASTD chapters and their attendance levels, and were willing to come to promote themselves and their books and to support ASTD. Several board members also expressed a strong desire to move forward with the Leslie Yerkes' workshop. Donna also

reported that Bridget had expressed to SHRM our willingness to partner with them again in 2006 for the October workshop **if** SHRM was willing to shoulder the majority of the responsibility this year, as our chapter did last year. So far, Bridget had not received a response from SHRM. The consensus of the board was to proceed without SHRM. Leigh volunteered to head up the marketing effort for the October Leslie Yerkes' workshop, offering several promotional ideas.

Jerry said that he will develop a marketing handout for the remaining five meetings for 2006.

**Hospitality Report:**

In the absence of our Hospitality VPs, Donna reported that all seems to be going well with hospitality.

**Membership/Webmaster Report:**

Carol passed out new membership lists. Becky asked about the potential to pro-rate membership fees for the rest of the year. **Donna asked that the board consider this issue and make a decision at next month's meeting (when we will hopefully have more board members present).** Jerry suggested the possibility of a rate which would include the rest of this year and 2007. Becky said this might create accounting problems for our treasurer. Leigh mentioned an option of an early bird special in 2007 if the member pays dues by the end of January. Carol will e-mail the photo she took at the June meeting to Jerry for potential publicity use.

**Communications Report:**

Jerry will promote the July Meeting as "Oh, The Aches and Pains!" by the author of ***When Left is Right: Keyboarding for Success.*** Jerry will contact Dr. McDavid to work on a catchy title for her August presentation (Donna suggested Taming the Turnover Tiger).

**President's Report:**

Donna reported that Joyce is conducting a review of the chapter by-laws and has sent out suggestions for revisions. She noted that we will continue this process over the next months. Donna discussed the slate committee for new officers. **Becky asked that officers who are currently serving on the board consider serving another term in their current or other capacities and to let her know of their interest.**

With no further business, the meeting was adjourned at 12:30 pm by President Miller.

Respectfully submitted,

Leigh Grantham  
Immediate Past President  
Pinch-Hitting for Secretary Szilvasy