

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

The March board meeting was called to order at 11:30 am by President Miller.

Members Present:

Leigh Grantham
Becky Spence
Donna Miller
Joyce Szilvasy
Carol Barry
Charlie Ray
Karen Sledge

Members Absent:

Sylvia Niedzwiecki
Bridget Carnley
Jerry Armstrong

Minutes:

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

Finance Record Review:

The group discussed meeting charges for members vs. non members and how the hospitality committee determined the correct amount to collect. Our membership roster will be updated during March with those not paying their 2006 dues being removed from the list. At that time they should be charged the non member fee unless they rejoin and pay their dues. Becky stated that we have been surveying our members each year and after six months of membership. There always seems to be a lot of turnover in membership each year and we would like to know if there are any concerns that the board needs to address. Karen expressed concerns with the payment of dues and the meeting fee being on the same check. She would prefer two separate checks to help with bookkeeping issues. It was felt we will need to accept one check as part of our customer service effort. Individuals may prefer to pay with one check and/or just have one check with them.

Karen questioned a line item in the budget. We have money allocated for Printing Fee and also for Advertising and she questioned the difference in the two. The board deferred the question to Bridget or Jerry.

Karen stated that with the boards' approval she will contact Laura Roesch about conducting our annual audit. The board agreed and thanked Karen for keeping them on track. Copies of the 2006 budget will be provided to the attendees at the March meeting.

Programs & Marketing Report:

We have a representative from Baptist Hospital for our April program/speaker. Programs are scheduled through the summer and up to our October workshop. The board discussed the possibility of partnering with the local SHRM group for the fall workshop. It was felt that if they would like to take the lead role in the planning, development, etc. that we would be happy to partner for one half of the proceeds. Our group provided the leadership, location, etc. for last falls cooperative effort with SHRM. Donna will ask Bridget to contact the SHRM group to determine what they would like to do. Bridget noted that we are on track with our May workshop with Dwight Bain. We need a brochure as soon as possible. Leigh will prepare a brochure if she is provided with the information. Joyce is planning to attend the SHRM workshop on April 12th and will distribute our brochure. We need to be looking for a volunteer VP for Programs for next year.

Hospitality Report:

Charlie reported that the March sign in and payment process went smoothly with two at the table. Becky worked the sign in area fielding membership questions. There was adequate food for everyone. We had four requests to attend at the last minute on Monday. The concern is that we may not have enough food for those last minute requests. The board would like Sylvia to check on the availability and price to the chapter of those last minute folks going through the salad bar line. We want everyone to attend but have concerns about feeding everyone.

Membership Report:

Carol Barry reported that the web page is updated with the membership list. She will have paper copies of the list available at the April meeting. A copy can be mailed by Joyce to members requesting a copy. The board agreed that we should revise the list, add our logo and a disclaimer about the use of the information. Carol is ready to post the most recent Board Minutes to the web site. Joyce will email those to Carol.

Communications Report:

No report.

General Wisdom:

Nothing to report.

President's Report:

Donna stated that our regular meeting room was not available in August. She will check with OWC staff to reserve a different room at the college. Donna mentioned the ASTD national seminar in Dallas, TX in May and asked if anyone was planning to attend. There was no one at the time. She will add Carol Barry to the ASTD Chapter Leaders electronic update from Charmaine Peters.

Old Business:

Joyce asked a question relating to the minutes from a prior meeting. She had not noted in the minutes who would issue the invoice/notice to the individuals that make a reservation

for the meeting and then not attend. The group remembered that it had determined that the VP of Finance, Karen should send the notice. After much discussion the group decided to remind members one last time and then issue statements to the no shows after the April meeting. Again, after much discussion, it was determined by the group to adhere to our policy of allowing late reservations. If a reservation is made after the deadline, the member/attendee must pay the full price for the meeting. They may go to the OWC cafeteria for lunch but will be expected to pay for the food in addition to the meeting fee.

New Business:

There being no further business the meeting was adjourned at 1:00 pm by President Miller.

Respectfully submitted,

Joyce Szilvasy
Secretary