

ASTD
Board Meeting Notes
November 16, 2005
OWC

The November board meeting was called to order at 12:15 pm by President Leigh Grantham.

Members Present:

Becky Spence
Donna Miller
Joyce Szilvasy
Leigh Grantham

Members Absent:

Pam Walters
Bridget Carnley
Juda McAdoo
Karen Sledge

A quorum of the board was not present so no business was conducted. Members present reviewed the minutes from the October meeting.

Finance Record Review:

No report.

There was discussion about paying the area chamber dues when billed. Most chambers do not bill with the calendar year but bill in the month that businesses actually joined. This issue will probably need to be resolved. Leigh will email Juda about any concerns for chamber dues.

Programs & Marketing Report:

Leigh shared a draft agenda from Bridget for the December chapter meeting. Joyce will contact Cindy Anderson, the Walton County Take Stock in Children coordinator to invite her to the December meeting. She will be asked to address the group for a few minutes about her program. The board members asked for a special dessert to be added to the December meal as a small Holiday celebration for the chapter. Bridget will be asked to purchase some trainer tool door prizes for December.

Hospitality Report:

No report.

Becky stated that Pam would not be attending the December chapter meeting but that Sylvia will take care of the hospitality function.

Membership Report:

It was noted that the dues we received for 2005 at the end of 2004 were deposited during the 2004 budget year and created an inconsistency in our current budget. Dues for 2006 received in 2005 may need to be deposited so that they clear the bank for businesses and not held until 2006. Donna will announce that our 2006 are due as soon as the dues fee is determined at the December board meeting/strategic planning update session.

Becky shared that we now have 70 members! She will assign one of her student members to the Take Stock in Children ticket sales so that we can improve the total amount of contributions. Leigh suggested that we increase the sales by offering 10 tickets for \$5.00.

Communications Report:

Donna Miller reported that she had been reimbursed for her 2 day ASTD leadership trip expenses. She had lunch with the Florida ASTD group. Our chapter received kudos for our great programs and above average attendance. Donna stated that a CPA advised the chapters to file a 990 with the IRS, even if it wasn't required. We will check with our chapter CPA on her recommendation. Donna will be prepared to complete the CORE for ASTD after the first of the new year. A tip that Donna picked up was to have a Volunteer Sign Up Sheet for various chapter jobs and/or committees. After some discussion, Becky volunteered to create a list for sign up.

General Wisdom:

No report.

Old Business:

It was decided that we would have a brief board meeting after the regular chapter meeting on December 13, 2005 and prior to the Strategic Planning session.

New Business:

The Strategic Planning portion of the December meeting was discussed. It was felt that we could take the SWOT analysis from last year, review it and then update as needed. We will work on Goals and Objectives for 2006 and will definitely need to resolve our budget for 2006. To expedite the budget process we will ask Karen to prepare a draft budget based upon several assumptions. Assumptions: 50 members with dues of \$50.00. Increase meeting charge to \$12 for members and \$17 for non members with our monthly average attendance. Nine regular chapter meetings next year and two workshops. Cost for workshops - \$75 including lunch. We will co-sponsor 1 workshop with SHRM and split profits with them after providing for guest speaker/trainer income.

We would also like to budget up to \$1,000 to assist with ASTD Leadership training for the incoming President. Board members should also plan to bring the amount of their anticipated expenses for 2006 to include in the budget.

There being no further business the meeting adjourned at 1:15 pm.

Respectfully submitted,

Joyce Szilvasy
Secretary