

**ASTD  
Board Meeting Minutes  
October 17, 2005  
OWC**

The October board meeting was called to order at 12:00 pm by President Leigh Grantham.

**Members Present:**

Becky Spence  
Donna Miller  
Bridget Carnley  
Juda McAdoo  
Joyce Szilvasy  
Karen Sledge

**Members Absent:**

Pam Walters

**Guests:**

Jonathan Gerstner, Ph.D  
ASTD Area Manager

**Minutes:**

Secretary Szilvasy presented the minutes from the September meeting for the boards consideration. Becky made a motion to approve as presented with a second from Donna. Motion passed.

**Finance Record Review:**

Karen presented her treasurers report at the end of the meeting. Our anticipated dues income for the year is down due to 2005 dues being deposited in December 2004 and not credited to 2005 dues. We also had meeting(s) cancelled/moved due to hurricanes and holidays that reduced our anticipated program income. The raffle income is under budget as well but may catch up by year end with our new system. Karen reported that we are short \$21.00 on the meals for September and may need to review charging no shows for their meals. **She also suggested that in next years budget we consider budgeting for eleven programs/workshops and not twelve so that we have more flexibility. The group agreed and also decided to hold two workshops next year, spring and fall. The fall workshop will be a joint venture with SHRM.** We have money in the budget that has not been used for awards, speaker lodging and travel although we did spend money to purchase our speaker/chamber gift bags that was not in the budget. Our net profit for the communications workshop is \$515.60. **Karen is continuing to work with Ron Corbin on the Officers & Directors Liability insurance.**

### **Programs & Marketing Report:**

Bridget thanked the members who had helped the day of the communications workshop. The member reviews for Mark Wiskup were all wonderful. According to her records the attendance for the joint ASTD/SHRM session was 47 and all of the 30 books available were sold. The board questioned if the attendance was down due to the holiday and it was felt that it did have a negative impact. One idea for next year is to hold the joint workshop at Two Trees on Wednesday. Bridget has her husband Joe lined up for the November meeting, speaking on "Step up to Leadership". The December program will be "Take Stock in Children". **We will invite Ray Sansom, and mentors and mentees of the program. We will also induct the 2006 board and have awards and recognitions for various committees, etc.** January 2006 is booked with Marty Mears, Toastmasters and our May workshop is on track. Marketing is on track with all of the information getting out as soon as possible. Leigh asked Bridget to bring her speaker agreement draft to the November board meeting.

### **Hospitality Report:**

No report due to Pam's absence. The group agreed that the hospitality support at the workshop went well.

### **Membership Report:**

Becky Spence passed out an updated membership list for the board. According to Becky's records we are currently at sixty four members. Bridget made a motion that we adopt the SHRM groups' method of raising money for Take Stock in Children. They sell 3 tickets/chances for \$2.00 with all of the proceeds going to the fund. The door prize is donated by a board member on a rotating basis each month. The prize is displayed at the door on the table by the ticket sales. Joyce seconded the motion. Motion passed. There was much discussion about the correct amount of dues to charge for the remainder of the year. Joyce made a motion to charge no dues between now and the end of the year and the charge regular members \$30.00 for 2006 and students \$15.00. Becky seconded the motion. All in favor. It was noted that SHRM charges \$50.00 per year for dues and that we may want to review our dues structure. Becky made a motion to revisit the prior motion with a second by Donna. All in favor. Joyce made a motion that dues would be free until the end of the year with dues to be determined at the strategic planning session. Becky seconded the motion. All in favor.

### **Communications Report:**

Donna Miller reported that the election for 2006 board members had gone well with the full slate approved. It was decided to invite the new members beginning with the November board meeting. The board decided to hold a strategic planning session in December in conjunction with the December regular meeting. We will begin our board meeting at 1:00 pm or directly after the luncheon, conduct a quick board meeting and then begin the strategic planning process. Everyone was asked to block out the full afternoon. Joyce made a motion to offer free membership to new members for the remainder of the year. The dues for 2006 will be discussed at the strategic planning session. Becky seconded the motion. All members in favor. Donna announced that she is attending the ASTD Leadership Conference in Washington, D.C. Each attendee has been

asked to bring one best practice to share. She will share our annual board strategic planning. Kathy Shurte has arranged a luncheon meeting for the Florida chapter attendees. **It was noted by the group that this annual ASTD leadership training for incoming Presidents is so valuable. The board would like to see money budgeted for this training. Donna will let us know about her expenses for the trip. Her employer is paying for the trip but she may have incidental expenses.**

**General Wisdom:**

Juda reported that we will be inviting and recognizing our corporate sponsors/CEO's at the December luncheon. We will also be recognizing the Charter members of our chapter and the Charter President. We may have the second and third Presidents in attendance and will recognize them as well. The first years were very labor intensive for the Presidents and they worked very hard to get the chapter up and running. The board discussed the selection of a Volunteer of the Year. Bridget made a motion to recognize Ned Cooley with a second from Joyce. All in favor.

**President's Report:**

Leigh welcomed our Area Director Jonathan Gerstner. He will be attending the Florida ASTD seminar in Orlando February. Jonathan thanked the board members for moving their regular meeting date to accommodate his schedule. He stated that he appreciated all the board did for ASTD as volunteers. Jonathan is working with fifty-one chapters in the south east. He will be happy to speak to our chapter next year to promote ASTD National Membership benefits, etc. According to Jonathan the national association is trying to keep the National Leadership training free for our board members. He noted that the ASTD chapter billing services is available for local chapter membership billing. Leigh shared the issue of local chapters' cost of accepting credit card payments that can be used with the military/federal contractors, etc. She asked Jonathan to see if ASTD could assist the local chapters with this problem by offsetting the cost or some other creative idea.

**Old Business:**

Covered financial report.

**New Business:**

NA

There being no further business the meeting adjourned at 2:15 pm.

Respectfully submitted,

Joyce Szilvasy  
Secretary

