

ASTD
Board Meeting Minutes
August 17, 2005
OWC

The August board meeting was called to order at 12:10 pm by President Grantham.

Members Present:

Leigh Grantham
Becky Spence
Donna Miller
Bridget Carnley
Juda McAdoo
Pam Walters
Joyce Szilvasy

Members Absent:

Karen Sledge

Minutes:

Secretary Szilvasy presented the minutes from the July 20, 2005 meeting for the boards consideration. Donna made a motion to approve as presented with a second from Bridget. Motion passed.

Finance Record Review:

In Karen's absence, Becky Spence presented the financial statement that Karen had prepared for the board. The board reviewed the reports. Pam made a motion to approve the modified 2005 budget with a second from Becky. Motion passed. Laura Roesch, CPA will attend the September meeting to give her financial review of 2004. Errors & Omissions Insurance application is near completion for submission to an insurance agent for pricing. According to Karen's attendance report two of our board members have perfect attendance for the year, Leigh Grantham and Donna Miller.

The board discussed the Pay Pal information that had been provided by another Florida chapter. The chapter adds a \$2.00 surcharge for use of Pay Pal by its members. It was determined that the Pay Pal process may work for the regular meetings but may not work for our workshops for our military attendees. We will continue to research and review options.

Programs & Marketing Report:

Bridget noted that the evaluations from the August meeting were very good. The speaker Linda Bailey received high marks. One idea for programs was *Competency Based Evaluations/Appraisals*. It was noted by the board that our member, Susan Van Buren has experience in that area and would be a great speaker for the topic. Other topics recommended were a *Panel of Experts for open discussion, How to Answer/Respond to Criticism Correctly*, and we also received a request for a low carb option at lunch.

Bridget stated that Linda Bailey had not been promised a travel expense reimbursement when booked for our August program but that she had asked for assistance with her flight expense of \$291.00. After discussion by the board it was decided that we did not have the ability/budget to reimburse Ms. Bailey and that Bridget would notify her of our current practice. However, as our chapter continues to grow and we want to continue to recruit exceptional speakers we will be looking at an honorarium for speakers in the future. This will be a budget item for upcoming years. Bridget thanked Leigh for bringing a camera to the August meeting. Photos will be sent to Donna and Diane Merkel for publication. We are on track for our September luncheon with E-Learning. Bob Seemer or his associate will present the program. Bob may not be available but his associate is knowledgeable. The next joint committee meeting with the SHRM group is scheduled for August 25 at Two Trees at 12:30 pm. The committee will be preparing a flyer and discussing marketing strategies for the October workshop. Our awards and Take Stock in Children program are scheduled for December. Bridget will contact the new Take Stock in Children representative for Walton County, Cynthia Anderson, to inform her of our program. The January program will be Marty Mears, Toastmasters. We do plan to invite Governor Jeb Bush for next year to speak to our group about mentoring, etc. Bridget will prepare a draft letter of invitation for review and process the invitation through Ray Sansom.

Bridget passed out a draft Speakers Outline and Agreement. Leigh noted that the cover sheet was excellent but that the agreement had a copyright so it will need to be revised. Bridget stated that she thought it would be good for the Communications, Marketing, and Membership chairs/committees to work very closely next year. The board discussed the contract with Dwight Bain, the May 2006 workshop speaker. Bridget found that if we cancel due to a natural disaster there is no fee and if can not come he will send someone to present the program. .Becky made a motion to sign his contract for the May workshop. Juda seconded the motion. Motion passed. Leigh has contacted the Baptist Leadership Institute in Pensacola regarding a program for 2006. Bridget noted that we have February, March and April open at this time.

Hospitality Report:

Pam Walters reported that we had 30 reservations for the August meeting with 28 in attendance. This is a good number for a summer meeting. Leigh reported that the meal price for lunch was going up to \$8.50 in September. The board agreed to leave our luncheon program price at the current rates for the remainder of the year. The additional expense will be reviewed later in the year during the budget process for 2006. Name badges are needed for the following: Charlie Ray, Joe Cunningham, Joanne Wallace, and Donna Miller. Joyce will bring to the September meeting.

Membership Report:

Becky Spence passed out an updated membership list for the board. We are currently at 60 members.

Communications Report:

Donna Miller reported that the awards information will be in the next newsletter. She and Juda met to discuss forming the nominating committee. They have four additional non board members who have volunteered to serve and plan to meet on August 30 to prepare a slate of officers to be announced at the September meeting and then voted on at the October meeting. According to our by laws we can vote by email or in person. Joyce will email the approved minutes to the webmaster each month. We will need to archive the older board minutes. Donna stated that the Florida ASTD needs volunteers for its upcoming session. Leigh noted that we may have more in common than a closer distance with the Alabama ASTD association and suggested that Donna try to find a contact for AL.

General Wisdom:

Juda McAdoo shared a Thank You card from Bill Peebles family for our contribution.. Several members noted that they had contact with Chris Cavanaugh (Pierce) recently. Juda stated that she would like the chapter to recognize our founding members in some way. There were four or five that worked to get the chapter started. Chris Pierce, Pat Braunstein and Dr. Goestch were three. Suggestions for recognition were a gift and/or a mention in the program. Joyce suggested a gift of one of our new ASTD bags. Our recognition program is scheduled for December but if we run short on time we can always have some recognition in January. Leigh will get a copy of last December's agenda to Bridget. The group discussed an evening meeting in December and decided not this year. Joyce suggested we poll the members to see what they would like. The group discussed selling our bags for a profit. The exact cost for the bags was unknown, but the board felt most would purchase at \$10.00.

President's Report:

Leigh reported that she continued to receive information about a workshop in Minneapolis. The board agreed that the distance was too far for our group to be interested and for Leigh to respond to the group stating that we support state and regional workshops.

ASTD is a co-host for the conference *Learning 2005* on October 30-November 2, 2005 in Orlando. The board agreed to mention the session in our newsletter and to make flyers available at our meetings.

Leigh shared some information she had received from ASTD outlining "Employee Learning Week" slated for December 5-9, 2005. After discussion by the board, Joyce made a motion to partner with the Area Workforce Development Board- Region II to explore opportunities of a joint venture. The motion was seconded by Becky and approved. Becky will make contact and schedule a meeting. The theme is Workforce Development is Everyone's Business.

Processes and Procedures for each position are due by September 1st. Leigh passed out a copy to each board member of an Operations Manual from a Wisconsin ASTD chapter that Joyce had found on the ASTD web site. It was noted that there was some good

information in the manual to use as a basis for our SOP's. Each member was reminded to prepare their job SOP and then email it to the full board no later than September 1st. We will meet the afternoon on 09/13 after our regular meeting to finalize the SOP's. Leigh stated that she will be unable to attend the 09/21 board meeting and that Donna will chair.

Old Business: None

New Business:

Bridget asked that we add introductions to our meeting agenda so we don't forget to introduce our guests, new members, etc.

Becky asked that we offer a reduced price for her communications students so that they could attend the October workshop. She is giving them time to attend and credit for their participation. Donna made a motion that the students be offered the workshop at ½ price, \$30.00 including lunch. Bridget seconded the motion. Motion passed. The same discount will be offered to other students at OWC and UWF who may wish to attend.

Meeting adjourned at 1:30 pm by President Grantham.

Respectfully submitted,

Joyce Szilvasy
Secretary