

**ASTD
Board Meeting Minutes
September 21, 2005
OWC**

The September board meeting was called to order at 12:30 pm by President Elect Donna Miller.

Members Present:

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

Members Absent:

Leigh Grantham

Guests:

Laura Roesch, CPA, LLC
Janet Hurst

Minutes:

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

Finance Record Review:

Laura Roesch presented copies of the 2004 Financial Statements for the chapter. She reviewed the report for the members benefit. Laura stated that she is not aware of any material modifications that should be made at this time.

Laura was asked about the sell of the chapter bags. She stated we could do fund raising but no sales. We could also offer the bags at reimbursement cost but could not set an amount for the "donation". If we sell the bags, the income becomes taxable income and that creates additional issues/problems with state tax, etc. She suggested we conduct raffles or silent auctions as fund raisers.

Joyce presented the quote for insurance from Ron Corbin and read Leigh's notes. The group reviewed the quote and felt that \$800 might be more coverage/insurance than we needed and asked Karen to get with Ron to see if we could manage with less coverage and get the cost in the \$300 to \$500 range.

Karen presented her treasurers report to the group. She stated that we may have to reevaluate the cost of meals for the membership prior to the end of the year. Karen paid for our Post Office box and needs to be reimbursed for the \$38.00. She will add the renewal information to the standard operating procedures so we do not get locked out of our box for non payment next year. Karen mentioned that she doesn't think the government will allow use of Pay Pal. She will check with our bankers at AmSouth to see what they can offer.

Programs & Marketing Report:

Bridget stated that our programs are on track. There is a planning meeting with the SHRM group on 09-29 at noon at Two Trees restaurant to finalize details for the October workshop. She encouraged board members to attend if possible.

Hospitality Report:

Pam Walters reported that we had 32 attending the September luncheon meeting. There was discussion about making sure the students identify themselves so they get the ½ price deal for the workshop. We will need to add something about paying at the door or that payment must be received no later than a specific date so that we have our payment in hand at the time of the workshop or regular meetings.

Membership Report:

Becky Spence passed out an updated membership list for the board. We are currently at 63 members. Tom Goss joined but paid just \$15.00 and Becky did not question the amount due to the time of the year and that he had just lost his job with a corporate sponsor. Becky stated that she had sent an email to Jobs Plus concerning the Employee Learning Week. No response at this time. They are swamped with evacuees from the hurricanes and finding it difficult to keep up with the day to day.

Communications Report:

Donna Miller reported that she had a strange response to her email request from our October speaker. She will try to communicate with him again and get some information for the workshop announcement. Donna has received an inquiry from the Florida Chapters ASTD group requesting that we participate with the Florida newsletter and use that as our basic chapter newsletter. It was decided that we would participate, but in a limited fashion. Donna will respond accordingly. Donna will issue a memo with the slate of officers and open the floor for nominations. We will take nominations for one week. Members need to have been asked and given permission prior to placing their name on the ballot. Donna will then prepare and email a ballot to all members. Joyce provided a copy for Donna of how to set up a vote in Outlook.

General Wisdom:

The rewards and recognition committee will meet to discuss/review the types of awards, etc. Juda will report to the group in October. Our recognition program is scheduled for December. We plan to recognize our charter members.

President's Report:

NA

Old Business:

Due to the lack of time we were unable to review the standard operating procedures for the Vice President of Finance.

New Business:

NA

Meeting adjourned at 1:30 pm by President Elect Miller.

Respectfully submitted,

Joyce Szilvasy
Secretary