

**ASTD  
Board Meeting Minutes  
April 20, 2005  
OWC**

The April meeting was called to order by President Leigh Grantham at 12:20 pm.

Members Present:

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

Secretary Szilvasy presented the minutes from the March board meeting. Motion by Becky to approve the minutes as presented, second by Donna. Motion passed.

Finance Record Review:

Karen Sledge presented the financial reports. Karen shared several scenarios of possible shortages that could show on our budget in the areas of member dues, program income and raffle. She had contacted our CPA and was advised not to move the money for our ASTD bags from one area to another but to just reference our board minutes approving the purchase.

Programs and Marketing Report:

Bridget reported that the evaluations she had received for Don Bolen, our April presenter were 4's and 5's. She received about 10 responses and has spoken to Don and shared the evaluation results with him. The board discussed the need for blank ASTD cards for the members to use for various purposes, such as Thank You. Joyce will print blank cards and bring them to the next board meeting.

The board reviewed the program schedule for the remainder of 2005. Several revisions were made. The June 14<sup>th</sup> program, *Staying Motivated & Productive*, will be a luncheon session. Bridget reported that the August and September programs were confirmed. The October 11<sup>th</sup> (changed from the 12<sup>th</sup>) workshop will follow the same format as the May workshop. We may co-sponsor with the SHRM group. It was noted that the speaker, Mark Wiskup, would receive half of the net proceeds and then we would split the remainder with SHRM if they co-sponsor. The correct date for the November session is the 8<sup>th</sup>. The board also decided to recognize the Okaloosa and Walton county representatives for *Take Stock in Children* at the December meeting. We will present them with their checks at that time. It was suggested that we include our speakers' company information with our publicity. Donna will add this, if available, as well as a link to their web site. Karen stated that we have \$1,000 budgeted to assist with speakers if needed. Bridget reported that we have not had to pay any fees at this time.

It was noted that we need to advertise our *Take Stock in Children* scholarships. Bridget will prepare a table sign to use with the raffle. Leigh will investigate getting a *Take Stock in Children* banner for the podium. The board reviewed the issue of guests attending but not eating lunch at

our regular meetings. It was determined that the charge is for the meeting/presentation and includes lunch, so everyone pays.

The board reviewed the marketing/advertising plans for the May workshop, "Taming the Paper Tiger." The goal is 60 participants. Participants must RSVP, but can pay at the door the morning of the workshop. Karen will investigate a way to accept payments from government employees. The flyer for the workshop will be distributed via email to the board ASAP so it can be emailed to their contacts.

#### Hospitality Report:

Pam recommended that to streamline our door prize process we no longer have a business card drawing, but instead place a dot under selected chairs to determine winners. She also felt it would be a good idea to use table "decorations/items" for the door prizes. This way the gift(s) would be on the tables and not have to be presented.

#### Membership Report:

Becky shared an updated member list with the board. As of April 18, 2005 we have 53 individual members. The board reviewed the 2005 membership contest proposal. They recommended and approved several changes to the contest proposal presented by the committee. The goal to double membership by December is great. We will have two periods/opportunities to participate/win. First period: May, June, July, and August. Second period: September, October, November, and December. Guidelines follow:

Members receive 10 points for each new prospective member they bring to a meeting.

Members receive 50 points for each new member.

Members must have a minimum of 100 points to be eligible during each period.

In case of a tie for the most points, there will be a drawing to determine the winner.

A \$50.00 gift certificate to Applebee's restaurant will be awarded each period. The overall grand prize for the member with the most points, combining both periods, will be a two night stay with one of our sponsoring resorts and dinner for two, contingent upon Bridget being able to get these items donated.

#### Communication:

Donna reported that placing the newsletter on the web site and not in the meeting announcement has worked very well. She had just two notices that "bounced" and it was not due to the size of the attachment.

#### General Wisdom:

Juda stated that she would reserve the Gallery meeting room for our 2006 dates. She reported that the auditors are on track with the financials.

#### President's Report:

Leigh reported that we are one third of the way through the year and thanked the board members for their service to the organization.

#### Old Business:

Leigh reported that the CORE questionnaire has been completed for ASTD. Karen and Joyce will work on the paperwork for getting a quote on liability insurance.

New Business:

Everyone wished Donna Miller a happy birthday and celebrated with a birthday cake that was provided by Leigh.

There being no further business, Leigh adjourned the meeting at 1:40pm.

Respectfully submitted,

Joyce Szilvasy  
Secretary