

**ASTD
Board Meeting Minutes
March 16, 2005
OWC**

The March meeting was called to order by President Elect Donna Miller at 12:10.

Members Present:

Donna Miller
Karen Sledge
Bridget Carnley
Becky Spence
Juda McAdoo

Members Absent:

Leigh Grantham
Pam Walters

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

Finance Record Review:

Karen Sledge presented the financial reports. The report is prepared in QuickBooks and must be printed and then scanned so she can send as an attachment to the board members. The results are not as clear as she would like. Karen may try to scan and save as a jpeg file and email in that format.

Karen's reports found that we are currently \$130 short when you compare the number of meals submitted to OWC for January and February and the number that actually showed up for the meetings. Juda made a motion to consider charging the "no shows" for meals. Motion seconded by Bridget. After a discussion by the members of ways to alleviate this problem the motion was tabled until the May meeting. This will give Pam time to work with the OWC kitchen staff to determine if we are requesting more meals than needed or if we will need to begin charging those who make a reservation and then not show.

Karen has modified a spreadsheet list for Pam to use to check off members attending and their methods of payment, cash or check. Her list shows we currently have 35 regular members and 3 corporate members who have paid.

Karen has investigated Liability Insurance for our organization. She has forms that need to be completed with information about our organization and then submitted to the insurance agent. The agent will then search for rates. Karen stated that she thought we were looking for a million dollar policy. Juda stated that we had determined at our last meeting that we do not need liability for the building, just board errors and omissions

insurance coverage. Karen will furnish the financial questions on the application and then forward to Joyce to complete.

Karen reviewed the financials and stated that our May workshop should bring in some additional revenue. Joyce shared an email that had been sent to Leigh from our February speaker, Lenn Millbower. Mr. Millbower will be sending us a check for \$47. \$41 of the check is our 10% share of his sales at the February meeting.

Programs and Marketing Report:

Bridget passed out a handout for members to review. Upcoming speakers and programs were discussed. Juda reported that the April meeting will be held in the Learning Resource Center (LRC) and not our regular room. Bridget reported that the committee's goal for the May 10th workshop is 75 participants. The time for the workshop has been modified; coffee and sweet rolls will be served beginning at 8:30 am. This will move the schedule forward one half hour. The speaker did not wish to begin before 9:00 am. In keeping with the topic of the program, the luncheon presentation will be tips on "Organizing our Closets". Becky will check with SHRM for CEU credits.

The board members selected two possible programs, from a list of four offered topics, for the June presentation by Brian Adams. The board liked either "Staying Motivated & Productive" or "Work Life Balance". Brian's web site is BrianAdams@endlesspossibilities.net.

Juda commented that the programs scheduled for the year are wonderful. She noted that we may need to move our October workshop to the LRC due to the change in the day from Tuesday to Wednesday. Donna will contact Amy Oswalt with the local SHRM group about co-sponsoring the fall workshop.

The Marketing meeting produced a list of ideas for the board to consider. Two action items to be implemented for the April meeting are #1. Provide on-line registration at Eglin –Karen and #2. Develop an invitation for the meeting that can be emailed in lieu of the large newsletter that some companies are bouncing back. The idea is to send the invitation with a link to the web site where the newsletter can be viewed. The smaller invitation could easily be forwarded by members to others they know who would find the meeting of interest. Sample invitation was provided in the hand out.

In addition the marketing committee recommended the board approve a budget for printing flyers on colored paper that can be distributed to the members at meetings to be taken back to work and then distributed. The board decided we would continue to print the flyers in house. Colored paper can be purchased and copies made by different board members.

The new briefs are about \$.50 more than the last order, but nicer. Joyce made a motion to order 48 of the bags at \$6.50 each. Becky seconded the motion. Motion passed contingent upon sufficient funds in the budget. Juda made a motion authorizing the VP of Finance to

move the money from our reserve to the marketing account. Becky seconded the motion. Motion passed.

Bridget presented the price of ASTD note cards and envelopes, \$208 for 300 and \$266 for 500. It was determined that we do not have money in the budget for this expenditure. Karen volunteered to develop a card that can be printed on card stock. By bringing the printing in house we can provide the cards and envelopes at a minimum cost. Joyce volunteered to complete the cards during each meeting and mail them. Bridget will provide sample wording for the cards.

Additional items recommended are a membership contest, updating the prospective member list, a co-sponsorship with SHRM group for 2006 and taking advantage of marketing our "Take Stock in Children" program. It was also recommended that Pam have an additional member assist her with sign in. The new person will gather new member and visitor information so that we may follow up with a contact.

Membership Report:

Becky passed out a list of our current member listing for the board to review. We are doing well because we are currently at 37 paid regular members and 4 corporate. Our budget was based on 45 regular and 6 corporate members. Individual board members volunteered to personally contact individuals they knew that had not paid or attended in a while.

Communication:

As discussed, Donna will send just the invitation with an overview of the program and the President's Letter. There will be a link to the full newsletter in the invitation.

General Wisdom:

Juda stated that she is pleased with the continued growth of the organization and is real pleased with our upcoming programs.

President's Report:

Joyce shared an email that she received from the Destin Chamber of Commerce noting the times our organizations information had been accessed. She also asked about the CORE information that our group had been asked to submit to National ASTD. Juda stated that it was information that our President should submit.

There being no further business Donna adjourned the meeting at 1:30pm.

Respectfully submitted,

Joyce Szilvasy
Secretary