

**ASTD
Board Meeting Minutes
May 18, 2005
OWC**

The May meeting was called to order by President Elect Donna Miller at 12:15 pm.

Members Present:

Donna Miller
Karen Sledge
Becky Spence
Pam Walters
Joyce Szilvasy

Members Absent:

Leigh Grantham
Juda McAdoo
Bridget Carnley

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

Finance Record Review:

Karen Sledge presented the financial reports. As of May 17, 2005, we received payment for the workshop except for the following: (2) additional CHELCO attendees, (3) OWC attendees, and (1) M. Louwerens. Pam reported that a check was being processed for OWC and Joyce stated that she would inquire into the CHELCO payment and contact M. Louwerens. There was discussion by the board about the \$100 check for the 2005 corporate membership for Resort Quest. Becky made a motion to waive the payment with a second from Joyce. The board and Resort Quest believe that the payment was made prior to Karen taking over the financials and just can't be located. The \$25.00 check for Bill Peebles donation has not cleared. Pam will check with Juda. Errors and Omissions Insurance question has not been resolved. Karen will continue to work with the insurance agent. It was noted that a GPC card may or may not be cost effective for our organization. It may cost \$5 or 5% per transaction? We had 10 individuals who would have attended the workshop if we could have taken the card. Further investigation is needed to determine the cost effectiveness of obtaining a card.

Programs and Marketing Report:

Donna reported for Bridget. The June 14th speaker and his accommodations at Pelican Beach are confirmed. The July speaker is confirmed as well and he will be faxing his bio. We need accommodations for the July speaker and may have to pay for something in the Niceville area if a beach area vacancy isn't available. Pam stated that she would get with Bridget on the formatting of the flyers. The last one did not work very well.

The question of accepting credit cards for payment was discussed. It was agreed that Joyce would check with the Walton County chamber to see if something for chamber members was available for a reduced price. It was felt that if we could accept credit card payment we would have additional members and/or attendees at our meetings/workshops.

Joyce reported that she had contacted our CPA with a question about an EIN number for our organization. Some vendors do request a number and we don't have one. The CPA suggested that we apply for a number. Joyce made the motion to apply for an EIN with a second by Becky. Motion passed. Joyce will complete the necessary paperwork.

Donna reported that Bridget has speakers scheduled from August to December and is investigating several for the first six months of 2006. She also noted that Bridget stated in her notes that the flyer can now be printed and forwarded. The new ASTD bags that were ordered are ready for delivery. The contest information should be emailed to everyone and included in the newsletter. The board members were asked to assist with ideas for ways for the members to earn extra contest points. The goal is to keep it fun. Bridget will be out of town for the June 14th meeting. The board discussed who would keep track of each members contest points. Donna suggested that each member email the information and points to Bridget. Donna volunteered to introduce Brian, our June speaker.

Hospitality Report:

Pam reported that she needs help with the 50/50 drawing for Take Stock in Children and will ask a regular member to "work" the room and hopefully increase our money. She stated that OWC had requested that we break when the food is being delivered and set up. The OWC employees felt very uncomfortable setting up during our session. She had been aware of the lighting situation but had not been made aware of the air conditioning problems. If so, we could have possibly relocated. Pam stated that we need to purchase flipcharts and pens for our speakers to use as needed. The board agreed. Pam will purchase the charts and pens.

Membership Report:

Becky shared an updated member list with the board. As of May 17, 2005 we have 57 members. The two new members are Teresa Franklin and D. Guthmuller. Becky will send them a welcome note. Charlie Ray has rejoined.

Communication:

Donna reported that we had been mentioned in the NW Florida Daily News in the "Friends & Neighbors" section. Our announcement is being placed in their business section on Mondays. Joyce will email the DeFuniak Springs newspaper information to Donna. It might be an additional source for announcing our meetings. Donna will include an article about the membership contest in the newsletter.

President's Report:

No Presidents report was presented.

Old Business:

The group discussed the fall workshop and a possible co-sponsorship with SHRM. Donna will contact Stacey at the local SHRM chapter. Becky will need information on the speaker so she can pursue CEU's for the workshop.

New Business:

There was discussion about a more formal closing of our meetings. Becky made a motion that our meetings should be closed by the President with the raffle, a thank you for attending and see you next month type of scenario. Joyce seconded the motion. Motion passed.

Donna stated that due to her work schedule she would be unable to attend the upcoming national ASTD meeting. She is very disappointed but hopes to make the leadership session later in the year.

There being no further business, Donna adjourned the meeting at 1:10pm.

Respectfully submitted,

Joyce Szilvasy
Secretary