

**ASTD Northeast Florida**

**Board Meeting Minutes**

**Date:** July 14, 2012

**Location:** University of Phoenix



<b>In Attendance</b>	Alison Cruess, VP IT Tina Echeverry, VP Professional Development Ida Gropper, President Jennifer Jamison, VP Membership Linda O’Connell, VP Sponsorships Lynne Orr-Holley, VP eSIG Robert Zinsser, President-Elect Tom Speer, VP Programs Rachel Stromberg, Director Laura Steigelman, VP Member Involvement – by Phone Jeff Geloneck, (Interim) Recording Secretary Lynn Higgison – (incumbent for Career Sig) – at 9:33
<b>Absent</b>	Derree Braswell, Director Casey Gibson, VP Public Relations Marilyn Feldstein, VP CMSIG Sue Raffensperger, Past President
<b>Begin</b>	8:35 a.m.
<b>End</b>	10:10 a.m.

<b>Agenda Item</b>	<b>Details</b>	<b>Follow-up</b>
Ida Gropper President  (Welcome and Minutes)	<p>-- Ida called the meeting to order</p> <p>-- Ida asked for a moment of silence for Steve Borowiec, which was respectfully given by all present</p> <p>-- Ida directed everyone to review the June minutes</p> <p><i>Discussion:</i></p> <p>-- Tom requested a change to page 5; Linda, not Tom will write about excellence award.</p> <p>-- Rachel pointed out that she had added that if we don’t do awards in 2012, we need a Dec event.</p> <p>-- Ida requested that Nomination Board be changed to Nomination Committee</p> <p>-- Ida requested that Everbank be added to Steve Borowiec’s information</p> <p>-- Rachel pointed out that she will send a link to the Board Orientation Document, not the document itself; she added that the document is finished.</p> <p>-- <b>MOTION</b> to approve the June minutes, with the requested changes (Bob)</p> <p>-- Lynne seconded</p> <p>-- Motion passed (unanimous).</p>	<p><b>NOTE:</b> after the Board meeting, it was discovered that several of the links in the document need updating due to the changes in the National ASTD website. Rachel will fix these.</p> <p>-- Jeff will edit the June minutes and forward to Ida.</p>
Sue Raffensperger Past President  (Board Expectations)	(Topic moved to next Board meeting)	-- Ida will add this topic to the August agenda.

<p>Lynne Orr-Holley VP eSig</p> <p>(VP Finance and VP eSig Positions)</p>	<p>-- Lynne Orr-Holley announced that she will switch to VP of Finance, and that she will be helped in that role by Susanne Tefalo and Debra Riley</p> <p>-- Lynne Orr-Holley announced that Jeff is ready to step into VP e-Sig position</p> <p>-- Lynne requested input and ideas related to Finance, and stated that she will map out the processes of Finance for effectiveness and efficiency, and to identify possible changes. As an example of possible changes, she asked why we need the big cashbox at e-Sig; why not a separate box for each event (until Admin is hired)</p> <p>-- <b>MOTION</b> to accept position changes (Rachel)  -- Alison seconded  -- Motion passed (unanimous).</p> <p>-- <b>Ida, as President, appointed Lynne and Jeff to their new positions, effective immediately</b></p> <p><i>Discussion:</i>  -- Bob suggested a review of the Finance Report and inclusion into Finance processes so he can become familiar with them  -- Lynne agreed to include Bob in her Finance team</p> <p>-- Ida reminded the Board that all receipts and financial statements are in HyperOffice</p> <p>-- Alison stated she will switch the chapter's elearning and finance e-mails so they are directed to the appropriate person, and that she will give Jeff access to HyperOffice and Wild Apricot. She will also update the chapter website and pictures</p> <p>-- Tom suggested an audit of the chapter finances before Lynne takes over, to ensure transfer is smooth.  -- Rachel stated that an audit is due this year anyway and is planned for the end of the year  -- Lynne agreed with Tom and suggested that the audit be moved up to be done as soon as possible  - Ida stated that an internal audit for the chapter is due for this year  -- <b>General agreement</b> to move up the audit</p>	<p>Ida will contact Sue as part of the 2012 internal audit committee</p>
<p>Linda O'Connell VP Sponsorship</p> <p>(Sponsorship Update)</p>	<p>-- Linda gave an update of sponsors for the Big Event; 7 of 9 tables are spoken for; 2 Gold Sponsors  -- Linda expressed appreciation and gratitude to Tammy (Sponsorship committee member) for her work in getting the sponsors</p> <p>-- Linda questioned how to process the sponsorship money, given that the Chapter Administrator position is vacant</p>	

	<p><i>Discussion:</i></p> <p>-- Alison said to use "Registration" type to register sponsors, and that sponsor checks should still go to the chapter mailbox. She still needs to work out how to process credit card charges</p> <p>-- Rachel reminded everyone of the chapter's tax status – 501c3, and to make sure we have copy of tax ID for discounts</p> <p>-- Linda mentioned the Jaguars "Give and Go" program where we allow purchase of Jag tickets on our site and we get some of the proceeds, if the purchaser chooses the chapter as the charity. She thinks it may be more of a hassle given the possible limited return.</p> <p>-- <b>General agreement</b> not to become involved with the program</p> <p>-- Bob congratulated Linda for the idea, and expressed his desire that we continue to look for new revenue sources</p>	<p>Alison will work with Lynne and Ida (and the new Chapter Administrator, when hired) to document the processes for dealing with Sponsorship checks and charges</p>
<p>Alison Cruess VP IT</p> <p>(Data Backup – External Hard Drive)</p>	<p>-- Alison asked for approval to purchase an external hard drive</p> <p><i>Discussion:</i></p> <p>-- Alison stated the drive would be for a backup to Hyperdrive; to finish transition away from DropBox</p> <p>-- Alison, in response to questions, explained:</p> <ul style="list-style-type: none"> <li>• The hard drive is not a budgeted item</li> <li>• It will stay with Alison until she leaves her position</li> <li>• It will be connected to Alison's home computer where it will be secure</li> <li>• It will stay with the new IT VP after Alison leaves her position</li> <li>• She will set up a schedule to do regular backups of the HyperDrive data to the hard drive</li> <li>• There will be a \$120 one-time-fee; rather than annual \$99 fee for DropBox.</li> <li>• It is a 1 Terabyte drive (or more); currently we have 5G in our storage so the hard drive will suffice for years</li> </ul> <p>-- <b>MOTION</b> to approve the purchase of an external hard drive (Tom)</p> <p>-- Rachel seconded</p> <p>-- Motion passed (unanimous)</p> <p>-- Alison said she expected to follow a manual process for doing the backup (minimum of one a month), but that she will research software to do auto backups.</p>	<p>-- Alison will purchase the external hard drive and implement a manual backup process</p> <p>-- Alison will research software to automate the backup process</p>

<p>Rachel Stromberg Director-at-Large</p> <p>(Surplus Committee Report)</p>	<p>-- Rachel reported on the findings from the Surplus Committee's review of the allocation of surplus funds from the 2007 Disney Event (see <i>Surplus Committee Report and Recommendations</i> handout). The committee was charged with determining if the current allocation is still appropriate.</p> <p>-- Rachel pointed out that Paul Stromberg was helpful in gathering the data, even though he was not officially on the committee.</p> <p>Highlights from the report include:</p> <ul style="list-style-type: none"> <li>• The task was a challenge – all the funds are in one basket; difficult to track; funds may have been spent without tracking</li> <li>• There is no basis of comparison with other chapters; National recommendation for finances is to have one year of operating expenses.</li> <li>• Most of the money is tapped out (the handout shows where it's gone)</li> <li>• There is approximately \$50,000 left</li> <li>• \$10,000 allocation as a buffer for operations</li> <li>• \$15,000 allocation as an emergency fund</li> <li>• ¼ of the 2011 budget was spent on the BoD rather than on member or chapter initiatives</li> </ul> <p>Recommendations from the report include:</p> <ul style="list-style-type: none"> <li>• Draft formal resolutions to track spending initiatives</li> <li>• Keep the operations buffer</li> <li>• Lower the amount in the emergency fund</li> <li>• Improve financial tracking of all funds</li> <li>• Keep the CPLP scholarship initiative</li> <li>• Create a scholarship committee as originally planned</li> <li>• Create a Big Event committee and consider alternating Big Events with smaller ones</li> <li>• Reduce spending on the BoD</li> </ul> <p>-- Rachel called for resolutions from the Board for spending money, to bring to the next Board Meeting</p> <p><i>Discussion:</i></p> <p>-- Tom asked if the goal was to keep levels the same, or to have the money dwindle through use for the benefit of members</p> <p>-- Rachel said it is to be used, not kept at levels (except buffer and emergency funds)</p> <p>-- Ida stated that the chapter has had an annual deficit the past few years; this review was needed to ensure we control spending and not spend beyond the surplus</p> <p>-- Linda commended Rachel's work and asked if there is a timeframe for the resolutions</p> <p>-- Rachel said there is no defined process, no timeline, no expectations; suggested that it may be best to be introduced at the Advance in Oct.</p> <p>-- Linda asked if we should have a special Board meeting to</p>	
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	<p>address the issues</p> <p>-- Lynne suggested that the special committee continue their work to identify actual things that need to be discussed</p> <p>-- Ida agreed that the committee should be continued to do further research to ensure the 2007 numbers (pertaining to operating buffer and emergency funds) are still valid, and suggested that the scope of the committee be expanded to discover what member needs and chapter needs are for 2013 and beyond.</p> <p>-- Rachel advised that there is a difference between identifying needs for department functions and identifying resolutions for chapter members.</p> <p>-- Rachel stated that we need new committee members due to lack of availability of existing Board members.</p> <p>-- Tom asked for clarification of whether we are planning to maintain/replace the surplus</p> <p>-- Rachel said we typically use events to keep us in black (main revenue). These can be expanded to continue/maintain the surplus, if desired</p> <p>-- Ida stated that we build a balanced budget for operations; we track the surplus separately</p> <p>-- <b>General agreement</b> to continue the Surplus Committee and charge it with determining the current budget needs and with the identification of new spending resolutions.</p>	<p>-- All: send Rachel ideas; volunteer for the committee</p>
<p>Bob Zinsser President-Elect</p> <p>(Update for 2013 Officer Nominations)</p>	<p>-- Bob discussed the Board openings</p> <p>Highlights include:</p> <ul style="list-style-type: none"> <li>• Director at Large is usually a past president, but there will not be an available Past President during this nomination cycle</li> <li>• Clarification of the nomination process</li> <li>• An e-mail is scheduled to go out to all members before the August chapter meeting to generate interest in vacant positions</li> <li>• The open positions are: President Elect, VP of Sponsorships, and VP of Professional Development</li> </ul> <p><i>Discussion:</i></p> <p>-- Lynne expressed concern with "youthfulness" of the board. She suggested succession planning for the health of board, and that we review the duties for each position to reduce stress/wear-and-tear and confusion</p> <p>-- Ida called for a current board member to become the President Elect</p> <p>-- Ida called for getting new chapter members and getting involvement in the Board from chapter members</p>	<p>All: continue documenting the processes and duties for your position</p> <p>All: consider accepting the President Elect position and begin actively recruiting new members for the chapter and the Board</p>
<p>Bob Zinsser President-Elect</p> <p>(Chapter</p>	<p>-- Bob reported on the search for a Chapter Administrator</p>	

<p>Administrator)</p>	<p>Highlights include:</p> <ul style="list-style-type: none"> <li>• We did use Indeed.com and it worked – we got quality candidates</li> <li>• We had 29 resumes from Indeed.com in 10 days, and these were divided into three categories - no, so-so, and definitely-talk-to.</li> <li>• Bob and the search committee picked 4 candidates from the definitely-talk-to group (one was subsequently dismissed). He did a phone interview with 3 of them, and then a face to face interview with 2 of the three.</li> <li>• He reiterated with them that this was a “part-time permanent position” (requiring long –term commitment for consistency).</li> <li>• He checked three references for the best candidate.</li> <li>• He ensured that she was fine with \$14 an hour, but mentioned that she hinted at an interest in more.</li> </ul> <p>-- Bob presented the best candidate’s name for approval - Susan Abraham (qualifications include: PTA President, VP, Sec.; part-time teacher; auditing background; mature; Master’s degree)</p> <p><i>Discussion:</i></p> <p>-- Rachel suggested that we can review her performance and recommend raises.</p> <p>-- Bob stated that we will formalize the performance review.</p> <p>-- Bob said we are waiting on her background check.</p> <p>-- Lynne asked if we will do drug screening</p> <p>-- Bob said we can but that it was not planned</p> <p>-- Alison asked if she will report to the President Elect</p> <p>-- Bob and Ida said yes</p> <p>-- Bob said he will develop an onboarding plan</p> <p>-- Rachel asked if Bob ensured that Susan understood that this is a contract position and that she is not an employee of the chapter. This is necessary to avoid labor laws, taxes, benefit requirements, etc.</p> <p>-- Bob said yes</p> <p>-- Ida said that we have not typically had a contract for the Chapter Administrator to sign; Florida is an “employed at will” state, so a contract isn’t needed</p> <p>-- <b>MOTION</b> to accept Susan Abraham as the Chapter Administrator, to start by Aug 8, and to have a performance review in 6 months - (Bob)</p> <p>-- Tom seconded</p> <p><i>Discussion –</i></p> <p>Lynne – performance review should be sooner</p> <p>-- <b>MOTION</b> to amend by changing to “... performance review at 30 and 90 days” - (Rachel)</p> <p>-- Linda seconded</p> <p>-- Motions to accept Susan and to amend the performance review period both passed (unanimous)</p>	<p>-- Bob will formalize the Chapter Administrator performance review process (30 days and 90 days)</p> <p>-- Bob will develop an onboarding plan for the Chapter Administrator</p>
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	<p><i>From the Advance discussion and added to the Board meeting minutes:</i></p> <p>-- Ida stated there is a discrepancy between the description of the President position and how we are currently managing the position of Chapter Administrator. The description of the President position states that any paid position reports to President; our Chapter Administrator reports to the President Elect.</p> <p>-- Ida recommended that this year we allow the Chapter Administrator to report to the President Elect (Bob), and in the future the Admin will report to the President.</p> <p>-- Ida stated we need to change the role descriptions and the Policies and Procedures manual.</p> <p>-- <b>MOTION</b> to change the role descriptions and Policies and Procedures manual to reflect that the Chapter Administrator will report to the President Elect for 2012, and then to the President in 2013 and beyond - (Rachel)</p> <p>-- Tina seconded</p> <p>-- Motion passed (unanimous)</p>	<p>-- Ida will update the roles and P/P manual to reflect the changes</p>
Open Discussion	None.	
<p>Respectfully submitted and Corrected by:          Jeff Geloneck, VP eSIG          Susan Abraham <i>Susan Abraham</i>          Chapter Administrator          August 31, 2012</p>		