



<b>In Attendance</b>	Ida Gropper, President- Alison Cruess, VP IT Tina Echeverry, VP Professional Development Jennifer Jamison, VP Membership Linda O'Connell, VP Sponsorships Lynne Orr-Holley, VP Finance Tom Speer, VP Programs Rachel Stromberg, Director at large Jeff Geloneck, VP eSIG Marilyn Feldstein, VP CMSIG Derree Braswell, Director Laura Steigelman, VP Member Involvement (call in) Sue Raffensperger, Past President Quorum established
<b>Absent</b>	Robert Zinsser, President Elect Casey Gibson, VP Public Relations
<b>Begin</b>	6:17p.m.
<b>End</b>	8:04 p.m.

Agenda Item	Details	Follow-up
Ida Gropper President  (Welcome and Minutes)	<p>-- Ida called the meeting to order</p> <p>-- Ida directed everyone to review the August Board of Director meeting minutes dated 8/8/12</p> <p><b><u>Corrections to 8/8/12 Board of Directors Meeting Minutes:</u></b></p> <p>p1 delete Lynn Higgison (Marilyn)</p> <p>p1 Ida will update</p> <p>p2 Ida asked for clarification of the external audit discussion which Lynne will address</p> <p>p3 Discussion for VP Finance: Strike phrase "additional cost will come from Surplus account and include the phrase " Additional cost accounted for in Finance Budget)" (Tom suggested the phrase Finance Budget)</p> <p>p.4 HRDQ assessment will be included (Tina)</p> <p>p4 Steigelman</p> <p>p.4 Ambassador</p> <p>p4 Open Items (CMSIG...Conducting Successful...</p> <p>p4 Alison Cruess- <b>handout 1</b> on Hyperoffice</p> <p>p4 8 sponsorship tables sold and bullet the items that follow (Sue)</p> <p>p4 working on door prizes and gift bag items</p> <p>-Several misspellings to be corrected (Marilyn)</p> <p><b>MOTION:</b> to approve August Board of Directors' minutes dated 8/8/12 with the requested changes (Tina);</p> <p>- Marilyn seconded the motion</p>	

	- Motion passed (unanimous).	
Alison Cruess, VP IT (HyperOffice Demo)	<p><b>Handout 2</b> Goal: understanding ways to access and work within Hyperoffice</p> <ul style="list-style-type: none"> <li>• Web Interface: can't edit; should be used for quickreads,</li> <li>• HyperDrive (mapped drive): like working on your hard drive—easier editing file</li> <li>• HyperDrive (cons): can't access calendar, email</li> <li>• Mapped HyperDrive files don't use your personal computer space (use the network space)</li> </ul>	Alison will continue to prepare and deliver Hyperoffice demo
Sue Raffensperger, Past President (BoD's Expectation Document)	<p><b>Handout 3, 4, 5</b> Board Decorum and Board Expectations p1 Board Decorum/Code of Conduct #3 (remove) p. 2 Board Expectations Document: Added #12 to address #3 from Decorum and not specifically refer to President but ensure respect for all Board members p3 Don't include the year on the Board Expectations document <b>General Agreement:</b> Have Board members sign in the October Advance meeting</p> <p><u>Discussion and proposed changes to Board Expectations Document:</u></p> <p>#7: (Tina) "Recruit a successor and create" (Tom) Should recruitment be under BoD members' purview? Collective (not individual) activity (Jeff) Participate in identifying and recruiting potential successors for BOD positions (Sue) "help recruit future BoD officers.."make it #7; the current #7 will become #8. Sue will create a new draft to reflect these suggestions and changes and forward to the BoD (Rachel) When Board Expectations Document is approved/final, she will put it together with the Processes and Procedures manual Total of 13 items on the proposed Board Expectations Document (Ida) add "to the best of my ability"at the end of the statement of understanding</p> <p><b>General agreement</b> to Sue and Rachel's plan</p> <p>(Linda/Lynne) provide Board Expectations and other informative documents to members during recruiting of BoD positions</p> <p><b>General agreement</b> to create a BoD recruitment packet.</p>	<p>Sue will revise the Expectations document and forward for review and approval. Rachel will include the final version in the Processes and Procedures manual.</p> <p>The BoD needs a volunteer to put the packet together.</p>
Ida Gropper, President (Slate of Officers for 2013)	<p><b>Handout 6</b> Board of Director Positions listing the title, name of incumbent or open, and a brief summary of the responsibilities.</p> <p>VP Sponsorship: <u>Open with no nominees</u></p>	Vote for open positions with nominees in September 20 <sup>th</sup> Monthly chapter luncheon

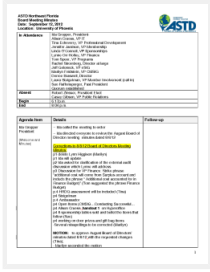
	<p><u>VP Professional Development:</u> (nominee Allison Turner)  <u>President Elect:</u> (nominee Tina Echeverry)  <u>VP CMSIG:</u> (nominee Lynn Higgison)  Posted on ASTD website</p> <p>Ida directed the BoD to review the handout for the slate of officers for 2013. She asked for all BoD members to try to attend the September Monthly meeting due to the announcement of new officers.</p>	
<p>Tom Speer, VP Programs</p> <p>Alison Cruess, VP IT</p> <p>(Chapter Communication)</p>	<p><b>Handout 7</b></p> <p>-- Tom explained that several programs VPs had a phone conference about improving communications in chapter e-mails and external documents, etc. (see handout).</p> <p>-- Alison discussed the “errors” in communications issue. She stated that some problems were caused by templates or the lack of templates. She explained that the VPs involved agreed to better proofread their own communications prior to sending to IT.</p> <p><i>Discussion:</i></p> <p>-- Rachel asked about links in e-mails that don’t work.  -- Alison said that some links just don’t work, but that she is testing the first e-mails that go out to find those problems.  -- Rachel asked about returning some proofreading tasks back to PR.  --Alison said we will temporarily just have the VPs give closer scrutiny to their own communications and the work committee will find a better answer.</p> <p>--Alison addressed the issue of too many communications going out to members. She explained why that seems to be the case right now (9 e-mails for the three monthly chapter events). She explained that the work group will also look at how to lessen the number of these e-mails.</p> <p>--Tom explained the issue about incoming e-mails not being routed to the proper people, and so they are going left unanswered.</p> <p><i>Discussion:</i></p> <p>-- Marilyn suggested that the Board/Admin have a list of who should get what.  -- Susan stated she found something like that in Hyperoffice  -- Ida said it was a draft.  -- Susan said it was helpful and that it should become final and official.</p> <p>-- Alison talked about the issue of social media maintenance, and that it was taken from PR and put in IT. The sub-committee will look into that as well.</p> <p><i>Discussion:</i></p> <p>-- Rachel said she is still doing the approval for our Linked-</p>	<p>Ida and Susan will finalize the list of BoD respondents for certain topics.</p>

	<p>In group.</p> <ul style="list-style-type: none"> <li>-- Susan asked what to do during the interim.</li> <li>-- Marilyn said there is already a policy/document about how we will handle communications from other chapters and from National.</li> <li>-- Ida said these can be routed to IT for now to be included on the website.</li> <li>-- Alison said that would be too much work and so keep status quo until subcommittee gets recommendations.</li> </ul> <p>-- Tom, again, recommended that a sub-committee be formed to look at these issues and that the committee consist of the VPs of Public Relations, Member Involvement, Programs, IT, and maybe e-Sig or CM-Sig.</p> <p><b>General Agreement</b> to form committee.</p>	<p>Tom and Alison will lead/facilitate the committee</p>
<p>Tina Echeverry VP Professional Development</p> <p>(Big Event)</p> <p>(Mentoring Program)</p>	<p><b>Big Event:</b> 79 registered</p> <ul style="list-style-type: none"> <li>• Signed book from Lou Russell to give away at monthly event on September 20<sup>th</sup>.</li> <li>• Information (handouts during Big Event) gathered for printing</li> <li>• Gift Bags to give away</li> <li>• \$2500 in cash sponsorships</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>-- Marilyn asked what we needed for attendance to be profitable.</li> <li>-- Ida said we barely made money with the number from last year.</li> <li>-- Ida asked BoD to mention the event on personal social networks.</li> <li>-- Linda said we have \$2,900 through sponsorships, with all tables sold. She mentioned several donated items to give away.</li> </ul> <p>-- Tina stated for CPLP we are getting another learning system for VP of Professional Development to hold.</p> <p>-- Linda said she has a couple of suggestions for the VP of Sponsorship role: Jan Spence; Tammy Beaty; Amanda Boone.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>-- Ida said nominations can be requested from the floor, and then appointed after vetting.</li> <li>-- Mariliyn suggested that we not recruit new members to the Board, until they have proven interest and involvement on committees.</li> </ul> <p><b>General Agreement</b> not to recruit new members to BoD.</p>	

<p>Susan Abraham Administrator</p>	<p><b>Handout 8</b> Yearly Administrator Tasks Additions:</p> <ul style="list-style-type: none"> <li>• Site license renewals (WA, Hyperoffice, and Go-Daddy)</li> <li>• Board Members are ASTD national members</li> </ul> <p>(Tom) asked if the ALC arrangements should be handled by Admin (Ida) Stated that the ALC is the President-elect's responsibility</p>	<p>Susan will add site renewals and BoD National memberships to her annual tasks</p>
<p>Open Items</p>	<p><u>New Member Orientation:</u> 13 attendees; 8 evals (positive); one new member whom BoD gave membership attended</p> <p><u>Annual member Survey:</u> Brenda Cohn to put on Survey Monkey; --Rachel said Past-President handled the survey the last two years; prior to that it changed hands several times. -- Sue will review questions and send out to us for review. -- Lynne explained that we used to receive the results during Oct advance and e-Sig could use for planning. -- Derree said we could launch the survey by the beginning of Oct. and that it is open for two weeks.</p> <p>-- Sue asked if we still need to do the internal audit, which will affect her ability to help with survey.</p> <p><u>Discussion:</u> -- Ida stated this was not caught when we approved the minutes. -- Lynne explained the reasons why we do not need to do internal. <b>General Agreement</b> that the Internal Audit will not be done.</p> <p>-- Marilyn asked about changing the minutes to also show that we will not post the Sept. CM-Sig information on the website, but that she was announcing that CM-Sig would be canceled to celebrate Career Week. The changes to the August minutes will reflect this.</p> <p><u>Webinar:</u> Jennifer Tomarchio/ A Toolkit for Social Media Tool Kit (Alison to discuss Google Plus and YouTube at the National level). -Friday (9/14) at noon Alison will send out information to the BoD</p>	<p>Sue will review the annual survey questions and initiate that process.</p> <p>The Chapter Admin will ensure that this change is made to the minutes</p>
<p>Respectfully submitted Jeff Geloneck, VP eSIG Susan Abraham <i>Susan Abraham</i> Chapter Administrator, September 19 2012</p>		

Signature: Jeffery Geloneck  
Jeffery Geloneck (Nov 26, 2012)

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# 2012-12-09 Board Minutes Hypofffin-signed

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November 26, 2012

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