

**ASTD Northeast Florida
Board Meeting Minutes
Date: November 14, 2012
Location: UNF Alumni Hall**



In Attendance	<p>Ida Gropper, President Robert Zinsser, President-Elect Alison Cruess, VP IT Tina Echeverry, VP Professional Development Jennifer Jamison, VP Membership Marilyn Feldstein, VP CMSIG Tom Speer, VP Programs Rachel Stromberg, Director at large Lynne Orr-Holley, VP Finance Derree Braswell, Director Laura Steigelman, VP Member Involvement Sue Raffensperger, Past President Lynne Higgison, incoming VP CMSIG Casey Gibson, VP Public Relations Quorum established</p>
Absent	<p>Linda O'Connell, VP Sponsorship Jeff Geloneck, VP eSIG</p>
Begin	6:15 pm
End	8:40 pm

Agenda Item	Details	Follow-up
<p>Ida Gropper, President (Welcome and Minutes)</p>	<p>-- Ida called the meeting to order -- Ida directed everyone to review the October Board of Directors meeting minutes dated 10/27/2012</p> <p>Corrections to 10/27/12 BOD minutes: P 2 at top about the calendaring feature of Hyperoffice, change to say "Web Interface only (astdnefl.hyperoffice.com)" P 3 Casey submits questions to Sue (not Laura) to add to survey P3 Change VP of Communications to VP of PR . P 3 ADA statement: Susan to request that Jeff follow-up with the Board to clarify whether ADA statement should be added to all chapter events, including the CPLP awareness sessions. P4 Delete open items (Laura shouts out to Susan) P4 Add parenthesis to Laura's report on the December event: Are you smarter than a 5th grader (theme). P3 Change to state "Board members (not Tina) getting emails from other ASTD chapters because ASTD national has a listing of the chapter information" P3 Change to state "Sue reminded BOD that quarterly communication (not the newsletter) is a CORE requirement for chapter and national activities and services"</p>	<p>Email dated 12/7/2012 with Jeff's opinion (clarification) on whether ADA statement should be added to all chapter events.</p>

	<p>MOTION: to approve October Board of Directors' minutes dated 10/27/12 with the requested changes (Marilyn)</p> <ul style="list-style-type: none"> - Ida seconded the motion - Motion passed (unanimous). <p>-- Ida directed everyone to review the October Advance meeting minutes dated 10/27/2012</p> <p>Corrections to October Advance minutes</p> <p>Discussion: Should October Advance minutes be posted to ASTD NEFL website? To stay consistent with prior years—yes.</p> <p>P5 Change to state “Marilyn has a template she uses in addition to the dashboard.”</p> <p>P4 Item #9 change spelling of cookbook.</p> <p>P2, Item #1 Change Cristina not Christina (no h)</p> <p>P4 HyperOffice: Nomenclature –add a space between processes and procedures</p> <p>P 4.Add a space between Web and mobile device</p> <p>P 2 Combine two bullets Empower professionals to develop knowledge and skills successfully,(delete bullet)</p> <p>P 2. Remove extra comma after influence on next bullet item</p> <p>MOTION: to approve the October Advance minutes dated 10/27/12 with the requested changes (Cristina)</p> <ul style="list-style-type: none"> - Bob seconded the motion - Motion passed (unanimous). 	
<p>Derree Braswell, Director at Large</p> <p>(2012 Risk Assessment)</p>	<ul style="list-style-type: none"> • Handout 1 (Chapter Risk Assessment) • The Risk Assessment was thoroughly reviewed and updated by the Board with an action plan for follow-up by the VP's. 	
<p>Sue Raffensperger, Past President</p> <p>(BoD's Expectation Document)</p>	<p>Document revised and in Hyper Office (2012>Code of Conduct>Board of Directors Expectations Document is revised dated 11/23/2012)</p> <p>Discussion:</p> <p>Bullet #1 Rachel stated that the standards and procedure manual as of 2010 contains Conflict of Interest policy form and Duties of Trust Form. Ida asked about changes to #2 and #3. Discussion ensued Items are to be left as presented :</p> <p>#4 Marilyn:suggested this item state “as reflected in the by-laws.”</p> <p>#5Delete July & October</p> <p>#13 Add the word “of” before ASTD</p> <p>Motion: to Approve Board Expectations Document (Sue)</p> <p>Decree seconded the motion</p> <p>Motion carried (unanimous)</p>	

<p>Alison Cruess, VP IT (HyperOffice License Renewal)</p>	<p>Deadline for renewal of HyperOffice <u>2/27/13</u></p> <p>Alison recommended the creation of a non-IT sub-committee to select a different product if we are not renewing Fee: approximately \$1600 (may increase—Alison to follow-up and communicate to BOD Evaluation: Alison is satisfied; there are some issues; HyperOffice support is responsive;</p> <p>Marilyn suggested that we research what other ASTD Chapters are using for their online storage Tom asked if the terms of contract could be changed based on storage; The committee must make decision before February renewal (vote in January); There is a lot of research and work involved to look for a new vendor (other than HyperOffice) Ida asked if one year enough to evaluate a product. Derree: asked if we could go on a month to month extension to buy us some time.</p> <p>Discussion: Are we going to do this every year? It may drive away IT committee.... Are we being good stewards of our members' money? Tina suggested that we need more time to make a decision about continuing to use. :</p>	<p>Alison to find out renewal fee and month-per-month to determine how BOD wants to proceed.</p> <p>Alison to determine course of action @ January meeting.</p> <p>Check with other chapters on pricing.</p>
<p>Laura Steigelman, VP Member Involvement Volunteer Positions & Volunteer Appreciation Event</p>	<p>A list of volunteers that will attend the volunteer appreciation event was passed for Board's review.</p> <p>Ida will call up Board members for them to recognize their volunteers.</p> <p>Sue suggested a receiving line for recognition</p>	<p>.</p>
<p>Susan Abraham, Administrator Substitutions & Cancellation Policy and Actions</p>	<p>Discussion: Substitutions are allowed for Gold members only; Cancellations have not been an issue.</p>	<p>Conference call held on 11/26/12 with Susan, Ida, Tina, Bob, and Jennifer; email sent to Board on 11/28/12</p>
<p>Lynne Orr-Holley, VP Finance Budget Process Review</p>	<p>Handouts 2 and 3: 2012 Budget (3 pages) and Profit & Loss Statement (3 pages)</p> <p>Lynne stated that we are very close to having a balanced budget this year</p> <p>December will be a one month fiscal year..</p> <p>Lynne to reach out to different Board members to</p>	

	<p>discuss (conference call; webinars) The 2013 budget will run January through December Goal is to have a budget in February .</p>	
<p>Robert Zinsser, President Elect</p> <p>2013 Goals & Action Plan Check-In</p>	<p>Handout 4: 2013 Chapter Goals</p>	
<p>Open Discussion</p>	<p>There are Copies of member survey in Hyperoffice Document in Hyperoffice 2012>Survey for Members>2012 Survey Questions (document dated 11/23/2012) Board members are asked to give their feedback by Friday (11/16/2012).</p> <p>Rachel reminded the Board that the Board feedback process includes a minimum of 48 hours for Board members to provide input on emailed items.</p> <p>There was discussion about a lawsuit against Maggiano's resulting from a chapter member's accident after a monthly meeting during the first quarter of 2011.</p>	
<p>Respectfully submitted Susan Abraham <i>Susan Abraham</i> Chapter Administrator, November 14, 2012</p>		