

ASTD Northeast Florida
 Advance Meeting Minutes
 Date: July 13, 2013
 Location: Webster University



In Attendance	Robert Zinsser, President Casey Gibson, VP Public Relations Jennifer Jamison, VP Membership Alison Cruess, VP IT Tom Speer, VP Programs Lynne Orr-Holley, VP Finance Laura Steigelman, VP Member Involvement Lynn Higgison, VP CMSIG Quorum established
Absent	Ida Gropper, Past President; Tina Echeverry, President Elect; Isabel Graf, VP Sponsorship; Jeff Geloneck, VP eSIG; Rachel Stromberg, Director at Large; Allison Turner, VP Professional Development
Begin	10:00 am
End	1:35 pm

Agenda Item	Details	Follow-up
Robert Zinsser, President Laura Steigelman, VP Member Involvement	<u>ASTD Advance Powerpoint 071313.pptx</u> Review of 2013 Accomplishments (ppt slide 2) Icebreaker/Networking (ppt slide 3) Mission, Vision, Values/Strategies (ppt slide 4) <ul style="list-style-type: none"> • The ASTD Mission: Create a world that works better • The ASTD vision: empower professionals to develop; knowledge and skills successfully 	
Approval of the June Board meeting Minutes Approve VP Sponsorship Appointment	<u>Corrections to 06/12/2013 BOD minutes:</u> No corrections or changes were made to the 06/12/2013 Board meeting minutes. MOTION: to approve the April Board of Directors' minutes dated 06/12/2013 with the requested changes (Lynne) Tom seconded the motion. - Motion passed (unanimous). MOTION: to appoint Isabel Graf as VP Sponsorship: (Alison) (Casey) second Motion passed unanimously.	

Status of Original
2013 Objectives

Breakout sessions: 2 groups

Group 1: Casey; Jennifer; Alison; Laura.

Group2: Bob; Tom; Lynne; Lynn; Susan

Membership: working on 40% CORE goal and list for free trial chapter memberships; working to improve processes (more delegation to Committee members); assign one committee member to research what other ASTD chapters are doing for membership function (best practices, etc.); streamline correspondence emails for membership (renewals).

Member Involvement: rescheduling morning and evening New Member Orientation (next before the September Board meeting at 5:00 pm); idea for Volunteer event for the end of year (in progress and pending approval); updating the volunteer openings—Board members and administrator need to be responsible for ensuring the accuracy of their volunteer openings; four active Member Involvement committee members.

Public Relations: under budget; promotional events to increase social media presence (Facebook); Communication committee (standing sub-committee with Board members who cycle in and out); asking Board members to update the ASTD NEFL calendar for events or any workshop that they want to share with members.

IT: on budget; best practices in managing HyperOffice, WA, and GoDaddy; IT committee workshops (beneficial and valuable as a learning and development organization); incorporate committee workshops as development for leaders; supporting program events; basically on target for all of IT goals.

Programs: over budget due to unforeseen speaker expenses for one month; suggestion to limit speakers to a certain amount and communicate the budget; include a set (budgeted) speaker amount (expense) as part of the Speakers Agreement; VP Programs schedules 50/50 in town/out of town speakers; monthly events average 40 plus attendees; would like to work on joint events with CMSIG/eSIG.

Professional Development: Increase CPLP Awareness (Heather Horner coordinates workshops); more CPLP Awareness sessions scheduled August 27 and November.

Administration: banner done; excellent committee support.

Finance: \$1900 over budget ytd; different analysis to

	<p>account for peaks and valleys; over budget on speaker gifts and member giveaways; need to reclassify speaker gifts into one account instead of break out under three different programs (eSIG, monthly, CMSIG); unforeseen travel expenses for monthly program.</p> <p><u>CMSIG</u>: increase collaboration with other program VP's (monthly/eSIG); utilize committee members/succession planning; average of 16 people attend each CMSIG session; immediate feedback from survey; on budget (\$256 out of \$400 budget).</p>	
Casey Gibson, VP Public Relations	<p><u>2013 Membership Survey Handout 1</u></p> <p><u>Member Survey July Advance presentation.pptx</u></p> <p>Casey presented an overview of survey questions and gathered collective feedback from the Board. The Board agreed with the survey questions listed in Handout 1. The Communications Steering Committee is proceeding with the survey distribution in September, 2013 (timeline in the PowerPoint presentation, slide 4).</p>	
Robert Zinsser, President	<p><u>CORE (Division of Labor on CORE Report):</u></p> <p>Working Document in HyperOffice</p> <p>Color coded: Determines assigned area</p> <p>Due date: TBD—working document</p>	
Open Discussion	<p><u>Take-away:</u></p> <p>Teamwork; collaboration of the Board; motivation</p> <p>Next Advance Meeting: October 19th 8AM to 4 PM (Webster University)</p> <p>It was asked if a Director at Large Board position is required in the bylaws and Bob Zinsser will research and report the findings to the Board of Directors.</p>	<p>Bob Zinsser will research the bylaws and report to the Board whether or not a Director at Large Board position is needed.</p>
<p>Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator July 13, 2013</p>		