

**ASTD Northeast Florida
Board Meeting Minutes
Date: June 12, 2014
Location: Webster University**



In Attendance	Tina Echeverry, President Mark Greeley, VP IT Tom Speer, President Elect Jennifer Jamison, VP Member Involvement Lynn Higgison, VP CMSIG Jan Spence, VP Programs Jeff Geloneck, VP Membership Debra Riley, VP eSIG Casey Gibson, VP Public Relations Robert Zinsser, Past President Isabel Graf, VP Sponsorship Allison Turner, VP Professional Development Quorum established
Absent	Lynne Orr-Holley, VP Finance; Rachel Stromberg, Director at Large
Begin	6:15 pm
End	7:55 pm

Agenda Item	Details	Follow-up
Tina Echeverry, President (Welcome and Minutes)	-- Tina called the meeting to order -- Tina directed everyone to review the May Board of Director meeting minutes dated 05-15-2014 <u>Corrections to the 05-15-2014 BOD minutes:</u> Page 1 Change February and March Board meeting minutes to April. Page 2 ASTD to ATD Branding Conversion discussion. Page 3 Open Discussion: There were no objections to having Casey use a non-ASTD NEFL members to assist on her committee. MOTION: to approve the 05-15-2014 Board of Directors' minutes dated with the requested changes (Jan) -Bob seconded the motion. -Motion passed (unanimous) <u>Operations Update:</u> For the December Board meeting, ASTD NEFL will exceed the budget. Cristina asked that Board members contribute towards the meal in order to stay within the budget.	
Isabel Graf, VP Sponsorship Audit Findings	<u>Audit Findings (Handout 1)</u> Not everyone (Board members and ASTD NEFL members) uses the Expense Reimbursement Form when ASTD NEFL writes checks to Board members	

	<p>and ASTD NEFL members. Isabel recommended that the Board and ASTD NEFL members use the Expense Reimbursement Form document when submitting expenses. This document is located in HyperOffice (2014>Finance>File name: Expense Reimbursement Form 2014).</p> <p>No reconciliation is being performed between QuickBooks to PayPal to First Citizens Bank account. Isabel offered to complete the reconciliation on a quarterly basis.</p> <p>There will be an adjusting journal entry to the cash balance after the final corrections are made to QuickBooks. Isabel will review with Lynne</p>	
<p>Mark Greeley, VP Technology</p> <p>Technology Update</p>	<p><u>Technology Update</u> Event emails need to be fine-tuned with correct information.</p> <p>Sue Raffensperger was added to the IT committee.</p>	
<p>Allison Turner, VP Professional Development</p> <p>Big Event</p> <p>Mentor Program</p> <p>CPLP Awareness Update</p>	<p><u>Big Event update</u> Allison mailed the “Save the date” postcards. . She will make an announcement to save the date for the Big Event at next Thursday’s Combined Event meeting. The “Save the date announcement” will be posted on the website. Allison needs four topics and four speakers. Each topic should last for one hour (including a 5 to 15 minute break). Isabel, Casey, Tina, Tom, and Linda O’Connell volunteered to assist Allison with topics and facilitation.</p> <p><u>Mentor Program</u> Allison met with Susan Bowen. There are ten participants—5 mentors and 5 protégés. The Match-Up Breakfast is scheduled for July 1st at 8 am to 10 am. The Board members are invited to attend the Match-Up Breakfast.</p> <p><u>CPLP Awareness Session Update</u> The CPLP Awareness Session consisted of 11 participants and 6 guests with a total attendance of 17. The participants were interested in forming a study group. There will be one more CPLP Awareness Session webinar on September 11th</p>	<p>Allison Turner will email Board members and Linda O’Connell for the Big Event conference call date and time.</p>
<p>Isabel Graf, VP Sponsorship</p> <p>Sponsorship Update</p>	<p><u>Sponsorship Update</u> So far, there was \$1, 000 of in-cash and in-kind sponsorships collected from Webster and Right Management. Prospective sponsors include</p>	<p>Isabel will continue to reach out to sponsors for the Big Event.</p>

	Learnologie and Insights2Talent. .	
Jan Spence, VP Programs Programs Update	<p><u>Programs Update</u> So far, there are 24 registrations for the combined event. Jennifer Whitmer from Florida Blue; Jessica Ransome from CSX; and Darrin Hayes from Baptist Medical Center are the Combined Event speakers.</p> <p>Jan asked for feedback on non-members from Nova Southeastern University who received complimentary registrations for the Combined Event: Normally ASTD NEFL should charge sponsors for registrations to the chapter events.</p> <p>Chris Beverly is being considered as a speaker for a monthly event. The Board agreed that his angle of creating memorable presentations for classroom and online training would not be a repeat of Mark Thompson's presentation skills program.</p>	
Lynn Higgison, VP CMSIG Programs Discussion/Speaker Gifts	<p><u>Programs Discussion/Speaker Gifts</u> There are 4 jump drives left. Lynn asked for ideas on speaker gifts. Bob has a contact for someone who produces promotional items that he will share with Lynn.</p>	Lynn Higgison to follow-up and report on ideas.
Jennifer Jamison, VP Member Involvement Membership Update	<p><u>Membership Discussion</u> Jeff Geloneck is resigning from the Board. He is unable to perform the Board member duties due to his promotion at the Blood Alliance.</p> <p>There are 197 chapter members. ASTD NEFL is getting closer to the CORE requirement of 40% of chapter members that are also national ASTD members.</p>	Jeff will meet with Jennifer Jamison to find a replacement for the VP Membership Board position.
Robert Zinsser, Past President ASTD to ATD Branding Conversion	<p><u>ASTD to ATD Branding Conversion</u> Project plan on the Branding conversion process is in HyperOffice >2014>ASTD to ATD</p> <p>The deadline for the brand conversion is May 30, 2015. Bob recommended that the Board get as much as they can get done within the next 60 to 90 days.</p> <p>Domain host (GoDaddy) will change in September when the subscription renews because it makes more sense to purchase the new ATD domain now and transition in September.</p> <p>Some items have to wait until the end of the year. In addition, the ALC fees have been waived for 2014 or</p>	Member appreciation/volunteer appreciation event will be scheduled in December along with marking the branding conversion.

	<p>2015. The chapter decides which year to use the ALC fee waiver.</p> <p>Bob asked Board members to review the brand conversion project plan in HyperOffice.</p> <p>The brand conversion is a defining moment on the changeover to ATD.</p> <p>Slide decks to use in the monthly programs and Big Event are available at the astd.org national website.</p> <p>Jan asked about making the branding conversion in October monthly or December/Volunteer appreciation event.</p>	
<p>Tom Speer, President Elect</p> <p>Nominations Committee</p>	<p><u>Nominations Committee</u></p> <p>Tom Speer and Laura Steigelman need one more person from the Board to be on the committee.</p> <p>Tom is asking Board members about interest in staying on the Board for 2014 to 2015.</p> <p>Tina volunteered to be on the nominating committee.</p>	
<p>Open Discussion</p>	<p>Casey asked for an extension on the newsletter publication. Casey needs more help writing articles for the newsletter. Currently, the newsletter deadline is June 23rd.</p> <ul style="list-style-type: none"> • Isabel volunteered to write an article on the value of being a Board member. • Jeff Geloneck volunteered to write an article for the newsletter about studying for the CPLP, and the article will have the title, "CPLP Spotlight." • The Board also suggested that Casey include an article about Membership spotlight, which identifies Board members who renew their membership. <p>Bob announced that one of his clients is looking for a sales professional dental equipment/supplies.</p> <p>CSX looking for two instructional designers.</p>	
<p>Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator</p>		