

<b>In Attendance</b>	Tina Echeverry, President Allison Turner, VP Professional Development Robert Zinsser, Past President Tom Speer, President Elect Jennifer Jamison, VP Member Involvement Lynn Higgison, VP CMSIG Isabel Graf, VP Sponsorship Lynne Orr-Holley, VP Finance Debra Riley, VP eSIG Casey Gibson, VP Public Relations Mark Greeley, VP Technology Angela Castiel, VP Membership Quorum established
<b>Absent</b>	Jan Spence, VP Programs
<b>Begin</b>	9:00 am
<b>End</b>	10:02 am

Agenda Item	Details	Follow-up
Tina Echeverry, President  (Welcome and Minutes)	<p>-- Tina called the meeting to order.            -- Tina directed everyone to review the September 11, 2014 Board of Director meeting minutes.</p> <p><u>Corrections to the BOD minutes:</u>            =</p> <p><b>MOTION:</b> to approve the September 11, 2014 Board of Directors' minutes dated with the requested changes (Bob).            -Mark seconded the motion.            - Motion passed (<i>unanimous</i>).</p> <p><u>Operations Update:</u></p> <p>The December Board meeting will be at Brio's. Tina requested that ATD NEFL move excess funds not spent at ALC to pay for chapter banner, and another domain name/GoDaddy subscription change (atdnefl.org to tdnefl.org).</p> <p><b>Motion</b> (Isabel): To use excess funds from ALC to pay for the chapter banner and another domain name/GoDaddy subscription change (tdnefl.org instead of atdnefl.org). Bob seconded the motion</p> <p>There was no discussion needed or made regarding this mater.</p> <p>Motion passed unanimously.</p>	

<p>Mark Greeley, VP Technology</p>	<p><b><u>Technology Update:</u></b> Mark sent an Email blast to redirect members to <a href="http://www.atdnefl.org">www.atdnefl.org</a></p> <p>Mark suggested that ATD NEFL launch another email to apologize for the inconvenience and disruption to members.</p> <p>Mark also recommended that the chapter own both websites (atdnefl.org and tdnefl.org)</p> <p>ATD NEFL will announce the website change at the year-end event.</p> <p>ATD NEFL will also manually email members to notify them of the website change in conjunction with the year-end volunteer appreciation.</p>	<p>Tina will contact Tim Giles to send out a post card regarding the year-end event and change in website announcement or QR code.</p> <p>Casey will provide UNF the post card text.</p>
<p>Isabel Graf, VP Sponsorship</p>	<p><b><u>Outstanding Receivables (Handout 1):</u></b></p> <p>Isabel recommended that the chapter write off items outstanding items over 90 days</p> <p>The Board Agreed to the following guidelines for Accounts Receivable under 90 days: Be as nice and amicable as possible.</p> <p><b>Motion</b> (Isabel): To have Bob Zinsser follow-up on items outstanding and due for greater than 90 days. Allison Turner seconded the motion. Motion passed unanimously.</p>	
<p>Allison Turner, VP Professional Development</p>	<p><b><u>2014 Big Event Discussion:</u></b> Allison shared the Session Layout descriptions with the Board for the TD3 event. This file is located in HyperOffice (2014&gt;Professional Development&gt;Big Event&gt;file name: Session layout including rooms and needs).</p> <p>Allison reserved the rooms, tablecloths, and table rounds. This resulted in over \$50 than her original cost estimate for TD3.</p> <p>The session description is linked to the registration page on the atdnefl.org website.</p> <p>Allison has more TD3 postcards.</p> <p>So far, TD3 is breaking even. The registration and sponsorship revenues are covering the costs of presenters/speakers.</p> <p>Allison asked Board members to ask/invite at least five people to TD3.</p> <p>UNF Continuing Education is sending email blasts out to their communities/email listings.</p> <p>There are ten sponsor tables.</p>	

	<p>The TD3 Agenda booklet is ready.</p> <p>The TD3 event will utilize four rooms for the breakout sessions. UNF Continuing Education will provide storage if any of the speakers or facilitators need it in advance.</p> <p><b><u>Mentor Program:</u></b> The Graduation/final day will take place a few days after the TD3 event.</p> <p><b><u>CPLP Webinar:</u></b> There was a technical issue with scheduled webinar, and Allison rescheduled the CPLP information session for a later time. All participants were notified and are aware of the upcoming webinar.</p>	
<p>Bob Zinsser, Past President</p> <p>Isabel Graf, VP Sponsorship</p>	<p><b><u>ASTD to ATD Branding Conversion:</u></b> Bob reported that the initial steps have been completed. The remainder involves updating agreements, changing the name on the bank accounts, and other legal details.</p> <p>Casey is working on a press release regarding the branding conversion. The press release will take place when the name changes to TD NEFL.</p>	
<p>Jennifer Jamison, VP Member Involvement</p>	<p><b><u>Volunteer Appreciation Event:</u></b> The event will take place on Wednesday, December 3<sup>rd</sup> at Latitude 30 from 6 to 8 pm. The activities include bowling. Latitude 30 has also given ATD NEFL the use of the Boardroom for this event free of charge. The cost is normally \$150 for 4 hours. Jennifer sent out an email for eligibility requirements to get an estimate of the number attending the volunteer appreciation event.</p>	
<p>Open Discussion</p>	<p>The yearend Board meeting and luncheon will take place on 12/5 at Brio's 11:30 am to 1:30 pm. The eSIG committee secured The Blood Alliance for 2014 eSIG programs. Lynn Higginson secured Nova Southeastern University for 2015 CMSIG meetings. Bob encouraged Board members to attend the monthly luncheons. The Board and Programs committee is looking into cutting the room in half so that the price would be cut in half (from \$960 to \$480 or a little more).</p>	
<p>Respectfully submitted  <i>Susan Abraham</i>  Susan Abraham  Chapter Administrator  October 18, 2014</p>		