

<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 Casey Gibson, VP Public Relations Mark Greeley, VP Technology Quorum established
<b>Absent</b>	; Debra Riley, VP eSIG, Angela Castiel, VP Membership. Jan Spence, VP Programs.
<b>Begin</b>	6:15 pm
<b>End</b>	7:45 pm

Agenda Item	Details	Follow-up
Tina Echeverry, President  (Welcome and Minutes)	<p>-- Tina called the meeting to order.</p> <p>-- Tina directed everyone to review the October 18, 2014 Board of Director meeting minutes.</p> <p><u>Corrections to the BOD minutes:</u></p> <p>A correction was made by Jennifer Jamison, VP Member Involvement, regarding the Volunteer Appreciation Event in December.</p> <p><b>MOTION:</b> to approve the October 18, 2014 Board of Directors' minutes dated with the requested changes (Bob).        - Casey seconded the motion.        - Motion passed (<i>unanimous</i>).</p> <p><u>Corrections to the Advance minutes:</u></p> <p>Page 1: Replace Big Event with Annual Event under the Budgeting Process section.</p> <p>Page 2: Delete that Casey will report the survey results in November; spelling correction on "the"; delete the first sentence under the Robert's Rule Section.</p> <p>Page 5: Add the phrase "In the future," for the last sentence of the 2014 ALC Debrief section.</p> <p>Page 6: Delete the last sentence under the Membership Group section; update the edit for the last sentence of the Finance Group section.</p>	

	<p>Page 7 Update the edit for the Revised 2014 Chapter Goals and Dashboard; delete the last sentence of the Wrap-Up/Next Steps section.</p> <p><b>MOTION:</b> to approve the October 18, 2014 Advance minutes dated with the requested changes (Casey).  - Allison seconded the motion.  - Motion passed (<i>unanimous</i>).</p>	
<p>Mark Greeley, VP Technology</p>	<p><b><u>Technology Update:</u></b>  Mark is in the process of correcting the email issue in HyperOffice and Wild Apricot.</p> <p>To resolve the email issue in WA, Mark changed the GoDaddy email addresses to ATD NEFL email addresses.</p> <p>To correct the HyperOffice email issue, Mark instructed the Board members to go to the HyperOffice side bar under Personal Information&gt;Alternate E-mail and to input the email address the Board member wants for forwarding.</p> <p>Board members also need to update the Mail Settings&gt;Use Reply-To Address field with the forwarding email address.</p> <p>Everyone must update these settings to resolve the email problem.</p> <p>The Volunteer Appreciation Event is scheduled for 12/3/2014.</p> <p>Casey needs a volunteer to edit outgoing emails from the email blasts. Bob volunteered to do this.</p>	
<p>Allison Turner, VP Professional Development</p>	<p><b><u>Professional Development Debrief:</u></b></p> <p><u>TD3:</u>  There were 90 registrations for the TD3 Event. Allison encouraged the sponsors and facilitators to attend the other sessions within the Conference.</p> <p>Allison shared the TD3 financial summary with the Board. Registration Revenues were \$3,478. The University Center Fees cost \$2,644.82. The total profit was \$833.78.</p> <p>ATD NEFL received \$2200 of In-cash sponsorships.</p> <p>Everyone who attended TD3 completed the evaluations, which were positive. Tina and Allison will provide facilitators with feedback directed at them.</p>	

	<p><u>Mentorship Program:</u></p> <p>The graduation luncheon took place at Webster University. None of the protégés were able to attend. Everyone completed the program. Susan Bowen will be the chairperson for that committee again.</p> <p>Board members provided Allison feedback. Specifically, the protégés should've driven the relationship as opposed to the mentors.</p> <p><u>CPLP Awareness Sessions:</u></p> <p>Allison rescheduled the CPLP Awareness session with 10 people attending the webinar. Subsequently, some of the attendees formed a study group.</p>	
<p>Jennifer Jamison, VP Member Involvement</p>	<p><b><u>Volunteer Appreciation Event:</u></b> Jennifer will send invitations to Board members and specified volunteers. The event is open to all chapter members and is free for volunteers.</p> <p>Jennifer asked the Board members and administrator for the names of Committee members who attend the event for free.</p> <p>The event is from 5:30 to 8:30pm.</p> <p>Jennifer was short on funds for the volunteer gifts. She requested funding from Program revenues to cover her costs. These funds will include gifts for the TD3 facilitators who attend the Volunteer Appreciation Event.</p> <p><b>MOTION:</b> To move funds from Programs Revenue to the Volunteer Appreciation Event (Mark). Tom seconded the motion.</p> <p><b>Discussion:</b> There is \$260 remaining for gifts, and decorations. Jennifer won't know the final head count until the end of November.</p> <p><b>Revised MOTION:</b> To move up to \$250 from the TD3 conference profits to fund the Volunteer Appreciation Event, if needed (Isabel). Bob seconded the motion. Motion passed unanimously.</p> <p>UNF Division of Continuing Education is the sponsor for this event and will send out the postcards for the new website address. Jennifer will update the email blast to recognize UNF as the sponsor. ATD NEFL will also give time to UNF to speak at the event.</p>	

	<p>ATD NEFL will collect unwrapped toys and donate to Toys for Tots as its community service project.</p> <p>The New Member Orientation is on December 3<sup>rd</sup>.</p>	
<p>Isabel Graf, VP Sponsorship and Lynne Orr-Holley, VP Finance</p>	<p><b><u>Budget Discussion:</u></b> Isabel reminded the Board members to complete the budget worksheets by November 30<sup>th</sup> and to contact her for any questions.</p> <p>ATD NEFL needs to change the Programs expenses, specifically the monthly programs expenses, to include the cost of Maggiano's. ATD NEFL should also renegotiate its contract with Maggiano's.</p> <p>The Board also needs to track and include unforeseen expenses in the budget.</p> <p>ATD NEFL needs to account for and recognize revenue from major sponsors, such as UNF, Nova Southeastern University, and Webster.</p>	
<p>Bob Zinsser, Past President and Tina Echeverry, President</p>	<p><b><u>ASTD-ATD Conversion Update:</u></b> The goal is to complete as much as possible by the end of November.</p> <p>Tina is updating the Chapter Banner. The update for the banner will cost \$173.</p> <p>The former domain name (<a href="http://www.astdnefl.org">www.astdnefl.org</a>) contract expired because ATD NEFL stopped paying GoDaddy for that domain name. The ATD National Advisor told Tina that ATD NEFL doesn't have to change to TD NEFL. ATD (or TD) is letting chapters use both ATD and TD prefixes.</p> <p>Tina suggested that the chapter promote ATD NEFL and purchase the domain name for <a href="http://www.tdnefl.org">www.tdnefl.org</a> from GoDaddy.</p> <p><b>MOTION:</b> To purchase the domain name for <a href="http://www.tdnefl.org">www.tdnefl.org</a> (Tina) Isabel seconded the motion. Motion carried unanimously.</p>	
<p>Open Discussion</p>	<p>ATD NEFL should consider using the ideas from the "On the Road Again" program from ALC to save on costs. This would involve showcasing an organization's Training and Development department to the chapter. The Board would have to consider free parking and location for such a program.</p>	
<p>Respectfully submitted</p>		

*Susan Abraham*  
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Chapter Administrator  
November 13, 2014