

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



In Attendance	Tina Echeverry, President Rachel Stromberg, Director at Large Lynne Orr-Holley, VP Finance Allison Turner, VP Professional Development Mark Greeley, VP Technology Tom Speer, President Elect Jan Spence, VP Programs Casey Gibson, VP Public Relations Isabel Graf, VP Sponsorship Robert Zinsser, Past President Lynn Higgison, VP CMSIG Jennifer Jamison, VP Member Involvement Jeff Geloneck, VP Membership Debra Riley, VP eLearning Quorum established
Absent	
Begin	6:15 pm
End	8:00 pm

Agenda Item	Details	Follow-up
Tina Echeverry, President Approval of January 2014 Board meeting minutes Goals Review	<p>Tina called the meeting to order</p> <p>Motion: To approve the January, 2014 Board meeting minutes with the corrections (Jan) second (Mark). The motion passed unanimously.</p> <p><u>Discussion:</u> None</p> <p>Goals Review:</p> <p>Tina reviewed the chapter's goals and requested Board Members to update their goals in HyperOffice (2014>Goals)</p> <p>Tom demonstrated how to update the signature within personal settings. The updated signature line includes links to ASTD NEFL on Facebook, Twitter, and the astdnefl.org website. All board members were to update their signature with the same information.</p> <p>Note: This portion of the meeting was held in the Computer Lab.</p>	.
Mark Greeley, VP Technology HyperOffice Topic	<p>HyperOffice Topic (Handout 1)</p> <p>Mark reviewed the mail forwarding/auto respond feature within personal settings.</p> <p>Note: This portion of the meeting was held in the Computer Lab.</p>	.

<p>Isabel Graf, VP Sponsorship</p> <p>Sponsorship Update</p>	<p><u>Sponsorship Update:</u></p> <p>Isabel reviewed the information from her January Sponsorship report.</p> <p>Motion: To allow sponsors embed links within their logos on the ASTD NEFL website (Isabel); seconded (Casey). Motion passed unanimously.</p>	
<p>Jan Spence, VP Programs</p> <p>Programs Update</p>	<p><u>Programs Update</u></p> <p>Discussion was made on how the speaker gift expense was going to be allocated among the program vice presidents (eSIG, monthly programs, and CMSIG) for speaker gifts.</p> <p>Board members also decided to request the donation gift of program sponsors be a minimum value of \$10.</p> <p>Jan asked for more committee members.</p> <p>There was also discussion of a combined monthly, eSIG, and CMSIG workshop in June. The topic will be on Blended Learning with a panel of 5 to 6 people. Attendees will be able to ask questions at the time of registration. Jan proposed to hold the workshop in a location other than Maggiano's and extend the duration. Hopefully, this will reduce the registration fee for participants. The Board suggested the following ideas for the panel in this workshop:</p> <ul style="list-style-type: none"> • Career Coach or Executive Coach • Recruiter for L & D (Learning and Development) • Instructional Design expert • Classroom facilitation • eLearning expert • Leadership expert 	
<p>Allison Turner, VP Professional Development</p> <p>Big Event Discussion</p>	<p><u>Big Event Discussion (Handout 2, Proposal):</u></p> <p>Allison proposed an interactive workshop that will engage the participants. This conference-based workshop provides participants the option to choose what they want to do.</p> <p>There will be breakout sessions (instead of a paid speaker) on various Professional Development topics listed in handout.</p> <p>The Board members suggested the following ideas for breakout session topics:</p>	

	<ul style="list-style-type: none"> • ADDIE model • New to Training/Train the Trainer/Breaking into Training • Hybrid model • Table facilitators • Round Robin <p>The Board discussed the choice of venues (UNF University Center vs. Webster University). The Board decided to use the UNF University Center. The dates available for the event in October include: Wednesday, 10/22/14; Monday, 10/13/14; Monday 10/20/14; Friday 10/24/14. The Board also suggested early November as a tentative date for the Big Event.</p> <p>There has not been much interest or participation for the Mentor Program.</p> <p>The CPLP awareness session email should be sent out within the week.</p>	<p>The Board will decide on the venue and date of the Big Event.</p>
<p>Lynne Orr-Holley, VP Finance</p> <p>Budget Discussion</p>	<p><u>Budget Discussion:</u> A copy of the budget is located in HyperOffice (2014>Finance>2014 BUDGET FOR APPROVAL 020514).</p> <p>The Board is not voting on the budget because it needs modification and feedback on the following items:</p> <p><u>Membership:</u> There are 257 members. The actual 2013 membership revenue was \$12,108. Lynne asked for a good estimate of chapter members and average membership rate that factors in the corporate rate.</p> <p><u>Leadership:</u> expense is reduced because Tina will not be attending the ICE Conference. ▽</p>	<p>Board members should review the budget and finalize/approve in March.</p> <p>Input/discussion on budgeted items should take place with Lynne between February and March.</p>
<p>Open Discussion</p>	<p>Jan asked the Board members to submit the agenda items for the February monthly program on Friday, 2/14/14 to Jan.</p> <p>Jan asked about the feedback forms for the monthly programs. These forms are to be used for the prizes/giveaways instead of the badges at the monthly meetings.</p> <p>Casey suggested that leadership be incorporated into the Blended learning theme for the combined program June workshop.</p> <p>Jan reminded the Board that she will continue to look for ideas/suggestion on panel speakers for the combined June event.</p> <p>Jennifer Jamison reminded the Board that New</p>	<p>Jan Spence will follow-up with Nancy Boyle about photocopying the feedback forms.</p>

	member Orientation is on 3/12/14 (4:30-5:30pm at Webster), right before the March Board meeting.	
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Respectfully submitted

Susan Abraham

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Chapter Administrator

February 12, 2014