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| In Attendance | 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 Lynne Orr-Holley, VP Finance Debra Riley, VP eSIG Mark Greeley, VP Technology Jan Spence, VP Programs Quorum established |
| Absent | Angela Castiel, VP Membership; Isabel Graf, VP Sponsorship; Casey Gibson, VP Public Relations |
| Begin | 12:00 pm |
| End | 1:20 pm |

| Agenda Item | Details | Follow-up |
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| Tina Echeverry, President (Welcome and Minutes) | -- Tina called the meeting to order. -- Tina directed everyone to review the November 13, 2014 Board of Director meeting minutes. <u>Corrections to the BOD minutes:</u> MOTION: to approve the November 13, 2014 Board of Directors' minutes as presented (Bob). - Tom seconded the motion. - Motion passed (<i>unanimous</i>). | |
| Open Discussion | <u>President (Tina):</u> The CORE workbook will be done by the end of December. Tina wants to place more emphasis on Employee Learning Week. She wants to set a goal for stronger promotion of Employee Learning Week by filling out a Share Our Success (SOS) for 2014/2015. Tina will use the Volunteer Appreciation Event as ATD NEFL's SOS. Finally, the chapter is hiring a company to redo the website to reflect ATD NEFL. <u>President Elect (Tom):</u> Tom asked the Board members to clean out unnecessary emails as the incoming Board transitions into their HyperOffice accounts. Tom also asked the Board members to think about a meeting day for next year. The Board agreed to continue with second Thursday of each month. <u>VP Member Involvement (Jennifer):</u> Jennifer may not have to use the extra \$250 she requested for the Volunteer Appreciation event. She is also looking for | Put CORE and SOS items on the agenda for January. Tina will follow-up with Bob on the company/contractor who will work on redesigning the ATD NEFL website. |

suggestions for next year's Volunteer Appreciation event.

Past President (Bob): The rebranding will open new opportunities for the chapter, such as a Volunteer of the Year and a Volunteer Spotlight program. He is also working to complete the press release for the rebranding conversion.

VP Finance (Lynne): Lynne is transitioning the Finance function to Isabel.

VP Programs (Jan): The feedback forms were the greatest success. Jan also received positive feedback on the table hosts for the monthly meetings. Jan wants to examine the length of the program and perhaps shorten the monthly program by approximately 15 minutes, from 11:30 am to 1:00 pm instead of 11:30 am to 1:15 pm. However, the Board decided to keep the length of the monthly programs the same. Attendance was reducing, particularly towards the end of the year. Jan is also working to cut the room size at Maggiano's to save the cost. Tom suggested to put the announcements into a single flyer or shorten the announcements. The January monthly program topic will be presented by Gabe Hamda and Karen Sistare--the human side of Instructional Design. Bob also suggested a social media panel discussion.

The Board gave Bob a gift for all his service on the Board, including President elect, President, and Past President.

VP eLearning (Debra): Debra wants to work on a community outreach/fundraising for the chapter. This would involve a hands-on workshop that meets weekly, training new trainers, or reaching out to major companies for their T&D personnel. The chapter could advertise the community outreach project in local journals.

Respectfully submitted

Susan Abraham

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Chapter Administrator

December 5, 2014