

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



<b>In Attendance</b>	Tina Echeverry, President Allison Turner, VP Professional Development Robert Zinsser, Past President Isabel Graf, VP Sponsorship Mark Greeley, VP IT Tom Speer, President Elect Jennifer Jamison, VP Member Involvement Lynn Higgison, VP CMSIG Jan Spence, VP Programs Lynne Orr-Holley, VP Finance Debra Riley, VP eSIG Casey Gibson, VP Public Relations Quorum established
<b>Absent</b>	
<b>Begin</b>	8:31 am
<b>End</b>	9:45 am

<b>Agenda Item</b>	<b>Details</b>	<b>Follow-up</b>
Tina Echeverry, President  (Welcome and Minutes)	-- Tina called the meeting to order. -- Tina directed everyone to review the June 12, 2014 Board of Director meeting minutes.  <u>Corrections to the BOD minutes:</u> .  <b>MOTION:</b> to approve the June 12, 2014 Board of Directors' minutes dated with the requested changes (Bob). -Isabel seconded the motion. -Motion passed ( <i>unanimous</i> ).  <b>Announcement:</b> Rachel Stromberg will be leaving ASTD NEFL due to a new employment opportunity. ASTD (ATD) NEFL will recognize her at the next monthly meeting on July 17 <sup>th</sup>	
Jennifer Jamison, VP Member Involvement  Appoint VP Membership Board position	<b><u>Appoint VP Membership Board Position:</u></b>  <b>MOTION:</b> to appoint Angela Castiel as the incoming VP Membership (Tina)  - Lynn seconded the motion. - Motion passed (unanimous).	
Jennifer Jamison, VP Member	<b><u>Membership Update:</u></b> ASTD (ATD) NEFL is at 39% (very close to 40%)	

<p>Involvement Membership Update</p>	<p>CORE—Chapter Operating Requirements). There are 200 chapter members and close to 90 national members</p> <p><u>Member Involvement Update:</u></p> <p>Jennifer requested that the Board members and Administrator make sure that their committees are updated and to let her know if they need additional committee members.</p>	
<p>Allison Turner, VP Professional Development  (2014 Big Event Update)</p>	<p><b><u>2014 Big Event Discussion:</u></b></p> <p><b><u>Mentor Program:</u></b></p> <ul style="list-style-type: none"> <li>• Underway</li> <li>• Meeting halfway through the program and inviting Board members to attend on September 16<sup>th</sup> at 5:00 pm</li> <li>• Mentor Program graduation is separate from Big Event conference (scheduled for Thursday, November 6<sup>th</sup> lunchtime event at Webster University).</li> <li>• Inviting past participants</li> </ul> <p><b><u>Big Event (Handout 1 and Handout 2)</u></b></p> <p><b><u>Handout 1:</u></b> Cost structure</p> <ul style="list-style-type: none"> <li>• The sponsor and facilitators along with the Chapter Administrator may be a little higher</li> <li>• 2014 cost structure is the lowest since 2012 Big Event.</li> </ul> <p><b><u>Handout 2:</u></b> Agenda</p> <ul style="list-style-type: none"> <li>• Allison asked if the times were ok and if enough time was being scheduled for the activities</li> <li>• Board members said that breakout sessions should be reduced to 45 minutes; more time for participants to view the vendors/sponsors; that there should be three breakout sessions; and that prize drawings took a long time last year; Allison may want to split out the prize drawings throughout the Big Event conference.</li> <li>• Alternative speaker—Allison will only need to have one in the event of illness/scheduling conflict.</li> </ul>	
<p>Jan Spence, VP Programs  Programs Update</p>	<p><b><u>Programs Update:</u></b></p> <ul style="list-style-type: none"> <li>• The June combined program was a success</li> <li>• For the July monthly event, John Watson will make a presentation on Project Management</li> <li>• Chris Beverly will present in the August monthly event</li> <li>• The September monthly event is open</li> <li>• Greg Enos will present in the October monthly event on the challenges of multi-tasking. The</li> </ul>	

	name of the program is "Coping with Information Overload and Multitasking."	
Lynn Higgison, VP CMSIG	<b><u>NSU SHRM Student Chapter Invitation (Handout 5):</u></b>  ASTD (ATD) NEFL will be participating in the NSU SHRM Student Chapter Conference on Saturday, August 2, 2014 from 8:00 am to 1:30 pm.	
NSU SHRM Student Chapter Conference Invitation		
Lynne Orr-Holley, VP Finance	<b><u>Discussion of Finance Committee Chair/Treasurer Position:</u></b>	
Discussion of Finance Committee Chair/Treasurer Position	<ul style="list-style-type: none"> <li>• Needs a treasurer role for her committee (money handling)</li> <li>• Needs somebody proficient with QuickBooks</li> <li>• Debra Riley is familiar with QuickBooks</li> <li>• Jennifer Jamison, VP Member Involvement suggested that the VP Finance add a Treasurer Committee position.</li> </ul>	
Robert Zinsser, Past President	<b><u>By-Laws Revision (Handout 3 and 4):</u></b>	Board members will provide Bob with feedback on the proposed by-laws by the next (August) Board meeting.
By-laws Revision	<ul style="list-style-type: none"> <li>• <a href="#">Handout 3</a> is the current ASTD NEFL By-laws</li> <li>• <a href="#">Handout 4</a> is the proposed ATD NEFL by-laws</li> <li>• Bob asked Board members for feedback on the proposed by-laws by next Board meeting</li> <li>• Revised by-laws need to approve at a monthly chapter meeting (hopefully the September monthly event)</li> </ul>	
Open Discussion		
Respectfully submitted: <i>Susan Abraham</i> Susan Abraham Chapter Administrator July 12, 2014		