

**ASTD Northeast Florida**  
**August 10, 2009 Board Meeting Minutes**  
**Location: University of Phoenix, Salisbury Road**



In attendance:	Derree Braswell, President-Elect Brenda Cohn, Admin Committee Member Chris Dibble, VP Programs - eSIG Betsy Donnelly, Director-at-Large Marilyn Feldstein, Director-at-Large Bryan Huffman, VP Finance Sharon Kimble, President Ronnell Lovings, VP Professional Development Wendy Pope, VP Programs Sue Raffensperger, VP Membership Christy Sharpe, VP Information Technology Paul Stromberg, Administrator Deb Welsh, Webmaster Rachel Wical, VP Public Relations Pam Yoder, VP Member Involvement
Absent	Desiree Ward, Past President
Open:	6:12 pm
Adjourned:	8:07 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> <li>• Sharon called meeting to order.</li> <li>• Sue made a motion to approve the July 2009 minutes as amended. Marilyn seconded and the motion passed.</li> <li>• Sharon described the process for posting minutes. Brenda will send the first draft to Sharon who will make edits and send them back to Brenda. Brenda will make the changes and post the minutes to the BOD page for board review. BOD members will send changes to Brenda who will make changes. Once the minutes are approved, Brenda will post the final version and notify Deb that they are ready to be moved to the Board Meetings page for members viewing.</li> <li>• Wendy provided an update on the member survey process. Wendy said the link to the survey is working and was included in the July/August 2009 newsletter. Desiree will post survey link on LinkedIn. She is waiting for an administrative code.</li> <li>• Wendy made a suggestion that we find local companies that have training programs and make contact with their training departments. She also talked about the membership recruitment strategy of the “big bucks” program. Marilyn said that it was discontinued because it did not seem to be a good return on investment and takes a lot of coordination.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pam</b> will follow up on the “big bucks” program and contact Marilyn to discuss it.</li> </ul>

<ul style="list-style-type: none"> <li>• Derree reported on the progress of determining the slate for the 2010 Board of Directors. She sent an email to prospective nominees to confirm their interest. She is also meeting one on one and should be done by the end of the week. The 2010 slate must be voted on at the September meeting. Notification of the election must be sent at least ten days before the meeting. A slate announcement will be sent with the September meeting announcement. Chris suggested that we announce that we are getting ready to nominate the board and ask if anyone is interested in a position.</li> <li>• Sharon said that budget item requests for next year should be sent to Bryan.</li> <li>• Sharon began a discussion on whether a VP of Career Management position should be added. After discussion, the motion was tabled. Discussion will continue on the website discussion board, and a vote will be taken by email. The decision needs to be made before the election of new officers and the vote on changes to the by-laws.</li> <li>• Sharon began a discussion on proposed changes to the Bylaws. Proposed changes to the by-laws include: On page 2 adding that corporate memberships are transferable; on page three change officers have up to 3 one year terms instead of up to 2 one year terms (in other words, they can be re-elected twice); on page 4 change to <u>immediate</u> past president. If it is decided in the online forum that the CMSIG should be a VP position this change will also apply to this position <ul style="list-style-type: none"> <li>• Marilyn reported on CMSIG. She said every meeting is different that people are free to share whatever is on their minds. A survey at the last meeting indicated that participants want to meet once a month. Marilyn has a list of requested topics. Each meeting will be a combination of speaker and open discussion.</li> <li>• Chris announced that Beeline has agreed to sponsor eSig webinars. The first webinar will be from Home Depot University and will be presented as the November eSIG. Chris said the first webinar be limited to 50 to 60 people. The number of people will need to be specified in the sponsor agreement.</li> <li>• Deb Welsh said the board members need to make sure their contact information for the Board on the website is updated. To do this, they will need to log into the website as a member. The contact information is separate from the profile information; it's a separate document on the Board page.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Derree</b> will send slate to be posted on website.</li> <li>• <b>Bryan</b> will meet with individuals to discuss the budget needs.</li> <li>• Ronnell and Marilyn will draft a position description for the position.</li> <li>• Sharon will call for a motion and will structure the electronic vote.</li> <li>• Sharon will revise; needs assistance from Sue and Paul on wording of corporate memberships. Will send out to group for review and changes will be proposed to members at the September meeting.</li> <li>• Sharon will follow up to create the sponsorship agreement.</li> </ul>
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- Sue and Pam have created reusable name tags. They will pilot the use of the name tags at the August monthly meeting. Sue demonstrated the name tags. Different colored tags will mean different things to distinguish between member, guest, and new member. Sue distributed a process document for the name tags.
- Ronnell provided an update on the October big event. He is continuing to look for sponsors for the event. He sent Sharon the revised contract for Wendy Fitzpatrick. The time was changed from 3 hours to 2 ½ hours. We already have the work books which need to be copied. Scott Moore, VP of Winn Dixie Training and Development will be one of the panelists for the event. Marlie Roach has been asked to be on the panel and that should be finalized by the end of the month. Wendy Kirkpatrick will be part of the panel if needed. There will be eight vendor tables.
- Ronnell announced that the CPLP Awareness session at UNF went very well. A draft of a scholarship program for the CPLP training is being worked on. Study groups for the CPLP have are being established.
- Sharon asked that BOD members submit agenda items before the BOD meetings to prevent meetings running over.

Respectfully submitted,  
Brenda Cohn, Administrative Committee Member  
Paul Stromberg, Chapter Administrator  
August 27, 2009

VP for Career Sig Online Discussion

Sue made a motion to add a VP of Career Management Special Interest Group position to the ASTDNEFL slate of Board positions for the upcoming year. Her reasons were:

- Since the CMSIG will be holding events, it will require a budget and someone must overlook and be responsible for that budget.
- Given the economy in which we currently live, the demand for quality career management programs is very high and expected to grow.
- The position needs to be added to the Board before it becomes unmanageable, which could happen very quickly and without a lot of notice.

Bryan seconded the motion.

Discussions:

Topic	Board Member	Comment
<b>VP Position for Career SIG</b>	Bryan	I agree with all of the above. [Sue's comments]
	Wendy	I agree that we should add a VP of Career management SIG to our slate of Board Positions for all of the reasons stated in prior comments. I think it is fair to say that the interest in this SIG will grow over the near future. Adding a VP position will provide the benefit of accountability for the program and allow the program to grow in new creative ways.
	Ronnell	Although the CSIG adds a tremendous amount of value to the chapter, at this juncture of the process, I'm still not sure if a VP position should be created. What would be the difference between the VP of Professional Development and VP of CSIG? Maybe a Director role along with a committee seems sufficient.

The vote on the motion to approve a Vice President of the Career Management Special Interest Group passed with: Aye: 12, Nay: 1; Abstain: 0

Topic	Board Member	Comment
<b>VP CMSIG Responsibilities and Job Description</b>	Bryan	Concerns: (1) Budget responsibility known to the applicant. Budget responsibility "enforceable" via By-Laws or mean stares by VP - Finance. (2)Qualifications.
	Sue	(1) Wouldn't the budget responsibility be handled the same way it is for Programs or eSIG? (2) Regarding qualifications, shouldn't that be addressed in the position description?
	Bryan	I wouldn't mind underscoring the need for each

		<p>role in the BoD to maintain their respective budgets. An entry about this under "Responsibilities" might be helpful to the entire Board, how about this:- Work with the BoD* to create and maintain a working budget for the CMSIG position, and be able to identify changes to expense and revenue over time within that role. *BoD probably reads "VP - Finance" which is fine, but since I shouldn't be the final word on budgeting I just put BoD to be more correct. Regarding qualifications, I just meant that it didn't look like there were many pre-qualifications for career counseling. This may be a good thing though since it has been said that CMSIG shouldn't be limited to career counseling. It may also be a good thing if and when capable people without formal experience might want to take up the position.</p>
	Sharon	<p>I agree that [budget responsibilities should be added to the Position Description for the VP of CMSIG. I agree with Bryan's verbiage.[I also think this should be added to ALL of the Position Descriptions] Qualifications: This position is responsible for coordinating these events, not necessarily presenting content. However, I think maybe we should add a "Special Qualifications" or "Preferred Experience" related to this role that might include career counseling/coaching, interviewing skills training delivery, etc. in addition to program coordination, event planning, etc.</p>
	Derree	<p>It does need to have financial oversight (I am good with Bryan's verbiage), and preferred experience as posted by Sharon. Definitely add to all BOD members positions that they have financial oversight and responsibility.</p>
	Marilyn	<p>I don't think any of the descriptions have budget info. in them. We also do not list requirements for holding the position, e.g., e-learning or career development exp. in any of the descriptions. I'm not saying we shouldn't, but we have not done this in the past. These are position descriptions rather than job descriptions with qualifications.</p>
	Wendy	<p>I agree with Marilyn in that we should be consistent in position descriptions. If job requirements/qualifications are not listed in other descriptions we should not include them in this VP description.</p>

	Chris	Let's not expand this discussion into revisions of all the job descriptions. That should be a separate discussion and vote.
<b>Name of Career Sig</b>	Bryan	Should career SIG be known as cmSIG or cSIG?
	Sharon	I think we should call it Career Management SIG or CMSIG and not just Career SIG. Adding the word "management" to me implies that it's more than just job hunting topics.
	Bryan	I like the CMSIG for the reasons stated above.
	Sue	I, too, like VP, CMSIG for the title.
	Rachel	I am happy with CMSIG.
	Marilyn	I think we should call it CM-SIG or C-SIG.
	Wendy	I like the name CM-SIG.