

ASTD Northeast Florida
January 12, 2009 Board Meeting
Date Last Revised: February 9, 2009



In attendance:	Derree Braswell, President Chris Dibble, VP Programs - eSIG Bryan Huffman, VP Finance Sharon Kimble, President Marilyn Feldstein, Director Ronnell Lovings, VP Professional Development Wendy Pope, VP Programs Kamaria Scott, VP Member Involvement Paul Stromberg, Administrator Desirée Ward, Past President Rachel Wical, VP Public Relations
Open:	6:03 pm
Adjourned:	7:00 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> • Sharon opened the meeting with an expression of thanks to all the Board Members for their commitment. • Board Meeting Minutes and Financial Reports for December were approved. • Sharon distributed the new Website Standards and Communications procedures. Copies are attached and form a part of these minutes. • Bryan explained that he planned to switch from cash to accrual method of accounting for chapter finances. This means that payables and receivables are entered and recognized when they are incurred, rather than waiting until funds are actually transferred. The board felt that study time was needed and the proposal was tabled until the next meeting. • Bryan sought board approval for online bill payment, with periodic review by a financial committee or other Board Members, as an adjunct to the current method of paper checks with two authorized signatures • Various Board Members committed to providing snacks for Board Meetings for the rest of the year. A copy of the schedule is attached and forms a part of these minutes. • Bryan suggested that a policy is needed on time limits for submitting expenses for reimbursement, and possibly for accepting invoices from providers of goods and services. 	<ul style="list-style-type: none"> • Bryan will provide additional information for the board to review. • Bryan will draft a time limit proposal for board vote at the next meeting.

- Sharon reminded members who have not yet submitted their action plans and goals to do so.
- Wendy and Sharon raised the question of whether meeting fees need to be reviewed.
- During open discussion, Paul reported on progress being made in reconnecting with people in our database whose email addresses had become undeliverable. He commended Roberta Maddox in particular for her work on this project.
- Desirée expressed concern regarding our ability to meet CORE requirement that 30% of our 2009 members also be National members.
- Paul collected signatures on bank forms to allow Bryan and Derree access to the chapter's Bank of America and EverBank accounts. Access by former Past President and VP Finance, Rachel Wical and Ronnell Lovings, was revoked.
- Sharon distributed the contact list for the current Board of Directors.

- **Sharon** will review the information and prepare a budget for board vote at the next meeting.

The Programs Committee will research and survey members and meeting attendees regarding increases, sandwich lunches to keep costs down, and alternate venues, and will present recommendations to the Board in the future.

- **Paul** will submit a membership list to **Lea Bryan** monthly for the purpose of having the National office check for compliance at the end of each month. Compliance at any point during the year will satisfy the requirement for the entire year.
- **Paul** will submit the new signature cards to the banks.
- **Paul** will order new or updated nametags for the Board as needed and will distribute them at the next meeting.

Respectfully submitted,
 Paul Stromberg
 Chapter Administrator
 January 30, 2009