

**ASTD Northeast Florida
July 11, 2009 Board Meeting Minutes**



In attendance:	Derree Braswell, President-Elect Brenda Cohn, Admin Committee Member Chris Dibble, VP Programs - eSIG Marilyn Feldstein, Director-at-Large Bryan Huffman, VP Finance Sharon Kimble, President Wendy Pope, VP Programs Sue Raffensperger, VP Membership Paul Stromberg, Administrator Deb Welsh, Webmaster Rachel Wical, VP Public Relations Pam Yoder, VP Member Involvement
Absent	Betsy Donnelly, Director-at-Large Ronnell Lovings, VP Professional Development Christy Sharpe, VP Information Technology Desiree Ward, Past President
Open:	12:50 pm
Adjourned:	1:45 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> • Sharon called meeting to order. • Pam made a motion to approve the June 2009 minutes as amended. Sue seconded and the motion passed. • Wendy discussed scheduling someone from UNF to attend an ASTD meeting to promote the December awards meeting. • Brenda said that each month the draft of the minutes will be loaded to the Board of Directors web page on the ASTDNEFL site for review. Once the minutes are approved, she will email Deb who will move the approved minutes to the permanent location. • Wendy discussed the yearly survey. The survey will be given at the July Preludes and Props luncheon meeting as a demonstration of an electronic response system. Jim Dixon will be operating the response system and will then lead an open discussion. The online survey will be structured differently than the “live” survey. The survey will be posted on LinkedIn and emailed to members. • Sharon said that Brian Polding indicated that the University of Phoenix has offered to sponsor a monthly ASTD meeting. He said they have classrooms available at no charge for meetings, including rooms with computers that could be used for hands-on eSig training sessions. Sharon said the monthly Board of 	<ul style="list-style-type: none"> • Sharon will follow up with UNF and Wendy will add them to the agenda for the August meeting. • Brenda will post the draft minutes to the Board of Directors page, make edits, rename the file, post the approved minutes and notify Deb by email. • Sharon will check into holding the August BOD meeting at University of Phoenix campus on Salisbury road and touring the facility.

Directors' meeting could be held at University of Phoenix.

- Sharon discussed our policy on providing member mailing lists to sponsors. We do not sell or provide our list to others. We do not do email blasts for sponsors. We will put sponsor links on the website. Sponsors can provide brochures at monthly meetings, and we will remind members that they can place brochures on the table at the back of the room. At meetings we will remind members to check the back table for available information and to use that table for their own materials.
- Sharon presented information on the agreement with Kirkpatrick for the October meeting. Ronnell has asked that the board discuss the agreement. Wendy Kirkpatrick will be provided a rental car from the airport. The Holiday Inn will provide the room free of charge. We will require receipts for the expenses we reimburse. The new Kirkpatrick book will not be available until February 2010. We will order another book to give to members who attend the October workshop. It was suggested that we pre-order several of the new books also to give as door prizes next year. ASTD chapters in Tallahassee, Orlando have been contacted and they will market the event. SHRM will also market the event. Paul suggested that Gold members should be charged \$25.00 less than others for the event since their membership includes free attendance at the regular monthly luncheon meetings. The group agreed to discount this meeting by \$25.00 to Gold Members and to offer a 50% discount registration fee to volunteers.
- Marilyn provided an update on the Career Management SIG. There were 10 participants for the June meeting. The next meeting will be at 6 pm on July 30 at Landstar. Sharon McCormick and Debbie Atkins will speak on moving into the Instructional Design field. Brenda will talk about transitioning to a new position and moving into instructional design.
- Derree said that we now have a conference call line. She will send the information to the group.

- **Derree** will report feedback from board to Ronnell.
- **Sue and Paul** will draft a communication about the discount for Gold members indicating that if they have already paid the full amount they will be reimbursed the \$25.00. They will also clarify the wording on the Board of Directors page.

Respectfully submitted,
Brenda Cohn, Administrative Committee Member
Paul Stromberg, Chapter Administrator
August 3, 2009