

**ASTD Northeast Florida**  
**March 9, 2009 Board Meeting Minutes**  
**Last Revised**



In attendance:	Derree Braswell, President-Elect Brenda Cohn, Admin Committee Member Chris Dibble, VP Programs - eSIG Betsy Donnelly, Director Marilyn Feldstein, Director Bryan Huffman, VP Finance Sharon Kimble, President Ronnell Lovings, VP Professional Development Wendy Pope, VP Programs Christy Sharpe, VP Information Technology Paul Stromberg, Administrator Rachel Wical, VP Public Relations Desiree Ward, Past President Pam Yoder, VP Membership
Open:	6:12 pm
Adjourned:	8:30 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> <li>• Sharon called meeting to order.</li> <li>• Betsy suggested that the chapter might consider starting a Career SIG for job seekers. Marilyn suggested the possibility of career teleseminars. The teleseminar might be used to launch the SIG. Desiree suggested offering training on how to transition into training. Sharon suggested a Career Development Management SIG that might include transitioning from one industry to another or transitioning from training delivery to design. It was suggested that members could participate in this program for no charge and non-members will pay a fee.</li> <li>• Sharon presented a proposed budget. Desiree expressed concern that the budget reflected expenses that were greater than revenue for the year. Discussion followed on the funds that were available from prior year surpluses. There was also discussion on each of the expense line items. The expenses were revised, based on input from committee chairs, and it was agreed upon that a footnote – “Deficit is covered by prior year surplus.” would be added to the budget document. Rachel made a motion that the budget be approved as amended, Bryan seconded, and there was a unanimous vote that the motion be carried.</li> <li>• Christy reported on proposed changes to website access. The proposal was accepted with the revision that Guests have Read access to the Newsletter. She also raised a concern that no one</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ronnell, Betsy and Marilyn</b> will start planning and look for a chairperson, find out what topics members may be interested in or be willing to present, and whether breakfast or dinner meetings would be preferable.</li> <li>• <b>Christy</b> will implement changes that were agreed upon and create a form for</li> </ul>

was identified as responsible for content for several of the web site pages. After discussion it was determined that the Members Document page is no longer needed, and volunteers would be sought to be responsible for the Position Referral and Training Xchange pages. There was a concern that the information on the position referral page was often not current. In addition to finding someone to be responsible for the page, Christy said that she would create a form for referrals that would include an expiration for the listing. It was also suggested that website users should be required to log in to register for an event.

- Sharon introduced Pam Yoder and recommended her for appointment as the new Vice President of Membership to serve for 2009 with the option to be voted on to continue through 2010-2011. Rachel moved that she be appointed. Derree seconded and the motion passed unanimously.
- Christy reported on website. When the 1900 listings were rolled over from the C-Vent database, about 1000 contacts had already been eliminated due to contact information that was no longer valid. Volunteer Roberta Maddox was a great help in checking out and eliminating another 200 listings with invalid email addresses. About 1200 persons on the list as Website Guests did not renew their status and their listings were archived last month. Since then, 44 have contacted us and asked for reinstatement. There are now 477 persons in the database and Paul expects it to exceed 500 shortly. There was discussion concerning the number of people who will see the sponsors' ads on the website.
- Marilyn talked about the ASTD International Conference and Expo in June. She said that there is a discount for groups of five or more.
- Ronnell reported that the focus group will be rescheduled once an alternate location is found. It was suggested the a CPLP awareness session be presented at UNF.

posting position referrals that will include an expiration date.

- **Ronnell** will look for volunteers to support the Position Referral and Training Xchange pages and **Chris** will make an announcement at the next eSIG asking for volunteers.
- **Christy** will look into our ability to set these various access levels, and also a system that will send board members and other chapter leaders to a special page when they log on.
- **Ronnell, Wendy and Rachel** will help with book sales.

Respectfully submitted,  
Brenda Cohn, Administrative Committee Member  
Paul Stromberg, Chapter Administrator  
March 13, 2009