

ASTD Northeast Florida
September 15, 2009 Board Meeting Minutes
Location: My Executive Center, Gate Parkway



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 Sharon Kimble, President Ronnell Lovings, VP Professional Development Sue Raffensperger, VP Membership Christy Sharpe, VP Information Technology Paul Stromberg, Administrator Deb Welsh, Webmaster Pam Yoder, VP Member Involvement
Absent	Desiree Ward, Past President Bryan Huffman, VP Finance Wendy Pope, VP Programs Rachel Wical, VP Public Relations
Open:	6:22 pm
Adjourned:	7:50pm

Discussion Items	Action Items
<ul style="list-style-type: none"> • Andrew Stack, Owner of My Executive Center, led BOD members on a tour of the facility. We are considering this location for workshops and meetings next year. • Marilyn made a motion to approve the August 2009 minutes Sue seconded and the motion passed. • Sharon reported that Wendy would like to know if the BOD would like to pursue <i>offering From Chalkboard to Keyboard – Seven Essential Tactics and Tools for virtual Classroom</i>, a webinar from the Net Speed Leadership Management and Development organization. Chris suggested that we might offer this as a combined regular meeting and eSIG. Sharon said the cost would be \$.04 per person for telephony with a \$60.00 cap. We need to find out what the limit is for the number of participants. It was determined that a length of 60 to 90 minutes and a time slot between 11 AM and 2 PM. There was discussion around making this a member only benefit. The topic was tabled until Sharon and Wendy can get answers to some questions. 	<ul style="list-style-type: none"> • Sharon will talk to Wendy to get more information; specifically if there is a maximum number of attendees and if there are other topics in addition to these.

- Christie reported on goals that were identified for the IT team. These included:
 - Refresh local website and add audio, video, and slideshows
 - Increase communication with members
 - Document IT procedures and policies for next year before the end of the year

Discussion followed about how to capture videos for the web site. Christie suggested purchasing a high definition Flip Video camera for next year at a cost of \$250. Before purchasing it, Christie said she would create policies for who would be responsible for the camera and keeping track of who has it. Paul volunteered to allow the chapter to use his digital video camera. Christie asked that BOD members look at their assigned pages on the site before the advance and determine what they would like to improve or add on their page. Chris said ASTD encourages chapters to use the national tool, which has a big content management system, for their chapter website. Paul said that the drawback would be that their membership management system only allows messages to members – there is no database of nonmember users. Christie said that more website information will be shared at the Advance.

- Marilyn reported on the CM SIG. She asked for a small budget for this year to purchase erasable tent cards. She said that she estimates a need for \$25 a month for September, October, and November. A motion to approve amending the 2009 budget to add a CM SIG line item for \$75 was made by Betsy and seconded by Sue. The motion passed. Marilyn said that she receives a lot of information on things that are happening that relate to Career Management. After discussion on the best way to share that information with chapter members, it was decided that the information would be added to the Web Site. The topic of the next CM SIG meeting will be Career Portfolios.

- Derree reported on the slate for the 2010 Board of Directors. The nominee for VP of Sponsorship will be Karon Manning who works for Winn Dixie. VP of Professional Development nominee will be Ida Gropper of UNF. Sue Raffensperger will be the nominee for President Elect. JoAnn Scarborough who is working on the Big Event will be the nominee for VP of Membership. There is a full slate for 2010. It will be voted on at the September 17 meeting. Derree also reported on the Advance, which will take place on November 7 from 9 AM to 3 PM at the University of Phoenix. She asked that BOD members come prepared for a working meeting. Board members should work on determining their goals and budget information for 2010 prior to the Advance.

- **Sharon** will find out what happened to the recordings of meetings done by Global Presentations.
- **BOD members** will review their assigned pages on the Website and bring requests/suggestions for changes to the Advance.

- **Bryan** will add the line item to the 2009 budget. **Betsy** will talk with Christie and Deb about the best method for making the information available.

- Sharon talked about who would attend the ASTD Chapter Leader's Conference (ALC). The conference will take place on October 30-November 1 in Washington D.C. The budget includes registration and expenses for five people. Derree, Sue and Pam Yoder will go. It was suggested that Karon Manning and Bryan Huffman should take the other two slots. Ida Gropper was suggested as an alternate if Bryan is not able to attend.
- Sue proposed the purchase of badge tote carrying cases. After discussion it was decided to purchase 5 cases at \$22 each plus \$20 for shipping at a total cost of \$110.00.
- Paul reported for Bryan that Bryan would like to pay chapter bills online. He proposes sending to the finance committee all ordinary banking information including original bank statements, reconciliation reports and budget vs. actual reports, and information on PayPal receipts. Paul also reported that the 2009 Corporate Annual Report was filed with the state of Florida.
- Sharon suggested providing BOD members with ASTD business cards. After discussion, Sharon said that she will order generic cards on which members can add their names. Members who feel strongly about having personal ASTD cards should email Sharon.
- Discussion of whether to join the Chamber of Commerce was tabled until after the Advance.
- Ronnell asked for a recommendation on the Kirkpatrick book to be given to members who attend the Big Event. If we give the new Kirkpatrick book, it will not be published in time to give out at the event. Wendy Kirkpatrick offered to take the order and ship when the books are ready to us or to the individual people. Marilyn suggested that we let them autograph and ship the book. We can include a certificate for the book in the packet on the day of the event. The members can fill in their shipping addresses and a list of names and addresses can be given to Wendy Kirkpatrick. Registration for the event has been extended to September 25.

- **Sue** will talk with Paul to determine which budget line item to charge the purchase to.
- **Sue** and **Pam** will talk with Ronnell about the ASTD table in the Expo hall. They will find volunteers to work the table and put together a display board.

Respectfully submitted,
 Brenda Cohn, Administrative Committee Member
 Paul Stromberg, Chapter Administrator
 October 7, 2009