

**ASTD Northeast Florida
October 12, 2009 Board Meeting Minutes**



In attendance:	Derree Braswell, President-Elect Brenda Cohn, Admin Committee Member Betsy Donnelly, Director-at-Large Marilyn Feldstein, Director-at-Large Sharon Kimble, President Ronnell Lovings, VP Professional Development Wendy Pope, VP Programs Sue Raffensperger, VP Membership Paul Stromberg, Administrator Rachel Wical, VP Public Relations
Absent	Chris Dibble, VP Programs – eSIG Bryan Huffman, VP Finance Christy Sharpe, VP Information Technology Desiree Ward, Past President Pam Yoder, VP Member Involvement
Open:	6:15 pm
Adjourned:	7:40pm

Discussion Items	Action Items
<ul style="list-style-type: none"> • Ronnell made a motion to approve the September 2009 minutes as amended. Sue seconded and the motion passed. • Derree reported that she would follow up with Jennifer Jamison to see if she is interested in the position of VP of Membership for 2010. Denise Slack is also interested in the position. • The Board Advance will be held November 7 at the University of Phoenix. Before the advance, BoD members need to identify first quarter goals and determine their budget needs and the help they will need from other BoD members. Derree suggested that there are ASTD members who would be willing to work on limited term projects as opposed to committing long term to a leadership role or membership on a committee. • Rachel said that she needs at least 48 hours (business days) turn around time to review materials including: marketing collateral or collateral that has marketing in it, meeting announcements, newsletters, and fliers. (Position referrals should be sent to Michael Martin.) She needs time to read and ask follow up questions. Bullet points are essential so that the reader can immediately see the most important information. It was recommended that people who submit information for the website use templates. The standard information will already be included and the submitter will only need to add new information. It will take less time to update the material and it will be easier to read because the information will be organized the same. Templates should be used for regular meetings and eSIGs. Rachel said that her task is to review material. She should not be required to create it from scratch. • Paul reported on survey responses for the Big Event. He said that the responses that were received were detailed and mostly positive. Most of 	<ul style="list-style-type: none"> • Derree will follow up with Jennifer Jamison about VP of membership. • Derree will send a form to each BoD member for first quarter goals and a form for budget information. • Sharon will talk to Michael Martin about position referrals and ask him to check with the people who submitted the referrals at least monthly to see if the position is still open. • BOD members will review their assigned pages on the Website and bring requests/suggestions for changes to the Advance.

the negative responses were related to lack of food and breaks. Derree reported that everyone had a great time. Elizabeth Cline was the moderator and Eyvolle Pamphile (sp?) worked at the registration table. An After Action Review is scheduled for Thursday, October 15.

- Sharon reported that the National Operations Requirements (NORE) agreement must be signed by the end of January 2010. The NORE is an agreement from ASTD National that states how National will support the chapter. The NORE document will be posted on the ASTDNEFL.org Board Room page to be reviewed and commented on. Sharon will invite chapter coach from ASTD National to call into a meeting to explain the contract and answer questions.
- Sue, Derree, Karen, Ida, and Pam will attend the ASTD Chapter Leader Conference (ALC) October 29-31 in Washington, D.C. Our chapter will pay registration for four members and the fifth is free.
- Sue said that the chapter By-laws relating to student memberships are vague. Currently student members pay no dues, but pay full price for meetings. Sue suggested that the BoD take a targeted look at each membership class and that consistent criteria needs to be defined. Marilyn said that in SHRM, students who pay dues to student chapters have free membership in the local SHRM chapter. Marilyn suggested that we monitor current Student members to see if they later join as full members. Rachel suggested that student members be required to volunteer or participate on a committee.
- Marilyn reported on the September Career Management SIG. It was a very good meeting. Nineteen people attended. The topic was career portfolios. There was discussion and several people shared their portfolios with the group. The next meeting will be October 29 and the topic will again be portfolios. The November CMSIG meeting may be combined with the November 12 regular meeting.
- Betsy, Sue, and Sharon will be judges for the Ninth Annual UNF Excellence in Employee Development Awards.

- **Sharon** will invite the chapter coach to join a meeting by telephone. **All BoD members** will review document and send questions to Sharon by November 16.

- **Sharon** will give Steve Fordham's contact information to Sue. **Sue** will call Steve Fordham to ask what criteria he used. She will check with some of the local educational institutions to find out what the criteria is for being a full-time student, and post a discussion on the Chapter Leader's forum to see what other chapters are doing.

Respectfully submitted,
Brenda Cohn, Administrative Committee Member
Paul Stromberg, Chapter Administrator
October 26, 2009

Addendum to October 12, 2009 Board Meeting Minutes:

Subject: Result of Member Vote on Proposed Revisions to By Laws Membership and 2010 Board of Directors
Submitted by: Sharon Kimble, President

Table #	# Members	# Guests	Item 1: 2010 Board of Directors	Item 2: Proposed Changes to Chapter Bylaws
1	5	1	AYE: 5	AYE: 5
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0
2	4	1	AYE: 4	AYE: 4
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0
3	3	2	AYE: 3	AYE: 3
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0
4	6	6	AYE: 6	AYE: 6
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0
5	7	1	AYE: 7	AYE: 7
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0
6	7	1	AYE: 7	AYE: 7
			NAY: 0	NAY: 0
			ABSTAIN: 0	ABSTAIN: 0