



Board Minutes 1-19-2010

Attendees:	Betsy Donnelly Chris Dibble Derree Braswell Ida Gropper Jennifer Jamison Karon Manning-Adams Marilyn Fieldstein Sue Raffensperger Paul Stomberg	Absent:	Christy Sharpe Desiree Ward Pam Yoder Rachel Wical Sharon Kimble
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Quorum met and meeting called to order at 6:45 p.m.

Old Business

Items that need approval at next meeting: Minutes of October & December Board Minutes
End of Year Plan
Financial Report

New Business:

Board Member Updates:

- Welcome to Ida and Karon first board meeting.
- Introduction of Jennifer Jamison for appointment to VP Membership– Jennifer has worked at Webster University for six years, current role is Community Relations, previously worked in Student Services. Experience serving on SHRM Student Board .
- Interview process was held followed by Sue making a motion to appoint Jennifer as VP Membership, Marilyn seconded – discussion was opened and vote was unanimous.
- Bryan Huffman resigned from his role as VP Finance due to work commitments. We will make announcements at Thursday meeting, add to web page and board members asked to provide Derree with names of anyone they know who is financially savvy and can step into the role of VP Finance.
- Wendy Pope resigned her role as VP Programs due to family commitments. Derree spoke with her on 1/19 and she is providing all 2010 correspondence. Derree has a call with Karen Sistare who has worked with Wendy on the committee to see if she is interested in assuming this role. A brief e-mail exchange with Karen and she is interested but cannot start until March – Derree will follow-up. ***Update: Derree spoke with Karen she is interested and will assume role in March. We will need to work to cover the February meeting.***



- Board meetings for 2010 will be the first Thursday of each month 6:00 – 7:30pm at the University of Phoenix. Derree will send out invites to board members. **(See below calendar and snack list)**

2/4	Karon	3/4	Marilyn
4/1	Jennifer	5/6	Ida
6/3	Sharon	7/17	Derree
8/5	Karen	9/2	Rachel
10/17	Sue	11/4	Pam
12/2	Derree		

- **Roles:**
 - ✓ **Membership** – Betsy (VP Membership & Member Involvement)
 - ✓ **Branding** – Sue (VP PR, Sponsorship & IT)
 - ✓ **Administrative** – Sharon (Administration, Finance)
 - ✓ **Planning** – Desiree (VP Programs, eSig, CMSig, Professional Development)

Betsy, Sue, Sharon and Desiree will serve as mentor/coaches for the VPs that serve on these committees and will facilitate helping us to reach our 2010 goals. Derree will be establishing meetings with each group to review 2010 goals.

- Each board member gave an update on their current committee members – goal is to have a committee of three (3) prior to January 31:
 - ✓ **Ida:** Christina Phillips, Linda Plummer, Linda Anhalt;
 - ✓ **Marilyn:** Betsy Donnelly and Ronnell Lovings;
 - ✓ **Karon:** Emlyn Jackson; Jackie Rierson;
 - ✓ **Chris:** Bob Burns, Adrienne Herndon, Tonya Coomes;
 - ✓ **Paul:** Brenda Cohen, Roberta Maddox, Sharon Cockrell
 - ✓ **All absent, please provide Derree with your committee list by 1/31**
- Derree reviewed the VP Performance Dashboard which will be used in board meetings moving forward. **Each board member to review their area of responsibility and follow up with Derree if there are any changes – moving forward these should be posted on the web the Monday prior to Board Meetings. Sue will add the Dashboard to the board pages. We will also continue with the Action Plans that were instituted in 2009 as well. Each board member should complete.**



Review of the FY10 Q1 Calendar of Events (See below)

Date	Program	Location/Time	Presenter/Topic	Core Competency
1/21	Programs	Marriott	Accounting Comes Alive	Measuring & Evaluating
1/28	CMSig	Landstar		
2/9	eSig	Everbank	Not confirmed	
2/9	Prof Dev	UNV	CPLP Awareness	All
2/18	Programs	Marriott	UNF Excellence	All
	CMSig	Landstar*	Not Confirmed	
3/2-6/15	Prof Dev	Virtual	CPLP Study Group	All
3/9	eSig	Everbank	Social Media	eLearning
3/11-12	Programs	My Executive Center	Accounting Comes Alive Workshop	Measuring & Evaluation/Managing the Learning Function
3/18	Programs	Marriott	Univ. of Phoenix	TBD
	CMSig		Need topic	

Budget review

- Derree reviewed the budget line by line for each VP; discussion was held; motion was made by Ida to accept the 2010 Budget as is and was 2nd by Sue; discussion was held; need to verify with Christy what the Miscellaneous funds are for under IT, Derree will follow-up; based on the review budget was unanimously voted in. **Paul will update and send out notating any items that were changed.**

Miscellaneous items that need to be revisited: (I have assigned board members to work together on the issues below)

- Job descriptions for all board positions need to be made available on board page. **(Sharon/Derree)**
- Discussion was held on the need to streamline the boards administrative work by looking into more efficient tools; exploring Cvent to see if we are maximizing its capabilities; if not checking into Sharepoint or some other collaborative tool that the board can use for document sharing, calendars. **Derree/Sharon/Christy**
- We also need to get templates, process and procedures in place as soon as possible for events scheduling, posting and e-mail distribution to members. We also need to revisit how



- we communicate with our members single e-mail for each event; monthly calendar with all events and links, etc. **Sue/Rachel/Christie/Desiree & Planning Team**
- Karon has updated the Sponsorship forms – see attached and would like feedback on pricing. She will begin pursuing once we have a vote – we will conduct discussion online and call an e-vote so she can move forward. **Karon/Sharon/All Board**
 - We need to revisit the pricing for Members and Walk Ins at monthly meetings – **Jennifer/Paul/Derree & Sue**
 - Need to have process to get volunteers on committees – will start announcing at meetings and posting on website – need template – **Pam/Betsy**

Meeting was adjourned at 9:15 p.m. Thanks everyone!