



<b>In attendance</b>	Derree Braswell, Director Alison Cruess, VP IT Tina Echeverry, VP Professional Development Marilyn Feldstein, VP CMSIG Casey Gibson, VP Public Relations Ida Gropper, President Linda Hasselbach, VP Finance Jennifer Jamison, VP Membership Linda Davis O'Connell, VP Sponsorships Lynne Orr-Holley, VP eSIG Paul Stromberg, Administrator Rachel Stromberg, Director Tom Speer, VP Programs Robert Zinsser, President-Elect
<b>Absent</b>	Sue Raffensperger, Past President Laura Steigelman, VP Member Involvement
<b>Begin</b>	PM 6:18PM
<b>End</b>	PM 8:10PM

AGENDA ITEM	DETAILS	FOLLOW-UP
Ida Gropper President	<ul style="list-style-type: none"> <li>- Ida introduced two new Board members, Alison Cruess and Tom Speer.</li> <li>- Approval of December Board Minutes as submitted was moved by Marilyn Feldstein, seconded by Linda O'Connell. Marilyn requested clarification on Linda's summary of the net results of the year.</li> <li>- Ida suggested the rewording of this item and, with this amendment, the minutes were approved by the board.</li> </ul>	
Robert Zinsser President-Elect	<ul style="list-style-type: none"> <li>- Bob moved to appoint Casey Gibson VP of Public Relations and said that he will help Casey in her transition.</li> <li>- Tina Echeverry seconded the motion and the appointment was unanimously approved.</li> </ul>	
Ida Gropper President	<ul style="list-style-type: none"> <li>- Ida reminded the board that tabling controversial or emotional issues was an option that would allow them to be discussed calmly, safely, and respectfully before bringing them back to the full board for resolution.</li> <li>- A board contact information sheet was passed around for any updates.</li> <li>- Bob will bring snacks to next meeting on Feb. 8<sup>th</sup>.</li> </ul>	- <b>Each Board Member's</b> goals need to be completed by the end of January and posted on the Board of Directors page no later than February 9 <sup>th</sup> .
Linda Hasselbach V.P. of Finance	- Linda reported Chapter results for December as: Income \$2,621.10, Expense \$3,025.88, net (\$404.78).	

	<ul style="list-style-type: none"> <li>- Assets \$69,810.98</li> <li>- Budget is almost completed.</li> <li>- The external audit of last fiscal year was completed by Stephanie Hartnett, CPA, with zero issues.</li> </ul>	<ul style="list-style-type: none"> <li>- Linda will distribute the proposed budget in time for the Board to vote on it at next meeting.</li> </ul>
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Derree Braswell Director	<ul style="list-style-type: none"> <li>- The new Risk Assessment has been nearly completed with very few changes.</li> </ul>	<p><b>Derree</b> will distribute the RA document to the board.  <b>Members</b> are asked to respond with any corrections or additions within seven days.</p>
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Jennifer Jamison V.P. Membership  Bob Zinsser President	<ul style="list-style-type: none"> <li>- Jennifer reported that as of December 2011: <ul style="list-style-type: none"> <li>Current Local membership 307</li> <li>Current Power of 2 88</li> <li>CORE Compliance 28.7%</li> </ul> </li> <li>- Achieving CORE at 35% in 2012 is the focus.</li> <li>- We plan to offer a Free 3- Month Trial chapter membership to all current National members in the area who are not yet members of the chapter.</li> <li>- In 2010 there were 23 Free Trial members, 8 of whom are still members of the chapter.</li> <li>- With no lapses or other enrollments, we need to add 30 National members to the chapter to reach CORE.</li> <li>- We are also planning a campaign to encourage more of our current chapter members to join National.</li> </ul>	<ul style="list-style-type: none"> <li>- The <b>Membership and Member Involvement Committees</b> will follow up with phone calls during the Free Trial to promote active participation.</li> </ul>
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Alison Cruess V.P. of Technology	<ul style="list-style-type: none"> <li>- Alison said that any information submitted for posting on the website would have a 72 hour turnaround.</li> <li>- VPs can make their own changes and additions on the pages they “own” or they can have them done by the IT Committee. Either way, the content must be approved for formatting and accuracy by Alison.</li> <li>- Alison requested to be CC'd on any messages sent to the Webmaster</li> <li>- The survey on the Data Management and Collaboration Issue rated these the top 6 requirements: <ol style="list-style-type: none"> <li>1. One System or Product</li> <li>2. Ease of Use</li> <li>3. Web Based</li> <li>4. File Sharing</li> <li>5. Easy Searching</li> <li>6. File Versioning</li> </ol> </li> <li>- Two tools met all these criteria: <ul style="list-style-type: none"> <li>Egnyte: <ul style="list-style-type: none"> <li>\$ 765 (15 users/1TB)</li> <li>\$1,890 (25 users/1TB)</li> </ul> </li> </ul> </li> </ul>	<p><b>Alison</b> will set up trials of both Egnyte and Hyper Office and send log-on information to the board.</p> <p><b>Board members</b> are to test both systems and be prepared to vote on them next month.</p> <ul style="list-style-type: none"> <li>-</li> </ul>
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	Hyper Office: \$1,891 (15 users/25GB) \$1,643 (25 users/25/30GB)	
Lynne Orr-Holley V.P. of eSIG	<ul style="list-style-type: none"> <li>- Lynne recommended Tom Kuhlmann for program scheduled for April 10 eSIG workshop.</li> <li>- We will reimburse Kuhlmann's travel expenses of about \$1,200 plus 25% of the event's profit..</li> <li>- There will be a 3 hour workshop in the morning and a 3 hour workshop in the afternoon.</li> <li>- Estimated enrollment: 50-80 people, maximum: 150.</li> <li>- Tentative location is UNF.</li> </ul>	<b>Lynne</b> is seeking a corporate host for a free 2-hour "Jam Session" with Kuhlmann.
Tom Speer V.P. of Programs	<ul style="list-style-type: none"> <li>- Tom has completed the script for the Installation of the 2012 Board at the January luncheon program.</li> </ul>	<b>Tom</b> will distribute the script to the board members.
Respectfully submitted, Karen L. Baker Recording Secretary January 18, 2012 As amended by board 2/8/12		