



<b>In attendance</b>	Derree Braswell, Director (On Speaker) Alison Cruess, VP IT Tina Echeverry, VP Professional Development Marilyn Feldstein, VP CMSIG Ida Gropper, President Linda Hasselbach, VP Finance Jennifer Jamison, VP Membership Linda Davis O'Connell, VP Sponsorships Lynne Orr-Holley, VP eSIG Sue Raffensperger, Past President Laura Steigelman, VP Member Involvement Paul Stromberg, Administrator Robert Zinsser, President-Elect Tom Speer, VP Programs Karen Baker, Recording Secretary
<b>Absent</b>	Rachel Stromberg, Director Casey Gibson, VP Public Relations
<b>Begin</b>	PM 6:20PM
<b>End</b>	PM 7:45PM

AGENDA ITEM	DETAILS	FOLLOW-UP
Ida Gropper President	<ul style="list-style-type: none"> <li>- Ida called the meeting to order and everyone reviewed the February minutes.</li> <li>- Alison submitted several changes and Lynn suggested a change concerning Tom Kuhlmann's percentage of the profits..</li> <li>- Sue moved to accept the minutes as amended, Marilyn seconded the motion, and the minutes were approved.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Karen</b> will amend the February minutes as approved by the Board.</li> </ul>
Lynn Orr-Holley VP eSig	<ul style="list-style-type: none"> <li>- Lynn said that there were 13 new registrants for the Tom Kuhlmann event. She moved that the 4 lead committee members who are working with her on this event be given a \$50.00 discount to attend the event. Tom seconded the motion.</li> <li>- Paul suggested that what was decided concerning this event would set a precedent for other special events. He also suggested we could ask the gold members who are not going to attend a special event to let a volunteer substitute for them and get their discount.</li> <li>- Lynn's motion was amended so the \$50 discount would apply to this event and would be granted on future events on a case by case basis carried.</li> </ul>	

<p>Tina Echeverry VP Professional Development</p>	<ul style="list-style-type: none"> <li>- Tina provided handouts on Bob Spina and Jack Phillips as possible speaker for the Big Event.</li> <li>- Tina recommended that we use Lou Russell on “10 Steps to Successful Project Management”. Lou wants to be able to sell her books at the event at \$19.00 each. Her \$3,500 fee would be reduced to \$2,500 if she is allowed to sell her books.</li> <li>- Sue asked what was spent last year. \$6,829 was spent last year on the big event. Donna’s fee was \$2,700.</li> <li>- Derree said that she attended one of Lou’s events before and it was very exciting.</li> <li>- Sue moved to book Lou Russell for the big event. Tina seconded the motion, and it carried.</li> <li>- The Big Event is scheduled for October 4<sup>th</sup>.</li> <li>- Additionally, 22 people came to the CPLP Lunch at Webster U. This was the biggest turnout ever for a CPLP Awareness event.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Tina</b> will follow up with Lou Russell for the Big Event.</li> </ul>
<p>Linda O’Connell VP Sponsorship</p>	<ul style="list-style-type: none"> <li>- Linda presented copies of the chapter’s new sponsorship brochure. She commended Tim Giles and Tami Beaty for the work they have done.</li> </ul>	
<p>Alison Cruess VP Information</p>	<ul style="list-style-type: none"> <li>- Alison informed the Board that Ida was awarded the Susan B. Anthony award at UNF. Congratulations to Ida!</li> <li>- Alison created a template in Wild Apricot for each type of monthly event (luncheon, eSIG, CMSIG). She has designated and trained a volunteer to set up and manage each type of event; for example, Monica Goddard will handle CMSIG events.</li> <li>- The license has been purchased for Hyper Office.</li> <li>- We are entering Phase 1—Begin to use Hyper Office (Implementation)</li> <li>- Discontinue use of attaching files in email – everyone will now store and access files in Hyper Office.</li> <li>- Will be using a shared calendar in Hyper Office to schedule use of the conference phone line. Alison recommended use of Hyperdrive on each board member’s primary computer.</li> <li>- Phase 1 training will be at 5:30pm prior to the next Board meeting.</li> <li>- April 11<sup>th</sup> training will be working with files; May 9<sup>th</sup> will be on “Using Hyper Office to be more productive. All these trainings will be at 5:30pm prior to the Board meetings.</li> <li>- We have 25 User Licenses: 15 Board Members</li> </ul>	

	<p>1 Chapter Administrator 2 IT Committee members</p> <ul style="list-style-type: none"> <li>- There are 7 remaining licenses</li> </ul>	
Jennifer Jamison VP Membership	<ul style="list-style-type: none"> <li>- There are currently 314 members; current power of 2 memberships is 102, CORE compliance 32%; 10 new members last 30 days; 5 renewals last 30 days.</li> <li>- As of March 12<sup>th</sup> 23 people took advantage of the Free Trail Membership.</li> <li>- Jennifer asked to extend the calling until the end of March. Communicate with Jennifer if there are any problems with the call campaign. Bob volunteered to step up and take more calls if there is a need.</li> <li>- Paul asked if a fresh National list could be pulled to determine both lapses and new prospects.</li> <li>- The March extension was approved.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Jennifer</b> needs feedback on the calling status.</li> <li>- <b>Jennifer</b> will obtain a fresh National member list.</li> </ul>
Linda Hasselbach VP Finance	<ul style="list-style-type: none"> <li>- Paul said that the budget was not ready. Some of the formulas in the spreadsheet seem to have gotten corrupted and some of the proposed budget figures are still out of line. Linda expects to have the budget ready for the board's approval by next meeting.</li> <li>- Ida and Derree asked for ways Linda could be helped and ways to keep things moving. Paul suggested they take on the burden themselves and let Linda focus on the monthly financial tasks. They accepted and asked Bob to assist.</li> <li>- Roberta Maddox is again available to be groomed as Linda's successor at the end of her term.</li> <li>- Finances: <ul style="list-style-type: none"> <li>• February income \$6,144.73</li> <li>• Expenses: \$4,111.71</li> <li>• Net Income: \$2,033.02</li> <li>• Checking &amp; Savings: \$72,261.38</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- <b>Ida &amp; Bob</b> have taken responsibility for the current year's budget, which is to be presented at the next BoD.</li> <li>- <b>Linda</b> will begin training Roberta immediately.</li> </ul>
Open Discussion	<ul style="list-style-type: none"> <li>- Bob is sending out the announcement for the Administrative Position because Paul has resigned.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Paul</b> will continue performing his duties until they can be transitioned in an orderly manner.</li> </ul>
<p>Respectfully submitted, Karen L. Baker Recording Secretary April 3, 2012 Amended 4/11/12</p>		