

In Attendance	Tom Speer, Past President Casey Gibson, President Heather Horner, President-Elect Isabel Graf, VP Finance and Operations Dr. Tina Echeverry, VP of Programming Linda Campbell, VP of Marketing and Communications Jennifer Jamison, VP of Professional Development Quorum established
Absent	Angela Castiel, VP of Member Relations
Begin	6:05 pm
End	7: 50 pm

Agenda Item	Details	Follow-up
Casey Gibson, President (Welcome and Minutes)	--Casey called the meeting to order. --The Board reviewed and approved the December 2, 2015 Board meeting minutes with the following corrections: 1. Correct the spelling of Past President by eliminating the extra "t." 2. Correct the VP of Programming to reflect that is Dr. Tina Echeverry, not Julie Fagan.	
Isabel Graf, VP Finance and Operations	<u>Finance and Operations Update:</u> <u>2016 Proposed Budget:</u> Isabel reviewed and discussed the proposed 2016 with Board members. The following items were emphasized: <ul style="list-style-type: none"> • UNF \$1100 sponsorship • In-kind sponsorships should be recorded as revenue (but nets to zero) • No Wild Apricot subscription fee • Monthly program fees and expenses are based on an average of 35 people attending per month. • Increased speaker fees to \$1500 from \$600. • No external audit fee expense • Reduced membership expenses because the chapter does not need to purchase a table cloth and display board in 2016. • Seven Board members need national ATD membership fees paid by chapter. Based on the above items, the budget has a projected \$3,000 net income.	Board members will review the budget and provide Isabel amendments by 2/11/16. Isabel Graf and Susan Abraham will work on Federal and State filings.

	<p>MOTION: To discuss the proposed 2016 budget as presented by Isabel Graf (Handout 1)</p> <p>MOTION: To approve the 2016 proposed budget with the changes discussed (Tom); Tina seconded; Motion passed unanimously.</p> <p>Discussion: The Board discussed whether or not to increase the budget to include expenses for giveaways for eLearning and Career Management workshops.</p> <p><u>Conflict of Interest Certification Policy and Exemption:</u></p> <p>Isabel reviewed the criteria for Board members conflict of interest and certification policy (to be a member in good standing with no criminal history) and passed the form for the Board members to sign. Exemption from the Florida Public law records means that a person's address cannot be disclosed. Isabel passed around the exemption form for Board members to sign.</p>	
<p>Jennifer Jamison, VP Professional Development</p>	<p><u>Membership Update (Handout 2 1 of 2 and 2 of 2):</u></p> <p>There are 168 chapter members and 49 have national. That equals a 29.2% Power membership.</p> <p>Handout 2 highlights the chapter and national Membership rates used by ATD NEFL.</p>	
<p>Dr. Tina Echeverry, VP of Programming</p>	<p><u>Past Event Results:</u></p> <p>Deree Braswell was the speaker for the January monthly event. The following program names were modified for the chapter events: CMSIG is now renamed to be the Career Management workshop; eSIG is renamed to eLearning workshop.</p> <p><u>Upcoming Events:</u></p> <p>The February monthly event topic is on Emotional Intelligence. There will be a combined event/field trip in March to Pine Castle (a non-profit organization). The June combined event is at Adecco. Dr. Echeverry is in the process of finalizing the details of the September or October combined program (maybe Medtronic). There will be a February networking social at Bold City Grill on 2/24/16 instead of the Career Management workshop.</p> <p>The February eLearning workshop is about search and share ideas/brainstorming (facilitated by Mark Greeley). The dates of the eLearning workshops have changed to the first Tuesday of month instead of the second Tuesday. The Career Management workshops will be on the 4th Wednesday of the month except for the combined events.</p> <p>Dr. Echeverry also discussed other program ideas with the Board such as training in the park as a team-building activity.</p>	

	There will also be an August combined event with SHRM on training.	
Casey Gibson, President	<p><u>Correspondence:</u> NSU extended ATD NEFL an invitation to the Professional Association Expo on Saturday, April 2nd from 11:00 am to 1:00 pm. ATD NEFL could set up a table at the Expo.</p> <p>ATD Atlanta is hosting the ACE 2016 Conference. They have made a call for speakers due on 7/25/16. ATD NEFL will put a call for speakers on the ATD NEFL website or place a link to ACE website for any ATD NEFL members who are interested in speaking at the conference.</p>	Jennifer Jamison will reach out to Angela Castiel or Marla Williams about the Professional Association Expo at NSU.
Casey Gibson, President	<p><u>BOD Name Badges and Business Cards:</u></p> <p>These items have been approved in the budget.</p>	Dr. Tina Echeverry and Casey Gibson will order the name badges for the Board members and research the design of business cards.
Isabel Graf, VP Finance and Operations, and Tom Speer, Past President	<p><u>Email Assignments and Web Re-Design:</u></p> <p>HyperOffice email assignments is in progress. Isabel is still working on the forwarding email and contact information on HyperOffice. Isabel will send the updates to Board and Committee chairs upon completion. The pending items are the chair positions (VP Marketing; eLearning chair; Career management chair; monthly program chair).</p> <p>ATD NEFL is working with WB Pro on how to re-design the website. WB Pro designed the ATD Atlanta chapter website. This re-design included integration with Wild Apricot. Page templates are available for ATD NEFL to customize.</p>	Tom Speer and Debra Riley will start the project and meet with WB Pro on the ATD NEFL website re-design.
Casey Gibson, President	<u>New Board Structure:</u>	Deferred until 2/10/2016 Board meeting.
Case	<p><u>Announcements and Open Discussion:</u></p> <p>The Board discussed Mike Jones as a prospective chapter and/or committee member.</p> <p>The Board also discussed creating a QR code for the Membership Board on the table. ATD NEFL could also update the chapter membership pamphlet to include the QR code.</p>	
<p>Respectfully submitted <i>Susan Abraham</i> Susan Abraham Chapter Administrator January 26, 2016</p>		