

Meeting Minutes
ASTD Tallahassee Board of Directors
Monday, October 22, 2007
Meeting Time: 4:30 p.m. - 6:00 p.m.
Location: Downtown Main Library, Program Room A

Present: Ann Schulte, Becky Barch, Kathy Regan Figley, Chansidy Daniels, Charles Fleeman, Liying Miao and Denise Wilson

Absent: Gloria Taylor

I Individual Board Officer Accountability:

Accomplishments since last meeting to move the Chapter ahead
Challenging areas needing consideration and discussion
Areas that require assistance from others

Chansidy Daniels of Membership reported that we had 4 new members in Sept and 18 came in through programs. We now have 60 members with 31 with national membership. Having over 50% of the membership with national membership is an outstanding accomplishment. Ann stated that she is very concerned that Gloria Taylor and Liying Miao are board members but are not national members. Liying reported that the paperwork for payment is waiting approval.

Becky reported that newsletter and program marketing materials are meeting minimum core requirements. Denise Wilson offered her assistance with the newsletter content.

Charles presented the ASTD brochure. Chansidy said that she knows the owner or manager of Kinko's and he said that he could donate some printing for the chapter. Becky offered to get the brochure layout done in Quark. Denise offered to help Becky with the content of the brochure. Charles Fleeman is moving to Maryland. This will be his last meeting. Ann will ask a national member to step into the At-Large vacancy left by Charles.

Kathy reported that Kaye Kendrick's name was removed from the PayPal account. The 501 (c) (3) tax exempt status received charitable solicitation permit. Kathy was able to retrieve the chapter's financial information from the last three years from PayPal Income Statements which were sent to national. She reported that the financial reports had a discrepancy of approximately \$600 that can not be accounted for.

Kathy recommended and made a motion that the board approve the purchase of six months of services from Constant Contact at a cost of \$81.00. The motion was seconded and passed by board members. Ann suggested that we add the Chapter Coach, Nicole Theodoropoulos, NAC Representative Kathy Shurte and CORE Representative Stacey Lindenberg to our Constant Contact mailing list.

II Summary of September Program:

Board member individual evaluation of September program (All)
Review of evaluations and final accounting, i.e., number of attendees, new members etc. (Gloria, Kathy and Chansidy)

Feedback/Suggestions Regarding Sept Program Meeting

- It was determined that the room used for the September program was too small for the number of people in attendance. The hotel switched rooms on us at the last minute. They have guaranteed the larger room for the November meeting.
- Have program evaluations on tables or in folders to be provided at the beginning of the meeting. Several guests left before the end of the meeting when forms were handed out.
- Add a section for “Additional Comments” to the evaluation form.
- Program agenda was revised for consideration
- President would like to welcome new members at the beginning of the meeting. An up-to-date list of attendees with a note as to who are new members is necessary for this. This information is available from Eventbrite and PayPal.
- President should have complete written sponsor information in advance of the meeting so the sponsor can be thanked at the meeting and a thank you note can be sent. The board will discuss the proper use of sponsor funds at the November board meeting.
- Programs should be scheduled bi-monthly in 2008. We talked about the third Thursday of every even month.
- It was decided that if door prizes were to be done they should tie into the topic of the program and that one give away was enough.
- Board agreed to have a 10 minute stand up debriefing immediately following the program meeting in November to take note of issues and or changes that need to be made.

Constant Contact reports that the Nov 1 program invitation was sent to 240 unique email addresses. 6.7% bounced, 35.3% were opened and 31.6% clicked through

III Preparation for November Program:

Input and assistance from all

Ann said she would coordinate activities for the Nov program.

IV Program Planning for 2008:

Potential dates and location for 2008 programs

Possible Topic/Speaker (review participant feedback from September 25)

Meeting dates for 2008 will be set for every even month on every third Thursday. Specific locations were not discussed. Chansidy indicated that TCC's downtown location has offered their meeting space at no charge to us. Food would need to be catered.

V Additional Agenda Items from Group

Topic not addressed – Meeting adjourned

Ann – Student interest in ASTD Tallahassee