

Pensacola Area Chapter ASTD Board Minutes

Date: 7/6/09

Meeting Place: SkillQ Office

Time: 5:00 pm -6:30 pm

I. Announcements/Miscellaneous Items

A. Announcements

1. Mary Alice Wilson is still in communication, but has had trouble being an active board member since her initial commitment. Over the next two months, if we do not get a better connection with her, we may have to seek another person to fill the position.
2. The social networking panel discussion was very well received overall. There was little to no negative feedback, and nearly all feedback pointed to a very engaged audience.

B. Miscellaneous Items/Discussions

1. Wendi, Bob, and Scott appeared on camera for the website video, which SkillQ has offered to sponsor and create. Wendi, Jeff, and Tamika will appear on camera at a later date.
2. Scott recommends having Dr. Kass of UWF, who attended our panel discussion, become a member of the board or an advisory member because he may have insight into having or creating an assessment which could allow people interested in the chapter to determine "is this for me?" Perhaps in exchange for his work, he could include his contact information or the like on the website.
3. Bob notes that with the addition of Tamika and Jeff as members, and if Ramona Shires joins as well, chapter membership will be at 22 people.
4. Wendi wants to check to see if we have an electronic version of the bylaws – it may need some changes regarding student membership. If no changes are necessary, they will be posted on the website. Student membership will stay at \$15/yr for now, and we will review the issue at the end of the year for 2010.
- 5.

II. Business Discussed

A. Old Items of Business and Action Proposed

1. Financial Report: Since last meeting, Scott reports there are no funds moving in or out of the account, but Jeff notes that the check he wrote for the membership for both himself and Tamika has not yet cleared.

Action: Bob also notes that there are a few checks that have not cleared yet from members paying dues. Bob suggests getting a receipt book to keep track. Bob will send Jeff and Tamika an email soliciting the information ASTD National requires to list them as members.

2. Wendi would like to explore charging a small amount for attendance at the meetings, or perhaps no charge for members and a small charge for non members, such as \$10. Attendance has been approx 50/50 with members to non members, and this would force people to make the value proposition of joining for \$30 or paying the \$10 to see if they want to be a part of the meeting.

Action: Linda will draft a letter for Wendi which will announce it in this meeting, and we will enact this at the August meeting.

B. New Items of Business and Action Proposed

1. There is a need to have a contact list which separates members from non members.
Action: Bob will send a list of those members and Tamika will create the list.
2. Putting our work emails onto the website may open us each up to receiving spam at work – should we take advantage of email accounts available through our website hosting account?
Action: Create a generic email address such as info@astdpensacola.org for website information purposes. Linda will monitor the account and parcel the information out to the appropriate person. Whomever receives the email will respond the person directly, not back through Linda. Assume that when Linda sends one of these emails, that there has been no contact with the questioning individual at that point.
3. Karen will require a projector with connector cable available for her laptop.
Action: Wendi will make sure that this equipment is available for her.
4. Greg Stevens will not be available in August for the presentation. However, October will work better for him. Jeff suggests that we do a Captivate session at the chapter meeting, and Linda suggests that we could fill the position with Steve Kass, whom Scott is meeting with to discuss assessments. Wendi would like to put Steve Kass on the schedule for November, which would be moved to the third week instead of the fourth week of the month (16th).
July – Karen Siczka
August – Captivate
September – Brian Jones
October – Greg Stevens
November – Steve Kass
5. Scott notes that we should start succession planning now and that we should come to the next meeting with the firm decision of whether we are in for next year or not. If we decide not to run for Board again, than we should each be responsible for recruiting our own replacement.
6. Scott suggests “going green” for the meetings and having agendas and other paperwork, because most people leave most of the paperwork behind. However, Bob notes that many people, himself included, like to take notes during the presentation.

Meeting was adjourned at 6.50 p.m.

Attendees:

Officers and Board Members present:

Wendi Ochs – President
Scott Ginnett – Past President
Jeff Harris – VP of Technology
Tamika Lee – VP of Communications
Linda Wasserman – VP of Programming
Bob Laverty – VP of Membership