

# Pensacola Area Chapter ASTD

## Board Minutes

Date: 9/14/09

Meeting Place: SkillQ Office

Time: 5:00 pm - 6:00 pm

### I. Announcements/Miscellaneous Items

#### A. Announcements

1. **Scott's** wife is having a baby, due November 5<sup>th</sup>! Congratulations Scott!

#### B. Miscellaneous Items/Discussions

2. The books at the Gulf Breeze Chamber have been picked up by Wendi. We now must decide (as a group) what to do with them - Wendi will add to next month's board agenda

### II. Business Discussed

#### A. Old Items of Business and Action Proposed

1. Last Month's Chapter Meeting – the assessments said that the meeting was a hit and it pulled in a lot of interested members, but attendance was low. Low attendance is assumed to be from a late newsletter as well as late newspaper submission.  
Action: Send out newsletter and newspaper submission more than a week before the chapter meeting, and continue sending out reminder newsletters the Thursday or Friday before the chapter meetings.
2. Greg Steven's topic is still up in the air for the October meeting.  
Action: **Jeff** will talk to Greg to have him narrow down his discussion topic. Laura Koppes will be discussing needs assessment in November, and Linda suggests she combines this with professional development.
3. For the CORE Submission, **Wendi** needs to have small synopses of each board members' respective role  
Action: Each person should bring their respective submission parts by the November meeting.

#### B. New Items of Business and Action Proposed

1. Next Month's Meeting, Sept. 28th – The topic and presenters are all set, but there is concern that the attendance will be low again. Considering the anticipated interest in the topic and presenters, there should be a large community of people who can take away from this meeting. More must be done to ensure attendance is as high as possible.  
Action: **Wendi** requests that each of us make a few calls to people to try to make this upcoming meeting a hit with interested guests and members. **Scott** will write a testimonial to be added by **Tamika** into the reminder newsletter. **Wendi** and **Linda** will investigate whether a larger venue within Zeas can accommodate a potentially large crowd.
2. Financial Report – **Scott** says the account balance was at \$530 (and has been at approximately that amount for the last few months), but the new balance with dues brings the account balance to \$705.  
Action: No action needed.

3. The chapter has enough money set aside to send one person to the conference coming up, but we need to decide who will go. We should decide by the end of September. The average expense was between \$400 and \$600. The conference is free, but the lodging, food, and travel were required sponsorship. **Scott** suggests to offer it as a volunteer perk for new board members.

Action: An announcement will be made at the upcoming chapter meeting to generate interest for open board positions. And offer this as an opportunity for incoming board positions. Board consultants will also be considered for conference sponsorship, but the priority will go to one who will be a part of the board for the upcoming year.

4. Tamika is unable to continue her position on the board, but announces that Faith Chapman is eager to assume the position of VP of Communications for 2010. However, Tamika enjoys working with the board and helping to update the website, so she suggests transitioning into a webmaster position, which may be a necessary new role.

Action: Wendi will contact Faith about joining immediately, and will think about how best to handle the webmaster role.

5. Membership report – **Bob** announces the chapter had approximately 18 members for the last few months, but with a few new additions we are now up to 25 local members. He states it would be helpful to have two people available to help with membership transactions at the start of chapter meetings.

Action: **Wendi** will attempt to find someone who can help collect money, etc..

6. New Board Roles – someone is needed to take **Linda**'s spot on the board as VP of Programs, and **Jeff** has expressed interest that it may be a role he may excel at. **Wendi**, **Bob** and **Scott** wish to remain a part of the board in the roles they currently occupy.

Action: Each person will keep in mind this open role and come back with any potential suggestions on who can fill this, or any other necessary role. **Linda** suggests, as a best practice, keeping program topics planned at least 2-3 months in advance.

Meeting was adjourned at 6:15 p.m.

**Attendees:**

Officers and Board Members present:

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