

**ASTD Northeast Florida  
May 11, 2009 Board Meeting Minutes**



In attendance:	Derree Braswell, President-Elect Chris Dibble, VP Programs - eSIG Betsy Donnelly, Director-at-Large Marilyn Feldstein, Director-at-Large Bryan Huffman, VP Finance Sharon Kimble, President Ronnell Lovings, VP Professional Development Wendy Pope, VP Programs Rachel Wical, VP Public Relations Desiree Ward, Past President Pam Yoder, VP Membership
Absent	Brenda Cohn, Admin Committee Member Christy Sharpe, VP Information Technology Paul Stromberg, Administrator Deb Welsh, Webmaster
Open:	6:12 pm
Adjourned:	7:36 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> <li>• Sharon called meeting to order.</li> <li>• Motion made by Ronnell that the April minutes be approved as presented. Motion seconded by Chris. Discussion was held and the following changes need to be made to the minutes:               <ul style="list-style-type: none"> <li>○ Date needs to be changed from March 9 to April 13</li> <li>○ Typo in the first bullet point</li> <li>○ Page 2, first paragraph change “Barbara Williamson “will” offer to “may” offer....</li> </ul> </li> <li>• Amended minutes were unanimously approved by Board of Directors.</li> <li>• Chris has snacks for next month 6/8 meeting.</li> <li>• Pam Yoder will do snacks for the 9/14 meeting.</li> <li>• Ronnell gave update on the big event and circulated the UNF contract for the board to review. Several suggestions were made and it was decided that the BOD would review and provide Ronnell feedback on Tuesday by close of business. Contract needs to be signed by 5/27 along with a security deposit.</li> <li>• Sharon will help Ronnell with level setting for the sponsors for the program.</li> <li>• Suggestion was made if we have Global Presentations tape, can we have it available for cost on our website for members who can't make the conference.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>BOD members</b> asked to review the contract in its entirety and provide any questions to Ronnell by close of business on Tuesday.</li> </ul>

- Ronnell is checking with Wendy Fitzpatrick on the cost of having signed copies of their book “Training on Trial” that would be a gift for our members only.
- Ronnell will meet with his committee members next week for status update. Sharon suggested having weekly meetings due to the amount of business to cover.
- Suggestion to advertise to the Gainesville, Orlando and Tallahassee chapters as well.
- There will be a member cost and a non-member cost if people want to sign up for membership to access events that are “member only”. Non-members will be encouraged to join the chapter and National.
- Bryan talked about his findings on looking for a chapter credit card. After researching, his recommendation is not to apply for a credit card but to open a separate checking account with a debit card that can be used. He and/or Paul would deposit a small amount of money to pay expenses as needed. The purpose of this account will allow the chapter to have a “credit card” that does not have to have a personal guarantee of any board member and is not attached to our main account in order to protect online purchasing activities. This will allow us the flexibility when we need to do credit card holds to put a specified amount in the account as well as replace the current credit card hold that Phillip’s credit card which is on file for GoDaddy.com.
- Rachel made the motion that Bryan will open a second account with a debit card attached using the following parameters:
  - Establish a second account not attached to our main account
  - Have a debit card attached
  - No fees
  - Minimal balance

The motion was seconded by Marilyn and the vote was accepted unanimously by the BOD members.

- Rachel discussed a possible new location at “Hotel Indigo” in Tinsel Town for events and meetings. She has checked and the rates are comparable to other venues. She will give information to Wendy for future programs. They don’t do full plated lunches, but they do buffets, and since they are new that

- **Brian will open second account.**

will most likely be willing to negotiate. They also are open to hosting evening events.

- Chris stated that he held his recent Esig @ Blue Cross which had room for 70 people – which might be a possible venue option. One thing to note you have to use their catering service. They have eight adjoining rooms. Chris stated that we may receive some negative feedback on his last meeting because he was unaware of not being able to bring in our usual Panera and coffee and decided not to pay the cost for Blue Cross catering service which was approximately \$140.
- Sharon stated that moving forward when submitting items to the web team to post – use “Notepad” and attach your photos and the team will format.
- Desiree mentioned that she was going to the ICE conference in June in Sharon’s place and asked the board if there is any info they would like her to check on.
  - Marilyn suggested speakers for next year’s meetings, including our big event
  - USB disk of items if available
  - Rachel recommended that she take advantage of the chapter events especially the “Cookies n Books” daily at 3pm
- Marilyn gave an update on the Career Sig – the meeting is Thursday, May 14<sup>th</sup> @ UNF from 6pm – 7pm currently 20 people registered. In this first meeting a needs assessment survey will be used and an open discussion on what the group is looking for. These meetings will be informal with no refreshments. It is members only. It was decided for this meeting that anyone could attend, but there would be an announcement at the meeting that going forward it is a member’s only benefit.
- Sharon gave an update on Accounting Comes Alive a workshop she and Wendy attended at ALC in October She has touch based with the organization and they are willing to conduct a meeting for the cost of travel expenses only. They have a trainer in Florida. Wendy and Sharon will work together in planning the meeting. It will be a two part, the 1<sup>st</sup> in our monthly meeting followed by a 3-4 hour workshop for a smaller group.
- Sharon gave an updated on the Sponsorship Program and passed out the fact sheet on options. Discussion was held that since the writing of this sheet, it may be a need to increase the cost of the eSig sponsorships due to the number of

**BOD** members to check on the ICE website to see if there is anything of interest that you would like Desiree to check into while she is at the conference.

**BOD members** to give Sharon any feedback on rates.

participants currently attending has grown. It was decided to table at this time and Sharon asked the BOD members to provide her their thoughts and ideas on the subject. Also, since Poonam is no longer on the board, Sharon is covering but if anyone knows of a sponsor for this position, please pass on to Sharon.

- Sharon asked the board to be looking for venues to host meetings.
- Derree stated that she had reserved the Panera Bread meeting room in Riverside, but will go and check out the room size to see if that is feasible for our June retreat.
- Meeting was adjourned at 7:36 p.m.

Respectfully submitted,  
Derree Braswell, President Elect  
May 16, 2009