

Minutes of the ASTD Northeast Oklahoma Chapter Board Meeting

Friday, July 11, 2014
12:00 p.m. to 1:30 p.m.

This meeting was held at the Charlie Mitchell's Modern Pub Small Meeting Room.

Call to Order

President Steve Laswell called the meeting to order at 12:42 p.m.

Roll Call

Steve Laswell, President
Skip Eller, President Elect
Tracey Warland-Panhoffer, Treasurer
Stacy Boone, VP of Programming
Shane Norrid, VP of Special Programs
Launa Marcom, VP of Accommodations
Melanie Ciupak, VP of Marketing & Communications
Walt Hansmann, Secretary
Amy Barnes, Director of Awards & Recognition
Susan McMurray, Director of Special Interest Groups

Absent:

Chris Woodard, Past President
Larry Straining, Director of Digital Media

Ten of 12 board members were present. A quorum has been established.

Approval of Minutes of Previous Meetings

May 31, 2014 Board Meeting Minutes – Melanie moved, Tracey seconded approval of the minutes of the May 31, 2014 Board Meeting. There was no discussion. MOTION CARRIED.

Treasurer's Report

Tracey reported the corporation has a balance of \$3,123 in checking and \$3,104 in savings. Skip moved, Melanie seconded approval of the treasurer's report. Tracey explained some of the recent cash flow. There was minor discussion. MOTION CARRIED.

Old Business

- a. **Name Change.** Walt reported everything is on track. If the proposed amendments are approved at the July 18 meeting, he will send the formal name change request to ATD for consideration and approval by the ATD board of directors. Once that approval is obtained, we move forward with changing the articles of incorporation, accounts, notifying vendors, and updating the web site and social media.
- b. **VP of Marketing-Communications.** With Melanie relocating to the Dallas area, we need to replace this position. Several people were discussed: Larry Straining; Mary Parker; Clay Staires; Russ Knight; and Ashley Pyle. Shane, Skip and Melanie will lead the committee to find a replacement. In the interim, Melanie will work remotely.
- c. **2014 Chapter "Big Rocks."** President Steve facilitated a team discussion about Momentum, Meaningful Support, and Money to Operate. Shane will provide board members with one person to contact in the next month, and a script of the message we want delivered. We talked

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about ways to move people around and not sit in their work groups at meetings. Skip will work on the member survey.

- d. **State Conference.** Shane reported the state conference is October 15 in the Oklahoma City area. Details will be published soon.
- e. **Policies and Procedures Committee.** Skip moved, Amy seconded adoption of the policies and procedures that were submitted at the previous board meeting. The committee will continue to work on additional policies and procedures. MOTION CARRIED.

New Business

- a. There was no new business.

Adjournment

The meeting was adjourned at 1:55 p.m.

Respectfully submitted by Walt Hansmann