

ASTD Northeast Oklahoma Chapter

Meeting Notes January 11, 2011 6 pm

Location: TU

Next Scheduled Meeting Date:

Present:	Absent:
Myra Fanning	Walt Hansmann
Jim Rhea	
Willis Allen	
Linda Adlof	
Sam Dutro	
Lindsay Plott Buckner	
Juli Couch Johnstone	
Colette Grayson	
David Chandler via telephone	

Happy New Year!

- President Myra welcomed incoming and returning Board Members
- All were asked to update contact information (residence address; mailing address; home/work/cellular phone; email address/ date of birth (excluding the year))
- Board Manuals were exchanged and/or distributed

Minutes of November Board Meeting read, there was discussion. Corrections to the minutes by laws were made. By Laws revised 05/20/2010 were distributed. No other corrections and no vote to approve. Revised minutes to be distributed by e-mail reviewed for correction and vote taken later.

- **Sam Dutro - Treasurer**
November spreadsheet included Cash beginning of month Checking \$2141.47/ Business Investor Fund \$11,379.74/ Overall \$13,521.21 Opening Cash and complete report will be out by January 15th. Gala budget was as proposed or very close to break even. Receipts for Board Member Gifts obtained, info will be input. Annual gift/ honorarium \$100 will be given to our Philbrook Server on Friday at General Meeting. Sam agreed to obtain 2 Gift Cards for Presenters, Cathy Sleazer and Price Waterhouse Representative; a 3rd Gift Card will be provided for the Survey Respondent whose name is drawn (does not have to be present to win) at Friday General Meeting.
- **Walt Hansmann - Membership**
December 11, 2011 Board Members were updated via e-mail as follows. 2010 was a challenging year. Economic times may have played a role in NEOK ASTD Membership activity. Here is how the Chapter performed:
NEOK ASTD began 2010 with 97 Members. 49 of 97 were Joint Members (50.51%) NEOK ASTD retained 62 of the 97 Members (63.91%). NEOK ASTD added 31 New Members in 2010. NEOK ASTD experienced a net decrease of 4 Members. NEOK ASTD increased Joint Membership by nearly 10% from 50.51% to 60.21%. Based on the downloaded data from ASTD National as of December 7, 2010 NEOK ASTD has 93 Members (37 of the 93 are Local Members Only 39.78% / 56 of the 93 are Joint Members of Local and National 60.21% Walt clarified via e-mail that late renewals were not counted as New Members. Walt was unable to attend; agreed provide report by next week.

Final 2010 Treasury and Membership Reports will be sent to Past President Linda Adlof ASAP to be included in the Final CORE Report due to National by January 31, 2011.

- Winter Gala - Good feedback from all including well organized, will be an annual event!
- **Lindsay Plott-Buckner - Marketing / Communication**
 - Wild Apricot Website – Goal is NEOK ASTD can use organized format. Wild Apricot uses a kind of code [that will require further resolve] plan to discuss with Wild Apricot Technical Support and take a course in HPML
 - \$50 per month payment versus the \$250 annual Chapter Fee is a goal
 - Sync Pay Pal with website is a goal; with a premium account benefits include Events, integration into the website, and gathers data about members and visitors
 - Promo Items including print items
 - Folders and Inserts (continued improvements) are also goals

December 15th Lindsay e-mailed notification of the Wild Apricot Account Set up and sent password information to individual Board Members. Chapter Leaders were sent 12/13/10 an invitation to Wild Apricot webcast and FAQs.

Linda requested 2 – 3 E mail blasts to include “take aways” based on observed improved participation numbers; Linked In may not reach some Members as effectively. Myra suggested 1 the week before 1 the week of and final the day before (?) Correction: Myra suggested: first email once speaker is confirmed; 2nd announcement 2 weeks prior; last email blast week of program.

- **Willis Allen - Programs**

January 14th Chapter program was arranged by Linda Adolf and Willis will give the introduction. Linda will bring audio visual and projector equipment. Willis advised the Program Committee will meet to discuss 2011 scheduled speakers. Tentatively a program for February is in place with more details to follow once confirmed. Program Board Member is aware if the Presenter does not have his/her own audio visual equipment, Linda Adlof must be told in advance (ASTD NEOK agreed not to spend to purchase equipment).
- **Juli Couch-Johnstone, Accommodations**

Currently 24 registered for lunch Friday, January 14th Chapter Meeting. Juli advised due to her current employment she will not be able to attend Friday Chapter Meetings. She will send registration information in Microsoft Word File to Myra, who will need to update because she expects more will register later. Sam agreed to purchase more name tag labels. Juli confirmed all should be set up with a table for the audio visual in line with the new Philbrook Contract. As in recent past, silver will be on the table/ plates at the buffet line. Improved communication with Philbrook was noted. Juli delivered a box of ASTD material for storage/ and or future use.

Friday, January 14th David Chandler agreed to man the Guest Registration Table and Myra Fanning will be there to greet and assist; Sam agreed to bring the money bag for cash paying participants.

- **2011 NEOK ASTD Membership Survey Results** were distributed hard copy by Sam Dutro and emailed to David Chandler (Sam will email results to absent Board Members). David and others helped with developing the Survey Questions and all will review the results and be prepared to discuss more in depth at Board Retreat. Gift Card drawing to be held Friday.
- **Student SIG.** Linda moved Colette seconded motion for Susan McMurray to serve as non-voting NEOK ASTD Board Member. Ms. McMurray is at ORU and they currently have an Undergraduate Program designed for Training and Development.

- **Company Field Trips.** We do want to continue on a Quarterly basis. **Volunteers for future business Training and Development Department destinations requested.**
- **Board Meeting Nights will be 1st Tuesday monthly 6 p.m.**

- **Myra Fanning, President - Board Retreat /What are our goals for 2011?**

President Fanning would like our goals to include more community service in 2011 TPS, Mentoring Youth were examples given. Suggestions for Speakers were requested. An OSU Industrial Psychologist Professor was recommended by Sam Dutro (he will contact). Components of the 2011 Board Retreat to include

- Half (½) Day Team Building
- Trust
- Communication
- Experiential community practice activity
- Plans for future 2011 events of community service

- David Chandler, Special Programs

Plans for 2011 include the Annual 1.5 Day October Conference shared with OKC Chapter, Half (½) Day Call Center Special Program in September, which Chris Woodward would continue to lead, Half (1/2) Day Banking & Finance Forum. Final recommendations will include responses from Member Survey. There was discussion. Annual Conference in October should not conflict with ALC dates October 14 and 15, 2011. Linda advised could have use of TU for venue however, cannot book on Fridays. Myra suggested not on Mondays either. Also it was recommended to consider a post conference session rather than a pre-conference in the 2011 planning. During the discussion another suggestion was to include OKC Chapter in email blast distributions during the year at other times (rather than just in preparation for October Conference).

Marketing support is requested but Special Programs Conference budget will be separate; a separate account exists for Special Programs.

Question: if a 2010 budget positive variance exists, do those funds carry over in the new year?

Answer: Positive variance stays in the Treasury and new budget requests are expected every new year.

Handouts: Operational Plan 2010; By Laws Rev 05/20/2010; NEOK ASTD Membership Survey 2011

Motion to adjourn made by Linda Adlof and seconded by Sam Dutro; meeting adjourned 7:09 p.m.

Minutes submitted by Colette Grayson 01/12/2011