

ASTD Ann Arbor Board Meeting Minutes
December 16, 2002
6 p.m. – 9 p.m.
Washtenaw Community College
Room OE 113

All board members should remember to wear their nametags at Program Meetings.

Topic	Outcomes and Actions
Attendees:	Karen Miller, President; Arlene Dietz, President-Elect; Granville Lee, Past President; Michele Ruppel, VP Programs; Becky Uhlmann, VP Membership; Sue Rantz, VP Communication; Matt Papp, Finance Committee; Londa Horton, Member-at-Large; Robin Connell, Communication Committee; Mary Ann Masura, Communication Committee
Review/approve November's Board minutes	Approved with the following change: Remove – Web Update – Robin will verify that MLive receives our program announcements
Chamber of Commerce discussion (Robin)	<ul style="list-style-type: none"> • Robin confirmed that the Chamber Savings Programs are only available to organizations. • Membership does offer great networking opportunities. Entire membership can attend “open events”. Each month there are 2 events (Networking and Breakfast meeting). • We may have an opportunity to present at a future meeting on ASTD. • Robin to find out when the next meeting will be held, demographics of the member companies, and the pricing structure for the utilization of mailing labels • Decision has been tabled to the next meeting for Board Members to become more informed as to the benefits of joining. Any additional information should be emailed to Robin. • Karen will email ASTD business card template to Board Members so they can add their information to identify themselves as ASTD representatives
Newsletter (Mary Ann)	<ul style="list-style-type: none"> • Newsletter needs a name – will be announced in the upcoming newsletter that we are soliciting ideas for a name and the winner will receive a free program meeting/dinner. Members will be reminded at the February meeting of the contest. • When sending articles to Mary Ann for inclusion in the newsletter, indicate in the subject line: ASTD Newsletter. • An ASTD contact phone# will be included in the newsletter – Granville's WCC phone#. • Mary Ann will research the amount other ASTD chapters are charging for ads in the newsletter. • Matt will check with Tom on including a Treasurer's report in the newsletter. • January 29th has been selected as the date for the next networking lunch. Arlene will forward the information to Mary Ann for inclusion in the newsletter.

	<ul style="list-style-type: none"> • Matt will mail to Mary Ann information by 12/18 on the next socializing meeting to be scheduled in February by Thursday. • All other outstanding articles need to be submitted to Mary Ann by 12/18 for inclusion in this newsletter. • The current newsletter is targeted to be distributed 12/21. Copies to be available at upcoming program meetings. • For the future newsletters, all articles need to be submitted three days prior to publication. Mary Ann will provide a schedule.
College students attendance (Michele)	<ul style="list-style-type: none"> • Michele spoke recently to a group of EMU SHRM students as well as represented ASTD at a program for parents, high school and junior high students. • There are two groups of EMU students and 1 group at U/M – Dearborn interested in attending an upcoming program meeting. • A decision was made to allow these students to attend one program meeting in the February – June 2003 time period at no charge. Dinner would be \$15.00. • At the December meeting, a volunteer came forth offering to assist – possibility would be working on a student membership growth effort.
Programs: December/Spring 2003 (Michele)	<ul style="list-style-type: none"> • Results from the December survey indicated a high satisfaction rate • \$369 was raised through the “silent auction” with \$123 being sent to Toys for Tots. • Suggestion was made to repeat this type of program as a “kick-off” networking activity to allow members to get to know each other. • January joint meeting – Michele is still seeking a replacement for Wayne Baker who will not be available to present. • If anyone knows of an outstanding speaker who can speak on the topic of networking and facilitate an exercise on the topic, contact Michele immediately. • Tom and Matt will assist in the registration process at the January meeting. • Becky will work with the Detroit representative at the Membership table. • The food for the January program must be paid to the Burton Manor 3 or 7 days prior to the event. • Topics for 2003 program meetings under consideration include: ROI (Jack Phillips – a joint meeting with SHRM), Successful Change, Cracker barrel, Technical Side of Training, e-learning • Any suggestions for potential speakers for 2003 programs should be submitted to Michele.
Member Spotlight (Programs & Newsletter) (Michele)	<ul style="list-style-type: none"> • The Member Announcement/Spotlight was not purchased at the “silent auction”. • Five minutes will be allotted at each program meeting for a member to educate the attendees on what services they provide or the company they work for – free benefit as a member! The presenter for the next meeting will be selected at the current meeting. • One member will also be spotlighted in each newsletter.
National Dues (Karen)	<ul style="list-style-type: none"> • National dues will increase 1/1/03. To take advantage of the reduced rate of \$85.00, a call must be placed within the next week to renew.

25 th Anniversary Committee (Arlene)	<ul style="list-style-type: none"> The event will be held the month the Chapter was incorporated. Michele will handle the program for the night – possibly bringing back speakers from the last 25 years. Granville suggested a “bowling night”. Arlene will form a committee to start the planning.
Web site committee (Karen for Gail)	<ul style="list-style-type: none"> Domain set up and paid for. The link is: http://www.ASTDAnnArbor.org Waiting to load “member only” section Gail will be arranging a meeting next week with those who volunteered to assist.
Corporate Surveys – Membership/Sponsors (Londa and Arlene)	<ul style="list-style-type: none"> Londa presented a proposal for structuring corporate memberships and sponsorship. Londa and Arlene will further research a pricing structure and will prepare a cost/benefit analysis to determine the feasibility of offering these memberships/sponsorships. Londa and Arlene will prepare a template for a brochure for the next meeting. Michele will check on the cost of printing a brochure.
Michigan ASTD T3 Report (Karen)	<ul style="list-style-type: none"> We are ready to sign the Letter of Agreement and cut the check. A rough draft of a brochure outlining the T3 opportunity has been created by Arlene. The T3 Committee needs to determine a “contact person” for the program. Nine people signed up at the December meeting as potential trainers. Screening will begin in January. Robin will be part of this process. Mary Ann received a free seat to the program awarded by U/M – Dearborn. Karen will be submitting an article for the newsletter regarding the program.
New Business	Tom or Matt will provide a financial report at each Board meeting

Upcoming Board Meeting: Monday, January 20, same time, same place