



**ASTD Ann Arbor Board Meeting Minutes
January 20, 2002
6:00 – 9:00 p.m.
Applebee's Restaurant – Green Road**

Topic	Outcomes/Actions/Board Member
Attendees:	Karen Miller, President; Arlene Dietz, President-Elect; Michele Ruppel, VP Programs; Becky Uhlmann, VP Membership; Sue Rantz, VP Communications; Tom Jenkins, VP Finance; Matt Papp, Finance Committee; Robin Connell, Communications Committee
President's Message (Karen)	Reviewed our accomplishments over the past year. Met a lot of our goals. High energy! Kudos to the team.
December Board minutes (Sue)	<p>Review of previous action items that are outstanding:</p> <p>Karen - email business card template & leadership roster to Board members.</p> <p>Tom – to email to Karen the Treasurer's report by Friday, 1/24.</p> <p>Arlene – network lunch has been scheduled for 1/29. Will send to Sue the details to email to members only. Robin to put in the newspaper.</p> <p>Matt – social event has been scheduled for 2/19 at Guy Hollerin's (6:30 p.m.). Will send to Sue a write-up to include the email detailing the network lunch.</p> <p>December meeting minutes were approved with no modifications.</p>
Finance Report (Tom)	<p>Current balance does not reflect the monies to be returned from Detroit (approximately \$150.00) Detroit will send the monies once the expenses have been deducted. Each chapter realized around \$400 each from the January program. Money is all liquid – nothing in CDs.</p> <p>Reminder: need to designate what line item the expenses are to be charged to when submitting expense report.</p> <p>Matt will be keeping track of revenue/expenses on a monthly basis.</p> <p>At the January program, the Detroit Chapter was checking the current member status and pushing for renewal at the registration table. Something for us to consider.</p>
Corporate Membership and Sponsors (Arlene/Londa)	Arlene presented a mock-up of a brochure outlining the Corporate Sponsor program. Londa has been working on the Corporate Membership brochure but was not present due to illness.

	<p>Put on the agenda for next month's meeting.</p>
Chamber of Commerce (Robin)	<p>Robin provided additional information regarding upcoming Chamber meetings and demographics in an email of 1/20. 85% of membership is currently small business. Labels are free if a member.</p> <p>Chamber may be a resource for T3? Possibly request a contribution or at least advertising.</p> <p>Robin will ask these additional questions:</p> <ul style="list-style-type: none"> ▪ Are labels available for purchase without a membership? ▪ Is a membership directory available for purchase? ▪ Can the mailing list be filtered? <p>Robin will create a +/- list for joining the Chamber and will email for review prior to the next meeting.</p>
Newsletter (Sue)	<p>General discussion – immediate need to produce the newsletter. A couple of board members have volunteered to pull this edition together.</p>
<p>Programs (Michele)</p> <ul style="list-style-type: none"> ➤ January Meeting (Arlene) ➤ Introductions ➤ Spring programs ➤ Video Idea 	<p>Very positive feedback on January program. Comments: content too broad; would like another joint meeting. Had fun and made money! Too much time spent on introducing 100 attendees – suggest introductions at table groups.</p> <p>Becky will send updated Hot Prospects to Sue with attendees from January program.</p> <p>Feb –approximately 35 students will be attending. Becky will make a student membership flyer.</p> <p>March – Dannemiller Tysson – Emerging Trends in System Change</p> <p>April program – partner with STC on Training Site to Web Site Speakers are being identified.</p> <p>May – prerecorded video on ROI and the Bottom Line presented by Jack Phillips – looking for location. WCC is booked.</p> <p>Partner with SHRM for fall – Phillips will appear in person. Michele will suggest 2nd or 3rd week in September as possible dates to SHRM.</p> <p>Robin will contact Ann Arbor News regarding an article on what ASTD is doing.</p> <p>Video idea – Martha Legare suggested getting together and practicing our platform skills. Do we want to offer to our members? – Board was in agreement. Do want to charge? (bring own tape)</p> <p>Martha will take the lead on this project.</p> <p>Sue – will include the survey created by Martha with the email announcing the networking lunch and social event.</p>

	<p>Karen to send the survey to Sue for inclusion. Will give members 7-10 days to complete and return directly to Martha.</p>
Web site committee progress (Matt)	<p>The team (Gail, Matt, Michele, Karen) met to discuss the website. Looked at various websites; discussed content (member only section and general public section). The team is in the process of choosing logos and placement; identifying buttons and submenus.</p> <p>Do we want to include link to Detroit Chapter website?</p>
25 th Anniversary Committee progress (Arlene)	<p>What is the objective of this event – fun, increase membership? Suggestion to bring in past presidents, past speakers. Include in the July budget – money for this event.</p> <p>Arlene is in the process of organizing the committee and will announce the committee members next month.</p> <p>Include this topic on next month's agenda.</p>
Michigan ASTD T3 Report (Karen)	<p>Decision made by T3 group to delay until 9/27 still to be held in the Detroit area.</p> <p>Martha Legare to assist in developing a project plan at no charge. Will need to determine what kind money will be needed and how to fund.</p> <p>Still looking for trainers and will continue to advertise. Chicago is currently videotaping.</p>
Career Path Night (Michele) Getting to Know Our Members	<p><u>Career Path Night</u></p> <p>Local high schools conduct Career Path Night to educate students and parents on various careers.</p> <p>Have been invited to participate in the upcoming Plymouth event. Karen, Tami, Becky volunteered to cover the table.</p> <p>Consider a display board to be utilized at these types of events. Arlene will bring the one she uses at STC for the Board to see.</p> <p>Matt to send out budget numbers – will consider our purchasing one of these boards.</p> <p><u>Getting to Know Our Members:</u></p> <p>Draw a member each month to spend 3-5 minutes talking about their organization/their role or services offered (consultants). Michele will contact Alice Nuttal requesting her to speak at the February program.</p> <p>Becky to review the member applications as to what committees they have volunteered for. Will send to the appropriate Board Member when a member joins to be contacted for committee involvement.</p>
Membership (Becky)	<ul style="list-style-type: none"> ▪ Promote memberships at program meetings. ▪ Push for renewal at meetings. <p>Becky will note on list sent to Program Committee those memberships coming up for renewal.</p>
New business (All)	<p>Need to think about upcoming elections in May</p>

	<ul style="list-style-type: none"> ▪ Member at Large ▪ Finance <p>Rick Dorman offered free of charge to the new Board, the ropes course (after 7/1). Will need to reciprocate – free advertising, free membership??</p> <p>C.O.R.E. – needs to be added to February agenda.</p>
Adjourn	8:45 P.M.

Upcoming Board Meeting: Monday, February 17, 6:00 p.m. - WCC