



**Board and Committee Meeting Date:** 1-19-04  
Location: Applebee's Restaurant Ann Arbor

Minute / Record Keeper: Jane Cooper

Food / Meal Volunteer: NA / Applebees

Leadership Development: Roberts Rules\_ Pg 5 Attachment 1  
Goals for 2003-04 Pg 6 Attachment 2  
Volunteers Pg 7 Attachment 3  
Survey A2 Pulse Pg 8 Attachment 4  
Succession Planning Pg 9 Attachment 5  
Prior Board Minutes 12-15-03 Pg 10 Attachment 6

**Attendees:**

**Board Members Present**

- ✓ President -Michele Ruppal
- ✓ President Elect – Jane Cooper
- Past President- Karen Miller
- ✓ VP Communications – Ron Shepps
- ✓ VP Finance – Mathew Papp
- ✓ VP Membership – Suzanne Paetzer
- ✓ VP Programs – Carol Efrusy
- Member at Large - Londa Horton

**Committee Members:**

Communications

- Robin Connell
- Noreen Kahl
- Gail Junion-Metz
- Mary Locey

Finance

- ✓ Fred Simms

Membership

- ✓ Brad Napier
- Debra Adams Wooley

Programs

- Anne Guerreo
- Tina Robinson
- Cindy Straub
- ✓ Becky Uhlmann

Other:

-

# ASTD Ann Arbor Board Meeting:

Time	Individual	Topic	Discussion / Motion & Voting Results / Next Steps and by Who
6:00P	All	<b>Light Dinner</b> available for all attendees. <b>Please bring your own drink</b>	
6:15P	All	Order Dinner	
6:30	Michele Ruppal	<input type="checkbox"/> <b>Call the Meeting to Order</b>	
6:30	Michele	<b>Introductions</b> by All <b>WELCOME TO THE TEAM!!!</b>	
6:30	Michele	<ul style="list-style-type: none"> <li>➤ <b>Distribution /Approval of minutes</b> of previous meeting (see attachment 6 below).</li> <li>➤ Ask for any corrections.</li> <li>➤ If no – “The minutes are approved as distributed”</li> <li>➤ If yes – “If there is no objection, the minutes will be corrected by adding/changing “x: in the minutes.</li> <li>➤ Are there further corrections? Follow above.</li> </ul>	
6:35	Michele and Board Members	<p>President will ask if we have a <b>report from the Board members</b> and their committee areas if applicable:</p> <p>At the end of each report, President will ask, Are there any questions? If not, the Board Member report if filed</p>	
	Michele	<input type="checkbox"/> <b>President</b> Tag Lines Feb <b>Review of Goals &amp; Accomplishments</b> – Attachment 2 <b>Volunteer</b> discussion-see attachment 3 <b>Membership Survey</b> -see attachment 4 <b>Succession Planning</b> -see attachment 5	
	Michele	<b>Board Meeting &amp;&amp; Program Assistance/Participation:</b> Feb/Mar Needs at Board Meeting Feb/Mar Greeters	See last page (board meeting food and recorder) See last page (program meeting greeters)
6:40	Ron Shepps	<input type="checkbox"/> <b>Communications</b> Status of electronic forms on web and paypal links from web site. Monthly Program Postcard status	
6:45	Matt Papp	<input type="checkbox"/> <b>Finance</b> Budget vs. Actual Report Chapter Monthly and Year to-date Other	

6:50	Carol Efrusy	<input type="checkbox"/> <b>Programs</b> --Evaluation Summary January --Potential Volunteers & New Members from Evaluations --Post Card Feb-Jun 2004	
7:10	Brad Napier/Suzanne Paetzer	<input type="checkbox"/> <b>Membership</b> --Bring a guest and receive 75% off next month's program/meeting. - Also, is there an additional amount for folks that bring +2 or more? -Status on calls from the leadership team on lapsed and new member lists	
7:15	Londa Horton	<input type="checkbox"/> <b>Corporate Memberships – Try for 1 more!</b> Corporate Sponsorships	
7:20	Karen Miller	<input type="checkbox"/> <b>Train the Trainer (T3 Michigan)</b>	
7:30	All Participate	<b>New business</b> – asked by the President	
	All Participate	<b>Other/Old business</b> – asked by the President	
	Michele	<b>Adjourning the Meeting</b> ➤ A motion to adjourn or to end the meeting can be made at any time during the meeting unless members have set a fixed time to adjourn. ➤ Attendee: I move that the meeting is adjourned ➤ Attendee 2: I second the motion ➤ President: ➤ It is moved and seconded that the meeting is adjourned. All those in favor say "Aye". ➤ Those opposed say "no" ➤ Motion carries or does not carry	
		<b>Upcoming Board/Committee Meetings</b> Currently Reserved for 6P Dinner, 6:15P Start of Meeting, at WCC OE Building Room 134 <b>Board Meetings 2004 Confirmation: Mondays:</b> 2/16 (Presidents Day) 3/15 4/19 5/17	<b>January 2004</b> Minutes—Jane <b>February 2004</b> Minutes—To be determined. Food—To be determined. <b>March 2004</b> Minutes—To be determined. Food—To be determined.

		<p>6/21 (2003-04 Board, then 2004-05 board immediately following)</p>	
		<p><b>Upcoming Member Meetings/Programs Greeters:</b>  <b>All greeters from the A2 leadership team are expected to arrive promptly and be ready at 5:30PM. We would like to have 2 at each program.</b></p> <p><b>Please help our team. All Ann Arbor Leadership – Please RSVP for the monthly Program Meetings and use Paypal on line! Thank you.</b></p>	<p><b>Feb 5 2004</b> Thursday — Mind Mapping</p> <p><b>March 4 2004</b> Thursday – Improving with Improv</p> <p><b>April 1 2004</b> Thursday – Fun and Fearless Speaking</p> <p><b>May 6 2004</b> Working an effective Net</p> <p><b>June 3 2004</b> Thursday – TBD</p>

## Attachment 1 – Leadership Development: Roberts Rules of Conducting Meetings

### Summary of Motions

#### **Basic steps in presenting a motion:**

Be sure it contains all the pertinent data such as who, what, when, where, etc.

The motion should be worded in a positive vs. negative

#### **Making** the motion:

“Madam President, I move that we .....

#### **Seconding** the Motion

Another attendee moves to second the motion.

#### **President** - Offer the members time to debate or discuss the motion (ask if there is any discussion)

When discussion is finished, the **President/Chair** puts the motion to vote before those present by saying:

All those in favor say “aye.”

Those opposed say “no”.

#### **President** announces the vote and who will carry out the action if it is adopted...

The ayes have it, and the motion is carried. We will have... (summary of what was just passed).

Or

The noes have it, and the motion is lost. We will not have (summary of what was proposed).

## Attachment 2

# 2003 – 04 Goals & Objectives

The group voted to have this year's objectives specific:

- A) Must be new
- B) Hands-on / Interactive participation
- C) Fun

## 1) Increase Chapter Membership including 25 new members and 2 corporate membership sales.

The "Drive for 25" campaign to sell 25 new memberships

- Acknowledge new members at October 9<sup>th</sup> Celebration and identify them on badge

Establish a revised new member orientation

## 2) Create "Excitement in the Chapter!"

### 25 Year Celebration on 10/09/03

Meeting/Program to potentially include:

- Past Presidents Speak (or tape and play or on the phone)
- Past Presenters Speak that really made an impact at the programs
- Display of documents from incorporation, programs, meetings, photo's etc.
- Acknowledge and identify 25 longest-standing chapter / original charter members & past presidents/board in attendance
- Acknowledge new "drive for 25" members celebrating the next 25 years

**National Speaker** such as the ROI Workshop event and monthly meeting/program scheduled for 9/8/03 with Dr. Jack Phillips and/or consider a blended learning program with video/audio (i.e., potentially Thaiqi).

**Reformat Meetings** (shorter introductions, needs of members put at the end of the business meeting, different name badges to identify attendees: for members / expired in last 3 months / guests / non-members; post our benefits and also tell about them at our monthly meetings. Have assigned greeters at each meeting.

**Increase member involvement** through volunteerism

**Expand Communications** to include PSA (Public Service Announcements – no charge as we are non-profit) on radio and include meeting/event data to the Plymouth/Canton/Novi newspapers to reach potential new members

## **Attachment 3 - Leadership Development (Discussed at the November 17<sup>th</sup> 2003 Board Meeting with the following results:)**

Please visit: [http://www.astd.org/virtual\\_community/volunteer/](http://www.astd.org/virtual_community/volunteer/)

### **What is a volunteer?**

- Partner for success
- Willing
- Has time
- Efforts & skills
- Likes to give
- Wants to be involved
- Desire to belong to a group
- Commitment to objectives/ideals of group
- Personal development
- Give back
- Resources to share with others
- Over-committed
- enthusiasm

### **Do we use the word volunteer?**

- Don't use word "volunteer"
- Helper
- Involved/involvement
- Happily engaged

### **How can we recruit volunteers?**

- Ask them!
- Show WIIFM (what's in it for me)
- Limit time commitments at first (ramp up)
- Share the chapter's needs
- Explain expectations and time commitment
- Determine interests and match with roles
- Demonstrate openness
- Role model benefits/joy of involvement/friendliness
- Recognize/reward those who volunteer
- Don't overdo/overwhelm
- Give them benefits they are looking for (e.g., networking, professional development, etc.)

### **How can we develop volunteers?**

- Recognition
- Growth opportunities – conferences, etc.
- Train them
- National leaders site on the web
- Know what we want them to do – have specific things in mind (maintain a list on the web?)
- Volunteer coordinator who maintains a list of chapter volunteer needs/haves
- Show them their time is valuable
- Develop succession planning so they don't opt out or go in unprepared
- Board write down needs on 3x5 card and give to Michele so one person has list in one place for reference
- Refer all interested parties to Michele for sorting

**Attachment 4 - Membership Mid Year Survey –A2 Pulse discussed and voted on at the December Board meeting 2003.**

**Results of Board Meeting Brainstorming Session:**

- The survey tool would have 10 or fewer questions.
- The survey would take place every six months (twice per year).
- Budget and Program topics were identified as main concerns.

**Questions / topics to address in order of priority:**

➤

## Attachment 5 - Succession Planning

**To be the best organization we can be, who would you recommend to be your replacement in the event you won the lottery and moved on?**

**Succession planning does not mean that you be ready to step down, it entails thinking forward for the best interest of the organization should you win the lottery, etc.**

### Questions to ask yourself:

**This is the time to think for the good of the organization fairly and ask yourself, who could do a great of job as I and/or even do better?**

**Who would be the best at performing the functions of your and/or others job roles?**

**Please note, all roles are for a period of two years, with the exception of President Elect, President and Past President.**

### Roles and terms of office:

**Chapter Fiscal Year – July 1<sup>st</sup> – June 30<sup>th</sup>**

- Past President – 1 year (Karen soon to be Michele)
- President – 1 year (Michele soon to be Jane)
- President Elect – 1 year (Jane soon to be?????)
  
- VP Communications – 2 years (ending in 2005)
- VP Programs – 2 years (ending in 2004)
- VP Finance – 2 years (ending in 2004)
- VP Membership – 2 years (ending in 2005)



**Board and Committee Meeting Date:** 12-15-03

Location WCC OE Building: Room 134

Minute / Record Keeper: Fred Simms

Food / Meal Volunteer: Brad Napier

Leadership Development: Roberts Rules\_ See Pg 5 Attachment 1  
 Goals for 2003-04 See Pg 6 Attachment 2  
 Volunteers See Pg 7 Attachment 3

Prior Board Minutes 11-17-03 See pg 8 Attachment 4

**Attendees:**

**Board Members Present**

- ✓ President -Michele Ruppal present
- ✓ President Elect – Jane Cooper present
- Past President- Karen Miller Not present
- ✓ VP Communications – Ron Shepps present
- ✓ VP Finance – Mathew Papp present
- ✓ VP Membership – Suzanne Paetzer present
- ✓ VP Programs – Carol Efrusy present
- Member at Large - Londa Horton Not present

**Committee Members:**

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- Robin Connell
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- Mary Locey

Finance

- ✓ Fred Simms - present

Membership

- ✓ Brad Napier - present
- Debra Adams Wooley

Programs

- Anne Guerreo
- Tina Robinson
- Cindy Straub
- ✓ Becky Uhlmann - present

Other:

-

# ASTD Ann Arbor Board Meeting:

Time	Individual	Topic	Discussion / Motion & Voting Results / Next Steps and by Who
6:00P	All	<b>Light Dinner</b> available for all attendees. <b>Please bring your own drink</b>	Thank you to Brad Napier for a wonderful meal!
<b>6:15</b>	Michele Ruppal	<input type="checkbox"/> <b>Call the Meeting to Order</b>	Michele called the meeting to order at 6:18 PM.
6:16	Michele	<b>Introductions</b> by All <b>WELCOME TO THE TEAM!!!</b>	Michele welcomed all attendees to the meeting.
6:17	Michele	<ul style="list-style-type: none"> <li>➤ <b>Reading/Approval of minutes</b> of previous meeting (see below).</li> <li>➤ Ask for any corrections.</li> <li>➤ If no – “The minutes are approved as read.</li> <li>➤ If yes – “If there is no objection, the minutes will be corrected by adding/changing “x: in the minutes.</li> <li>➤ Are there further corrections? Follow above.</li> </ul>	<p>Michele asked the group to review the November meeting minutes for any changes or approve the minutes as read.</p> <p>Fred mentioned that previous meeting minutes are not actually read during the meeting and suggested to use the words, “as distributed” instead of, “as read”.</p> <p>Jane moved to accept the November meeting minutes as distributed. Suzanne seconded the motion. Motion carried.</p> <p>November meeting minutes were approved as distributed.</p>
6:20	Michele and Board Members	<p>President will ask if we have a <b>report from the Board members</b> and their committee areas if applicable:</p> <p>At the end of each report, President will ask, Are there any questions? If not, the Board Member report if filed</p>	Michele called for the Board Member reports.
	Michele	<input type="checkbox"/> <b>President</b> Leadership Dev – Roberts Rules included Tag Lines Jan – Thanks Carol Review of Goals – Page 6 Volunteer discussion-Postponed until Jan 04 Succession Planning-Postponed until Jan 04 Board Meetings 2004 Confirmation: 1/19 (MLK Day) 2/16 (Presidents Day) 3/15, 4/19, 5/17 6/21 (2003-04 Board, then 2004-05 board)	<p>Michele reported that Roberts Rules of Order will become a tentative agenda item for the Board Member meeting.</p> <p>Michele reported that we are doing a great job on accomplishing our goals.</p> <p>Michele asked the group to be thinking about the Volunteer discussion and succession planning and be ready to discuss these items in January 2004.</p> <p>Michele asked the group to review and confirm 2004 meeting dates for the current Board membership. Listed Board meeting dates were confirmed.</p> <p>Michele asked the group if there were any questions regarding the President’s report. No questions were raised and the report was filed.</p> <p>(Volunteer results reference 11/03 minutes—page 7). (Succession reference 11/17/03 notes for roles and terms).</p>
	Michele	<b>Board Meeting Assistance/Participation:</b>	The Recording Secretary position was not discussed. Jane volunteered to do the January 2004 Board meeting minutes. E-mail Blasts responsibilities were determined at this time. Please see the Programs report section of the minutes.

6:40	Ron Shepps	<input type="checkbox"/> <b>Communications</b> Status of electronic forms on web and paypal links from web site. Deadline to mail out Program Postcard <b>January 7</b>	<p>Michele presented the Communications report as Ron was delayed.</p> <p><b>No update was available concerning the electronic forms and paypal links within the ASTD web site.</b></p> <p>Carol reported that she is working on the January Program Postcard information and will be sending this information to Ron. Carol asked Michele if Ron had all the necessary materials to process and will be able to distribute the Program Postcards? Michele assured Carol that Ron was prepared.</p> <p>Michele asked the group for any other questions regarding the Communications report?</p> <p>Suzanne shared concerns regarding recent Newsletter article submissions and the need for printing guidelines. Some ideas and suggestions were discussed. <i>(This matter needs to be addressed at a future meeting under "Communications" or "Old Business"—FWS).</i></p> <p>Michele asked the group for any other questions regarding the Communications report? No further questions were raised and the report was filed.</p>
6:45	Matt Papp	<input type="checkbox"/> <b>Finance</b> Budget vs. Actual Report Tax Report to National – Confirmation	<p>Matt presented a financial report showing expenses through 12/15/03. Expenses were listed next to annual budgeted amounts. Matt asked the group if they had received this report prior to the meeting? Most of the group had received the report.</p> <p>Michele said the report looked great! Michele requested additional columns to show monthly expenses. Monthly expenses can then be compared with the Education report figures. Also, a bank report is needed showing account balances. Michele and Matt will communicate "off-line" concerning the additional information needed for the reports.</p> <p>Suzanne noticed the food expenses seemed low. Matt responded that some receipts have not been submitted. Michele confirmed that she had receipts to submit.</p> <p>Michele noticed that "T3" expenses were missing. Matt responded that there were questions regarding "T3" as well as some specific "ROI" expenses.</p> <p>Michele asked the group for any other questions regarding the Finance report? No other questions were raised and the report was filed.</p>
6:50	Carol Efrusy	<input type="checkbox"/> <b>Programs</b> --Evaluation Summary Dec -Potential Volunteers & New Members from Evaluations Charity Donation (% of chapter to charity of "the giving library at Mott Children's Hospital)	<p>Carol reported that the December program was successful. 10 of the 15 attendees completed and submitted the meeting/program evaluation. Program results were favorable. New member or potential volunteer information was not indicated. Only regular members were in attendance.</p> <p>Carol reminded the group that she will be unavailable during March and April of 2004 and potential volunteers were discussed. Carol will contact Cory Hatch regarding her potential availability. Tami is no longer available.</p> <p>Carol raised the issue of preparing and sending out the "E-mail Blast" for the next meeting/program. Ron will not be able to manage this function. Carol will send out the "E-mail Blast" and Michele will send out the reminder. Carol also reported that the "Reject" E-mail address list needs updating. Suzanne will update the "Reject" E-mail list.</p> <p>Carol updated the group concerning the June 2004 meeting that includes the "Showcase/Tent Sale" program. There was discussion regarding possible speakers, including Brad Stiving and Becky Roos. There was further discussion regarding program content, speaker</p>

			<p>availability, meeting day conflicts, and determining program benefits to members. Carol requested feedback from the group to maintain appropriate program focus. This includes proofreading of the "E-mail Blasts" as well as suggesting program topics and potential speakers. Michele agreed and emphasized that continuous support is necessary.</p> <p>The Silent Auction held at the December meeting was successful raising \$223.00. Carol requested that the group consider giving all the money from the silent auction to the designated charity, rather than just half. After brief discussion, Carol moved to give the entire amount to "The Giving Library at Mott Children's Hospital" (Ann Arbor Chapter's designated charity). Jane seconded the motion. Motion carried.</p> <p>Michele asked the group if there were any questions regarding the Programs report? No questions were raised and the report was filed.</p>
7:10	Suzanne Paetzer	<input type="checkbox"/> <b>Membership</b> Membership formal board display Rewording of Joining for \$75 Call List Distribution through Year-end and timing	<p>Suzanne reported that she is working on the formal display board and research is continuing. The board will not be ready by January and \$200.00 will not be enough to cover expenses.</p> <p>The re-wording of joining ASTD for \$75.00 is a work in progress.</p> <p>Suzanne handed out the "membership lapse call-list" copies to the Board members showing designated people to contact. Attached to the list is a suggested script to follow when contact is made. Suzanne suggested altering the script, as needed depending on the person being contacted.</p> <p>Carol suggested contacting new members that have missed several meetings in addition to the people with lapsed memberships. Carol was willing to make additional calls. After some discussion it was decided to focus on the lapsed membership people first. Michele encouraged the group to begin calling this week.</p> <p>Suzanne reported that the January 2004 meeting would emphasize bringing a guest. Members bring a guest will receive a 75% discount at the next meeting!</p> <p>Brad mentioned that he has posted invitations at the Law School.</p> <p>Michele asked the group if there were any further questions regarding the Membership report? No other questions were raised and the report was filed.</p>
7:15	Londa Horton	<input type="checkbox"/> <b>Corporate Memberships – Try for 1 more!</b> <b>Corporate Sponsorships</b>	<p>Michele reported that Londa's Monday teaching sessions will be completed and that Londa will begin attending the monthly Monday Board meetings. There was no Corporate Membership report to file.</p>
7:20	Karen Miller	<input type="checkbox"/> <b>Train the Trainer (T3 Michigan)</b>	<p>Michele reported that she needs a list of the Ann Arbor T3 (Train The Trainer) members. There are Leadership Committee positions that need to be filled. This will help to alleviate some of Karen's duties. There was no T3 report to file.</p>
7:30	All Participate	<b><u>New business</u></b> – asked by the President Member participation...where are they now? New 25+ and existing Sharing of Survey	<p>Michele conducted a brainstorming session to develop first draft survey questions. The group identified several topics and questions. Based on the first draft topics and questions, the group decided the following:</p> <ul style="list-style-type: none"> <li>◆ The survey tool would have 10 or fewer questions.</li> <li>◆ The survey would take place every six months (twice per year).</li> <li>◆ Budget and Program topics were identified as main concerns.</li> </ul>

	All Participate	<p><b><u>Other business – asked by the President</u></b>  Summary of Goals with Objectives and those signed up (See attachment 2)</p>	<p>Michele reviewed goals and accomplishments within the President's report.</p> <p>Michele asked the group if there was any other business to discuss at this meeting. The group had no other business to report or discuss at this time.</p> <p>Michele will hold a debriefing session immediately following the Board meeting's adjournment for the Board members that attended the Leadership Conference.</p>
	Michele	<p><b><u>Adjourning the Meeting</u></b></p> <ul style="list-style-type: none"> <li>➤ A motion to adjourn or to end the meeting can be made at any time during the meeting unless members have set a fixed time to adjourn.</li> <li>➤ Attendee: I move that the meeting is adjourned</li> <li>➤ Attendee 2: I second the motion</li> <li>➤ President:</li> <li>➤ It is moved and seconded that the meeting is adjourned. All those in favor say "Aye".</li> <li>➤ Those opposed say "no"</li> <li>➤ Motion carries or does not carry</li> </ul>	<p>Michele asked the group for a motion to adjourn the meeting?</p> <p>Jane moved to adjourn the Board meeting. Ron seconded the motion. Motion carried. Meeting adjourned at 8:37 PM.</p>
		<p><b><u>Upcoming Board/Committee Meetings</u></b>  Currently Reserved for 6P Dinner, 6:15P Start of Meeting, at WCC OE Building Room 134</p>	<p><b>January 2004</b></p> <p>Minutes—Jane</p> <p>Food—Michele invited the group to meet at Applebee's on Plymouth Road near Green Road. The dinner meeting will begin at 6:30 PM.</p> <p><b>February 2004</b></p> <p>Minutes—To be determined.</p> <p>Food—To be determined.</p> <p><b>March 2004</b></p> <p>Minutes—To be determined.</p> <p>Food—To be determined.</p>
		<p><b><u>Upcoming Member Meetings/Programs Greeters: All greeters are expected to arrive promptly and be ready at 5:30PM. We would like to have 2 at each program.</u></b></p> <p><b>Please RSVP for the monthly Program Meetings and use Paypal on line! Thank you.</b></p>	<p><b>Jan 8 2004</b> Thursday—Leadership.</p> <p><b>Feb 5 2004</b> Thursday — Mind Mapping</p> <p><b>March 4 2004</b> Thursday – Improving with Improv</p> <p><b>April 1 2004</b> Thursday – Fun and Fearless Speaking</p> <p><b>May 6 2004</b> Working an effective Net</p> <p><b>June 3 2004</b> Thursday – TBD</p>