



ANN ARBOR CHAPTER
Board Meeting Minutes
Monday, June 16, 2003
6 p.m. - ?
Washtenaw Community College
OE Building, Room 113

Topic	Outcomes/Actions/Board Member
Attendees	Karen Miller, President; Michele Ruppal, VP Programs; Tom Jenkins, VP Finance; Matt Papp, Incoming VP Finance; Carol Efrusy, Incoming VP Programs; Sue Paetzer, Incoming Member –At-Large
May Board Meeting minutes approval	Reviewed action items from May Minutes. Sue Rantz to revamp Roles and Responsibilities by next Board meeting. May minutes approved as submitted.
Web Site issues <ul style="list-style-type: none"> • Feedback from members • Discuss rules/fee for posting resumes • Discuss rules/fee for links • Resumes needed 	We need to determine guidelines for ads or links to business sites. Carol Efrusy suggested the resume should be a membership benefit. After further discussion, Michele Ruppal asked that the vote on this be postponed until next meeting. Karen Miller requested that the guidelines be in place for discussions over the summer. Action Item: Robin Connell can work with Sue Rantz on the recommendations for ads on website. Robin can contact Gail for assistance. Michele Ruppal will send the Board comments on new website. Also, Karen and Michele brought up having links to Borders.com and Amazon.com for possible discounts. Discussion on rules/fees for these links was moved to next Board meeting
Corporate Sponsorship/Membership Launch; List of targeted org.	
Membership Update	Becky Uhlmann reports 78 members and suggested methods to increase membership; a membership drive, reduced rates for renewals. Sue Rantz and Tom Jenkins got one renewal each and the membership lists have been cleaned up. Becky has walked Debra through the list, added National to prospect list and the date the person was last contacted was added to the database. We have over 300 prospects. Discussion ensued on sending post cards to prospects, National members, and potential members. Carol Efrusy suggested emails with follow-up calls. Karen said the postcard could be converted to pdf format and added to website. Becky updated the Membership application form to reflect personal check information.
Break	
Communications:	Karen Miller reported getting good feedback on Newsletter

<ul style="list-style-type: none"> • Newsletter feedback • Postcard for fall • Signatures on emails 	<p>Postcards go out twice a year, labels printed by membership committee then submitted to Communications VP.</p> <p>Sue Rantz needs to reconfirm with Granville on printing post cards. This first one goes out in early August.</p> <p>Karen Miller highly recommended Board members create an electronic signature for all correspondence. See her emails for example.</p>
<p>Finance Update</p> <ul style="list-style-type: none"> • All expense reports due 	<p>Reviewed current Balance Sheet. Matt Papp reported that we will be using Bank One in the future. Tom will turn over monies (a cashiers check) from Republic and Matt will open new account at Bank One. Meeting set for transfer, June 25, at 9:30 am, at Republic Bank.</p> <p>Reviewed Liabilities, expense forms should be turned in before June 25th transfer.</p> <p>A discussion ensued on having two names on the checks. Tom motioned that only Matt's name be on the checks for ease of issuing funds.</p> <p>Karen Miller suggested line items for budget accounting</p>
<p>Programs (Phillips), bill for no shows,</p>	<p>Charges for no shows discussion was moved to next years agenda.</p> <p>Jack Phillips, ROI Seminar, SHRM is handling the \$1250 ROI VIP Reception sponsorship.</p> <p>Michele suggested we contact key members for the 25th of October Anniversary meeting to get help with our ASTD Ann Arbor Chapter timeline presentation.</p> <p>If we video tape past programs, we could put them on the website.</p> <p>We need to look at online credit card payment system.</p> <p>Michele also noted that the \$1000 seed to T3 isn't reflected on Balance Sheet.</p>
<p>Michigan ASTD Training Institute T3 Update</p>	<p>Karen Miller reported the launch date of September 26, 2003. They have been reviewing the modules which are out of date. Trainer selections have been made. The first week in July brochures will go out. Books haven't been purchased yet. Trainers will be trained, meeting will be held possibly at the end of July or first of August.</p>
<p>End of old business</p>	<p>Meeting adjourned, New Board convened for additional meeting.</p>