



ANN ARBOR CHAPTER

Board Meeting Minutes

Monday, March 17, 2003

5:45p.m.

Karen Miller's Home

Topic	Outcomes/Actions/Board Member
Attendees:	Karen Miller, President; Arlene Dietz, President-Elect; Michele Ruppel; VP Programs; Becky Uhlmann, VP Membership; Tom Jenkins, VP Finance, Sue Rantz, VP Communications; Londa Horton, Member at Large; Matt Papp, Finance Committee; Robin Connell, Communications Committee
February Board minutes approval (Sue)	Approved as submitted
Board Development (Karen)	<p>Reviewed video on board building. Discussed strengths and key responsibilities of the Board. Recommended we look at the individual roles of the Board and determine if additional committee members are needed. Discussed the possibility of utilizing Net Meetings to reduce the number of face-to-face meetings. Also discussed the possibility of previous board members shadowing new board members to orient them.</p> <p>Board members are to review pages 7-12 of the Building Boards and be ready to discuss at next meeting. Also review individual job descriptions and provide an estimated time to complete tasks.</p>
Corporate Membership /Sponsors (Londa)	<p>Still working on marketing pieces. Will seek additional help in completing. Board has set aside \$100 from the Membership budget for printing of the brochures.</p> <p>Will announce concept at the April program meeting to begin the process of identifying Corporate Sponsors.</p> <p>Will provide pricing information next month.</p>
Newsletter (Sue)	<p>Names that were submitted for the new name of the newsletter were reviewed. The Learning Link was selected as the new name. Suzanne Paetzer submitted the name and will receive a free ½ page ad in the Spring newsletter.</p> <p>Articles are to be submitted by May 1 to Sue with a publish date of May 15. The following articles are to be included:</p> <p>President's Message – Karen Financial Status – Tom Publicity – Robin Networking Lunch – Robin Program & Events – Michele T3 – Karen Gail – web site update Membership survey results – Becky Announcement of Newsletter name - Sue</p>

<p>Nominations, elections (Karen in Granville's absence)</p>	<p>Positions currently open: President (Karen to consider 2nd term) President – Elect (Arlene is stepping down) Member-At-Large – 2 year term Treasurer VP Membership (Becky has agreed to be put on ballot)</p> <p>Matt will craft a sales approach for soliciting volunteers for open Board and Committee positions.</p> <p>An email will be sent to Chapter Members and National Members asking for volunteers – Sue</p> <p>Announcement will be made at the April 10 Program Meeting regarding open positions – Karen</p> <p>Michele will send to Karen a sample nomination form to be available at the April meeting.</p> <p>After April 10 meeting, Nominating Committee (Granville – Chair (Karen to contact him), M. Ruppel, R. Connell, M. Papp)) will begin contacting volunteers.</p>
<p>Networking Lunch – March (Robin)</p>	<p>Have only received two responses for the 3/19 lunch. Robin will contact a couple of new members and personally invite them.</p> <p>Karen to host the May lunch.</p> <p>We then assess the viability of hosting these lunches on a go forward basis.</p>
<p>Programs (Michele)</p>	<p>February meeting – some found the program content below average. However, for the most part, the program met attendees' needs.</p> <p>April program – joint with STC/SM. Currently have four speakers</p> <p>Michele presented the budget numbers for the joint ASTD/SHRM program meeting and workshop for September. The Board approved the budget numbers to be taken forwarded to GAASHRM.</p> <p>Michele to contact Jack Phillips to secure an outline for the proposed September program. She will also inquire regarding any deposits required.</p>
<p>Membership Drive (Becky)</p>	<p>We currently have 75 members and 37 expired members. These 37 expired members along with perspective members who have attended several of the past meetings will be contacted by various Board Members prior to the April program meeting.</p> <p>Becky to provide names and membership application.</p> <p>Karen also a list of prospective members that she has received inquiries from. She will follow up with them.</p>

	Any additional membership drive efforts have been delayed until a committee member has been confirmed to assist with this process.
C.O.R.E. (Arlene)	Reviewed what is still needed. Everything needs to be posted to Blackboard. Tom to send Annual Operating Budget to Gail (cc: Arlene) by the end of the week to post on Blackboard. Member Survey Results – Becky to send to Gail for posting; cc: Arlene.
Michigan ASTD T3 Report (Karen)	Not discussed – lack of time.
Web update (Karen in Gail's absence)	Materials to be sent to Gail by 3/31 in Word 97 format. Publicity/Advertising – Robin Calendar – will advertising of events from other organizations – rules for submission - Robin Membership - Becky Volunteers – Becky Student Membership – Becky Events/Programs – Michele Resource Guide - Michele Newsletters – Sue Meet & Mingle – Matt Career Opportunities – Mary Book Summaries – Londa
New business (All)	None
Adjourn	8:45 P.M.

Upcoming Board Meeting: Monday, April 21, 6:00 p.m. – WCC

Items to be included on next month's agenda:

- **Board Development**
- **Corporate Membership**
- **T3**