



**ANN ARBOR CHAPTER**

**Board Meeting Minutes**

**Monday, May 19, 2003  
6:00 p.m.**

**Washtenaw Community College  
Occupational Education Building**

Topic	Outcomes/Actions/Board Member
Attendees:	Karen Miller, President; Michele Ruppel; VP Programs; Sue Rantz, VP Communications; Robin Connell, Communications Committee; Noreen Kahl, Communications Committee
April Board minutes approval (Sue)	<p>Reviewed Action Items from April Minutes:</p> <p>Lapsed member renewals – <b>June agenda</b>. <b>If you have not connected with those folks on your list, please do so prior to the June Board Meeting.</b></p> <p><b>Matt – need report on the status of transferring bank accounts and funds. Transitions to be completed by 5/31.</b></p> <p>April meetings approved as submitted</p>
Election Outcomes, Board Backgrounds, Roles and Responsibilities (Karen)	<p>A welcoming email was sent by Michele to the newly elected Board Members who are:</p> <p>Debra Wooley – VP Membership            Matt Papp – VP Finance            VP Programs – Carol Efrusy            Member-At-Large – Suzanne Paetzer</p> <p><b>Roles &amp; Responsibilities – detailed processes to be documented and returned to Karen &amp; Michele by 5/31. June Agenda</b></p> <p><b>Outstanding documents:</b></p> <p><b>Tom – Finance</b>  <b>Becky – Membership</b></p> <p><b>Transitioning the Board – each Board Member to send a bio to Michele for teambuilding purposes. Michele has forwarded the Officer Nomination to those Board Members who need to complete. Please complete and return by 5/31.</b></p>
Programs (Phillips), bill for “no-shows”, evaluations, postcards for fall (Michele)	<p>Reviewed evaluations for April &amp; May programs.</p> <p>Suggestion – Have handouts to be utilized at the</p>

	<p>program meetings forwarded one week in advance so sufficient copies can be made.</p> <p><b>Bill for “no-shows” – Michele will check with GAASHRM regarding their “no show” policy and process as well as Greater Detroit ASTD. – June agenda</b></p> <p>SHRM has walk-ins wait if the meal count is close to ensure there is enough food.</p> <p><b>Website – Marketing ads – need to determine a guideline for submitting</b></p> <p>Postcards – will look at doing something different for the fall postcard. Suggestions – watermark, updated logo.</p> <p><b>Is Granville willing to continue printing the postcards?</b></p>
Corporate Sponsorship/Membership Launch (Karen)	<p>Michele presented an Excel spreadsheet with the possible companies to contact. <b>Needs Board Members to complete with contact info.</b> The contacts will be visited in person – Karen, Londa, Michele. If you are interested in contacting a company personally, let them know. A Powerpoint presentation will be created for delivering a consistent message. <b>Michele will partner with the GAASHRM President for additional contacts. Also look at Chamber of Commerce website for other possible names.</b></p>
Membership Renewal Award (Karen)	<p><b>Tabled until June. Becky to provide the names of those members who have renewed to determine who had the most renewals through their contacts.</b></p>
Communications, Newsletter, email, website, publicity (Sue)	<p>Distribution Lists: <b>Becky and Sue to make recommendation as to the process of cleaning up the various distribution lists.</b> The process of cleaning up these lists should be completed prior to the hand-off to the new VP Membership.</p> <p>Newsletter – currently in review. <b>Any final edits to be provided to Noreen by Thursday, 5/22. To be distributed to membership over the weekend.</b></p> <p>Email – <b>Sue to work with Gail in setting up in new browser.</b></p> <p>Website – new website address to be added to future communications. <b>Passwords will need to be emailed to each member individually.</b> The Member-Only section should be ready by the weekend.</p>
Financial Review & Discussion (Karen)	<p>Reviewed Balance Sheet as of 5/16/03 provided by Tom.</p>

	The 2003-04 budget should reflect a separate line item for programs to capture revenue and expenses for better tracking.
Michigan ASTD T3 Fund Approval (Karen)	<ul style="list-style-type: none"> <li>• Started reviewing resumes for trainers.</li> <li>• Checking at the International Convention about purchasing books.</li> <li>• Some modifications may need to be made to the Participant Manual and Facilitator Guide</li> <li>• Company on the west side of the State is interested in several seats.</li> <li>• Karen will provide marketing materials to each Chapter to communicate.</li> <li>• \$900 budgeted for T3 in 2002-2003. However, the Board approved \$1,000 to be put in the account (this is the amount being submitted by the other chapters). Transaction to be completed before the end of the fiscal year.</li> </ul>
Transition of New Board Ideas (Michele)	<ul style="list-style-type: none"> <li>• <b>Karen to share the history of the Board.</b></li> <li>• <b>Becky to share Survey Results with new Board</b></li> <li>• <b>Board to set up Strategic Planning Meeting. Will consider utilizing an outside facilitator so everyone can participate.</b></li> <li>• <b>After the Strategic Planning Meeting, VPs to meet with their committees and communicate the new goals.</b></li> </ul>
New business (All)	None
Adjourn	8:40 P.M.

**Next Board Meeting: Monday, June 16. – WCC**

