



Board and Committee Meeting Date: 10-20-03

Location WCC OE Building: Room 113

Minute / Record Keeper: Karen Miller

Food / Meal Volunteer: Michele Ruppal

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 9-15-03 See pg 8 Attachment 4

Attendees:

Board Members Present

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

Committee Members Present:

Communications

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

Finance

- x Fred Simms

Membership

- X Brad Napier
- Debra Adams Wooley

Programs

- Tami Rosenberger
- Cindy Straub
- x Becky Uhlmann

Other:

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ASTD Ann Arbor Board Meeting:

Time	Individual	Topic	Discussion / Motion & Voting Results / Next Steps and by Who
6:00P	All	Light Dinner available for all attendees. Please bring your own drink	
6:15	Michele Ruppal	<input type="checkbox"/> Call the Meeting to Order	6:20 p.m. meeting called to order.
6:16	Michele	Introductions by All WELCOME TO THE TEAM!!! PRESIDENT ELECT – Jane Cooper VP COMMUNICATIONS – Ron Shepps	Michele Ruppal, President, welcomed the new board members. Michele read the letter from Dave Jennings, Regional ASTD Director, acknowledging the chapter on its 25 years of success!
6:17	Michele	<ul style="list-style-type: none"> ➤ Reading/Approval of minutes of previous meeting (see below). ➤ Ask for any corrections. ➤ If no – “The minutes are approved as read. ➤ If yes – “If there is no objection, the minutes will be corrected by adding/changing “x: in the minutes. ➤ Are there further corrections? Follow above. 	Minutes were approved (the spelling of Becky Uhlmann’s name was corrected).
6:20	Michele and Board Members	<p>President will ask if we have a report from the Board members 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 reviewed Roberts Rules.
	Michele	<p><input type="checkbox"/> President Leadership Dev – Roberts Rules included</p> <p>Leadership Conference Presentations Status:</p> <p>Tag Lines – Volunteer for Nov and Dec:</p>	<p>Michele indicated that the following board members are planning to attend the National Leadership Conference in Washington D.C. Nov. 6-8:</p> <p>Carol Efrusy Londa Horton Matthew Papp Becky Uhlmann Michele Ruppal</p> <p>The Ann Arbor group will present two sessions: (1) Simplified Strategic Planning (2) Partnering for Success: Get Out of the Box.</p> <p>Tag lines: Carol Efrusy will send the board a tag to be used for chapter emails in November. Matt will create a</p>

		<p>Confirmation of Committee Team Data:</p> <p>Chapter of the Month:</p> <p>25th Anniversary Video Tapes:</p>	<p>November; Matt will create a tag line for the board to use in December by November 15th.</p> <p>All board members were asked to update their contact data.</p> <p>Dave Jennings has indicated that Ann Arbor will again be highlighted as the Chapter of the Month on the national ASTD web site.</p> <p>Anniversary Tapes: Matt moved that the chapter should send out an email asking past presidents and all members if there is interest in purchasing a copy of the video tape of the Chapter's 25th Anniversary Celebration prior to committing funds to make copies of the video. Motion was seconded and passed. Michele to send out the email asking for orders.</p>
	Michele	Board Meeting Assistance/Participation:	<p>Meeting Minutes: Nov.: Becky Uhlmann Dec.: Ron Shepps</p> <p>Food: Dec.: Brad Napier</p>
6:25	Ron Shepps	<p>☐ Communications Status of electronic forms on web and paypal links from web site. Report on list of contacts for monthly meeting</p> <p>Report on deadlines for newsletters</p>	<p>Paypal details are being worked out so that all program registration and membership renewals can be processed through the chapter web site.</p> <p>A discussion of the dates for the newsletter took place; it was agreed that the newsletter will be published 3 times a year: November, February and mid-May (after election of officers).</p> <p>All articles are to be completely proof-read and edited prior to sending to Ron and Michele.</p> <p>Deadline for standing committee articles: November 3rd; all VP's.</p> <p>Deadline for NLC articles: Nov. 17th</p>
6:35	Matt Papp	<p>☐ Finance Form and process with Programs</p>	Matt will complete all paperwork requested by national ASTD about

		No Show Billing Results of ROI Budget for Approval... do at end of meeting	the chapter income. Karen to send Matt all old newsletters that include a Treasurer's Report by 10-30-03. ROI results indicated that the chapter made approximately \$3,000; Jack Phillips reduced the amount he charged the chapter to \$5K.
6:40	Carol Efrusy	□ Programs -25 Year Celebration -Evaluation Summaries Sept and Oct -Potential Volunteers & New Members from Evaluations -Nov-Jan Programs -December Charity Drive finalization – what organization % of sales -Help – December Silent Auction (Tami did wonders last year) -Help – do we want to have a door prize for each attendee? Can the team collect some items for -- December and bring to Nov. Meeting? -Moderator for Jan 8 th on Leadership -Feb – June Programs -Need for help – other	Congratulations to everyone on a job well done celebrating the chapter's 25 th anniversary! Evaluations were positive from 23 participants. November will be a Cracker Barrel with 4 presenters: ISD: Deb Biando Corp. Universities: Ed Sktch Intercultural Communication: Carol Dunitz Team/Cross Training: Fred Simms December: Magical Training Moments; Carol is checking with a magician; board agreed to donate 50% of the proceeds from the Silent Auction to The Giving Library at Mott's Children's Hospital. January 8 th : A panel discussion about leadership is planned; still looking for a moderator. In February, Mind Mapping will be presented.
6:40	Suzanne Paetzer	□ Membership Drive for 25 Campaign New Member Orientation packets (mail/electronic) Membership formal board display Wanted – 25 Campaign	Robin made a motion to continue offering the \$10 discount until the goal of 25 new members is reached. Motioned was seconded and passed. Once 25 new members have joined, the issue will be revisited. 21 new members have joined the chapter in our "Drive for 25"! Packets are being mailed this week.
6:45	Londa Horton	□ Corporate Memberships Corporate Sponsorships	The chapter has one Corporate Membership: ABNMRO, parent company of LaSalle Bank.
6:45	Karen Miller	□ Train the Trainer (T3 Michigan)	Karen reported that T3 is going well; the program evaluation will take place on Saturday, November 15 th . Location to be determined.
	All Participate	<u>New business</u> – asked by the President	Ron asked the board to provide guidelines on the procedure for individuals to submit jobs that could be posted on the web site. This is an item that should be put on the agenda for the next board meeting.

6:50PM	All Participate	<p>Other business – asked by the President Summary of Goals with Objectives and those signed up (See attachment 2)</p> <p>Budget for 2003-04 Year Review and Finalize</p>	<p>Robin suggested that the board use the “Parking Lot” concept for unfinished business.</p> <p>Items for the Parking Lot:</p> <ul style="list-style-type: none"> • Reimbursement for expenses to board members • Guidelines for job posting by individuals <p>A discussion and approval of the budget took place; it was agreed to put in a new line item for board development for the president elect; no specific program was identified.</p>
	Michele	<p>Adjourning the Meeting</p> <ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> <input type="checkbox"/> Made by: Jane Cooper <input type="checkbox"/> Seconded by: Suzanne <p>Motion carried; meeting adjourned at 9:40 p.m.</p> <p>Assignment for next board meeting: Review Attachment 3: Leadership Development (Volunteer) and complete for next board meeting on Nov. 17th (See attached).</p>
		<p>Upcoming Board/Committee Meetings Currently Reserved for 6P Dinner, 6:15P Start of Meeting, at WCC OE Building Room 113</p>	<p>November 17, 2003 Minutes Becky Food Robin</p>
			<p>December 15, 2003 Minutes Food December</p>
			<p>January, 2004 Need to establish calendar</p>
		<p>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.</p> <p>Please RSVP for the monthly Program Meetings. Thank you.</p>	<p>Nov 11 Thu – Variety Show Cracker Barrel – Robin Dec 4 Thu – Magical Training Moments – TBD Jan 8 2004 Thu - Leadership Meeting/Program TBD</p>

Attachment 3 - Leadership Development (Discuss at October Board Meeting)

Please visit:

http://www.astd.org/virtual_community/volunteer/

What is a volunteer?

Do we use the word volunteer?

How can we recruit volunteers?

How can we develop volunteers?

