

ASTD Northeast Oklahoma Chapter

Meeting Notes February 2, 2010

Location: TU

Present:	Absent:
Linda Adlof	Pauline Harris
Kelly Riggs	Colette Grayson
Andrew Griffith (via phone)	
Walt Hansmann	
Stacy Boone	
Sue Madden	
Juli Couch-Johnstone (via phone)	
Chris Woodard	
Sam Dutro (via phone)	
Myra Fanning	
Kara Jones	
Lindsay Plott-Buckner	

Treasurer – Sam Dutro (via phone)

- Discussion of 2009 budget vs. 2010 budget. Request that all committees submit their 2010 budgets, including special events budget. Need to confirm \$1K joint effort (both OK chapters); payment to Komen and the fact that we have not committed a donation to Junior Achievement.
- Suggested that we have a separate account under the Awards Banquet for income and expenses. Suggested a price of \$35/ticket for the banquet. The amount proposed for the banquet was \$3,320.00. This includes: Advertising, DJ, corsages/boutonnieres, trophy (apple glass trophy), certificates for nominees, award prizes, guest tickets, video, and location expenses (if any).
- All board member National Dues have been paid

Membership (Insurance) – Walt Hansmann

- Walt has received one quote – approximately \$1150 - \$1200.
- It was noted that in 2007, the board at that time had approved securing insurance for the board. The approved budget amount was \$1200.
- Discussion of various insurance options (INC or Non-profit, general liability insurance, standard liability, officers/directors insurance, annual fee, etc.)
- Information still pending, but all agreed that it is needed and would like to proceed with purchase. Therefore, motion to table decision until next meeting. Moved by Walt; 2nd by Stacy.
- All board members are requested to read the By Laws by next meeting.

NORE – Linda Adlof, President

- NORE defined as National Operating Requirements defined as the answer of National and expectations for what National can do for Chapters.
- Discussion/comments regarding conference call with Nationals. We still need to sign the NORE agreement. What happens if we do not sign? We would lose all monies, rights, etc. Still concern that Nationals has not committed to their responsibility (measureable responsibilities). Basically, Nationals is tightening up regulations for all.
- Motion to approve – Walt moved; 2nd by Karen. We will ask for new/revised document.
- Nationals offered to do webinar on money available thru workforce
- Branding our logo question was addressed. We can not trademark our NEOK material; everything belongs to Nationals.

Marketing – Lindsay Plott-Buckner

- Proposed budget amount of \$1500, which would include:

- Folders printed with logo to distribute to top (10) supporters
- Materials that are chapter specific
- Adding a personal story
- Photos, video of members/board members
- Valuable organization information
- Lindsay will have a sample logo for us to review next meeting.
- She would like to take advantage of local press releases (Chamber of Commerce, Business Journal, etc.)

Communications – Kara Jones

- Proposed to remove Philbrook photo from website
- Remove website off portal – discussion. Kara and Lindsay will inquire further.
- Discussion of location to store NEOK documents. Perhaps acquire URL for our website. Further discussion at next meeting.

Treasurer, Sam Dutro

- Discussion of Survey Results was postponed in the interest of time.
- Applications for ASTD National Memberships for Board Members were distributed, completed and collected.
- Proposal to give \$100 Gift Card to Cathy Criswell, Chief Auditor for City of Tulsa, as token of appreciation for voluntarily providing our external audit. Motion carried.

Programs, Kelly Riggs

February	“Got Trust? The Key to Giving 100%”	Mary Butler, Co-Founder of Learning Unlimited
March	Bottom line Business Relationships: Network Your Way to an Indispensable Role in Your Company”	Carrie Smith, NWA ASTD Past Pres.
April	“Managing the 7 Difficult Personalities in the Workplace: A Practical Approach to Confronting Difficult People”	Maxie Carpenter
May	“Motivating Without Money: (No Cost) Steps for Dramatically Improving Performance and Morale!”	Kristine Sexter
June	Character First! (no specific title sent yet)	Rodney Ray and Michelle Dempster (City of Owasso)
July		Steve Laswell (pending)

- Discussion of having Brian for State Conference on Oct 13-14
- Should we have a meeting Oct 8th? – Not everyone will attend the State Conference
- No meeting in December

Other Discussion:

- Proposal to have a noon (11:30) board meeting at an eatery. Suggested Marie Callendars for March – May. Linda will check into location and notify the board.

Motion to adjourn at 7:05p. Moved by Kelly; 2nd by Chris.

Minutes submitted by Myra Fanning (in Colette’s absence) 3/1/10