



In attendance	Derree Braswell, Director Alison Cruess, VP IT Tina Echeverry, VP Professional Development Marilyn Feldstein, VP CMSIG Ida Gropper, President Linda Hasselbach, VP Finance Jennifer Jamison, VP Membership Linda Davis O'Connell, VP Sponsorships Lynne Orr-Holley, VP eSIG Sue Raffensperger, Past President Laura Steigelman, VP Member Involvement Paul Stromberg, Administrator Rachel Stromberg, Director Robert Zinsser, President-Elect Casey Gibson, VP Public Relations Tom Speer, VP Programs (On Speaker)
Absent	
Begin	PM 6:20PM
End	PM 8:05PM

AGENDA ITEM	DETAILS	FOLLOW-UP
Ida Gropper President	<ul style="list-style-type: none"> - Ida called the meeting to order and asked everyone to review the January minutes. - A motion was made to approve the minutes by Marilyn Feldstein, seconded by Robert Zinsser. There was a correction stating that Tom Speer was to send out the installation script to the Board members. - It was also acknowledged that the \$1,200 that will be given to Kuhlman is for his travel fee and that he is not charging a fee to do the event. He will accept a 25% split of the proceeds. - The minutes were approved after the amendments. 	<ul style="list-style-type: none"> - Each Board member must submit dashboards before the agenda items are due.
Alison Cruess VP IT	<ul style="list-style-type: none"> - Alison thanked everyone for evaluating Hyper Office and Egnyte. - Problem: sharing and storing files. - Egnyte was eliminated based on feedback from survey distributed to Board. - Wild Apricot will continue to be used. However, it is not designed for file storage. - Hyper Office will enable the Board to be more productive, which Alison believes will have direct impact on our membership. The less time the Board spends on administration, the more time can be 	<ul style="list-style-type: none"> - Alison will check to see if there is a discount for additional years when using Hyper Office. - Alison will check to see if there is a discount for additional years when using Hyper Office. - Alison will develop an implementation plan for Hyper Office.

	<p>devoted to improving membership engagement.</p> <ul style="list-style-type: none"> - Alison made a motion to request the approval for the amount of \$1,600 to be added to the 2012 budget for a Hyper Office annual license. - Rachel asked why we have not explored any free options. Alison said that she has looked into several free options, but they did not meet our established requirements. - Paul asked if the initial commitment had to be for a full year. Alison said she was not sure; the vendor did not mention it, but she would find out. - Motion for the Hyper Office software was passed: In Favor: 11; Opposed 4. 	
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Lynn Orr-Holley VP eSIG	<ul style="list-style-type: none"> - Lynn informed the BOB members that everything will be electronic at the Tom Kuhlman event. - Tom Kuhlmann is bringing David Anderson with him to the event. - Tom will get 8% of the profits; we want to split whatever is fair. - Registration will be done through ASTD website. - Non-members are being invited to the events. 	<ul style="list-style-type: none"> - Lynn is checking with other chapters on pricing. - Lynn is still waiting on the details for the Jam session.
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Linda O'Connell VP Sponsorship	<ul style="list-style-type: none"> - Linda will revisit the program that is already in place - There is \$5,250 in kind sponsorship from University of Phoenix - It's time to start working on the Big Event - Linda asked the Board to offer some leads on sponsors. She showed six ways in which a business could be a sponsor: Newsletter (Ad), Website (Logo), eSIG, CMSIG, Big Event, and Chapter Events. - The BOARD offered some suggestions for sponsors. - We received \$1,100 cash sponsorships last year. 	<ul style="list-style-type: none"> - Linda is working on the marketing brochure. She is asking for feedback at the next meeting. - Linda asked everyone to think of some more sponsors and to let her know.
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Linda Hasselbach VP Finance	<ul style="list-style-type: none"> - Linda reported the income for January as: Income \$3,106.06, Expense \$2,688.68 Net \$ 417.38. - There is \$70,228.36 in bank account. - An infrastructure needs to be put in place for the budget. 	<ul style="list-style-type: none"> - Linda said that a budget should be put in place by March.
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Jennifer Jamison VP Membership	<ul style="list-style-type: none"> - Currently there are 288 members; current power of 2 is 87, CORE compliance 30%. - There were 4 new members within 30 days. - Free trail is getting underway. - She needs people to help with the call campaign. She will have a script and the callers will be given a list of names. Each caller will have at least 5 people to call. 	<ul style="list-style-type: none"> - Jennifer reported that the agenda will be out by Friday. The Board has until March 12th to respond. - Jennifer will send out a launch email of all the call listings by Friday or Monday.
Laura Steigelman VP Member Involvement	<ul style="list-style-type: none"> - Laura needs more interaction. - She asked if everyone was fully staffed. There is a form that needs to be filled out if anyone needs member involvement. - Laura asked for each department to pull their spot off the website if it has been filled. 	<ul style="list-style-type: none"> - Laura will send an email reminder. - Member Involvement is having a new member orientation on March 1st.
Open Discussion	<ul style="list-style-type: none"> - There is a new member on the Membership Committee. - Derree is keeping everyone on track with her project. - Alison reported that IT has one new committee member. They have almost every position filled. 	
<p>Respectfully submitted, Karen L. Baker Recording Secretary February 20, 2012 Amended March 14, 2012</p>		