

Minutes of the ASTD Northeast Oklahoma Chapter Board Meeting

Friday, November 7, 2014

12:00 p.m. to 2:00 p.m.

This meeting was held at the Charlie Mitchell's Modern Pub Small Meeting Room.

Check-in

President Steve asked each board member to check in with their word for the day. Together we recited the commitment statement.

Call to Order

President Steve Laswell called the meeting to order at 12:14 p.m.

Roll Call

Steve Laswell, President

Skip Eller, President Elect

Tracey Warland-Panhoffer, Treasurer

Stacy Boone, CPLP, VP of Programming

Shane Norrid, VP of Special Programs; VP of Marketing & Communications

Launa Marcom, VP of Accommodations

Russ Knight, VP of Marketing and Communications

Walt Hansmann, CPLP, Secretary

Amy Barnes, Director of Awards & Recognition

Larry Straining, CPLP, Director of Digital Media

Absent:

Chris Woodard, Past President

Susan McMurray, Director of Special Interest Groups

Ten of 12 board members were present. A quorum has been established.

Approval of the Agenda

Walt moved, Amy seconded approval of the agenda. There was no discussion. MOTION CARRIED.

Approval of the Minutes

Amy moved, Larry seconded approval of the Board of Directors Meeting minutes from the September 5, 2014 minutes. A minor correction was made, adding CPLP to the names of the board members who are CPLPs. MOTION CARRIED.

Treasurer's Report

Tracey reported we have \$4,628.70 in checking and \$3,304.72 in savings. Tracey distributed historical budget information side-by-side with the 2014 budget to provide a perspective. This information will be helpful in preparing the 2015 budget. Tracey is working to move the accounts from BOK to a new bank. She reported she is working to update the PayPal account, as it is in Sam Dutro's name, and we also need to change the account from NEOK ATSD to ATD Tulsa.

Old Business

- a. **Awards** - Skip moved, Tracey seconded, to allocate up to \$1,500 for awards. Amy reported the awards celebration will be in January 2015 to avoid the 2014 Holiday season. Amy will work with Walt to update the forms and the website. MOTION CARRIED.

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New Business

- a. **Gratitude** - Steve thanked the Board members for their commitment and service this year.
- b. **Board Reports** - Each board member gave a quick update on their area and ongoing projects.
- c. **Finances** – Tracey and Skip explained the difficulty the chapter has encountered using BOK for chapter banking. They recommend moving the accounts to Arvest. Tracey is empowered to make the changes and have the appropriate officers added as signatories. There was a discussion about the ability to accept credit/debit cards via mobile app. PayPal has a solution with fees. Square has a solution with fees. Arvest may have a no-fee solution. The chapter has eaten all fees for transactions, and now finds itself in break-even or loss positions on fees. The 2015 Board will address future fees and solutions.
- d. **2015 Board Retreat** - Skip asked candidates for the 2015 Board to set aside Saturday, January 24 for the Board retreat. Saturday, January 31 is the back-up date.
- e. **ALC** – Skip, Larry and Walt gave a quick synopsis of the 2014 ALC. Skip will recommend that the 2015 budget include funding for the President-Elect and VP of Programming to attend the 2015 ALC.
- f. **Elections Committee** – Skip reported that there are two positions for which no one was nominated: VP of Marketing and VP of Digital Media. All of the remaining VP and Director positions have a single candidate nominated. For President-Elect, there are two candidates: Larry Straining, CPLP, and Shane Norrid. Each President-Elect candidate will be given 5- minutes to speak at the November 14 elections meeting. Skip will provide ballots and have candidate profiles for members at the meeting.
- g. **November Meeting** – Skip and Stacy reported on the details of the November 14 meeting. They asked that the website and upcoming BLASTS include parking instructions for Lexus of Tulsa.

Adjournment

Launa moved, Russ seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:47 p.m.

Respectfully submitted by Walt Hansmann