

## Minutes of the ASTD Northeast Oklahoma Chapter Board Meeting

Friday, May 2, 2014

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

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

### Call to Order

President Steve Laswell called the meeting to order at 12:29 p.m.

### Roll Call

Steve Laswell, President  
Skip Eller, President Elect  
Chris Woodard, Past President  
Tracey Warland-Panhoffer, Treasurer  
Stacy Boone, VP of Programming  
Hannah Staub, VP of Membership  
Launa Marcom, VP of Accommodations  
Melanie Ciupak, VP of Marketing & Communications  
Walt Hansmann, Secretary  
Amy Barnes, Director of Awards & Recognition  
Susan McMurray, Director of Special Interest Groups

### Absent:

Shane Norrid, VP of Special Programs  
Larry Straining, Director of Digital Media

Eleven of 13 board members were present. A quorum has been established.

### Approval of Minutes of Previous Meetings

April 4, 2014 Board Meeting Minutes – Skip moved, Tracey seconded approval of the minutes of the April 4, 2014 Board Meeting. There was no discussion. Motion CARRIED.

### Treasurer's Report

Tracey reported the corporation has a total balance of \$6,462. There are some accounts receivable and accounts payable.

### Old Business

- a. **Reports.** Board members reported on their primary areas of focus, and reported plans and actions to the board.
- b. **Jim Stovall Event.** The event went very well. ORU is a great facility. Registration was less than expected. Financially it looks to be a break even.
- c. **Policies and Procedures Committee.** Skip reported the Policies and Procedures committee had met and made good progress. Assignments were given. The next meeting is 6:30 p.m. on May 19 at Cosmo Café.
- d. **Marketing Name.** Skip moved, Launa seconded to use ASTD NEOK as our name for marketing consistency. Discussion followed. This includes using ASTD NEOK on the chapter web site; chapter communications; and social media sites/outlets. **MOTION CARRIED.**
- e. **Training Design Basics Special Program.** Chris asked if Walt or Stacy would pick up two copies of the Training Design Basics book while at ICE. Walt will secure the books.

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**New Business**

- a. **Resignation.** Walt moved, Melanie seconded to accept the resignation of Hannah Staub as VP of Membership effective May 16, 2014. Discussion followed. **MOTION CARRIED.**
- b. **Appointment.** Skip moved, Amy seconded appointment of Shane Norrid as VP of Membership. Discussion followed. Since Special Programs is now part of Programs, Shane's portfolio no longer exists. Moving him into the position vacated by Hannah speeds the transition. **MOTION CARRIED.**

**Adjournment**

Skip moved, Walt seconded adjournment. **MOTION CARRIED.**

The meeting was adjourned at 2:05 p.m.

Respectfully submitted by Walt Hansmann