

Minutes of the ASTD Northeast Oklahoma Chapter Board Meeting

Friday, September 5, 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 12:25 p.m.

Roll Call

Steve Laswell, President

Skip Eller, President Elect

Chris Woodard, Past President

Tracey Warland-Panhoffer, Treasurer

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

Walt Hansmann, CPLP, Secretary

Amy Barnes, Director of Awards & Recognition

Larry Straining, CPLP, Director of Digital Media

Susan McMurray, Director of Special Interest Groups

Absent:

Stacy Boone, CPLP, VP of Programming

Launa Marcom, VP of Accommodations

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

Approval of the Agenda

Tracey 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 July 11, 2014; July 18, 2014; August 1, 2014; and August 8, 2014 meetings. A minor correction was made to the August 8, 2014 minutes. MOTION CARRIED.

Treasurer's Report

Tracey distributed a budget report. She reported we have \$4,200 in checking and \$3,300 in savings.

Old Business

- a. Walt moved, Amy seconded acceptance of the resignation of Melanie Ciupak. There was no discussion. MOTION CARRIED.
- b. Skip moved, Tracey seconded to appoint Russ Knight as VP of Marketing and Communications. There was discussion about communications, e-mail blasts, and web site updates. MOTION CARRIED.

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New Business

- a. **Member Survey** – There was discussion about the member survey questions. Skip will revise and re-send the survey to the board for review.
- b. **Elections Committee** – Skip reported the committee members were in place and communications were to be sent to members.
- c. **Membership Calls** – Shane reported on the membership telephone calls to be made by board members to individual members.
- d. **State Conference** – Shane reported on the upcoming State Conference in Oklahoma City.
- e. **SIGS** – Susan reported on the Student Group. Based on input from member, Susan suggested future SIGS on succession planning and eLearning.
- f. **Training Design Basics** – Chris reported the class was a success and netted the chapter a profit.
- g. **CORE** – Chris reported that CORE submissions would be coming up in January and he is coordinating the submission.
- h. **Name Change** – Walt reported the progress on the name change from Northeast Oklahoma Chapter of ASTD to ATD Tulsa.
- i. **Awards and Gala** – Amy reported the awards gala would be moved into early 2015. Forms are being updated.
- j. **Digital Media** – Larry reported that the logos and names on the social media accounts would be updated to reflect ATD Tulsa.

Adjournment

The meeting was adjourned at 2:03 p.m.

Respectfully submitted by Walt Hansmann