



BOARD MEETING MINUTES

Date: August 12, 2008
Location: The Ground Round - Maumee
In Attendance: Lisa Behrendt, Dave Hyslop, Lynn Kampfner, Vickie Leeming, Bob Sullivan, Courtney Tolson
Absent: Sharon Pruetter, Michelle Tambor, Joan Pisanti

→ ACTION ITEMS:

- Determine agenda and location of retreat for September 10 – LISA
- Obtain speaker for September 24 meeting - LYNN
- Finalize program schedule for remainder of year – BOB and DAVE
- Determine options for June 2009 meeting - BOB and DAVE
- Review membership lists for prospective members - ALL BOARD MEMBERS
- Communicate with TAHRA on having joint program - LYNN

President's Report

- Welcome and introduction of board members
- Review of chapter mission and purpose/board member responsibilities
- Establishment of future board meeting dates:
 - October 8 - 7:00 a.m. April 15, 2009 - 5:00 p.m.
 - December 10 – 5:00 p.m. June 10, 2009 - 7:00 a.m.
 - February 11, 2009 – 7:00 a.m.
- Board Retreat: tentatively scheduled for September 10 at 4:00 p.m.
- Suggestion for upcoming board meetings: limit to 1 ½ hours; have all members submit summary report two days before meeting; Lisa will distribute summaries with agenda

Program

- Future program dates:
 - September 24 - 7:30 a.m. March 18, 2009 - 4:00 p. m.
 - November 19 - 4:00 p.m. May 20, 2009 - 7:30 p.m.
 - January 21, 2009 - 7:30 a.m.

- Meetings are currently scheduled to be held at Brandywine Country Club
- Bob will investigate possibility of using Hilton Garden Inn at Levis Commons
- Bob and Dave will meet to review program
- Lynn will follow up on speaker for September program
- Bob and Dave will obtain speaker gifts for first two meetings
- Program box was given to Bob

Finance Report

- Current financial statement was shared with board members
- Budgetary review will be held at September retreat
- Decision was made to not roll over CD coming due in August

Marketing Report

- Marketing strategies will be discussed at September retreat

Membership Report

- Vickie distributed information on current and past members; asked board members to review and determine possible new members

Other Items

- ASTD Leadership Conference scheduled for October 31-November 1; need to determine board members wishing to attend

Next Meeting:

Retreat: Wednesday, September 10 at 4:00 p.m; location to be announced

BOARD MEETING MINUTES

Date: October 8, 2008
Location: Café Marie - Maumee
In Attendance: Lisa Behrendt, Lynn Kampf, Vickie Leeming, Sharon Pruetter, Bob Sullivan, Michelle Tambor, Courtney Tolson
Absent: Dave Hyslop

→ ACTION ITEMS:

- Update 2008-09 GTAC-ASTD goals (see below) - LISA
- Update budget to pull members (who paid for meetings/dues) – SHARON
- Develop a separate excel sheet for meeting income/expenses – SHARON
- Put \$4,000 in promotional rate CD
- Talk with Dave about food/equipment costs for meetings – BOB
- Do an e blast regarding the scholarship opportunities – VICKIE
- Send scholarship information to Bob and Dave – COURTNEY
- Preview the scholarship applications before the next Board meeting – COURTNEY/LISA
- Look into CHAMPS and report out at next Board meeting - VICKIE
- Send everything regarding the November program meeting to Michelle – MICHELLE
- Convert program flyer to PDF and send to Lisa – VICKIE
- Update marketing goals (see below) – MICHELLE
- Talk to Joan about getting all guest's names to Lisa – VICKIE
- Rework membership sign in sheet (Lisa sends original) – SHARON
- Put together a first draft of a member survey – VICKIE/MICHELLE
- Put Michelle on the program agenda at the Nov. meeting to discuss marketing - LISA

→ FUTURE AGENDA ITEMS:

- Discuss a new pay structure for program meetings
- Look into giving a membership discount for National ASTD members

President's Report

- Approval of August Board minutes
- Review of chapter goals (changes include)
 - Change membership goal to 60 members
 - Make goal #4 (membership value) more specific by putting in the survey
 - Add goal of developing a new member orientation
 - Put in a statement that we want to break even on program meetings
- The new goals were approved by Lisa and seconded by Lynn

Finance Report

- The 2008-09 budget was reviewed by the Board
 - Sharon is going to isolate the members who pre-paid for programs and move program monies to that line item
 - Sharon is going to put together a separate meeting expense/income report
- The budget was approved by Lisa and seconded by Michelle
- The Board voted to put \$4,000 into a CD.

Scholarship Report

- Courtney has sent the scholarship information to UT, BGSU, Lourdes, Findlay College, and it is on our website
- Vickie is going to do an e blast
- Lisa/Courtney will review the applications and present the top candidates to the Board at the December meeting

Marketing Report

- The marketing plan was review by the Board – changes include:
 - Pull out the Blade for our marketing activities
 - Pull out the membership brochure – it is completed
 - Pull out partnering with GLODN
 - Get a process for getting (and following up) with guests
- The guest promotion will take place at the November meeting
- The student promotion will take place at the January meeting
- Our goal is to get the member survey out by the end of the year

Program Report

- A motion was made to give those working the check-in table ½ price on meeting. Motion seconded and approved by board.

Membership Report

- Zip drives ordered
- 40 new members to date

Next Meeting: December 10, 2008, 5:00 to 7:00 pm, Maumee Library

GTAC-ASTD BOARD MINUTES

Date: December 10, 2008
Location: Maumee Public Library
In Attendance: Lisa Behrendt, Dave Hyslop, Lynn Kampfer, Vickie Leeming, Bob Sullivan, Courtney Tolson, Sharon Prueter, Michelle Tambor

→ ACTION ITEMS:

- **CORE Report - LISA**
- **Award Scholarship at January meeting - COURTNEY**
- **Share membership satisfaction survey results - MICHELLE**
- **Develop mentoring plan - DAVE**
- **Review membership lists for prospective members - ALL BOARD MEMBERS**

The meeting commenced at 5:00 p.m. and discussion covered the following areas:

Core Requirements

- Submission of CORE report is due on January 31, 2009
- Lisa will coordinate our chapter's summary

Scholarships

- Courtney announced selection of scholarship – Brenda McKinley, Graduate Student, BGSU
- Award (\$500) will be given at January 21 meeting
- Information on award recipient will be published in next newsletter and on website

Results of Survey

- Michelle reviewed results of membership survey; received responses from 38 individuals
- Results will be shared at January 21 program
- Board members will review results; Program Committee to review data on program topics

Program Planning

- Evaluation results for November 19 program were reviewed; results indicate high level of satisfaction on program; few concerns on room arrangements
- Programs for January, March and May 2009 were reviewed--all will be held at Brandywine
- Reviewed meeting time management--need to keep presentation limited to 30 minutes with Q&A limited to 10-15 minutes
- Discussion was held on combining Marketing and Program Planning Committees--no action taken

Review of ASTD Leadership Conference

- Dave attended Leadership Conference held in October and shared summary of conference with board
- Information was shared on mentoring plans used by other chapters; Dave will develop plan to have mentoring program

Financial Update

- Sharon shared updated budget and financial summary information

Membership Report

- Vickie distributed membership update; have 44 paid members at this time

Next Meeting – Scheduled for 7:00 a.m. February 11, 2009, Café Marie, Dussel Drive, Maumee



GTAC-ASTD BOARD MINUTES

Date: February 11, 2009
Location: Scrambler Marie, Maumee
In Attendance: Lisa Behrendt, Dave Hyslop, Lynn Kampfer, Vickie Leeming, Bob Sullivan, Courtney Tolson, Michelle Tambor

→ ACTION ITEMS:

- **Website update - LISA**
- **Conference Call – March 11 – Lisa/Sharon**
- **Coordinate scholarship award - Courtney**
- **Review mentoring plan - DAVE**
- **Review membership lists for prospective members - ALL BOARD MEMBERS**
- **Review pricing structure for future meetings - BOARD**

The meeting commenced at 7:00 a.m. and discussion covered the following areas:

Core Requirements

- CORE report was submitted on January 31, 2009

Website

- Mary Ellen Albritton will be contacted for assistance
- ASTD can provide assistance; Lisa will follow up with our chapter coach

Scholarships

- No applications were received for February deadline
- New deadline will be communicated on website

Program Planning

- Evaluation results for January 21 program were reviewed; results indicate high level of satisfaction on program.
- Programs for March and May 2009 were reviewed--all will be held at Brandywine.

Financial Update

- Sharon submitted financial update for our review; no actions taken.

Membership Report

- Vickie reported membership directory will be completed and shared with members at March meeting.
- Motion was made and passed to give directory at meetings and not mailed to members.

Next Meeting – Conference call scheduled for 7:30 a.m. March 11, 2009



GTAC-ASTD BOARD MINUTES

Date: March 11, 2009
Location: Conference Call
In Attendance: Lisa Behrendt, Dave Hyslop, Lynn Kampfer, Vickie Leeming, Bob Sullivan, Courtney Tolson, Sharon Pruetter

→ ACTION ITEMS:

- **Mentoring program implementation - DAVE**
- **Scholarship update - COURTNEY**
- **Board succession planning – LISA**

The meeting/conference call commenced at 7:30 a.m. and discussion covered the following areas:

Scholarship

- Courtney will prepare new scholarship form.
- Deadline date for applications is May 1; award will be given at May 20 meeting.

Mentoring Program

- Dave provided information on proposed mentoring program. Program will be initiated at beginning of 2009-2010 program year.
- Lynn volunteered to help as needed.
- Dave will prepare summary of mentoring program and share with membership.

Officers for 2009-2010

- Lisa provided information on board positions/openings for upcoming year. She will coordinate process to determine interests of current members to continue serving; results will be discussed at April board meeting.
- Election for new members will be conducted in July 2009.

Next meeting – scheduled for 5:00 p.m., April 15, 2009, at Maumee Library



GTAC-ASTD BOARD MINUTES

Date: April 15, 2009
Location: Maumee Library
In Attendance: Lisa Behrendt, Dave Hyslop, Vickie Leeming, Sharon Prueter, Bob Sullivan, Courtney Tolson
Absent: Michelle Tambor

→ ACTION ITEMS:

- **CD Renewal – Motion made and passed to renew CD for 11 months - SHARON**
- **Location for June Board Meeting – LISA**
- **Send list of guest from last meeting to Lisa - VICKIE**
- **Coordinate scholarship award - COURTNEY**
- **Develop mentoring plan - DAVE**
- **Coordinate completion of audit - SHARON**
- **Determine requirements to file tax return – SHARON/VICKIE**
- **Call Juanita Kesler about board position – DONE**
- **Call Scott Lockhart about board position – LISA**
- **Contact John Klozinski about co-chair for membership – DONE**
- **Think about membership dues structure for next year – ALL BOARD**

The meeting commenced at 5:00 p.m. and discussion covered the following areas:

Core Requirements

- Chapter received a passing score on CORE report!!
- Vickie will e-mail a summary of guest from last meeting. Board needs to follow-up.

June Board meeting

- Meeting will be held from 5:30 p.m. to 7:30 p.m. Lisa will check on location—possibly Pepper Corn restaurant in Perrysburg.
- Will be dinner meeting.

Scholarship

- No applications have yet been received. If applications are received and nominee accepted, award will be given at May meeting.
- The Employers' Association made a contribution of \$150 toward the scholarship fund for this year.
- One \$500 scholarship will be given out and a "2nd Place" check of \$150 will be given out. The \$150 will be announced as a contribution from the EA.

Board Members for 2009-2010 year

- Lisa will continue to communicate to members regarding open board positions.

University of Toledo Leadership Conference

- UT will be sponsoring a half-day leadership conference on September 22, 2009. We have been asked to sponsor an event and share in the financial support of this event, which will give our organization the opportunity to promote the chapter and develop membership.
- Lisa moved to provide sponsorship support for \$1,000; Courtney seconded the motion, and the motion was passed.

Financial Update

- \$5,000 CD matured on 4/23 and board voted to roll the money into an 11 mo CD.
- Sharon reported that audit will need to be completed at end of this operating year. She will follow up on selecting individual to complete audit.
- Discussion was held on the requirement to file tax return. Sharon and Vickie will follow-up on this item.

Membership Development

- Discussion was held on the need to send follow-up communication to all visitors at our program meetings. Vickie will coordinate sending follow up information to visitors from our most recent meeting.
- Current membership count is 47.

Next Meeting – Wednesday, June 10, 2009; location to be announced.