



Summary of 03-05-09 Board of Directors Meeting

Attendees: Robin Moriates
Kathy Sherwood
Vince Giambalvo – liaison to SHRM
Mike Giambra – co chair of Executive breakfast
Scott Cohen
Hania Qubein
Jack Appleman
Shellye Young
Debra Hamilton
Diane Brescher
Meg Paradise
Rich Silkes
Pam Sammarco
Ed Parkin

Meeting Location: Scotwork Office

Meeting Start: 6:35 PM

Discussion Points and Action Items:

Scott –

Special thanks to Scot Work and Marty Finkle for setting us up with a great caterer and a terrific facility.

Quick introductions.

Scott thanks us for our hard work.

Diane Eade passed away this week. She played a large part of building a foundation for our web presence. She will be missed by all. She was an inspiration for all of us – let's be nice to one another.

The board discussed ways we can honor her? Perhaps list her on our website for a few weeks. Perhaps name an award after her?

Jack will send the board Diane's memoriam.

ACTION ITEM:

If we have any accolades regarding Diane Eade – forward them to Scott by Friday, March 13th so this can be included.

ICE – please let Scott know if you plan on going. Board members get \$ 200 off if you register before March 21 2009. Megan from NY chapter will be able to include you in their group discount. Email both Scott and Jack if interested.

Debra:

Press Kits are now available. They include information about the chapter for us to use as members.

New membership application to bring to meetings is redesigned. These are on a pad – with a rip off tear off for ease.

Where it makes sense, depending on our board position we should get a press kit which includes print materials, etc. Materials will be put in a tote bag. We are currently seeking a co sponsor and to give as gift to our speakers.

Goal is when there is a monthly meeting or a workshop that at least one Board member will be there for supplies.

Brochures are new. They look great

ACTION ITEM

Debra to send us the NNJ ASTD communication materials electronically.

If any of us know of a company that may be interested in branding with us...let Debra know.

Mike:

Executive Breakfast is Thursday, April 23rd at Toys R Us. Speaker is Gary Jusela. Former CLO from Home Depot, Lucent Technology, VP at Boeing. Started at University of Michigan worked with GM. MS in Organizational Development PHD in org devel from Yale. Partner at Mercer. The session is called Radical learning – and leadership building. Real jobs in a real economy.

Room holds 80 people. Cost is \$35.00

Advisory Council - Next advisory council meeting will bring their counter part from the HR side. This will build more of team camaraderie between them.

Shellye:

The committee budget worksheet is sent. The last column is the approved budget from last year. The actual is what I could figure out that we spent.

The problem with the top sheet the bookkeeper gave us is how do we designate income to the different committees? We discussed monthly figures and how much we took in and then we deduct the expenses. Income is a problem as it all comes in lumped together through the computer as it is through a credit card. Expenses per month and it will come up with expense per committee.

NNJ ASTD grossed 1400 profit for 2008. The budget should be posted on the web

If you need to be reimbursed a check request form needs to be filled out with the receipts. Shellye handed this out. It needs to get to Shellye in timely fashion as she needs to send it to a bookkeeper and then back to Shellye who mails it to you. Should you have questions or need assistance, contact Shellye.

Shellye is also wants to see quarterly updates and budget updates at our meetings

ACTION ITEMS:

Each committee who brings in money should be keeping track of each event so we will be able to quarterly designate something to each person. Therefore, go through what events you are planning, by months, by what you expect to be the expenses and what you think the income may be. Send to Shellye and Scott who will put in an aggregate for the entire year -- due Friday March 13th as by the end of the month it will be completed.

Diane:

A special thanks to Meg for volunteering to take the rest of the meeting minutes as I had to leave.

Scott:

We see lots of fervor and energy from board members; however, we want to use board meetings for team building.

It was suggested that future board meetings – we start to eat at 5:30; start board meeting at 6pm.

Jack said some people are overburdened, and Pam got a lot of new volunteers

Karen needs help with chapter meetings. The last chapter meeting was a great success. Meg offered to assist Karen with chapter meetings and she will call Karen this week and offer help. Pam will get volunteers for Karen. Pam is 'clearinghouse' for volunteers.

Duties of VP's include: liaison with finance, hotel, alignment with other VP's, provide information for event, recruit volunteers.

VP's should call Pam if you need volunteers. VP is required to build team, part of grooming someone for the role of VP. VP's coach volunteers.

When we invite someone to speak we should send them a 'speaker form.' Kathy, Meg and Karen should meet and discuss speakers. We need to have speaker's bureau. Meg suggested speakers' bureau awhile ago. Meg developed template for all potential speakers to fill out.

Communications and Marketing need to support each other: Press release, town proclamations, and post cards. Develop promotions, list management, article in local papers, coop universities.

Debra said we need to focus on database first. We need to put money into database e.g. we need labels for mailings. Database needs to be cleaned up. For example, many names are missing addresses.

SHRM has a paid administrator for database. We will consider for future. Hania is working with Theresa.

Ed Parkin needs help. Ed is looking for volunteers. Rich Russell possibility?

2 Purposes for meet tonight: 'wrestle alligators, drain swamp'
#1 priority is to "Build your committees, build strength."

ACTION ITEM:

Send volunteer names to Pam, Diane, and Scott. Pam has not been able to get volunteers for Debra. Debra looking to hire 1 more person. Will say more on 26th.

Meg: We are in triage mode- we need to focus on helping Karen.

Beginning with this past month's meeting – members talk about themselves – for example, Pam talked about herself at chapter meeting. Good time to talk about volunteer opportunities.

Ed backs up database on daily basis. We capture emails, not full addresses.

Debra: we have 250 trifolds. Debra will print more at Ricoh.

Members of the month: Debra Hamilton, Jennifer Melito

At Next meeting we'll announce 3 'members of the month':

- Debra Hamilton, Meg Paradise, Jennifer Melito were suggested.
- Since Jennifer Melito is not a member, her name is off list. Jennifer will get 'special recognition.'
- Meg suggested that Jack Paluszek from More Trench and Tom McLaughlin from Ricoh be nominated.
- Debra, Jack, and Tom are nominated as 'members of month'.

Next Meeting – Thursday, June 11 at 5:00 PM

Meeting Adjourned –