

**ASTDNM Board of Directors Meeting  
March 16, 2007**

Location: UNM Continuing Education

Board Members Present: Jim Hughes, Leah Kier, Marianela Gish, Lindsay Robinson, David Civetti, Dan Valles

Other Members Present: Susann Nutter

Meeting called to order at: 2:15pm

Existence of a quorum: **Yes**

TOPIC	DISCUSSION
<b>As developed in our December 17, 2005 Strategic Planning Meeting</b>	<p><i>Ground Rules for group processing:</i></p> <ul style="list-style-type: none"> <li><i>Be respectful</i></li> <li><i>Use consensus model for decision making</i></li> <li><i>Stay on time/on topic</i></li> <li><i>Learn from the past</i></li> <li><i>Beyond today: support each other to complete tasks</i></li> <li><i>Focus on the future</i></li> </ul>
<b>Purpose of meeting and Desired Outcome</b>	<p>Purpose/Objectives:</p> <ul style="list-style-type: none"> <li>▪ Complete the items in the agenda in the time allotted</li> <li>▪ Review last month's meeting minutes</li> <li>▪ Discuss CVENT partnership</li> <li>▪ Discuss local chapter dues raises</li> <li>▪ Board positions updates</li> <li>▪ Review board positions</li> <li>▪ Yahoo training</li> </ul> <p>Desired Outcome: To cover the agenda and adjourn by 4:00pm</p>

Continue on next page

TOPIC	DISCUSSION	OUTCOME
<p><b>2:15 pm.</b> <b>Meeting call to order</b></p>	<p>Review agenda.</p> <p>To amend the minutes to reflect that Dan recommended separate accounts for CVENT.</p>	<p>This will be approved on line</p>
<p><b>President's Report</b></p>	<p><b>CVENT</b></p> <ul style="list-style-type: none"> <li>▪ Contract with CVENT is signed. If ICF or ISPI do not hold events, ASTD can re-negotiate. Leah acknowledged both organizations for being unreasonable and workable. Contract was signed at 10:00pm. Also acknowledge the foundational work that has been done over the last couple of years. Many thanks to Stephanie Fuentes</li> </ul> <p><b>IMC Meeting</b></p> <ul style="list-style-type: none"> <li>▪ David and Diana attended the meeting and met with them afterwards.</li> <li>▪ The organization is very professional and is starting over</li> <li>▪ They are offering the certification to increase credibility</li> <li>▪ Tom Colucci will be the next president</li> </ul> <p><b>TDIT</b></p> <ul style="list-style-type: none"> <li>▪ CPLP Diana might teach classes</li> <li>▪ ASDT partner to acquire the kits for the students</li> </ul> <p><b>MPI</b></p> <ul style="list-style-type: none"> <li>▪ We will attend and have a booth</li> <li>▪ Mari and David will attend</li> </ul> <p>Motion: David moves for the board to pay attendants fees. Second: Leah</p> <p><b>Southwest Regional Chapter</b></p> <ul style="list-style-type: none"> <li>▪ Leah and Diana will attend</li> </ul> <p><b>ICF</b></p> <ul style="list-style-type: none"> <li>▪ Jean S. requesting support for their first annual event in Santa Fe on 6/8/07</li> <li>▪ The topic will be on Trust-Reina Model</li> </ul>	<p>Will follow up and explore possible relationship</p> <p>Board will pay for attendees.</p> <p>Monthly update will be provided</p> <p>Leah will ask Anna to support the event</p>
<p><b>2:55</b> <b>Financial Report</b> <b>Dan Valles</b></p>	<ul style="list-style-type: none"> <li>▪ Treasure wrote check for ISPI support</li> <li>▪ He presented reports and we average \$10,000.00 a month.</li> <li>▪ About 50% of expenses is for professional fees</li> <li>▪ No loses. It is even for the last 15 months</li> <li>▪ Will be preparing for audit and reporting requirements.</li> </ul>	<p>Leah and Dan will meet to prepare budgets for each board position</p>

Continue on next page

TOPIC	DISCUSSION	OUTCOME
<p><b>3:05</b> <b>David Civetti</b></p>	<p>CVENT These are going to be challenge and David will be the prompter. David will contact the Michigan Chapter and find out about the structure they used.</p> <ul style="list-style-type: none"> <li>▪ Data management</li> <li>▪ Regional e-list for big events. Location of primary definition, any one is welcome to prompt the prompter.</li> <li>▪ Access to ASTD database members</li> <li>▪ E-mail list send by categories</li> <li>▪ Forwarding e-mails and looking at graphics will need to be tested</li> <li>▪ Management of finances of CVENT account. Dan suggested a separate account. Compass Bank has a free business account for \$3.00 a month which includes check imaging and also a merchant provider.</li> </ul> <p>Motion: Dan, to have a separate account to be the clearing house for CVENT activities. Second: Jim</p> <p><b>Other Updates</b></p> <ul style="list-style-type: none"> <li>▪ ASTD National new portal pushed to next quarter. We can load up current content. Thanks to Diana for having information ready</li> </ul>	<p>Training for representatives is schedule 3 times a week. David will represent ASDT, Kathy Robertson for ISPI and possible Cathy Tricky for ICF</p> <p>Next week David will develop database rules for data coming in.</p> <p>Next step list has been sent to committee members</p> <p>Leah will send weekly e-mail blast until CVENT is set up and will meet with David to set up process for the blast</p>
<p><b>3:47</b> <b>Annual Conference</b> <b>Leah</b></p>	<p>Motion: David moves to approved Sharon Bowman contingent that we do not pay presenters Second: Leah</p> <p>Motion: Jim moves that conferences expenses exceeding \$500.00 be approved by the board. Second: Mari</p> <ul style="list-style-type: none"> <li>▪ Request for prizes such as Balloon Rides</li> </ul>	<p>Source documentation need to be provided to treasurer.</p> <p>Mari will ask Jonathan and Christ Liberti</p>

Continue on next page

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>OUTCOME</b>
<b>4:09 Pictures</b>	Will set up after next Board meeting at the University of Phoenix  It was mentioned that Stephanie Fuentes is moving.	Leah will Invite ISPI and ICF to come to celebrate CVENT.
<b>4:12 SF Gig Lindsay</b>	<ul style="list-style-type: none"> <li>▪ Last gathering created history wall of the organization and it was discovered that it has been people dependant.</li> <li>▪ Goals posted on the web and want to get more people involved</li> <li>▪ The experience has been like herding cats</li> <li>▪ Group will meet every 4<sup>th</sup> Friday of the month</li> </ul>	Will draft who we are in 50 words or less
<b>4:18 Alliance JIM</b>	<ul style="list-style-type: none"> <li>▪ For ISPI workshop the Alliance is accountable for Friday PM event</li> <li>▪ Building innovation, initiatives and Inspiration</li> <li>▪ Format World Cafe</li> </ul>	Volunteers needed for host table. Contact Jim or Jean S.
<b>Program 4:25</b>	<ul style="list-style-type: none"> <li>▪ Feedback on Judith</li> <li>▪ Name tags, Terry needs help with that</li> </ul>	Mari will help
<b>4:30 Yahoo Training</b>	Members welcome to stay	
<b>4:31</b>	Meeting Adjourned. Next Meeting April 20 <sup>th</sup> at 2:00pm	

Respectfully submitted by: Marianela Gish