

ASTD NM Board Meeting – 20 April 2007

Meeting called to order 2:30 pm

Leah Kier
Diana Spendlove
David Civetti
Lindsay Robinson

Santa Fe GIG Report
4th Fridays continuing
6-8 people coming
Next formal meeting June 1
May be more of a networking group than a professional group
Some have joined as members
Promote conference to them
Lindsay to start bringing back issues of TD magazine to the formal meetings
SUCCESS – Lindsay has taken this to a new level just in the first quarter of the year
Lindsay has been more consistent in communications
Bev has helped in coming up with the poster for 4th Fridays
Next goal to get people to volunteer to do things to increase vestment in the organization

Conference Report – Diana Spendlove
RFP almost ready – Sample of cover sheet distributed
Leah Boetger – putting together RFP
Julie March – had to drop because of family illness
Mary Ellen Merrigan – project direction and promotional support
David Civetti – Graphic and marketing support
Nicely defined timeline
Travel expenses clarification
Bryan's Photography problem – how to schedule his time
Idea – set up an appointment slot sheet that goes out with all packets / maybe even set up a web sign-up? / Really spell out his \$\$ potential
Only need 8 workshops – use overage for speakers or next year's conference
Diana requested some help and guidance on what the budget should be for this year's conference for meals and other items...
Last year was about \$40, but willing to go more if the quality is markedly improved

ICF Conference on June 8th – Diana Spendlove
Need two volunteers for the event from ASTD
Lindsay ?
Bev Larzelere ? See if they can, and, if so, let them go!

Cvent Report – David Civetti
See attached report
Leah & Dan suggested just making the new account our primary account and then using the established account for processing all of our Cvent payments
Motion: Contingent upon talking to Jim to confirm existing merchant account arrangements match those shown in Compass bank statement, I move that we make the new account (established this week) our primary business account and contact Cvent to use the established account for depositing all Cvent revenues from Cvent based registrations. Lindsay 2nd. Unanimous.

Financial Report – Dan Valles
Opened up 2nd account that we will now use (pending above) for operating purposes
Need to change physical address to a new one. (Dan's). Determined motion and vote not required.
See balance sheet
Check to Sandia not gone through
Still have losses because still paying last year's expenses
Terri requested a more detailed breakout for the next report to see meal expenses and other items broken out

Need to get CHAMPS address for us changed to our ASTD NM PO Box for Dan to pick up – Leah to work on
Dan to get checks from Mike – Need to let Jim know
SUCCESS – We have order in and reports on our finances!

Program – Terri Archibeque

Diana – Jim’s idea is to cancel June meeting and have a barbeque in July

Terri – currently no programs scheduled for June or July, so we could be open

Action – Cancel June and get information out on it. Post ICF meeting instead.

Set up date for July event on 7/12

Idea 1 – International Conference Reportout “Mocktail” Juice and Cheese Gathering

Garduno’s on the Green as a location? Terri to check into

Do a 5-7:30pm meeting

Blend stations and reportouts with networking (using timed connections at each table)?

NAME – Terri to work on

Current Events – Leah Kier

MPI meeting was quite a success

Mari collected giveaways for our Annual Conference

Business Cards – Leah, Dan, Diana, David

ISPI workshop was a real success – mostly Sandia folks

BOD Nametags – Blanks on order from ASTD National (Terri A.)

Conference pricing for UNM people – Leah and Diana

Diana on ICF workshop committee

Leah participating in monthly conference calls with National for Regional Support

Membership fees range from \$25-\$80

Marketing Materials – Need to get a tri-fold brochure / Will be topic of next month’s call

Performance Against Goals – Leah

How are we / What we need to improve / What are our successes

1) Core Compliant – preparing for audit and other financial options – Look at that in next meeting

Diana attending a meeting next week on awards.

2) Increased board member accountability – We are doing well here. VP of Membership?

Yahoo groups still being useful? Add Lindsay as a cc to all Yahoo Groups communication.

Include Please Respond & time frame for all Urgent Yahoo groups communications

Terri to get work address on Yahoo Groups accounts

Where do we assign the responsibility for banning group spammers?

3) Improved meeting minutes turnaround – Build in a backup for our positions

In order to proceed on this we are agreeing to a semiannual retreat – need to agree on a location for June or July.

Alliance Report – Jim Hughes

Events for each of the organizations (prior to ISPI winter workshop)

Discussing the EOY Holiday celebration

Alliance going to take it under their wing – something more dinner and dressup and maybe fund-raising opportunity

Develop professional community award systems to award individuals and companies for community achievements