

# ASTD NM BOARD MEETING MINUTES

**Month:** February Meeting

**Date:** Thursday, February 19, 2009

**Time:** 6:00 to 8:00 pm

**Place:** UNM Continuing Education South Building

**In attendance:**

Leah Boetger, Raphael Chalvarian, Mari Gish, Charlotte Hendrix, Leah Kier, Hazel Mella, Jan Ruder, Stephen Short, Diana Spendlove

**Absent:**

David Civetti, Jim Hughes, Lindsay Robinson, Dan Valles

ITEMS DISCUSSED
<p><b>Welcome, Introductions, and Agenda</b></p> <p>Leah Boetger called the first 2009 Board of Directors meeting to order. Members of 2009 Board of Directors were introduced and welcomed. The agenda was reviewed.</p>
<p><b>Approval of Minutes</b></p> <p>November Board meeting minutes were approved.</p>
<p><b>ASTD NM Board of Directors Informational Packets</b></p> <p>An informational packet was distributed to each member. Packets included ASTD Chapter Operating Requirements (CORE), ASTD Sample Chapter Leader Position Description, ASTD NM Chapter Bylaws, ASTD NM 2008 Annual Operational Plan, 2009 Strategic Planning meeting summary, 2009 ASTD NM Calendar, and 2009 ASTD NM Board of Directors contact information.</p> <p>Diana Spendlove noted that the bylaws were not current. She will send the most recent updated bylaws to Leah B.</p> <p><u>Action needed</u></p> <p>Website needs to be updated to show most current bylaws.</p>
<p><b>2009 Strategic Plan</b></p> <p>Leah Boetger led a discussion to review the summary of the 2009 Strategic Planning Meeting held in January.</p> <p>Leah recommended that 2009 strategic plan be simplified with goals to focus on initiatives to continue past work on strengthening the Chapter's operational infrastructure. Board members voiced agreement.</p> <p>Leah suggested that each member prepare an update of her/his Board position description and a list of specific goals she/he would like to accomplish this year. Sample chapter position descriptions and the minutes of the 2009 Strategic Planning meeting can be used as reference for this process. Individual goal statements would be the basis of the year's strategic plan. Board members agreed.</p> <p>Diana Spendlove noted that ASTD (national) suggests that position descriptions should not be part of the bylaws but as an appendix to bylaws. Board members agreed.</p> <p><u>Action needed</u></p> <p>Each board member shall prepare an update of her/his Chapter board position description and draft of list of her/his 2009 goals. Suggested deadlines: a draft by March 2009 board meeting; final version by April 2009 board meeting.</p>

**Risk Assessment**

Chapter risk assessment must be done each year as part of ASTD CORE. Suggested: volunteers to be used to complete the risk assessment.

Action needed

Leah Boetger will establish a plan, find a template, and send out a call for volunteers to complete the 2009 risk assessment.

**Annual Operational Plan**

Leah Boetger and Diana Spendlove summarized the following about annual operational plans:

- Completed and filed with ASTD (national) at the conclusion of the Chapter’s operational year. Year end for ASTD NM Chapter is 12/31. Deadline to file the annual operational report is the following 1/31.
- Plans provide a summary of success in achieving that year’s goals.
- Each annual plan is established by the goals set by each board member for that year.
- Annual plans provide evidence of meeting CORE compliance.

Leah B. led a review of the 2008 Annual Operational Plan which was completed and filed by Diana Spendlove. Highlights and successes were recognized and congratulated.

The 2008 annual operational plan provides a starting point for the 2009 plan which must be completed and filed with ASTD national) by 1/31/2010.

**Share Point Training**

A formal training session is being coordinated on the use of Share Point. Not everyone needs to attend. Those trained can coach other Board members.

Training takes place live through a conference call and should take approximately one hour. If training can take place in a computer lab, an extra hour will be scheduled so that trainees can practice using the system.

Action needed

Leah B. will arrange the training session and notify members who need to attend.

**Membership**

Stephen reported that he and David met to discuss how to expand member outreach

- Ideas discussed: new member orientation and packets; acknowledgement of existing members; need for demographic data on members; questions to ask in member satisfaction survey (what members need/want from organization)

**CORE (Chapter Operating Requirements)**

Leah B. and Diana S. summarized CORE:

- Chapters are required to meet ASTD CORE standards
- Standards guide Chapter goals statements
- CORE includes a summary page and a more detailed matrix of how each standard can be met

Board members discussed NM Chapter’s challenges for 2009:

- Membership requirements continually increase with each year
- Chapter financial reports (“financial books”) must be reviewed each year, alternating between an independent outside qualified person and an independent internal person
- CORE requires succession planning
- Need stricter business practices
- Financial reports need an annual audit which must be completed on an alternating basis by an independent external auditor and an internal auditor in alternating years. At end of 2009, an internal auditor is needed.

Action needed

Identify who will serve as the internal auditor for 2009 financials. It was suggested that Jan Ruder be the internal auditor.

**Volunteer Committees**

Ideas discussed

- What would we want them to look like
- Benefits – step stone to serve on the board
- Could use volunteers for membership committee – expand networking with members; check-in at Chapter meetings

**Programs**

March

- Featured speaker – James Masica; topic of laughter as health and wellness; might be filmed for Channel 13.

April

- No April meeting due to ISPI winter workshop

No-show fees

- Consensus was that should not charge a fee for members who register to come but do not show

**Community Outreach**

Leah Kier provided a draft of her goals to the Board for feedback.

**Next Meetings**

**Monthly Program Meeting**

Date: Thursday, March 5, 2009  
Time: 11:30 am to 1:00 pm  
Place: Museum of Natural History

**Monthly Board Meeting**

Date: Thursday, March 19, 2009  
Time: 6:00 pm to 8:00 pm  
Place: Continuing Education

Please let Jan Ruder know, in advance, if you will not be able to attend a meeting.

Meeting was adjourned.

*Respectfully submitted by Jan Ruder, 3/11/2009*