

Minutes

ASTD Board of Directors

May 21, 2009, 6-8 p.m.

UNM Continuing Education Building, Room 106

Present: Leah Boetger, Leah Kier, Jan Ruder, Diana Spendlove, Mari Gish, Stephen Short, Hazel Mella, David Civietti, and Karen Payne

Treasurer's Report: to be provided at next Board meeting, June 18.

April minutes: none referenced.

New Board member welcome: to Karen Payne, new Board Secretary. Leah presented Karen with an org chart of the Chapter.

Old Business

Share Our Success Submission

We submitted our first Share Our Success request. This is a recognition program sponsored by ASTD National. Our submission was accepted. The Board's appreciation extended to David and Diana.

Bylaws Update

Board agreed as a final step in the approval process to let Karen Payne, newest Board member, read them for clarity/understanding from the member perspective.

Outstanding Conference and Bookstore Receivables

Mari provided the current status of the outstanding receivables. There was a problem in processing, which included lack of procedures provided by the credit card company. There is an estimated \$800 in unprocessed charges and undeposited checks. Motion was made and passed to write-off any uncollectible receivables, some of which date back to the Fall, 2007. Jan and Mari will discuss and develop procedures going forward. Dave and Jan will discuss the Bookstore issues.

Report on Alliance Meeting (ASTD, ISPI, and NMICF).

Jan discussed the outcome of the financial reconciliation for ICF and ISPI regarding Cvent monies. All financial payments are up to date.

Report by VP Finance

Jan is transitioning from Board Secretary to VP Finance. The Board agreed that the Chapter should pay for Jan's acquisition of Quick Books Pro. Dave suggested sourcing through academicsuperstore.com, and Board agreed.

Former VP Finance's records have been examined by Jan.

Jan is endeavoring to get on the Compass Bank signature card. This requires the same-day appearance at the bank by all presently on the signature card. In the interim, the President and President-Elect are writing checks.

Jan is examining revenue-handling processes: who gets the mail, who writes checks being separate from the keeper of the books, and other checks and balances issues.

Status of Alliance Cvent reconciliation - done.

Cvent financial process and reports - Mari and Jan will finalize

Past President's report

Diana distributed two documents:

1. ASTD New Mexico Committee volunteers, with bios. They are Michael Adair, New Member Welcome Committee Lead; Ed McClelland, Job Connection Specialist; Kelly Marino, Employee Learning Week Lead; and Debbie Howard, Annual Conference Marketing Committee.

Dave agreed that the Annual Conference Marketing Committee should report to the Annual Conference Chair and not the VP Communications.

2. Member Check-in Support, 2009 Schedule, with checker responsibilities, meeting set up and timeline, check-in, and wrap-up procedures.

Report by the President-Elect (presented by Leah in his absence)

The annual Conference theme/title, voted on by attendees of the recent Chapter meeting, will be "Professional Excellence in Tough Times".

Report by Co-VPs of Membership

Motion made and passed to forego our June 4th chapter meeting and co-sponsor with ISPI for a June 16th event.

Discussion of how revenues would be split. Resolved: ASTDNM members' fees go to ASTD; ISPI members' fees to ISPI; and non- or joint members, split 50/50.

July 's program will be a lunch meeting; August's, an evening meeting.

Report by VP of Communication

Tabled

Report by VP of Community Outreach

Leah K reported on the Alliance Focus Group meeting.

Unfinished and New Business - none.

Adjourned, 8:07 p.m.

Respectfully submitted,

Karen M. Payne

Secretary

12/13/2009