



Meeting Minutes

December 13, 2011

Meeting Leader/Facilitator: David Freedman

Minute Recorder: Nancy Reilly

Present: David Freedman, Stephen Russell, Peter Perrone, Rue Heron, Christopher Guldner, Ann Lieberburg, Lisa Ryan and Nancy Reilly

Absent: Denise Mallow, Natalie Williams, Katy Butler

Agenda Topic	Discussion	Recommendations/Action Item	Owner
Review of October 11th Minutes	<p>No changes were made to the October minutes</p> <p>It was noted that there were no November minutes to review</p> <p>Steve resigned as president due to personal obligations that compounded themselves in 2011; Denise offered and will act as interim president</p> <p>Christopher thinks we have a good venue for events with SUNY Adirondack; it was noted that we should still check out HVCC Tech Smart & State Farm</p>	<ul style="list-style-type: none"> • A motion to accept the minutes as is was made by Peter and seconded by Ann; all present in favor • Save this as the official version & post to the website (members only) • Send conference call notes to Nancy • Look into HVCC Tech Smart as a possible host for an event or even as a program itself and State Farm Insurance/Malta 	<p>Nancy David</p> <p>Steve</p> <p>Natalie</p> <p>Steve</p>
Finance	<p>Peter circulated the YTD Income and Expense report for July 2011- November 2011, net income showing \$ - 1,485.93</p> <p>It was noted that the Conference 2010 bookstore bill was finally paid (\$89.79) due to delays and inaccuracies at National</p>		
Awards	<p>Rue formed her committee – Ann and Peter will assist</p> <p>The plan will be to send an email blast letting all members in good standing know that they are eligible for the awards; this will take away the nomination process; in January, we will accept submissions and in February the winners will be decided; awards will be purchased soon thereafter</p>	<ul style="list-style-type: none"> • Check with Natalie to see if she wants to be on the committee • The committee will work on changing the name from Trainer of the Year to something else. Suggestions included using “Distinguished Trainer” 	<p>Rue</p> <p>Awards Committee</p>

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Communications	Martha and Nancy to work together on the newsletter	<ul style="list-style-type: none"> Deadline for winter newsletter is January 13th; send president letter 	Denise
Conference	David reported that we have received many CFP's; the committee meets 12/19 and will review all speaker proposals and discuss the timing of the day; the keynote address will be moved up to the start of the conference; awards will be given out during lunch		
New Topics <i>Chambers</i> <i>Social Media</i> <i>Operational Plan</i> <i>Internal Financial Review</i>	<p>Chambers: Lisa met with the Rensselaer Chamber to discuss the benefits of membership which has approximately 1,200 businesses in the membership; she also reported that she already has a meeting set up with the Saratoga Chamber</p> <p>We will discuss which chambers we will pursue, if any, at the winter board retreat</p> <p>Social Media: Lisa believes we should be doing more with social networking and will put a together a strategy on how best to do that</p> <p>Operational Plan: David reported that for CORE, we should be putting in our goals going forward and asked if anyone would volunteer to look at our annual report and put that into an operational report that is required by National ASTD</p> <p>Internal Financial Review: To be done by end of December</p>	<ul style="list-style-type: none"> Set up an appointment with <i>Southern Saratoga Chamber</i> Reach out to colleague who knows more about the benefits of Albany-Colonie Chamber and give Lisa the feedback Check Adirondack Chamber (previous meeting item) and give Lisa the feedback Do a comparison on all the chambers researched and circulate it to the board members prior to the winter retreat Put Chamber discussion on the winter retreat agenda Figure out which social media tools we should be more involved Review Annual Report and make an operational report with National ASTD's guidelines by January 7th Send National's operational plan definition to Martha Check with Elaine Angelo and Kim Gander to assist 	Lisa Ann Denise Lisa Denise Lisa Martha David David

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Membership	<p>David reported that according to CORE, we need to have 50% dual members by 2015</p> <p>Rue reported that she is working on a welcome packet for new members which will consist of the membership pamphlet and benefits of membership on our letterhead; she will also include a handwritten note welcoming them to the chapter</p> <p>Rue also reported that Ann and Lisa will be on the membership committee</p>	<ul style="list-style-type: none"> Send current verbiage on all of the auto reminders out of Wild Apricot to Rue so that she can personalize some or all of them 	Nancy
Workshops	<p>Christopher recommended getting the members more engaged by asking them to help design the workshops, thus taking ownership; we could set up LinkedIn groups for each workshop we are designing and a board member would be the moderator</p> <p>Have members record 10 min “how to” skills videos – maybe a YouTube contest. We already have a chapter YouTube channel</p> <p>Due to timing, we will move our January networking event to February</p> <p>January workshop is Designing Learning with Phil Harnden; February topic will be compliance training; March will be our Boot Camp [please note that this has been changed] Learning Academy slated for Fall 2012.</p>	<ul style="list-style-type: none"> Send Nancy email blast verbiage requesting that the members become more active in the chapter and help be a part of designing the workshops Get leaders’ contact information from our past networking events and give them to Denise so that she can start to plan the event Reach out to Diane Lustenader for compliance training 	<p>Rue</p> <p>Nancy & Denise</p> <p>Nancy</p>
Adjournment	<p>It was noted that we will hammer out membership and succession planning at the winter board retreat</p> <p>A motion to adjourn was made by Ann and seconded by Peter; all present in favor</p>	<ul style="list-style-type: none"> Plan winter board agenda <p style="text-align: right;">7:45 pm</p>	Denise

Next Board Meeting
Winter Retreat
Saturday – January 14th at 9 am @ Martha’s home