



Meeting Minutes

October 11, 2011

Meeting Leader/Facilitator: Christopher Guldner

Minute Recorder: Nancy Reilly

Present: David Freedman, Peter Perrone, Denise Mallow, Rue Heron, Christopher Guldner, Lisa Ryan and Nancy Reilly

Absent: Stephen Russell, Martha McCormick, Natalie Williams, Katy Butler & Ann Lieberburg

Agenda Topic	Discussion	Recommendations/Action Item	Owner
Review of September 13th Minutes	<p>No changes were made to the September minutes</p> <p>The board members present went over the action items; discussion went to researching libraries for alternate workshop venues – it was determined that libraries prohibit using their facilities if you charge a fee to attend events</p>	<ul style="list-style-type: none"> • A motion to accept the minutes as is was made by David and seconded by Peter; all present in favor • Save this as the official version & post to the website (members only) • Look into HVCC Tech Smart as a possible host for an event; and State Farm Insurance/Malta 	<p>Nancy</p> <p>Natalie</p> <p>Christopher</p>
Panera Sponsorship	<p>Benefit to us:</p> <ol style="list-style-type: none"> 1. Panera's costs will remain consistent with original budget of \$ 10-12 per person. One substitution will be to have individual mini parfaits rather than a buffet version which will allow them to keep pricing down 2. Free Water Bottles - she will handle this outside of Panera and based on brand availability will purchase water bottles herself <p>Benefit to Kara/Panera</p> <ol style="list-style-type: none"> 1. We will give her a free renewal of membership (\$65 value) 2. We will continue to use their logo on our internal workshop agendas through Dec. 2012 3. We will continue to have their logo on our website through Dec. 2012 		

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Financial Report	<p>Peter circulated the YTD Income and Expense report for July 2011- June 2012, net income showing \$ - 2,372.37; the Assets Report showed total assets of \$7,366.47</p> <p>Peter reported that he is working on the tax return</p>	<ul style="list-style-type: none"> File 990EZ by 11/15/11 	Peter
Membership	<p>Rue reported that she and Nancy are working together on a new member packet to include a handwritten welcome note, membership pamphlet and information on when we meet for workshops</p> <p>Rue also reported that she has compiled the feedback from board members and the priorities are to focus on getting CEU's & attending trade shows to gain visibility</p>	<ul style="list-style-type: none"> Still to do: Draft Retention Letters Send reminder out to the membership to give feedback and report back at the November board meeting Formation of membership committee 	<p>Rue & Nancy</p> <p>David & Rue</p> <p>Rue, Ann & Lisa</p>
Awards	Form committee and begin discussing new criteria for the awards	<ul style="list-style-type: none"> Follow up with email blast announcing call for nominations 	Rue & Peter
Programs	<p>November 18th workshop will be a panel Add a December workshop – Matt Harrington Possibly hold another event in either December or January up North</p> <p>Ownership of workshops matched with areas of expertise: Career Planning and Talent Management/Ann Coaching/Rue Delivering Training/Denise Mallow Designing Learning/Peter Facilitating Organizational Change/Natalie Improving Human Performance/Chris Managing Organizational Knowledge/Lisa</p>	<ul style="list-style-type: none"> Provide panel bios to Nancy Check availability at Sunmark TBD Circulate list Post a follow up activity on our website to transfer learning after each workshop Goal of getting back to having a program committee 	<p>Christopher Nancy Christopher</p> <p>Christopher David</p>



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Programs (continued)	Social Learning/David Managing the Learning Function/Denise Ringer Measuring and Evaluating/Katy		
Conference	David volunteered to be the Annual Conference Chair for 2012	<ul style="list-style-type: none"> • Hold conference committee and determine the best time to announce Tony Bingham as our keynote 	David
Adjournment	A motion to adjourn was made by Peter and seconded by Rue; all present in favor	7:20 pm	

Next Board Meeting

Tuesday – November 8th at 5:30 pm @ MicroKnowledge