

# Minutes

## ISPI Potomac Chapter – November 2009 Board Meeting

Tuesday, November 3, 2009

6:00 PM

Conference Call

712-451-6000, ID Code: 879720#

Invitees

Mark Boccia, Sophia Tade, and Molly Wankel

### Agenda topics – Old Business

Old Business Action items	Owner	Update
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None

### New Items

Owner	Item
Molly	November Program Logistics
Molly	December Program Logistics
Molly/Sophia	2010 Program Logistics
Sophia	Workshop Logistics
Molly	Student Member Recruitment
Molly	Membership Report
Molly	Finance Report
Anyone	New Business

### Agenda topics – New Business

November Program Logistics		Molly
Discussion	Molly is coordinating with Bill Seidman to facilitate his webinar on 11/10/09. As soon as she receives the URL from Bill, she will send it out to registrants. We have 14 registrants as of 0800 on 11/02/09.	
Action items	Person responsible	Deadline
Coordinate with Bill Seidman regarding webinar facilitation needs	Molly	Ongoing through the 10 <sup>th</sup> .
Send follow-up email announcements for November's meeting.	Molly	11/04/09 11/09/09
Call Office Catering to let them know we won't need them for November or December.	Molly	11/05/09

December Program Logistics		Molly/Stephanie Shipman	
Discussion	We will meet at The Nature Conservancy. Details are being provided by Stephanie Shipman.		
Action items	Person responsible	Deadline	
Confirm meeting location and directions.	Molly and Stephanie	11/05/09	
Confirm catering and other logistics with Stephanie for December's meeting	Molly and Stephanie	11/05/09	
Send initial email announcement for December.	Sophia and Molly	11/11/09	
Send follow-up email announcements for December.	Molly	11/19/09 11/24/09 12/03/09	

2010 Program Logistics		Terry/Sarah/Sophia	
Discussion	We need the proposed locations and contact information from Sarah for the rest of the 2010 face-to-face meetings.		
Action items	Person responsible	Deadline	
Confirm meeting location and logistics.	Molly	11/03/09	
Send initial email announcement for January's meeting.	Sophia and Molly	12/09/09	
Send follow-up email announcements for January.	Molly	12/17/09 12/23/09 12/30/09 01/06/10	
Contact key resources to follow-up on meeting locations	Molly	11/04/09	

Workshop Logistics		Sophia	
Discussion	We decided to offer workshops for June and July. We need to assess costs to us and propose pricing structure for 2010 workshops in June and July. We will <b>not</b> ask Don Tosti to present a workshop in August.		
Action items	Person responsible	Deadline	
Present workshop location and logistics.	Sophia	11/03/09	
Estimate total costs and recommend charge to participants for workshops, including member/non-member rates and early bird registration discount.	Molly	12/01/09	
Find out about cancellation policy and deposit.	Sophia	11/15/09	
Market the event: leverage International to reach other chapters.	Molly	11/15/09	
Confirm Rich's session length	Molly	11/09/09	

Get contact from universities and send to Molly	Sophia/Mark	11/15/09
Mark to attend meeting for free so that he can videotape the session if presenters allow.	Molly	12/01/09

<b>Reach Out to Students</b>		Molly
Discussion	Molly has been working with Susan Grunin on this.	
Action items	Person responsible	Deadline
Continue to work with Susan Grunin to begin performing tasks as Academic Liaison.	Molly	11/05/09

<b>Membership Report</b>		Molly
Discussion	<p>We have 58 active members as of 11/02/09.</p> <p>Stephanie Shipman has begun contacting new members. We need someone besides Molly to follow up with new member action items.</p>	
Action items	Person responsible	Deadline
Continue to monitor membership numbers.	Molly	Ongoing
Contact new members.	Stephanie	Ongoing
Get support from an experienced member to reach out to existing members	Molly	11/15/09

<b>Finance Report</b>		Jim and Molly
Discussion	<p>Report our balance.</p> <p>Balance forward: \$8690.50</p> <p>Deposits: \$ 449.75</p> <p>Total Income: \$9140.25</p> <p>Expenses: \$ 950.00</p> <p>Balance (11/2/09): \$8190.25</p>	
Action items	Person responsible	Deadline
Continue monitoring income and expenses.	Jim and Molly	Ongoing

New Business		
Discussion	Mark's Workshop: Suggest we offer it in October 2010. Holding it on a Tuesday, Wednesday, or Thursday works better for Mark.	
Action items	Person responsible	Deadline
Determine logistics for holding Mark's fundraiser workshop.	Mark and Molly	06/01/09

**The next Board Meeting conference call will be Tuesday, December 1, 2009 at 6:00 pm. (712-451-6000, ID Code: 879720#).**