

Minutes

ISPI Potomac Chapter – December 2009 Board Meeting

Tuesday, December 1, 2009

6:00 PM

Conference Call

712-451-6000, ID Code: 879720#

Participants

Mark Boccia, Molly Wankel, and Sarah Ward

Agenda topics – Old Business

Old Business Action items	Owner	Update
None		

New Items

Owner	Item
Molly	December Program Logistics
Molly	2010 Program Logistics
Molly/Sarah	Workshop Logistics
Molly	Student Member Recruitment
Molly	Membership Report
Molly	Finance Report
Molly/Sarah	Other New Business

Agenda topics – New Business

December Program Logistics		Sarah/Molly
Discussion	<p>We will meet at The Nature Conservancy. Details were provided by Stephanie Shipman: The Nature Conservancy is located diagonally across the street from the Ballston metro station. TNC is across the street from Cosi and between the Hunan restaurant to the right and Uncle Julio's Rio Grande restaurant. The Aladdin restaurant is on the ground floor of our building. Metro: Ballston, Orange Line (diagonally across the street from the office). Parking is available in the garage beneath the building (entrance on Taylor Street or metered parking on the 2 streets beside the building: N Taylor Street and N Stuart Street.</p> <p>Molly called Cosi and arranged to have meals delivered at a cost of about \$10/person.</p> <p>Sarah offered to contact our speaker, Paul Elliott, to make sure he knew about the location and to coordinate logistics with him.</p>	
Action items	Person responsible	Deadline
Confirm with caterer.	Molly	12/07/09

Confirm with speaker.	Sarah	12/02/09
Send follow-up email announcements for November's meeting.	Molly and Sophia	12/02/09

January Program Logistics	Molly/Christine White
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Discussion	We will meet at Nixon Peabody LLP. Molly will ensure that the other speaker, Heidi Feickert, knows where the meeting will be held. Molly and Heidi need a flipchart, markers, and a projector. Heidi will bring her laptop.
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Action items	Person responsible	Deadline
Confirm meeting logistics.	Molly and Christine White	12/03/09
Send initial email announcement for January's meeting.	Molly and Sophia	12/09/09
Send follow-up email announcements for January's meeting.	Molly and Sophia	12/16/09 12/22/09 01/05/10

Workshop Logistics	Molly and Sophia
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Discussion	We continued to revisit whether we still want to hold the workshops and the logistics of doing so. We might hold only the workshop for which the speaker is local. If we still want to hold the workshops, we need to assess costs to us and propose pricing structure for 2010 workshops in June and July 2010.
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Action items	Person responsible	Deadline
Discuss costs versus income for workshop with out-of-area speaker.	Sarah	12/04/09
Determine price point for attendees.	Sophia and Molly	12/10/09

Reach Out to Students	Molly
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Discussion	Susan Grunin did not report back to Molly.
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Action items	Person responsible	Deadline
Continue to work with Susan Grunin to begin performing tasks as Academic Liaison.	Molly	12/16/09

Membership Report		Molly	
Discussion	<p>We have 62 active members as of 12/01/09.</p> <p>Stephanie Shipman has not submitted a report regarding new member contacts recently to Molly.</p>		
Action items		Person responsible	Deadline
Continue to monitor membership numbers.		Molly	Ongoing
Contact new members.		Stephanie	Ongoing

Finance Report		Molly	
Discussion	The report was not received in time to be included in these minutes.		
Action items		Person responsible	Deadline
Send report to board members.		Molly	12/07/09

New Business: Request for Materials for Doctoral Research			
Discussion	<p>There has been a request by a doctoral student to provide instructional materials for his research study. The title of the study is “Instructional Design Principles: A Study of First Principles,” and its purpose is to examine instructional designers’ use of design principles. The researcher would like to make ISPI members aware of the study so they may consider participating.</p> <p>Participants of the board meeting decided to charge the student \$50 for web master time to post a link on our web site. Upon further discussion with the doctoral student, Molly agreed to send out one free email to our database list containing information about the study, how proprietary knowledge will be honored, and contact information for the student.</p>		
Action items		Person responsible	Deadline
Coordinate with researcher and send email.		Molly	12/09/09

New Business: Using Interested Parties' Talents		Sarah	
Discussion	Sarah has been chatting with a man who might be interested in performing tasks during his free time. The person is not yet a member and works odd hours, but might be able to help out on tasks such as sending emails to market our workshops.		
Action items		Person responsible	Deadline
Continue to ponder how to use stakeholder's skills.		Molly/Sarah	12/31/09

New Business: Proposal to Dissolve the Chapter			
Discussion	Because of many reasons, Molly will propose in her President's Message that if we don't have volunteers for officer and other service positions by March 1, 2010, we should dissolve the chapter.		
Action items		Person responsible	Deadline
Discuss options with chapter elders.		Molly	12/03/09
Write President's Message with proposal.		Molly	12/10/09