

Minutes

ISPI Potomac Chapter – August 2009 Board Meeting

Wednesday, August 5, 2009

7:00 PM

Conference Call
1-517-417-5000, ID Code: 771658

Attendees

Mark Boccia, Sandy Henderson, and Molly Wankel

Agenda topics – Old Business

Old Business Action items	Owner	Update
---------------------------	-------	--------

New Items

Owner	Item
Sarah	Until further notice, e-mail Sarah at both e-mail addresses – alter-inc.com and altarum
Sarah	Program Logistics
Sophia	Workshop Logistics
Sandy	Election Results
Sandy	Changes to our Constitution

Agenda topics – New Business

Program Logistics		Molly
Discussion	<ul style="list-style-type: none">Altarum, Sarah's new employer, will allow us to use the conference room for monthly programs. Located at 18th Street, Connecticut Avenue, and Rhode Island Avenue.Molly is still researching caterers for our monthly meetings.Sarah will provide food for the August meeting.	
Action items	Person responsible	Deadline
Complete research for a caterer.	Molly	08/15/09

Workshop Logistics		Molly
Discussion	<ul style="list-style-type: none">Molly will coordinate with Sophia and Sarah to determine location, caterer and other logistics for the September workshops.	
Action items	Person responsible	Deadline
Confirm logistics for September workshops.	Molly/Sarah/Sophia	08/20/09

Election Results		Sandy	
Discussion	<ul style="list-style-type: none"> Molly Wankel was elected President and Sophia Tade was elected as Vice President of Administration. 		
Action items		Person responsible	Deadline
Based on the voting results to approve changes to the Constitution (please see the next agenda item), implement an online survey to members requesting they vote to elect Jim Govoni to a second consecutive term as Vice President of Finance.		Sandy	08/30/09

Changes to our Constitution		Molly/Sandy	
Discussion	<ul style="list-style-type: none"> June Fair and Molly Wankel conferred on changes to be made to the Constitution. June implemented the agreed-upon changes. In July, Sarah created a postcard requesting that folks vote whether to allow online voting for approval of changes to the Constitution. One of the changes to the Constitution allows for online voting for elections and other actions. Molly printed labels for a mailing list of our members to whom to send the postcards with return addresses. Sophia Tade, Sarah Ward, and Molly met in July to paste mailing labels on postcards and envelopes, and place return postcards into envelopes requesting of members to allow voting by online means for approving changes to the Constitution. More than half of our members voted—all approving that a vote could be requested electronically to accept changes to the Constitution. Sandy implemented a survey to members requesting they approve changes to the Constitution. 		
Action items		Person responsible	Deadline
Based on the voting results to approve changes to the Constitution, implement an online survey to members requesting they vote to elect Jim Govoni to a second consecutive term as Vice President of Finance.		Sandy	08/30/09

Membership report		Molly	
Discussion	<ul style="list-style-type: none"> Now at 45 members 		
Action items		Person responsible	Deadline
Continue to monitor membership numbers.		Molly	Ongoing
Contact new members.		Molly	09/15/09

New Business		Mark	
Discussion	<ul style="list-style-type: none"> • ASTD followed our lead in offering a free/bonus meeting to its members in August. • Karen Medsker's presentation has been posted on our website. • Dolly Oberoi-Cox requested to be linked to our LinkedIn site. She is not an Active Member of our chapter so Mark will refuse her request to link to our chapter's site. 		
Action items		Person responsible	Deadline
Move video equipment to Altarum.		Sarah	08/11/09
Videotape August's presentation.		Mark	0811/09