

Minutes

ISPI Potomac Chapter – February 2010 Board Meeting

Tuesday, February 2, 2010

6:00 PM

CONFERENCE CALL
712-451-6000, ID Code: 879720#

Participants

Mark Boccia, Sophia Tade, Molly Wankel, and Catherine Zaranis

Agenda Topics

Owner	Item
Molly	February Program Logistics
Molly/Sophia	March Program Logistics
Sophia	Workshop Logistics
Molly	Student Member Recruitment
Molly	Membership Report
Molly	Finance Report
Molly/ Catherine	Succession Plan

FEBRUARY PROGRAM LOGISTICS		MOLLY
DISCUSSION	We will be hosting a webinar with Dale Brethower on 02/09/10. Molly conducted a pilot of the session with Dale and Tim Jones, NetSpeed, and learned how to record audio and video. Molly has been sending out the URL for the webinar to registrants.	
Action Items	PERSON RESPONSIBLE	DEADLINE
Facilitate webinar with Dale Brethower, the speaker, and Tim Jones of NetSpeed.	Molly	02/09/10

MARCH PROGRAM LOGISTICS		MOLLY
DISCUSSION	Molly received the information for the March program: "Evaluating Executive Development," by Bill Weech, Ed.D., Leadership & Management School, U.S. Department of State. Molly will coordinate with Nixon Peabody for the March 9 th session. Catherine reported that Greg Williams of UMBC offered us a free place in which to hold our monthly in-person meetings. We'll make use of Greg's kind offer whenever we plan to hold a monthly meeting in Baltimore. Also, we'll be coordinating with Greg regarding workshop logistics.	
Action Items	PERSON RESPONSIBLE	DEADLINE
Coordinate with Bill Weech.	Molly	Ongoing through

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		03/09/10
Coordinate with Nixon-Peabody	Molly	Ongoing through 03/09/10
Send email announcement for March's program.	Molly	02/10/10
Send follow-up email announcements for February's webinar.	Molly	02/17/10 02/24/10 03/03/10
Coordinate with Nixon Peabody.	Molly	Ongoing through 03/09/10

WORKSHOP LOGISTICS		MOLLY/SOPHIA/CATHERINE	
DISCUSSION	<p>Catherine Zaranis and Sophia Tade volunteered to coordinate the June and July workshops. Molly provided them with Carl Binder's projected costs and requirements and all other emails and files concerning Rich Pearlstein's workshop in June and Carl Binder's workshop in July.</p> <p>Catherine and Sophia will meet to begin planning pricing, workshop logistics and communications/marketing.</p>		
Action Items	PERSON RESPONSIBLE	DEADLINE	
Develop draft pricing strategy.	Sophia and Catherine	03/02/10	
Propose workshop logistics.	Sophia and Catherine	03/02/10	
Discuss draft communications/marketing plan.	Sophia and Catherine	03/02/10	

REACH OUT TO STUDENTS		MOLLY	
DISCUSSION	<p>Molly has been working with Susan Grunin on this.</p> <p>Several new folks attended our last in-person meeting based on Susan's reach-out efforts.</p>		
Action Items	PERSON RESPONSIBLE	DEADLINE	
Continue to work with Susan Grunin to begin performing tasks as Academic Liaison.	Molly	Ongoing	

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MEMBERSHIP REPORT		MOLLY
DISCUSSION	<p>We have 74 active members as of 02/05/10.</p> <p>Catherine will coordinate with Stephanie Shipman about following up with new member volunteers particularly for soliciting volunteers to help with the workshop.</p> <p>Catherine wants to act on Sarah Ward's goal of 100 members. Molly will address this topic in her February President's Message and will report on the progress of the goal to the Board and to everyone in our chapter mailing list throughout the rest of the year.</p>	
Action Items	PERSON RESPONSIBLE	DEADLINE
Coordinate with Stephanie Shipman regarding new member volunteers.	Catherine	03/02/10
Contact new members.	Stephanie/Catherine	Ongoing
State goal of 100 members in 100 days in President Message.	Molly	03/05/10
Continue to monitor and report on membership numbers.	Molly	Ongoing

FINANCE REPORT		MOLLY
DISCUSSION	<p>Beginning balance: \$8,045.50</p> <p>Payments: \$ 801.55</p> <p>Income: \$1,630.95</p> <p>Ending balance: \$8,874.90</p> <p>Catherine asked how much we pay our web guru, John Faucher. Several years ago, Sarah Ward negotiated a rate with John of \$50.00/hour. John is very efficient at maintaining our website and provides high-quality service for the price. He performed many tasks for the chapter in the last few months and only is charging us for 5.5 hours--his outstanding invoice, which he will submit soon.</p>	
Action Items	PERSON RESPONSIBLE	DEADLINE
Continue to monitor finances.	Molly/Jim Govoni	Ongoing

SUCCESSION PLAN		MOLLY
DISCUSSION	Molly continues to train Catherine Zaranis regarding presidential duties.	
Action Items	PERSON RESPONSIBLE	DEADLINE
Train Catherine	Molly/Catherine Zaranis	Ongoing