

Minutes

ISPI Potomac Chapter – January 2010 Board Meeting

Tuesday, January 5, 2010

6:00 PM

Conference Call

712-451-6000, ID Code: 879720#

Participants

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

Agenda topics – Old Business

Old Business Action items	Owner	Update
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None

New Items

Owner	Item
Molly	Welcome to President-Elect, Catherine Zaranis
Molly	January Program Logistics
Molly/Sophia	2010 Program Logistics
Sophia	Workshop Logistics
Molly	Student Member Recruitment
Molly	Membership Report
Molly	Finance Report

Agenda topics – New Business

January Program Logistics		Molly
Discussion	<p>We will meet at Nixon Peabody LLP. Molly is coordinating with Carlotta Dabney to arrange for the room, equipment, signage, caterer, and payment.</p> <p>Mark Boccia will not be able to videotape the presentation. Peter Gaumond has offered to do so. Molly provided contact information for each to the other to coordinate the drop-off of the equipment and a lesson on how to operate it.</p> <p>As of 01/06/10, 24 people have registered.</p> <p>Molly will mail the tapes from December's meeting to Mark.</p>	
Action items	Person responsible	Deadline
Confirm meeting logistics.	Molly and Carlotta Dabney	01/06/10
Send initial email announcement for January's meeting.	Molly	12/09/09

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Send follow-up email announcements for January's meeting.	Molly	12/16/09 12/21/09 12/29/09 01/05/10
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February Program Logistics	Molly
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Discussion	We will be hosting a webinar with Dale Brethower on 02/09/10. Molly is coordinating with Dale and Tim Jones, NetSpeed, to facilitate Dale's webinar. They will conduct a test of the system during the week of 02/01/10. As soon as she receives the URL from Tim Jones, Molly will send it out to registrants.
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Action items	Person responsible	Deadline
Coordinate with Dale Brethower regarding webinar facilitation needs.	Molly	12/28/09
Send email announcement for February's webinar.	Molly	01/13/10
Send follow-up email announcements for February's webinar.	Molly	01/19/10 01/26/10 02/02/10
Load presentation and perform test of software.	Molly	02/04/10

Workshop Logistics	Sophia/Catherine
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Discussion	<p>Molly received costs for the workshop from Sophia and proposed a couple of registration pricing options.</p> <p>Catherine offered some great suggestions about strengthening the "what's in it for me (WIIFM)" to potential participants such as offering Certified Performance Technologist (CPT) or college credit hours for the workshops. Catherine will contact ISPI HQ and Greg Williams at UMBC to propose credit options for our workshops.</p> <p>Board members weighed various options about how to lower workshop costs particularly for food. Sophia mentioned that participants could use the cafeteria upstairs to buy their own coffee and meals. Catherine mentioned that we could seek sponsorship for meals. Sophia mentioned that the caterers at UMBC are willing to work within our budget, too.</p> <p>Molly will contact Carl Binder about his projected costs and requirements.</p>
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Action items	Person responsible	Deadline
Contact ISPI HQ and UMBC regarding college credit.	Catherine	01/22/10
Determine Carl's costs and needs.	Molly	01/11/10

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Reach Out to Students		Molly	
Discussion	<p>Susan Grunin has sent out several inquiries. Information for some of the contacts is no longer valid. Susan will continue to research contacts at various institutions of higher education.</p> <p>Catherine suggested we add Old Dominion University, which has branches in Quantico and Sterling, VA, and offers a Doctor of Philosophy in Education - Curriculum and Instruction Concentration and a Doctor of Philosophy in Education - Instructional Design & Technology Concentration. Molly will provide that suggestion to Susan.</p>		
Action items		Person responsible	Deadline
Continue to work with Susan Grunin to begin performing tasks as Academic Liaison.		Molly	Ongoing

Membership Report		Molly	
Discussion	<p>We have 65 active members as of 01/05/10.</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

Finance Report		Molly	
Discussion	<p>Beginning balance: \$8,347.83</p> <p>Expenditures: \$1,600.86</p> <p>Income: \$1,513.29</p> <p>Ending balance: \$8,260.26</p>		
Action items		Person responsible	Deadline
Continue to monitor expenditures and income.		Molly/Jim Govoni	Ongoing

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New Business		
Discussion	Molly began discussions with Catherine Zaranis regarding presidential duties and the succession plan.	
Action items	Person responsible	Deadline
Describe succession plan.	Molly/Catherine Zaranis	01/05/10
Train Catherine	Molly/Catherine Zaranis	Ongoing