

Minutes

ISPI Potomac Chapter – June 2010 Board Meeting

Tuesday, June 1, 2010

6:00–7:00 PM

CONFERENCE CALL

712-451-6000, ID Code: 879720#

Participants

Mark Boccia, Molly Wankel, and Catherine Zaranis

Agenda Topics

Owner	Item
Doug	June Program Logistics
Molly/Doug/Catherine	2009-2010 Program Logistics
Sarah/Doug/Catherine	2010-2011 Programs
Sophia/Catherine	Workshop Logistics
Molly/Catherine/Sophia	Membership Report
Molly/Jim	Finance Report
Molly	Reach Out To Jeffrey Zeints, Chief Performance Officer
Molly/Catherine	Succession Planning

June Program Logistics		Doug
Discussion	<p>Molly and Catherine discussed how to confirm that Doug is coordinating program logistics for June.</p> <p>Mark confirmed that will be videotaping the session. For the first quarter of next season, we could ask Doug or Sarah to summarize on video the coming attractions.</p>	
Action Items	Person Responsible	Deadline
Send email announcement.	Doug	05/17/10
Coordinate with caterer.	Doug	Ongoing through 06/08/10
Coordinate with onsite personnel.	Doug	Ongoing through 06/08/10
Print flyers of July's meeting for June's participants.	Doug	06/08/10
Coordinate regarding videotaping of the presentation.	Doug and Mark	By 06/08/10
Bring envelop with change for attendance fees.	Doug	06/08/10
Bring receipt book.	Doug	06/08/10
Bring Certificate of Appreciation for Catherine to give to Rich Pearlstein since Molly cannot attend.	Doug and Catherine	06/08/10
Ensure money is counted and checks are mailed to Jim or given to Jeff.	Doug	06/08/10 or 06/09/10
Send follow-up emails.	Doug	06/09/10

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2009-2010 Program Logistics		Molly/Doug/Catherine	
Discussion	<p>Doug and Catherine will need to coordinate logistics with Carl Binder regarding July's presentation.</p> <p>Doug will take over coordination from Sarah with Terry Goodwin regarding August's session on virtual research technique to be presented by virtual librarians from Virginia Tech and American University for our August presentation.</p> <p>Catherine is still researching a couple of options (using Management Concept's service, an Adobe Connect license through ASTD, etc.) and will present them more formally during the next Board Meeting.</p>		
Action Items	Person Responsible	Deadline	
Coordinate with Doug regarding logistics for in-person meetings for the rest of the season.	Molly	Ongoing through July	
Coordinate with Catherine regarding logistics for in-webinars for the rest of the season.	Molly	Ongoing through July	
Conduct research on possible webinar alternatives.	Catherine	06/01/10	
Coordinate logistics for July's monthly presentation.	Doug and Catherine	Ongoing through 07/14/10	
Coordinate logistics for August's monthly presentation.	Doug	Ongoing through 08/11/10	

2010-2011 Programs		Sarah/Doug/Catherine	
Discussion	Sarah and Doug finalized the calendar for the coming year.		
Action Items	Person Responsible	Deadline	
Coordinate logistics for the coming year.	Doug	Ongoing	

Workshop Logistics		Sophia/Catherine	
Discussion	<p>Catherine and Sophia are beginning to market the Carl Binder Six Boxes workshop. We MUST get 30 registered folks by June 14th, because Carl is expecting us to pay his expenses regardless of whether we hold the workshop or not.</p> <p>Molly provided a contact at NSA to Catherine and Sophia.</p> <p>After we hold the workshop in July, we will begin plans for Rich Pearlstein's workshop in October. Rich can hold the work shop only on a Saturday. It appears October 2, 9, or 23 will work for him. Catherine will research whether we can use a room at Management Concepts in which to hold the workshop.</p>		
Action Items	Person Responsible	Deadline	
Coach Sophia and Catherine on how to conduct logistics for July's workshop.	Molly	1-hr session occurred on 06/02/10 Ongoing through 07/14/10	
Implement communications/marketing plan.	Sophia and	Part of 1-hr session	

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	Catherine	that occurred on 06/02/10 Ongoing through until 07/14/10
If workshops are held, coordinate with John Chen at International regarding emails to International members in DC, MD, VA, and DE about our workshops.	Doug, Sophia and Catherine	Ongoing until date of workshop
Ask Carl Binder which CPT standard(s) relate to his workshop content. It appears from the 2010-2011 Calendar that Carl's workshop will provide content related to ISPI Stds: 1,2,3,4,5,6.	Molly	06/03/10
Coordinate with Carl regarding his logistics.	Sophia and Catherine	Ongoing until date of workshop

Membership Report		Molly/Catherine/Sophia
Discussion	<p>We achieved our goal and attained 100 active members!!! As Doug and Catherine have reported, we are now in the top 10% of the chapters.</p> <p>Molly is seeking a volunteer to follow up with companies who post open positions on our website about how many hired chapter members.</p> <p>Sandy Henderson reported via email that 19 of 18 respondents have voted for all 4 candidates; one respondent only voted for the President and VP of Administration positions.</p> <p>Molly will ask the Board members if there are any changes needed to the layout of the Membership Directory.</p> <p>Catherine began discussions with Greg Williams, UMBC HPT Program Chair, student's receiving college credit for attending the workshop, for producing a capstone product for the chapter, or for conducting an internship with the chapter.</p> <p>The Board held initial discussions about how to fairly offer \$165.00 reimbursement to Board members and committee chairs for International membership or subscription. The topic will be covered more fully during the next Board meeting.</p> <p>Molly will ask the Board when to have the Board Transition Meeting in late July or early August.</p>	
Action Items	Person Responsible	Deadline
Determine date for Board Transition Meeting in late July or early August.	Molly	06/01/10
Molly to coach Catherine for how to solicit Position Referral Service committee chair for job postings follow-up and other committee chairs and committee members.	Molly and Catherine	07/31/10
Completed elections and report results.	Sandy Henderson	05/31/10
Forward Membership Directory changes to John Faucher.	Molly	07/07/10
Continue to coordinate with Greg William, UMBC, to propose options for attracting students to our workshops and for how to offer college credit for workshop attendees and interns.	Catherine and Sophia	Ongoing

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Continue to coordinate with Towson University and other institutions of higher education in the Baltimore region to market the workshops and our monthly programs to students in that area.	Sophia, Chair, Education Committee	Ongoing
Continue to coordinate with Dr. Susan Grunin, Academic Liaison, to promote the chapter and our programs to local students.	Sophia	Ongoing
Coordinate with Jim Govoni for reimbursement for International dues or subscription.	Mark, Doug, Sophia, Sarah, Catherine, and Molly	As per their renewal dates

Finance Report		Molly/Jim
Discussion	Beginning balance: \$9,457.78 Expenses: \$1,203.17 Income: \$1,652.67 Ending balance: \$9,907.67	
Action Items	Person Responsible	Deadline
Continue to monitor finances.	Molly and Jim Govoni	Ongoing

Reach Out To Jeffrey Zeints, Chief Performance Officer		Molly
Discussion	Kathleen Weiss still is having trouble reaching Jeffrey Zients regarding his vision for performance, how he plans to implement the vision, and if ISPI as a whole or the Potomac Chapter in particular can play a role in that implementation.	
Action Items	Person Responsible	Deadline
Make contact with Zeints.	Kathleen Weiss	06/30/10

Succession Plan		Molly
Discussion	Molly continues to coach Catherine Zaranis regarding presidential duties.	
Action Items	Person Responsible	Deadline
Coach Catherine.	Molly and Catherine	1-hr session occurred on 06/01/10 1-hr session to occur on 06/03/10 Ongoing