

Agenda

ISPI Potomac Chapter – September 2009 Board Meeting

Tuesday, September 1, 2009

7:00 PM

CONFERENCE CALL
1-517-417-5000, ID Code: 771658

Attendees

Molly Wankel and Sarah Ward

Agenda topics – Old Business

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

New Items

Owner	Item
Molly	Determine time for next call.
Molly	September Workshop Cancelled
Sarah/Molly	September Program Logistics
Sandy/Molly	Election Results
Molly	Volunteer Recruitment
Molly	Membership Report
Jim	Finance Report

Agenda topics – New Business

PROGRAM LOGISTICS	SARAH/MOLLY
-------------------	-------------

Discussion	<ul style="list-style-type: none"> • Our Board Meetings will be held by telecom at 6:00 on the first Tuesday of the month. • Because we did not confirm meeting logistics at UMBC in a timely manner for effective marketing purposes, we decided to cancel Rick Rummler's workshops for September. • We found a no-cost/low-cost web conferencing service. We will need to spend \$100.00 for the audio recording service provided by Altarum. • Our caterer for all of the face-to-face monthly meetings will be Office Catering (1795 Olive Street, Capitol Heights, MD, Phone: 301-772-2323, Fax: 301-772-8166) which will provide a sandwich, chips, piece of fresh fruit, cookie, and a bottle of water for under \$10.00/person. 	
Action items	Person responsible	Deadline
Confirm web conferencing logistics.	Sarah, Dan Elbert, Molly, and Rick Rummler	09/09/09

Send email announcement for September's meeting.	Molly	09/10/09
Contact caterer with numbers for September 15, 2009 meeting. [This does not need to be done because we all will not be meeting at Altarum, only Sarah and Dan will be there; everyone else will be joining online.]	Molly	09/14/09

ELECTION RESULTS		SANDY/MOLLY
Discussion	Jim Govoni was elected as Vice President of Finance.	
Action items	Person responsible	Deadline

REACH OUT TO STUDENTS		MOLLY
Discussion	We need to groom volunteers.	
Action items	Person responsible	Deadline
Contact Susan Grunin to begin performing tasks as Academic Liaison.	Molly	09/18/09

MEMBERSHIP REPORT		MOLLY
Discussion	We have 46 Active Members.	
Action items	Person responsible	Deadline
Continue to monitor membership numbers.	Molly	Ongoing
Ask Stephanie Shipman to contact new members.	Sarah and Molly	09/09/09

FINANCE REPORT		JIM
Discussion	Beginning balance: \$8,159.24 Withdrawals: \$1,140.13 Deposits: \$1,328.72 Ending balance: \$8,347.83	
Action items	Person responsible	Deadline

NEW BUSINESS		
Discussion		
Action items	Person responsible	Deadline