

Minutes

ISPI Potomac Chapter – October 2009 Board Meeting

Tuesday, October 20, 2009

6:00 PM

Conference Call

703-234-7080, ID Code: 8898#

Attendees

Mark Boccia, John Faucher, Terry Goodwin, Sophia Tade, and Molly Wankel

Agenda topics – Old Business

Old Business Action items	Owner	Update
Workshop logistics	Sophia Tade	Assess costs to us and propose pricing structure for 2010 workshops in June, July, and August. Molly requested that Sophia do this for our November conference call on the 3rd.

New Items

Owner	Item
Molly	Note new time for the call. Discuss if future meetings should be at 6 p.m. or another time? Once agreed, Sarah and Sophia will set up the year's calls. Molly asked Sophia to find a telephone conferencing system for us to use for the rest of the year.
Sarah/Molly/Sophia	October Program Logistics
Sarah/Molly/Mark	November Program Logistics
Molly	Student Member Recruitment
Molly	Membership Report
Molly	Finance Report

Agenda topics – New Business

<ul style="list-style-type: none"> October Program Logistics and Publicity 		<ul style="list-style-type: none"> John/Mark/Sarah/Molly
Discussion	<ul style="list-style-type: none"> We need to ensure only members have access to Dr. Medsker's slides. Everyone can have access to the videotape of her presentation. <p>John said it's possible to have both presentations and job openings available only to members. Molly will coordinate with John to implement this change.</p> <ul style="list-style-type: none"> Sarah and Sophia will present plans for publicizing this and future events. <p>Sophia said there is no plan for publicizing future events. Molly requested that Sophia coordinate with Sarah to create a strategy for publicizing future events.</p> <p>Molly will coordinate with John to update our home page, calendar, program flyers, and Join Us Page.</p>	
Action items	Person responsible	Deadline
Send email announcement that slides for October's meeting are available to members only.	Molly	10/22/09
Implement changes to web site.	Molly and John	10/26/09
Devise plan for publicizing future events.	Sophia and Sarah	10/26/09

• November Program Logistics	• Sarah/Molly	
Discussion	<ul style="list-style-type: none"> • Sarah, Molly, and Mark are coordinating with Bill Seidman to facilitate his webinar on 11/10/09. Sarah has proposed to offer his session to other chapters or individuals throughout ISPI. Molly has emailed Bill to find out constraints of the number of participants his webinar software allows to login at one time. <p>Molly talked with Bill on 10/19/09 and he does not need any help. He will send us the URL on 11/01/09. He knows Molly will call him again the day before his presentation to discuss any last minute logistics.</p> <p>There are only 24 slots available for November’s webinar. The webinars in February and April will allow up to 100 participants.</p> <p>Molly will work with John to publicize the November webinar.</p> <p>The Board agreed on November’s webinar registration rates.</p> <ul style="list-style-type: none"> – Members (free) – Non-Members (\$50.00, which includes chapter membership) <p>The Board agreed on February’s and April’s webinar registration rates.</p> <ul style="list-style-type: none"> – Members (free) – Non-Members, including participants from other chapter (\$10.00) <ul style="list-style-type: none"> • Tim Jones, VP of NetSpeed in Seattle, WA, has graciously agreed to allow us to piggy back on his company’s use of Adobe Connect for our planned webinars in February and April. Our only cost is for recording the audio which is the number of minutes for the webinar X 4 cents X the number of participants. We have deemed NetSpeed a Corporate Sponsor and have loaded the company’s logo on the bottom of our home page along with Altarum’s logo and two other companies’ logos. <p>Mark is the liaison for our Adobe Connect webinars and will coordinate with Tim for the webinars to be held in February and April.</p>	
Action items	Person responsible	Deadline
Confirm web conferencing logistics.	Molly	10/19/09
Send initial email announcement for November’s meeting.	Molly	10/21/09
Coordinate with Bill Seidman regarding webinar facilitation needs	Molly	Ongoing through the 10 th .
Send follow-up email announcements for November’s meeting.	Molly	10/29/09 11/05/09 11/09/09

• December Program Logistics	• Terry/Sarah/Molly	
Discussion	<ul style="list-style-type: none"> • We need to find a new (hopefully permanent) location for our meetings. <p>Terry hopes we can meet in December at the DC SE Public Library meeting room across from the Eastern Market metro. He is waiting to hear from the librarian in charge of granting access to meeting rooms. The room would be free and could hold up to 50 people.</p> <p>Molly asked Sophia to get the proposed locations, directions, and contacts from Sarah for the face-to-face meetings to be held in January, March, May, June, July, and August.</p> <p>Molly will update the flyers for the webinars and will update the flyers for the face-to-face meetings as soon Sophia provides her the new location information.</p> <p>The Board agreed on the following face-to-face meeting registration rates.</p> <ul style="list-style-type: none"> – Member/Student Non-Member (\$25.00) – Non-Member (\$35.00) – Season Ticket Holder (N/A) – Volunteer for this program/Student Member (\$15.00) <p>Molly will coordinate with John to implement this change to our pricing structure. John said the programming logic behind this new structure will take a couple of days to implement.</p>	
Action items	Person responsible	Deadline
Confirm meeting location.	Terry and Sarah	10/26/09
Obtain meeting locations, directions, and contacts.	Sarah and Sophia	10/26/09
Send initial email announcement for December's meeting (could be included with November's announcement).	Sophia	As soon as get location pinned down
Send follow-up email announcements for December's meeting.	Sophia	Depending on strategy proposed by Sarah and Sophia. Molly suggests: 11/12/09 11/19/09 11/24/09 12/03/09
Implement new face-to-face pricing structure.	Molly and John	10/26/09

<ul style="list-style-type: none"> Reach Out to Students 		<ul style="list-style-type: none"> Molly 	
Discussion	<ul style="list-style-type: none"> We need to groom volunteers. <p>Molly chatted with Susan Grunin on 10/19/09. Molly is researching the latest version of the spreadsheets that she and Matthew Alexander were working on in 2008 to share with Susan and use to develop a strategy. Molly plans to call Susan again by Thursday, 10/22/09.</p> <p>Molly sent 2 job openings to John for posting. Granted these two were for VPs and not applicable to most students, but posting job openings is attractive to students. We need to limit our job postings only to active members. John said this is doable and is creating web pages available to members only.</p>		
Action items		Person responsible	Deadline
Contact Susan Grunin to develop a strategy for the Academic Liaison position.		Molly	10/22/09

<ul style="list-style-type: none"> Membership Report 		<ul style="list-style-type: none"> Molly 	
Discussion	<ul style="list-style-type: none"> We have 54 active members as of 10/20/09. Stephanie Shipman volunteered to contact new members. <p>Molly has sent updated membership spreadsheets to Steph several times but has not heard back from her. The email Molly has been using might not be current. She will research this and try to contact Stephanie again.</p>		
Action items		Person responsible	Deadline
Continue to monitor membership numbers.		Molly	Ongoing
Contact new members.		Stephanie	Ongoing

<ul style="list-style-type: none"> Finance Report 		<ul style="list-style-type: none"> Jim/Molly 	
Discussion	<ul style="list-style-type: none"> Report our balance. <p>Our last reported balance was about \$8,000.</p> <p>We netted about \$400 from the October program, excluding Sarah's expenses. Income was \$770.00. Rent was \$100.00 and the catering costs were \$267.70.</p>		
Action items		Person responsible	Deadline

• New Business		•	
Discussion	<ul style="list-style-type: none"> History of the Potomac Chapter <p>In the spirit of using our web site as our knowledge management system, Molly asked John to post our Tax ID number and notices of communications with the IRS.</p>		
Action items	Person responsible	Deadline	
Post tax documents.	John	10/26/09	