



~ ooVoo ~

MINUTES: Board of Directors Meeting
Wednesday, September 18, 2013

Meeting Start Time: 7:07pm(CST)

1	<p>President BK: Board of Directors Attendance: PRESIDENT: Brian Kilpatrick (BK) VICE-PRESIDENT: Tim Owens (TO) SECRETARY/MEMBERSHIP: Arlene Gunderson (AG) TREASURER: Cathi Bouton (absent due to family) (CB) CHAPTERS AFFILIATION: Nina Coyer/Patricia Beech (NC/PB) PROFESSIONAL DEVELOPMENT: Sharon Lott (SL) MEMBER-AT-LARGE: Bill Newell (BN) EX-OFFICIO: Glenna Ashton (GA)</p>
2	<p>President BK: There's no report, confident that the board officers do not have any reports as well.</p>
3	<p>President BK: Now, we will talk about 2014 Membership. I want to thank Timo for his help with the documents in regards to Membership. Did everyone receive an attachment via e-mail? All Board members says YES. Does anyone have any discussion about the pro-rated?</p>
4	<p>Ex-Officio GA: I did not get the attachment.</p>
5	<p>President BK: Okay, I will send it to you, Glenna.</p>
6	<p>Secretary/Membership AG: I wanted to share with you all that I have received the 7 boxes from LaNae. I opened them and saw that there's a printer, laptop, apparently to be very old and heavy, and several boxes of papers, envelops, stamps, printing stuff. I had hoped to have an opportunity to do a VideoPhone (VP) call and discuss everything before LaNae ships the boxes to me. But, anyhow, I would like to see change in how we do things. I've talked to Cathi via FaceTime (FT) and we both agree that we need to come up with a different way of how we do things such as centralizing all of the information, which includes the membership dues, membership cards, certifications, levels, the costs of the certification and so forth in ONE database where selected individuals will have access for correspondences in terms of: documentation, verification, edits, review, and such.</p>
7	<p>Ex-Officio GA: Yes, the PC laptop and printer are out dated. Very old.</p>

8	President BK: Now let's talk about having face-to-face board meeting in Austin. 2 people from the West. 2 people from the East. 2 people from Texas. No concerns needed about the cost of the gas for my trip, as I will drive from Houston. Arlene is already in Austin, which saves ASLTA money.
9	Vice-President TO: I need clarification. LaNae was the membership coordinator – was she elected or appointed?
10	President BK: LaNae was paid to do the membership work and did not serve as a board member. Now what happened to LaNae is that, effectively as soon as the new secretary board is elected, will not continue the paid position to do the membership work for the new term of: 2013-2017. And, in addition, because in the by laws it is mentioned that the membership duties is part of the secretary's role.
11	Chapters Affiliation (Interim) PB: I don't think Nina need to be part of the ooVoo board meeting.
12	Officio GA: No, Nina need to be part of the meeting as there will be chapter membership dues since it is now on yearly basis as voted/passed.
13	President BK: What do you think of Timo's letter re: membership? Should all membership dues be mailed to Arlene or Cathi? What mailing address should we use?
14	Officio GA: Cathi prefer to collect money and does not want to be responsible for membership letters, etc. Cathi should be sending the list to Arlene then Arlene would send thank you letters and the membership card. I suggest that Cathi receives paper and put in the log, then Arlene have access to look the log for names, etc. to follow through on membership dues.
15	Secretary/Membership AG: How are we going to centralize everything? I want to review old minutes, where are they? I feel like there have been some gaps in communication and we might be missing membership dues in the mail.
16	Members-At-Large BN: Why don't we use Google drive to centralize everything?
17	Officio GA: Cathi keeps all information in quick book.
18	Secretary/Membership AG: I already talked to Cathi about making changes and centralize everything and Cathi already agreed.
19	President BK: I suggest that Arlene, myself (BK), Cathi, Timo, LaNae and Tony should meet in Austin to review everything and centralize everything.
20	Vice-President TO: I, move, to have myself, as the Vice-President, Brian as the President, Tony as the Evaluation Chair Assistant, LaNae as the former Membership Coordinator, Cathi as the Treasurer, and Arlene as the Secretary to meet in Austin during the date of October 11-13.
21	Member-at-Large BN: Second.
22	VOTE: 7 = PASSED
23	President BK: Cathi have not seen the letter so should we wait?
24	Ex-Officio GA: I think we should start now, Cathi already is doing it.

25	Vice-President TO: I suggest Arlene and Cathi work together to agree on how to centralize everything.
26	Secretary/Membership AG: Yes, we have talked already and we both already agreed.
27	Vice-President TO: Should we put Cathi contact information on the letter?
28	Secretary/Membership AG: What about doing the electronic copy of letter and membership card in PDF – attach via e-mail instead of printing, putting in letter, stamps and mailing out to each member.
29	Vice-President TO: Do we accept the way the letter is written?
30	President BK: Use Arlene and Cathi's name not mine. Make sure it is clear that everything is mailed to Cathi.
31	Vice-President TO: I will edit and send to President for review and approval then BK will send it to us. Suggest Arlene & Cathi to wait until BK send it.
32	President BK: Thank you for your help. Great job! Now, about Minn Loon hosting ASLTA 2015 conference. The e-mail messages from Daemon and Kristin about the ASLTA NC conference handbook guideline. Sharon, can you share update on guidelines for conference handbook for the host chapters to follow?
33	Professional Development SL: Yes, we are working on it.
34	President BK: Seem they want something now?
35	Professional Development SL: Yes, I can send something now and send the final one after I finalize working on all documents.
36	President BK: I did send Seattle's guidelines to Minn Loon for them to review and make bids at the ASLTA conference but I don't know what happened to that.
37	Chapters Affiliation (Interim) PB: At NC's ASLTA, we already knew 2013 was Minnesota when we had 2011 conference in Seattle. But, they have not start anything the past 2 years. Because they need guidelines to start planning. And, correction – you send the Seattle's guidelines to Minnesota.
38	President BK: Okay, Seattle's guidelines that was sent and now we are revising the guidelines from NC's conference. Sharon will be the one to provide support to Minnesota for their conference.
39	Professional Development SL: Yes, Also, I will include in the guidelines about sponsorship – that it must be between the sponsors and the ASLTA board.
40	President BK: Oh yes, please add that in the policy section. I was thinking – for us to meet with Minnesota Loon's host and committee face-to-face meeting in the springtime. BK, Timo, Cathi, Sharon, James (NC ASLTA Conference Chair), Pat and Nina to Minnesota and help with conference planning. February or March?
41	Vice-President TO: First question: can Minnesota give us several dates to choose from not one?
42	Chapters Affiliation (Interim) PB: Question for Timo – did you mean in

	February or March?
43	Vice-President TO: I move that Brian, as the president, Timo, as the Vice-President, Cathi Bouton, as the Treasurer, Sharon Lott, as the Professional Development Chair, James Wilcox, as the ASLTA Conference Chair in NC, Pat as the interim Affiliate Officer along with Nina Coyer to fly in Minnesota to help with conference planning. We will meet with Minnesota Loon in either February or March but we receive notification with several dates and time in advance to decide which date is best.
44	Chapters Affiliation NC: Second.
45	VOTE: 7 = PASSED.
46	Professional Development SL: Please keep in mind, to try to avoid dates during spring break week.
47	President BK: Certainly. I will contact Minnesota Loon about schedule.
48	Chapter Affiliation (Interim) PB: Can we talk about Skype with Minnesota before we meet with them face to face in Spring?
49	President BK: I suggest Me, Pat and Nina will cc each other with e-mails to Minnesota Loon.
50	All Board AGREES.
51	President BK: I just talked with Leslie Greegor, President of CIT – discussing on how to pick board in ASLTA to serve on committee as ADHOC. Jimmy is now the Vice-President and Carole is the Professional Development. We decided to pick Timo as the Vice-President, Sharon as the Professional Development, Nina for Affiliate. Once all approve, I will let Leslie know.
52	Professional Development SL: I move the following names that President selected: Timo, Sharon, Nina to be on ASLTA representatives to serve on the ADHOC with CIT.
53	Member-at-Large BN: I am new and I want to discuss the history. I don't know anything so can you please summarize the purpose of this ADHOC committee work with CIT is all about? What is the ultimate goal?
54	Ex-Officio GA: The only thing I have is when the President of CIT goes to ASLTA – s/he is waived from the conference registration. And, each of our conferences – we have our organizations board meet and eat together. Leslie was the former President in ASLTA and is big on more collaboration between both organizations. Many members feel the same way about both organizations. The purpose of ADHOC is to have 3 board members from each organizations to discuss what they want and share with their organization's board for approvals, etc.
55	Member-at-Large BN: I would recommend we set up clear expectations. Please do not have any misunderstanding about making suggestions and ideas. But nothing like planning or the like.
56	Vice-President TO: Do we all meet face-to-face or via video?
57	President BK: I would think face to face, which is much easier.

58	Vice-President TO: I suggest that we do 1 st meeting face to face. I am concern that it would impact the budget. I suggest one and one meet and discuss the map/goal of the meetings. Then, we meet through ooVoo.
59	Member-at-Large BN: That's one idea. But, I would suggest ooVoo meeting first and give us a plan on what you all want to accomplish when meet face-to-face with clear goals.
60	Vice-President TO: I agree with Bill. I think the 3 board members from each – select 1 representative from each organization and discuss with that particular representative and then discuss in ooVoo.
61	President BK: I talked to Leslie about – Clarification: Jimmy Beldon is not the President but the Vice President. He was the Public Relations person but filled the Vice- President role when someone resigned.
62	VOTE: 7 = PASSED.
63	President BK: Great, I would like to ask Timo to take on that lead.
64	Vice-President TO: Yes, I accept – represent for ASLTA but as a whole – I prefer 3 of us. I accept, thank you.
65	President BK: I will contact Leslie and let her know that Timo will take lead/represent for ASLTA and Jimmy will contact him directly. Any announcements?
66	Vice-President TO: I need clarification, are we, for sure, going to meet in Austin on October 11 – 13?
67	President BK: Yes, Arlene will find nearest hotels and let us know.
68	Member-at-Large BN: Could someone clarify everyone's role as a board?
69	President BK: Review all board roles and names. Pat decided that the transition is necessary and feel the need to work closely with Nina to ensure the transition is as smooth as possible. Glenna will remain as an officio to give us guide, advice, etc.
70	Member-at-Large BN: Thank you for having me on board. If anyone needs help, proof read or edit – such please let me know.
71	President BK: I need everyone to prepare a report, which is supposed to be done by Sept. 1 – but please do it and print by Oct. 1 I will send deadlines to all of you so you know what to submit with following dates.
72	Chapters Affiliation (Interim) PB: I agree 1 or 2 or 3 meetings ago, we agree that we will do PDF for e-newsletter.
73	Member-at-Large BN: I wonder all use ASLTA email?
74	President BK: Yes, I would like to see everyone on Board to use ASLTA e-mail. Also, please send me your bios and photos. As I need from the rest of the Board who haven't send to me as it needs to be posted on the ASLTA website.
75	Member-at-Large BN: I thought I did send to you
76	President BK: Send it to me again.
77	Vice-President TO: Wait, how do I purchase plane ticket for our meeting in

	Austin? How does that work?
78	President BK: Yes, you are responsible to schedule the flight on your own. I will send you ASLTA reimbursement form. All expense will be spent personal then each Board member will be reimbursed.
79	Vice-President TO: What time? Do we arrive Thursday night?
80	President BK: I prefer to meet Friday night because people have jobs. I can't force people to arrive the day before. Then, on Saturday, we meet all day and all morning on Sunday. We leave Sunday at 12noon. I suggest everyone arrive around the same time so we all can get a ride to the hotel.

Meeting Adjourned Time: 7:31pm(CST)