

**AMTA – WI Chapter Board of Directors**  
**Via GoToMeeting.com**  
**April 7, 2013**

Meeting called to order at 4:07pm by Mya Rowe.

**Board Members and Committee Chairs present:** Mya Rowe (President), Casey Guilfoyle (1st Vice President/Website Chair), Mindy Murkley (3<sup>rd</sup> VP ), AnnMarie Kolb (Secretary), Marilyn Heckert (Treasurer), Terry Bauer (Member at Large/ Sponsorship Chair), Lynn Kutz (Display/Scholarship), Tom Reich (Social Media Chair), Kara Phernetton (Outreach Committee/Delegate), Cynthia “Sam” Licht (Membership Chair), Douglas Radtke (Delegate)

**Review Rules of Engagement:** Mya Rowe asked if we all received this and asked that we get them signed and returned to her as soon as possible.

**Approval of Minutes:** The BOD Meeting minutes from 3/14/13 were reviewed. **MOTION:** Casey Guilfoyle moved to approve the minutes as corrected, Mindy Murkley seconded. All approved.

The BOD Meeting minutes from 3/17/13 were reviewed. **MOTION:** Marilyn Heckert moved to approve the minutes as corrected. Mindy Murkley seconded. All approved.

Mya Rowe asked that we all take a look at the Chapter Meeting Minutes 3/15 & 16/13 and asked that we edit via Google docs.

**Committee Reports**

Mya Rowe had sent an email about Consent Agenda. We discussed using this and all agreed to give it a try. Casey Guilfoyle asked that all Committee Reports be emailed to all Board Members in a Word Document by April 25, 2013 at 7:00pm.

Casey Guilfoyle talked about a Goal setting workshop the BOD attended with Kathy Ginn and reminded the committees should use this tool in their planning.

**Unfinished Business**

Mya Rowe thanked Mary Schweiger for putting together the BOD Contact Information file. She then asked that we get any corrections made as soon as possible.

Scholarship Parameters: Lynn Kutz submitted new wording for the Scholarship Parameters. We looked at the corrections and new wording. **MOTION:** Casey Guilfoyle moved to accept the changes to the wording of the scholarship description made by Lynn Kutz. Marilyn Heckert seconded. All approved. See Policy Manual for changes.

Sponsorship Chair Description: Mya Rowe posted the current description and the board discussed the position description. **MOTION:** Terry Bauer moved to accept the description as posted and corrected to the Policy Manual. Casey Guilfoyle seconded. All approved.

November 2013 BOD Retreat & Budget Meeting – Casey Guilfoyle shared that she and Ronnie met. Casey presented ideas for the weekend of Nov. 2 & 3, 2013.

National Convention - Mya Rowe reviewed the Eligibility rules for BOD going to the convention. She reminded the BOD members that they must provide a “Letter of Intent” by 4/22/13, 7 p.m. to the BOD via email. BOD will vote at the next meeting who will go and represent the state of WI.

May 2013 Education Event & BOD Meeting Monday, 5/6/13 – Mya Rowe asked to confirm BOD attendance and rooms with Casey Guilfoyle. Our BOD meeting will start at 10am and end at 4pm.

Improved Registration Pages on Website – Mya Rowe asked about this. Casey Guilfoyle reported that she sent and inquire and has not received a confirmation yet.

### **New Business**

Mya Rowe was asked by Mary Schweiger the idea of having business cards for AMTA-WI Promotion at AMTA WI events. Discussion took place. We will review it again at the next meeting.

Mya Rowe was asked by Mary Schweiger if she could purchase a lock box to store applications in. Discussion took place and the board agreed this would be a good idea.

**Membership** - Cynthia Licht asked the Board if she could purchase large envelopes with AMTA-WI logo on them to mail out new member welcome packets. Mya Rowe suggested she use mailing labels and Sam just purchase the envelopes for the mailings. Sam also mentioned she would like to send out a magnet with our chapter information. She would like to send out a new member survey too. Discussion was good.

Cynthia Licht would like to offer new members a discount for taking a survey. Discussion took place. **MOTION:** Marilyn Heckert moved to approve New Membership \$25 one time education coupon pending completion of new member survey. Casey Guilfoyle seconded. All approved.

Casey Guilfoyle reminded Mya Rowe that we might need to place a printing order to Rooney for stationery. Discussion took place. We were reminded that there is a PDF file on the website that we can print out our logo from there.

Reimbursements – Mya Rowe reminded everyone that if they are printing items for their committees to save their recipes and fill out the reimbursement forms. She asked for reimbursements to be submitted. Casey Guilfoyle submitted one. Marilyn Heckert moved to approve the reimbursements submitted. Mindy Murkley seconded. All approved.

Mindy Murkley asked if anyone needed a BOD Jacket. Discussion took place.

Casey Guilfoyle asked about old business item regarding Chapter property. Casey was just checking the status of this.

Lynn Kutz suggested that we update policy manual committee descriptions to mirror National's Committee Chair eligibility: Must be a member in good standing

Casey Guilfoyle moved to update our policy manual to mirror National Committee Chair eligibility to be a member in good standing. Mindy Murkley seconded. All approved.

### **Adjourn**

Mindy Murkley moved to adjourn the meeting. Casey Guilfoyle seconded. Meeting adjourned at 6:34pm