

## STAND EXECUTIVE BOARD MEETING

January 3, 2020

9:00 – 11:00

### AGENDA

#### OPENING

- I. Call to Order  
Eric Stephenson, Sharie Matos, Adrienne Spiegelman, Allison Gallo
- II. Review and approve minutes

#### REPORTS

- I. President
  - Action Items –
    - New Program VP – Allison Gallo  
Yay!
    - Change of Corporation Registered Agent – Update: Change request was submitted on December 12. New registered agent is Wattay Accounting, 3488 South DePont Blvd., Smyrna, DE 19977. This firm will not charge us for this service. The only thing that goes to the registered agent is the invoice for franchise tax for our organization.  
Free for STAND as long as Adrienne Spiegelman is with the organization.
    - Lori has tax documents from Bill and membership dues from two organizations.  
-Bill still thinks that he has to send everything to Lori. Adrienne is supposed to hear from the court – Bill is supposed to be paying \$100/mo payable to Ade's address (still owes ~\$580). Ade follow up with either court or Bill.
- II. Membership
  - Current Membership Numbers – 34 – a few more will pay at the next meeting.  
-A couple of the memberships went to him; he gave that to Lori – a check for \$60 and one for \$210. Lori will bring in checks to next meeting.  
-At this point, we have 34 members. Ron Hargrove has not paid yet; must pay to remain on the board. Barbara McCleary wants to wait until they fill their vacancies to pay.  
-Kim Newell (hasn't paid in two years) and Margaret Watchorn (Paid)– are they paid members? Ade to get invoices out.
  - October Meeting Number  
-Meeting was great.
  - New Members – Kelly Cochran form SBO  
– Ade has is her email address. She is on the invoiced membership spreadsheet.
  - Action Items – emails from ADE went out in mid-December. Several responses – go over list of members not paid.
- III. Program

- October Meeting
  - a. Highlights
  - b. Lessons Learned
    - Darrell Andrews was great. He agreed to present to Courts at a significantly reduced rate; Allison is working on grant funding to fund this in October (\$2,500/day).
    - People are interested in measuring effectiveness of training and technology. Perhaps a panel on using technology to measure effectiveness for September Conference.
- January Meeting – Tracey Connelly “Training Tips and Tricks”
  - This is an interactive training.
  - Lori Collier is doing a Brain Architecture training in March 13<sup>th</sup>.
  - Jaime Buffalo – has a list of training that she can offer. Pending.
  - July – Allison found an ad for a webinar that is 15 minutes. “The Tireless Trainer” This training talks about how exhausting training is mentally and physically, there are measures to be taken beforehand and during facilitation to help. This is \$60 – can we pay for someone to sign up for it and bring it back to STAND as a book report. We can offer this as a first come first serve and then we can pick of the people who respond. Allison forward to Ade for distribution; this is a \$90 value. If we get no one to respond, Allison said she would do it.
  - Karen @ SBO – computer based training course. Allison has been speaking with her. She is willing to present about Articulate in November.
  - Allison thinks that people may not be performing assessments of their training. Some of the places we work do not have baselines assessments from before the training.
  - Ade discussed a behavioral assessment option that is available in DLC after training.
- Action Items – Conference planning – Review minutes from the committee
  - Venue was decided to be Buena Vista. No caterer yet. No idea of the attendance level. Unsure of the cost to charge attendees. Are we paying someone to speak? We are unsure of budget for conference at this time; Allison is working on it. Has membership changed since the last time we held a conference? We must start with first figuring out what the conference is going to cost. Are we going to do a raffle or have a giveaway?

#### IV. Communications

- Newsletter – Next new letter in February
  - Next newsletter goes out in February.
  - Lori provide March meeting info by end of January; Allison gather this and send to Eric.
- Gmail activity - none
- Action Items – Eric will be adding the invites to the google calendars and invite to meetings that way.

V. Secretary

- Action Items – Sharie will not be seeking reelection when her term ends.

VI. Treasurer

- Current Account Balance – Bank statement – Checking = \$613.03  
Savings = \$2,728.81

- Action Items

\*\*Other – can we reach out to DOC or other agencies that have a lot of trainers to see if they are interested in becoming members?

\*\*Discussed about getting new members – reaching out to old members and reaching out to everyone who has a training-related title from the news journal article. How can we do this appropriately?

Adjourned at 11:05 am.