



## Board Meeting Minutes

Friday, May 13, 2005  
9 am

### Metro DC Chapter

ICFmetroDC.com

#### Board of Directors

##### President

Marshall A. Brown  
202-518-5811  
marshall@mbrownassociates.com

##### Vice President

Priscilla Nelson  
703-787-8000  
Priscilla@nelsonassoc.com

##### Treasurer

Brad Sterl  
703-790-9888  
bsterl@bradsterlassociates.com

##### Secretary

Jon Hockman  
703-465-8306  
jon@DreamDareDo.org

##### Communication

Chris Brookfield  
202-965-3252  
cbrook@erols.com

##### Community Outreach

Dianne Rankin  
703-303-1260  
DRankin535@aol.com

##### Membership

Ed Modell  
301-593-9472  
EdModell@aol.com

##### Professional Development

Susan Braverman  
301-320-2177  
susan@srbcocaching.com

##### Director At Large

Susan Samakow  
301 706 7226  
samakow@erols.com

##### Past President

Bill Pullen  
202-986-5134  
bill@BillPullen.com

The meeting was called to order at 9:05 am. The meeting was held via conference call.

#### In attendance:

President:	Marshall Brown
Vice President:	Pris Nelson
Secretary:	Jon Hockman
Communication:	Chris Brookfield
Prof Development:	Susan Braverman
Membership:	Ed Modell
At Large:	Susan Samakow

#### I. Approval of Minutes

Moved and seconded to approve the April, 2005 meeting minutes as presented.

Pass, unanimously

#### II. Board Membership

It was moved and seconded to accept the President's appointment of Susan Samakow as Director At Large on the Board of Directors for the balance of the 2005 term.

Pass, unanimously

#### III. Professional Development

Susan Braverman requested Jennifer Whitcomb's contact information.

October and November 2005 speakers are not yet secured. All others are in place.

August teleclass time will be in the evening.

Ongoing search for additional volunteers to help with this important area of our work. Board members are encouraged to recruit volunteers on behalf of the chapter.

Summer picnic: July 23. Marshall will check with Kevin Norris and see if he is willing to plan the event again. Pris will also check with Jeff Ward's business partner to see if they will host again. The suggestion was made to have a fortune teller. We will charge \$5 per person to attend.

#### **IV. Membership Update**

\$9,000+ in revenue and 99 registrants for conference as of today.

All new members were emailed on April 26. 5 replied with thanks for being welcomed.

New outreach calls to Maryland members are now underway.

#### **V. Budget Update**

No update.

#### **VI. Community Outreach**

Dianne's report submitted separately. No further questions.

#### **VII. Conference Update**

Logistics walk throughs have been done and all is in order.

Assignment of Board members to specific volunteer roles is underway. Ideally we will be able to focus largely on meeting and greeting attendees.

Each board member is asked to send to Marshall a program or two that we'd be interested in introducing the speaker and he will coordinate.

Dinner with Pam Richarde at 8pm on June 2.

#### **VIII. Board Check Up**

July 8, 9-11 am. A face to face special board meeting to evaluate our Board goals at mid year. We will also do some succession planning. Marshall and Pris will work on this gathering. Location TBD – either ICF office or elsewhere.

#### **IX. Awards**

Suggestion was made to do a president's award and present that at the conference.

We would also do a volunteer award(s) at the end of year holiday party. This would include input from chapter members.

Ed and Marshall will work together to finalize details on this project.

#### **X. Certification**

Upcoming ICF calls to discuss the new membership levels program. All board members are welcome to participate in one of these leadership calls. The current plan is that a new structure will go into place on April 1, 2006 at which point all board members of the chapter will have to be certified to be eligible.

While there is push back to the ICF board about this transition, its clear they are intending to move forward.

Marshall will ask Dan Martinage how many of our chapter members are already certified with ICF.

CEUs are far behind schedule. Pris suggested we need to push the issue of getting CEU approval for this year's conference

**XI. Communications**

Chris will do a special email to members about the May 16 coffee house event.

Constant Contact newsletter service not yet in place, but still on the list.

**XII. IRS Filing**

Ed has not gotten any input from other chapters on their non profit filing with the IRS. We can either hire someone to do it or wait until Ed has more time later this summer. We agreed that we would wait until Ed can get to it.

**XIII. Next Meeting**

Friday, June 10, 9:00 am via phone.

The meeting was adjourned at 10:02 am.