

AMWA Chapter 14 Officers Meeting

Minutes

January 9, 2015

The meeting was called to order at 1:30 pm by chapter president, Rona Clair Grunspan. Five members were present, including Rona Claire Grunspan, Joanne McAndrews, Lisa Balbes, Nicholas Russell, and Linda Landon.

Events in St. Louis

The St. Louis TechSTL Freelance group is continuing to sponsor the St. Louis-area Freelance Luncheon Series every other month to discuss topics of interest to freelance medical/technical writers in the St. Louis, MO area. Speakers on a number of interesting and useful topics present at each meeting. The topic for the January meeting is, “What to Charge: Pros and Cons of Hourly Rates and Flat Fees,” presented by Nicholas Russell. Speakers are needed for the May, July, and November meetings in 2015. Contact the co-chairs of the St. Louis-area Freelance Luncheon Series, Joanne McAndrews (joanne@joannemcandrews.com) or Lisa Balbes (lisa@balbes.com), if you or someone you know is interested in presenting. In September 2015, there will be a chapter-wide dinner. Lisa Balbes reports that the TechWriteSTL website is up-to-date.

Events in Kansas City

The Kansas City area members held a December 2014 get-together. The Kansas City members are compiling a list of members to organize events. Contact Rona Claire Grunspan

ronaclaire@gmail.com) if you or someone you know is interested in organizing an event in Kansas City.

Semiannual Chapter Report

The semiannual chapter report is due to AMWA headquarters on March 15, 2015. Rona Grunspan provided the fall 2014 report to Linda Landon, who will coordinate completing the report.

Chapter Leader Call with the AMWA Board of Directors

Joanne McAndrews will fill in for Rona Grunspan for the call to be held on Monday, February 2, 2015 at 10 am.

AMWA 2015 Spring Board of Directors Meeting

The AMWA 2015 Spring Board of Directors Meeting will be held in Washington, DC on Friday and Saturday, April 17-18. Leslie Neistadt is interested but is unable to attend on Friday April 17th. No one else expressed interest in attending. The Chapter Officers decided that having Leslie only attend on Saturday was preferable to having no one attend from our chapter. If you or someone you know is interested in being our Chapter's delegate to the AMWA Board of Directors, contact Rona Claire Grunspan (ronaclaire@gmail.com).

Housekeeping

Agendas for Chapter Officer Meetings - Rona Grunspan will continue to compile the agenda and will provide the teleconference number and access code. Linda Landon will distribute the agenda to the Chapter officers.

Treasurer's report - Joanne McAndrews reported that the Chapter has \$14,000 in a money market account and \$2500 in checking, both at U.S. Bank. The Chapter has two certificates of deposit at Boone County Bank totaling \$3000. These certificates mature in June and September of 2015, at which time, the certificates will be cashed and the money will be added to the accounts at U.S. Bank. The Federal and Missouri tax returns are due on April 15, 2015 and the financial report to AMWA is due in August of 2015. Joanne would like to retire from her duties as Treasurer within the next year.

Adjournment

The meeting adjourned at 1:50 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14