

AMWA Chapter 14 Officers Meeting

Minutes

March 3, 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, Magdalena Berry, and Linda Landon.

Events in St. Louis

The St. Louis TechSTL Freelance group is continuing to organize 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, and all meetings are set for 2015. In September 2015, there will be a chapter-wide dinner with a speaker. Lisa Balbes reports that the Chapter website is up-to-date with all events posted.

Events in Kansas City

The Kansas City area members will hold a spring 2015 get-together. Members of other technical writing groups will be invited to attend. 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. Linda Landon is waiting for the final number of chapter members before submitting the final version.

Chapter Leader Call with the AMWA Board of Directors

Joanne McAndrews reported on the February 2015 Chapter Leaders call. The meeting lasted about an hour. It was recommended that each chapter's delegate to the Spring Board of Directors meeting attend the next two AMWA Chapter Leaders calls in preparation for the meeting in April in Maryland. Rona Claire Grunspan will coordinate attending with April Coburn.

AMWA 2015 Spring Board of Directors Meeting

The AMWA 2015 Spring Board of Directors Meeting will be held in Bethesda, MD on Friday and Saturday, April 17-18. April Coburn will attend the meeting as the chapter delegate. She will also attend the next two Chapter Leaders calls.

Housekeeping

Chapter Officer Meetings – The next Chapter Officers Call will on Tuesday May 5, 2015 at 1:30 pm.

Treasurer's report - Joanne McAndrews reported that the Chapter tax returns have been filed. No additional tax is owed to either the state or federal government this year. The accounts

at Boone County National Bank will be closed out during 2015 after the CDs are mature. As of January 31, 2015, the chapter assets are \$15,087.10 in a money market account and \$2732.10 in checking, both at U.S. Bank, and \$1133.42 in checking and \$2918.17 in certificates of deposit both at Boone County National Bank. The Boone County National Bank certificates mature in June and September of 2015, at which time, the certificates will be cashed and the checking account will be closed.

Minutes – The minutes from the January 2015 meeting were approved. Lisa Balbes will post the minutes with appropriate changes to the website.

Newsletter – Magdalena Berry will publish a newsletter at the end of March 2015. The due date for submissions is March 23, 2015.

Adjournment

The meeting adjourned at 1:50 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14