

## **AMWA Chapter 14 Officers Meeting**

### **Minutes**

**April 12, 2016**

The meeting was called to order at 11:30 pm by chapter president, Rona Claire Grunspan. Seven members were present, including Rona Claire Grunspan, Joanne McAndrews, Lisa Balbes, Laura Sheppard, Magdalena Berry, Linda Landon, and Leslie Neistadt.

#### **Events in St. Louis**

The St. Louis TechWriteSTL 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. The topic for the May 2016 meeting will be making documents and websites accessible to people with visual impairments. Speakers for upcoming meetings have been arranged. The annual TechWriteSTL dinner will be held on September 27, 2016 to celebrate 10 years of TechWriteSTL luncheons. Joanne McAndrews and Lisa Balbes continue to organize the events. For information on TechWriteSTL activities, please visit <http://www.amwa-midamerica.org/>.

#### **Events in Kansas City**

Phyllis Hudson will lead the effort to plan and hold events in Kansas City. Phyllis and Rona Claire Grunspan are planning new events for the Kansas City area members. Contact Rona Claire Grunspan ([ronaclaire@gmail.com](mailto:ronaclaire@gmail.com)) if you or someone you know is interested in organizing an event in Kansas City.

#### **Chapter Leader Call with the AMWA Board of Directors**

Rona Claire Grunspan and Laura Sheppard have been attending the monthly Chapter Leader Calls and reported on the topics that were discussed. There are 3 upcoming chapter leader teleconferences scheduled for May 9, 2016, Jun 6, 2016 and September 12, 2016 at 11:00 AM EST on each day. Volunteers are sought to attend the calls.

### **Spring Board of Directors meeting.**

The Spring Board of Directors meeting was held on April 7-8, 2016 in Bethesda, Maryland. Laura Sheppard and Rona Grunspan attended as Mid-America chapter delegates. Laura and Rona reported on the agenda and discussions.

### **Housekeeping**

**Chapter Officer Meetings** –The next Chapter Officers Call will be June 20, 2016 at 11:30 am by using the Google Hangout. The permanent Google Hangout URL for the chapter meeting calls is <https://hangouts.google.com/call/u5r5zk3lyyyvqxup6fvm14ww3ya>.

**Treasurer's report** - Leslie Neistadt is the chapter treasurer. The chapter 2015 tax return has been filed.

**Newsletter** – Magdalena Berry published a chapter newsletter. Magdalena request submissions for the newsletter, which will be published the end of June 2016. The deadline for submissions is June 20, 2016.

**Membership** - Laura Sheppard is the new membership chair. Two new members have joined the chapter. Laura has sent welcome letters to the new members. Laura is sending a letter whose memberships have expired or will expire soon.

**Minutes** – The March 2016 minutes were approved.

### **Adjournment**

The meeting adjourned at noon.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14