

## **AMWA Chapter 14 Officers Meeting**

### **Minutes**

**January 12, 2016**

The meeting was called to order at 1:30 pm by chapter president, Rona Claire Grunspan. Six members were present, including Joanne McAndrews, Lisa Balbes, Phyllis Hudson, Laura Sheppard, Magdalena Berry, and Linda Landon.

#### **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 Wednesday January 20, 2016 meeting will be diversifying clients. Speakers for upcoming meetings will be solicited at the January 2016 meeting. The annual TechWriteSTL dinner will be held on September 2016 to celebrate 10 years of TechWriteSTL luncheons. Joanne McAndrews and Lisa Balbes are organizing 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. The Kansas City area members currently have no planned events at this time. 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 attended the January 2016 Chapter Leader Call and reported on the topics that were discussed. The next call will be the second Monday of February. Laura Shepard will be attending the February and March calls.

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

The Spring Board of Directors meeting will be held on April 7-8, 2016 in Bethesda, Maryland. A chapter representative is needed to attend this meeting. Laura Sheppard indicated interested in attending this meeting as the Mid-America chapter delegate.

### **Chapter Report**

The Chapter Report is due March 11, 2016. Linda Landon will start drafting it and will ask other chapter officers to contribute information to the report.

### **Housekeeping**

Chapter Officer Meetings – The next Chapter Officers Call will be on Tuesday March 8, 2016 at 1:30 pm by using a Google Hangout. The permanent Google Hangout URL for the chapter meeting calls is <https://hangouts.google.com/call/u5r5zk3lyyyvqxup6fvml4ww3ya>.

**Treasurer's report** - Joanne McAndrews presented the treasurer's report. Leslie Neistadt will become treasurer in April, 2016. Joanne will train her. Joanne is currently gathering information for the 2015 chapter tax return, due March 15, 2016.

**List of Chapter Officers duties** – The list of Chapter officer duties will be finalized and sent to the chapter officers for review.

**Membership** - Laura Sheppard will be membership chair.

**Minutes** – The November 2015 minutes were approved.

### **Adjournment**

The meeting adjourned at 2:05 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14