

AMWA Chapter 14 Officers Meeting

Minutes

July 19, 2016

The meeting was called to order at 2 pm by chapter president, Rona Claire Grunspan. Seven members were present, including Rona Claire Grunspan, Joanne McAndrews, Lisa Balbes, Laura Sheppard, Magdalena Berry, 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 July 21, 2016 meeting will be academic and education-related writing and editing. 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 will lead a retrospective analysis at the November meeting of what this group has done over the last 10 years, followed by a discussion of where the group should go in the future. 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 Edson 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; they are hoping to coordinate an event for September. Contact Rona Claire Grunspan (ronaclaire@gmail.com) if you or someone you know is interested in organizing an event in Kansas City.

Treasurer's update

Leslie Neistadt provided an update of our chapter checking and savings account balances.

AMWA Chapter Financial Report

Leslie Neistadt is preparing the report, due at the beginning of August. Joanne McAndrews, immediate past treasurer, will review prior to submission.

Newsletter

Magdalena Berry published the summer chapter newsletter. She requested submissions for the fall newsletter, which will be published at the end of September 2016. The deadline for submissions is September 26, 2016.

New members

Laura Sheppard noted that one new member has joined the chapter. Laura has sent welcome letters to new members, and is sending a message to those whose memberships have expired or will expire soon.

Chapter Dinner at AMWA Medical Writing & Communication Conference

Joanne McAndrews is organizing a chapter dinner in Denver on Friday October 7th. She has contacted AMWA headquarters for the list of conference registrants from our chapter, and will be contacting attendees with more information about the dinner. Participants will pay for their own meals.

AMWA Board of Directors meeting in Denver—chapter delegate

The fall BOD meeting will be held in Denver on Saturday October 8th from 2:30 to 4:30 pm. Several chapter officers are checking their schedules for that afternoon to see if they can attend as our chapter delegate.

Housekeeping

Chapter Officer Meetings –The next Chapter Officers Call will be September 19, 2016 at 2 pm Central via WebEx.

Minutes – The April 2016 minutes were approved.

AMWA Chapter Leader Calls— Leslie Neistadt attended the last chapter leader call. The next chapter leader teleconference is scheduled for September 12th at 11:30 am Eastern., and Leslie will attend the call on behalf of our chapter.

Adjournment

The meeting adjourned at 2:26 pm.

Signed,

Joanne M. McAndrews, PhD for

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14