

AMWA Chapter 14 Officers Meeting

Minutes

March 8, 2016

The meeting was called to order at 1:30 pm by chapter president, Rona Claire Grunspan. Six members were present, including Rona Claire Grunspan, Joanne McAndrews, Lisa Balbes, Leslie Neistadt, Laura Sheppard, 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 March 30, 2016 meeting will be breaking into regulatory writing. Speakers for the May 2016 upcoming meetings have been arranged. The annual TechWriteSTL dinner will be held on September 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) 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. The next call will be the second Monday of April.

Spring Board of Directors meeting.

The Spring Board of Directors meeting will be held on April 7-8, 2016 in Bethesda, Maryland. Laura Sheppard and Rona Grunspan will attend this meeting as Mid-America chapter delegates.

Chapter Report

The Spring Chapter Report was submitted on time by Linda Landon.

Housekeeping

Chapter Officer Meetings – The next Chapter Officers Call will be on Tuesday April 12, 2016 at 11:30 pm by using the 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 reviewing the chapter 2015 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. Leslie Neistadt will be the new chapter Treasurer. She is a new member of the Mid-America Chapter.

Newsletter – Magdalena Berry has requested newsletter items by March 24, 2016.

Membership - Laura Sheppard is the new membership chair. Laura discussed methods of encouraging members to participate and to use the new AMWA portal.

Minutes – The January 2016? minutes were approved.

Adjournment

The meeting adjourned at 1:51 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14