

AMWA Chapter 14 Officers Meeting

Minutes

September 26, 2016

The meeting was called to order at 2 pm by chapter president, Rona Claire Grunspan. Six 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. The November 2016 and January 2017 speakers are engaged. The annual TechWriteSTL dinner will be held on September 27, 2016 to celebrate 10 years of TechWriteSTL luncheons. Eleven members will be attending. 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

Rona Claire Grunspan is single-handedly leading the effort to plan and hold events in Kansas City. She would appreciate having a co-coordinator. 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 submitted the semi-annual financial report in the beginning of August. Joanne McAndrews, immediate past treasurer, reviewed the report prior to submission.

Newsletter

Magdalena Berry will publish the fall chapter newsletter. The original deadline for submissions was September 26, 2016 has been extended to September 28, 2016. The newsletter will be released at the end of September. Magdalena asked for additional content for the newsletter.

New members

Rona Claire Grunspan reported on new members.

Chapter Dinner at AMWA Medical Writing & Communication Conference

Joanne McAndrews have organized a chapter dinner at the annual meeting on Friday October 7th. 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. Laura Sheppard will attend as our chapter delegate.

Housekeeping

Chapter Officer Meetings—The next Chapter Officers Call will be November 7, 2016 at 2 pm Central via WebEx.

Minutes—The July 2016 minutes were approved. The semi-annual chapter report was submitted in late July 2016.

AMWA Chapter Leader Calls—Leslie Neistadt and Laura Sheppard attended the last call on September 12th. The next Chapter Officers meeting will be held at the annual conference on October 7 from 7:30 to 9:00 am. Leslie Neistadt will attend the call on behalf of our chapter. There is a chapter leader reception at the annual meeting.

AMWA Chapter License Documents—The AMWA MidAmerican Chapter 14 satisfies the requirements of the Chapter licenses. The Chapter was informed by AMWA headquarters and a lawyer that Chapter 14 is in accordance with the requirements of the chapter license.

Adjournment

The meeting adjourned at 2:28 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14