

## **AMWA Chapter 14 Officers Meeting**

### **Minutes**

**December 4, 2017**

The meeting was called to order at 2:00 pm by chapter president, Rona Claire Grunspan. Six members were present, including Magdalena Berry, Linda Landon, Heather McNeil, Leslie Neistadt, and Joanne McAndrews.

#### **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 January 2018 meeting topic will be business travel tips presented by Lisa Balbes. Alice Fugate will present the March 2018 meeting. The May 2018 meeting tentatively is scheduled to be field trip to St. Louis Art Museum. Leslie Neistadt led the November 2017 meeting on the best and worst books of 2017. The meeting was very well attended and will become an annual topic. Joanne McAndrews reported that a member from Nebraska may begin a local technical writing group like TechWritesSTL. Joanne McAndrews and Lisa Balbes continue to organize the TechWriteSTL events. For information on luncheon dates and speakers and other TechWriteSTL activities, please visit <http://www.amwa-midamerica.org/>.

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

Laura Long reported on the planned Kansas City networking reception that is scheduled for January 11, 2018 in the KU Clinical Research Center in Fairway. The topic will be “*New Year’s Networking Reception: Resolve to Get to Know Your Fellow Members!*” Laura will send out an e-vite to all KC area members later this week.

#### **Treasurer’s update**

Leslie Neistadt reported on the treasury balances. Discussion of the rough draft of the expense reimbursement policy was tabled until the next meetings so more members could be present.

#### **Chapter Advisory Council**

Heather McNeill is the Chapter advisory council meeting representative. There will be a meeting in December 2017. Substitute attendees are not allowed currently.

### **AMWA Annual Conference.**

Ten or more members attended the annual Chapter dinner, including several new members. Everyone enjoyed the dinner and the meeting. The changes to the conference schedule were well-received by members, particularly not scheduling open sessions to conflict with workshops.

### **Newsletter**

Magdalena Berry will publish a newsletter issue at the end of December. An article on president-elect Laura Long will be included. Leslie Neistadt will submit the list of best and worst books of 2017. Please submit to articles to Magdalena by mid-December.

### **New Members**

Heather O'Neill reported that 4 new members have joined, two of which reside outside of the chapter's assigned geographical area. Heather will contact them to suggest that they join the chapter associated with their geographical area.

### **Housekeeping**

**Chapter Officer Meetings**—The next regular Chapter Officers Call will be Monday January 8, 2018 at 2 pm Central/3 pm Eastern via WebEx.

**Chapter Officers**—The Chapter will need to identify a new president elect and a new Kansas City event coordinator because Laura Long will be sworn in as President in January 2018 and will vacate both positions. Heather O'Neill is interested in being part of a team that works to organize Kansas City events. Joanne McAndrews will contact the previously-mentioned Nebraska member to invite her to join the Board, possibly as president-elect.

**Minutes**—The September 2017 minutes were approved.

### **Adjournment**

The meeting adjourned at 2:20 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14