

## **AMWA Chapter 14 Officers Meeting**

### **Minutes**

**January 9, 2017**

The meeting was called to order at 2 pm by chapter president, Rona Claire Grunspan. Six members were present, including Rona Claire Grunspan, Lisa Balbes, Laura Long, Joanne McAndrews, Linda Landon, Leslie Neistadt, and Magdalena Berry.

#### **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 2017 lunch is Tuesday, January 10, 2017. The topic will be interacting with subject matter experts. The speakers for the March through November 2017 meetings are arranged. Joanne McAndrews and Lisa Balbes continue to organize the events. For information on luncheon dates and speakers and other TechWriteSTL activities, please visit <http://www.amwa-midamerica.org/>.

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

Rona Claire Grunspan introduced Laura Long, who will participate in planning events in Kansas City for 2017. 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. Planning for February: A survey of area members identified members' preferences in Kansas City area meetings. Several topics were identified. A February event is being planned that will consist of networking and a talk by a guest speaker on wellness in the workplace. Additional events are being planned for spring, summer, and fall. Dates and locations for these events will be announced on <http://www.amwa-midamerica.org/>.

#### **Treasurer's update**

Leslie Neistadt provided an update of our chapter checking and savings account balances. Leslie discussed the 2016 tax return.

#### **AMWA News**

Rona Claire discussed the new chapter license documents that have been distributed by AMWA. To remain associated with national AMWA, the chapter will have to obtain federal 501c3 nonprofit organization status. The procedures and costs for accomplishing obtaining nonprofit status were discussed. A special officers' meeting will be held on Tuesday, January 24, 2017 at 2 pm to discuss the information and to make a decision.

The National AMWA Chapter Leaders' calls are currently being rescheduled. Contact Rona Claire Grunspan to submit topics for the calls. The Spring Board of Directors meeting will be held in April in Washington, DC. Semi-annual reports are due on March 1 and August 1.

### **Newsletter**

Magdalena Berry discussed submitting articles for the spring chapter newsletter that will be published in March 2017.

### **New members**

A new membership chair is needed. Volunteers can contact Rona Claire Grunspan. There is a new member who is active duty military

### **Housekeeping**

**Chapter Officer Meetings**—The next regular Chapter Officers Call will be March 14, 2017 at 2 pm Central/3 pm Eastern via WebEx.

**Minutes**—The November 2016 minutes were approved.

**AMWA Chapter Leader Calls**—The Chapter Officers meeting are held on the first Mondays of every month at 10 am CST. Members have volunteered to attend the November and December of 2016 meetings and the January and February of 2017 meetings.

### **Adjournment**

The meeting adjourned at 2:40 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14