

## **AMWA Chapter 14 Officers Meeting**

### **Minutes**

**March 14, 2017**

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

#### **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 topic of the March 2017 meeting was retirement planning for self-employed people and small business owners. The May 2017 meeting will be a tour of the Helix biotech incubator. The speakers for the June 2017 through January 2018 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**

Laura Long reported on Kansas City events. A networking event featured the topic *Secret Desk Exercises* covering how to slip some healthy activity into sedentary desk routines each day. A webinar is planned for May 2017 on tips and tricks that healthcare communicators should have in their toolkit. August and November events are being planned. Contact Laura Long (llong2@kumc.edu) if you or someone you know is interested in organizing an event in Kansas City. Dates and locations for these events will be announced on <http://www.amwa-midamerica.org/>.

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

Joanne McAndrews discussed the 2016 tax return. The chapter has received federal nonprofit status.

#### **AMWA News**

Rona Claire Grunspan discussed the National AMWA Chapter Leaders' calls. Recent calls have focused on creating chapter or regional newsletters. Chapter Leader calls are held on

the first Monday of every month at 10 am CST. Contact Rona Claire Grunspan to submit topics for the calls.

The Spring Board of Directors meeting will be held in April in Washington, DC. A replacement delegate is required because Rona Claire Grunspan has a work conflict during that time. Rona will contact the national office to determine who can take her place.

The March 2017 semiannual report was submitted. Semi-annual reports are due on March 1 and August 1.

### **Officers**

A new president and a membership chair are needed. Volunteers can contact Rona Claire Grunspan.

### **Newsletter**

Magdalena Berry discussed submitting articles for the next chapter newsletter. The deadline for article submission is the last week in March 2017.

### **Housekeeping**

**Chapter Officer Meetings**—The next regular Chapter Officers Call will be Tuesday May 9, 2017 at 2 pm Central/3 pm Eastern via WebEx.

**Minutes**—The January 2017 minutes were approved as amended.

### **Adjournment**

The meeting adjourned at 2:30 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14