

AMWA Chapter 14 Officers Meeting

Minutes

May 9, 2017

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

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. Joanne McAndrews and Lisa Balbes reported on St. Louis events. The May 2017 meeting was a tour of the Helix biotech incubator, which focuses on biomedical and agricultural research. Ten members attended. The speakers for the July 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 webinar is planned for May 2017 on tips and tricks that healthcare communicators should have in their toolkit. Nine to ten participants have signed up. 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

Leslie Neistadt and Joanne McAndrews dealt with an anomalous fee that had been applied to the checking account.

AMWA News

Rona Claire Grunspan discussed the National AMWA Chapter Leaders' calls. The call focused on recruiting new members and keeping existing members involved. Chapter Leader calls are held on the first Monday of every month at 10 am CST. The next meeting is June 12 and will focus on Treasurers. Contact Rona Claire Grunspan to submit topics for the calls.

Officers

The new requirement for a president-elect was discussed. The Chapter License and Affiliation Agreement does specify this position but does not define job expectations and term of the position. The chapter bylaws do not specify this position. Rona Claire Grunspan will contact the national office for clarification.

Heather McNeil was introduced as the new membership chair. She is a science editor with 10 years of experience and has been an AMWA member for about 2 years.

2017 AMWA Conference

The annual conference will be held November 1-4, 2017 in Orlando, FL. Rona will attend to represent the chapter at the Board of Directors meeting. The chapter will reimburse her for her expenses. There is a VIP rate for Chapter officers to attend the meeting.

Newsletter

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

New Members

Heather O'Neill sent a welcome email to new members. There are several members of Chapter 14 who do not live in the chapter region. Heather will contact these individuals

Housekeeping

Chapter Officer Meetings—The next regular Chapter Officers Call will be Tuesday July 11, 2017 at 2 pm Central/3 pm Eastern via WebEx.

Minutes—The March 2017 minutes were approved as amended.

Adjournment

The meeting adjourned at 2:40 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14