

AMWA Chapter 14 Officers Meeting

Minutes

January 8, 2018

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

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 on “Fun Thing for Nerds to Do in St. Louis”. The May 2018 meeting will be a field trip to St. Louis Art Museum, organized by Alice Fugate. 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 Thursday, 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 a reminder email to registered participants with more details on location and parking. Laura Long and Heather McNeill continue to search for a co-organizer for the Kansas City events to replace Laura Long, who will be sworn in as chapter president. Please contact Laura (llong2@kumc.edu) or Heather (hmcneill@kumc.edu) if you or someone you know of are interested in the position.

Events in Nebraska

Rebecca Bigelow has organized a lunch-time “meet and greet” event for Nebraska members at 12 pm on Wednesday, January 10, 2018 in Ashland, NE. Please contact Rebecca (rebecca@epionmedcom.com) if you are interested in attending. Rebecca reported that that AMWA records indicate that 12 members are in Nebraska. She contacted all of them about the social. Six members responded. Three members can attend the inaugural social event.

Treasurer's update

Leslie Neistadt reported on the treasury balances. Discussion of the rough draft of the expense reimbursement policy was tabled until after the new president takes over in March 2018.

Chapter Advisory Council

Heather McNeill is the Chapter advisory council meeting representative. There will be a meeting in February 2018. Please contact Heather if you have items of interest for her to bring before the council.

Newsletter

Magdalena Berry published a newsletter issue at the end of December. Please submit to articles to Magdalena by mid-February for the March 2018 issues.

New Members

Heather O'Neill reported that no new members have joined.

Housekeeping

Chapter Officer Meetings—The next regular Chapter Officers Call will be scheduled for Tuesday, March 6, 2018 at 2 pm.

Chapter Officers—Laura Long will take over as the new president at the March 2018 meeting. Rebecca Bigelow, a freelance medical writer from Nebraska, will organize chapter gathering for Nebraska. Rebecca also has volunteered to be president elect.

Minutes—The December 2017 minutes were approved.

Adjournment

The meeting adjourned at 2:15 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14