

AMWA Chapter 14 Officers Meeting

Minutes

July 10, 2018

The meeting was called to order at 2:00 pm by chapter president, Rebecca Bigelow. Six members were present, including Swarna Mandali, Heather McNeill, Linda Landon, Leslie Neistadt, Lisa Balbes.

Events in St. Louis

The St. Louis TechWriteSTL Freelance group continues to meet every other month to discuss topics of interest to freelance medical/technical writers. The July meeting is on July 18, 2018. The topic will be “Medical Communication Companies” presented by Tom Wolfe. The annual dinner meeting is September 6. Joanne McAndrews and Lisa Balbes continue to organize the events. It was moved and seconded to pay for AMWA members’ dinners at the September dinner. For information on luncheon dates and speakers, please visit <http://www.amwa-midamerica.org/>.

Events in Kansas City

Swarna Mandali is the new Kansas City Events coordinator. Welcome to Swarna!. A meet and greet social event is planned for a restaurant on August 2. Details will follow. A fall event covering statistics is tentatively being planned. To increase attendance, paying for AMWA members dinners at Kansas City events and/or inviting other related organizations was discussed. Please contact Swarna (swarna_mandali@yahoo.com) if you or someone you know is interested in the position. For information on upcoming activities in Kansas City, please visit <http://www.amwa-midamerica.org/>.

Events in Nebraska

Rebecca Bigelow reported on an evening event on June 14 at a restaurant in Omaha, NE. Two members attended. Meetings every other month are planned. Rebecca may contact local colleges and universities to attract graduate students to the Nebraska meetings. Please contact Rebecca (rebecca@epionmedcom.com) if you are interested in attending.

Treasurer’s update

Leslie Neistadt made the Treasurer’s report. The AMWA membership rebate is expected soon. The financial report is due in August.

Leslie described the new chapter travel reimbursement policy for officers traveling on official chapter business such as the Chapter Advisory Council. The officers discussed the policy. The policy does not address non-refundable fees if a trip must be cancelled. Various wordings to address this deficiency were discussed. Leslie will write a base statement that will be submitted to the officers for approval.

Chapter Advisory Council

Heather McNeill discussed the need for a new advisor every year. Heather can do it for one more year. Anyone who is interested in being the Chapter Advisory Council rep should contact Heather.

Newsletter

Magdalena Berry recently released a chapter newsletter. Please submit articles to Magdalena for the next issue.

New Members

Heather O'Neill reported that the chapter had 79 active members in June. Heather created a draft SurveyMonkey survey. Items to correct, add, or remove were discussed. Heather will update the survey, submit it to officers for a last review, and then release it to members. It was moved and seconded that Heather can purchase a 1-month Survey Monkey subscription.

Housekeeping

Chapter Bylaws—Rebecca will submit the new bylaws to the officers for review.

Chapter Officer Meetings—The next regular Chapter Officers Call will be Tuesday, September 11, 2018 at 2 pm.

Minutes—The May 2018 minutes were approved.

Adjournment

The meeting adjourned at 2:45 pm.

Signed,

Linda A. Landon, PhD. ELS

Secretary, AMWA Chapter 14