Southeast Ohio Training Network  
Meeting Minutes, 12-15-00, 11:00 am—12:30 pm  
Athens Country Club

Present: Loretta Lewis-Wells, Pat Hoessli, Peg Glinter, Carole Alder, Larry Jagerman, Cathy Hunter, and Wendy James.

1. Call to Order: Vice President, Loretta Lewis-Wells opened the meeting in President, Deb Meyer’s absence.

2. November Minutes: not available and review at next meeting.

3. Treasurer’s Report: Treasurer, Pat Hoessli reported SOTN’s current balance is $848.78. SOTN received a bill from the November workshop presenter, Kellie Abele for $82.50 for processing the Myers-Briggs Assessments. After paying that bill, SOTN cleared $100.00 profit, for the conference. Pat reported that she is expecting two bills, totaling around $50, to be paid in the near future. There was discussion about whether SOTN’s account was closed in the Vinton County Bank. Larry will contact Maggie Kauffman in regards to getting a statement from the Vinton County Bank stating SOTN’s account has been closed. Carole made motion to accept Treasurer’s Report, Loretta seconded, discussion, motion carried.

4. Winter Training Calendar Discussion: Larry presented the Table of Contents and three pages of the winter 2001 SOTN Training Calendar. Pat asked that two of SEO-SERRC’s workshops be removed due to full enrollment. Larry reported that due to the PACE students not being available to work on the calendar, the calendar will not be available on time. Thus calendar was not proofed at this meeting.

5. Training Calendar: Larry made the motion: Mail during 12/00 the Table of Contents and three pages of the winter Training Calendar, an invoice for membership dues, and a cover letter to sixty former members. Sixty mailings times 33 cents postage per envelope equals $20.00. Larry will draft and Loretta will edit the cover letter and membership invoice. Carole seconded the motion, discussion, motion carried.

6. Bookkeeping Procedure: Pat made the motion: SOTN continue to use Ohio University only for mailing purposes, as long as Ohio University will bill SOTN once a quarter. Larry will be responsible for invoicing. Loretta seconded the motion, discussion, motion carried.

7. Training Calendars: Carole made the motion: The winter 2001 SOTN Training Calendar will be mailed in mid January 2001 to those individuals and agencies who remitted his/her membership dues as a result of the 60 mailings campaign. Loretta will edit beginning and ending pages of calendar for compliance with Articles of Incorporation and Bylaws and for Membership Drive. Cathy seconded, discussion, motion carried.

8. Training Calendars: Loretta made a motion: After the January Training Calendar, SOTN will publish NO additional calendars until the mailing lists and all other membership drive activities have been completed. Wendy seconded the motion, discussion, motion carried.
9. **Membership Drive**: Loretta made the motion: SOTN will develop a plan to identify strengths and expertise of current Board Members, identify what strengths/expertise are needed, and to recruit additional Board Members for possible openings in June 2001 based upon this information. SOTN will develop an orientation program for new Board Members. SOTN will consolidate mailing lists from several groups and revise SOTN mailing list to recruit both potential and former members. Wendy seconded, discussion, motion carried. Wendy and Peg volunteered to donate three ring notebooks for orientation project. Membership Drive placed on January agenda.

10. **Proxy Votes**: Discussion tabled until January meeting.

11. **Annual Membership Meeting and Conference**: Topic for January meeting to plan event for June 2001 meeting.

12. Members took part in Holiday Gift Exchange.

13. Meeting adjourned 12:30 pm.

14. **Next meeting**: January 19, 2001, at the Athens Country Club, 10:00 am—12:00 pm, networking and lunch 12:00 pm—1:00 pm.

Respectfully Submitted,

Wendy S. James, SOTN Secretary