



Minutes from Executive Board Meeting  
Florida Institute of Technology  
Evans Library  
Melbourne, FL  
Friday, October 9, 2009

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**Present**

Nate Hosburgh, President; Richard Shea, Vice President; Deborah Anderson, Treasurer; Ashley Romans, Secretary.

**Call to Order**

11:35 am

**Treasurer's Report**

Deborah reported a current balance of 1,324.47. She stated that there has not been much activity since the banquet. She reported the banquet cost a total of 924.22.

Deborah communicated that as President, Nate needs to be on the signature card for the LAB bank account. In order to do this, they need to bring the bank a copy of the minutes from the Annual Banquet that lists the name of the board members.

Ashley was reimbursed for the cost of stamps she purchased for mailing the newsletters and registration forms.

**Annual Continuing Education Workshop**

Richard reported that he has a room and AV equipment reserved for the workshop. He reported that the culinary department at Keiser has agreed to cater the workshop. He is awaiting a menu for the event from the culinary department. He stated that the cost of the food for LAB should be relatively inexpensive, as the culinary department will use this opportunity as training for their students. He plans to send the menu to the executive board once he receives it.

Deborah stated that unfortunately, she will not be able to attend the workshop.

Deborah stated that she will keep a tally of the number of registration forms received for the Continuing Education Workshop and will report that number to Richard by the 30<sup>th</sup> of October so that he can inform the culinary department of the number of attendees to expect.

A question was posed concerning the cost of the Continuing Education Workshop for non-members. It was decided by the board that non-members be permitted to attend the workshop free of charge.

Richard proposed the idea of collecting food and toiletry donations for the Daily Bread at the Continuing Education Workshop. The board agreed that it was a good idea. He stated that he would send an email to the members of LAB and set up a box for the donations at the workshop.

Deborah proposed the idea of purchasing a gift for the trainer from CFLC, Suzi Holler. The board agreed that this was a good idea. Deborah stated that she will purchase a gift for Suzi prior to the workshop.

### **Membership**

There have been no new members; therefore the membership records should be up to date. The last member joined in April.

The board was reminded that membership renewal takes place in December. Nate stated that he will remind Suzy about this.

### **Minutes and Newsletters**

The board reviewed the latest minutes, bylaws and newsletter. There was agreement that the minutes and newsletters look good. And, that the article written by Nate was good.

There was discussion of delivering newsletters solely in electronic format, for those who prefer that format.

It was decided that the Winter Newsletter will go out after Christmas. And, that Theater Night needs to be solidified prior to Christmas break.

### **Theater Night**

The upcoming annual theater night was discussed. It was decided that this event will take place in either January or February. It was reported that there are typically 20-25 attendees.

Nate stated that he will talk with Tori Smith about what is on the horizon at the Henegar Center during that time.

### **Annual Banquet**

A location for the Summer Annual Banquet was discussed. Keiser, the Florida Tech banquet room or Hartley room, and Chameleon Fusion Bistro were suggested and discussed as possible locations. Nate stated that he will investigate the possibility of holding the banquet at either the Hartley room or Chameleon Fusion Bistro.

The board was reminded of previous discussions of holding the Annual Banquet in a location more towards the center of the county. However, none of the board members could think of a possible location that would satisfy that suggestion.

There was discussion about the day of week and time of day of the banquet. Typically the event is held on Saturday night. Nate relayed that this poses a problem due to the fact that many venues will not permit banquet rooms to be used during that time because it is such a busy night for them. The idea of a Sunday brunch instead of a Saturday night was proposed. The idea that this may be a less busy time for restaurants, as well as more economical for LAB was discussed. The board agreed that it was a good idea and it was decided that the banquet would be held on a Sunday during late morning or early afternoon.

### **Next Board Meeting**

It was decided that the next board meeting will be held in late February, after Theater Night.

The annual audit of the treasury books will be held at the next board meeting.

### **Adjournment**

12:35 pm