

## **ATD Nebraska Board Meeting**

### Meeting Minutes

January 16, 2015  
7:30 – 9:00 AM

Present: Jill Banaszak, Shelly Whittaker, Kristi Rutledge, Krishna Clay, Jen Labrie-Pereira, Ralph Wojcinski, Jen Wichern, Ryan Barry, Kathy Swensen, Lesa Deeker, Jill Idelman, Amber Hutchinson, (Jon Titus / Phone), (Michael Merritt / Past President Guest)

Absent: Ericka Juno, Ben Tiefenthaler, Kim Whiteside, Sandi Knowski, Karen Wegner, Michelle Anthony, Elizabeth Prochazka

Next Meeting: February 20, 2015 – Peony Park HyVee  
February Board Reports due to Kristi by February 9, 2015

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## **Unfinished Business**

### **Local / National Memberships and Board Agreement – Jill B.**

- Reminder – All board members must maintain a National ATD membership
  - National memberships must be effective by mid-February
  - Board members do receive a discount on National membership
  - Financial assistance from the chapter is available – must complete and submit a Board Commitment Form

### **Polling Update – Lesa D.**

- Polling function is up and running with 1<sup>st</sup> questions
- Plan to change question every 2 weeks
  - Karen W. & Ben T. are looking for question ideas

### **February Meeting – Jen W.**

- So far, seven registrants for both program days in February

### **CRF Process – Jen L.P.**

*The CRF Process is a process board members may use to have email communications sent to the ATD membership*

- Jen shared hard copies of the updated form & a completed example with attendees
- The updated form is now available on the Hinztime site

- Black fields represent information that will stay the same / Red fields represent information that will change with each request
- Submitting communication requests
  - One month lead time is ideal
  - Send requests to Jen L.P. and she will forward to team (unless you receive an Out of Office reply)
  - Forward any questions about the process / form to Jen L.P.
- Jen W. is planning on simplifying and aligning the RFP process with this new format

### **ATD Transition – Shelly W. / Jen L.P.**

#### *Checklist to transition from ASTD to ATD*

- Krishna C. reported that the check to the state had cleared
- New name is presumed accepted by the state because check was cashed (Had to spell out Association for Talent & Development for acceptance)
- Bylaws have been updated on website
- Shelly replaced ASTD with ATD on the chapter operating manual
- Waiting for trade name
- Member training and communication has been incorporated into the board's ongoing plan
- Jen W. is in process of ordering updated signs and nametags
  - Still deciding on information to include on signs
    - Jen L.P. was going to check any national requirements / restrictions
  - Still deciding on type of nametags (magnets / pins)
    - Members shared concerns with magnets
  - Likely to come in under budget if not ordering magnet nametags and switching to white tablecloths (black not compatible with new logo)
- Amber H. is looking for guidance on what to do with the old signs (in her garage)

### **Volunteers – Jill B. reporting for Chris H.**

- Reminder – Chris H. is looking for volunteer opportunities to market to members

## **New Business**

### **Learning Leaders Event Update – Shelly W.**

*Learning Leaders is a new group ATD NE is organizing to reach executive level training and development individuals who are typically underserved by our programming. The goal is to provide this level of training and development executives with networking opportunities and to use them as an advisory board to help ATD NE provide programming that meets the needs of their companies – a win / win proposition.*

- Chris H. organized first meeting held Jan. 14 and hosted by HDR
  - About a dozen training and development executives in attendance
- Group discussed what the new group could be
  - Discussed LMS and developing leaders
- Group will meet monthly, hosted by members
- Group could be classified as a SIG - but waiting to see how the group develops
  - Goal is that the group will become self-sustaining
- Membership is by invitation only and restricted to executive level individuals who are decision makers in their organizations
  - Chris H. uses a vetting process to determine membership eligibility
- Lesa D. suggested that perhaps we could tap into these individuals to see if they could organize a tour of their learning facilities

### **CORE Update – Shelly W.**

*CORE consists of information National requires from each chapter and includes –*

- *Board Roster*
- *Membership Roster*
- *Chapter Operating Manual*
- *Completed Worksheet*
- Shelly submitted CORE requirements to National on 1/14/2015 – in before the 1/31/15 deadline
  - Shelly did a callout to Ralph and Krishna for their help in organizing needed information
  - Reports submitted before the deadline are eligible to be placed in a drawing for a free ALC registration – so ATD NE is eligible
- ATD NE ended up with 260 members at end of year (which was a decline in membership and required a creative response explaining the reason for the decline)
- CORE requirements will change for 2015 and the name will transition to CARE

### **Scorecard Review – Jill B.**

*Scorecards are valuable tools that document critical data that helps the board see trends and make decisions based on facts/data rather than conjecture. Each Board Team is responsible for updating their team's scorecard monthly. Scorecards are kept on website and are kept from year to year for historical purposes.*

- Jill asked teams to review their current scorecards to determine if there were changes that they wanted to make to the data that they were collecting.
  - Scorecards are living documents that can be updated anytime throughout the year
- Reminder – please update your team's scorecard monthly
- Lesa D. shared problems she has experienced when updating the scorecard on the website

- Jen W. suggested that she try using Google Chrome rather than Internet Explorer for better response

### **Other / GIGs – Ryan Barry**

- Ryan asked about options for supporting trainers who do not live near a city with an active ATD Chapter
- Jen W. shared information about an unsuccessful attempt to start a GIG due to lack of volunteers in the GIG area to take responsibility to help run / organize the GIG
- Key to a successful GIG is responsible volunteers
- Jen W. reported that we do have video-conference capability through Scott Conference Center – cost unknown

### **Announcement – Jill B.**

- A new Board Member orientation will be held in February ( date not set)

### **Guest Past President Words of Wisdom – Michael M.**

- The keys to a successful ATD Chapter / Board are communication / understanding what everyone else does on the board and being open to new ideas
- Michael recommended using all available resources, such as past presidents, and commended the group for regularly including past presidents

### **Take-Aways**

- Jen L.P. asked if ATD NE was still placing volunteer names in a drawing for a free certificate program
  - Shelly W. thought “no” – didn’t believe it was a useful incentive
- Jen L.P. asked if National was still offering free registrations for meeting certain criteria – **she will research**