

## **ATD Nebraska Board Meeting**

### Meeting Minutes

May 15, 2015

7:30 – 9:00 AM

Present: Jill Banaszak, Shelly Whittaker, Kristi Rutledge, Krishna Clay (phone), Jen Labrie-Pereira, Ericka Juno, Ralph Wojcinski, Teresa Gan Wolfe, Jen Wichern, Ben Tiefenthaler, Lesa Deeker, Michelle Anthony, Kim Whiteside, Lisa Hayes

Absent: Jon Titus, Sandi Knowski, Kathy Swensen, Karen Wegner, Michelle Anthony, Jill Idelman, Elizabeth Prochazka

Next Meeting: June 19, 2015 – Peony Park Hy-Vee  
June Board Reports due to Kristi by June 8, 2015

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## **Vote**

### **Budget Request to change payment plan for Apricot – Jen L.P.**

*Apricot, the web service tool ATD NE uses, is raising prices \$30 per month. There is an opportunity to pay one or two years in advance at the current rates.*

*Vote is to:*

- *maintain current payment plan and absorb the rate increase now,*
- *pay for one year now at the current rate*
- *pay for two years now at the current rate*

Pros –

- National uses Apricot making it easy to coordinate information transfer (Nat'l can pull data from ATD NE account)
- National is not planning on changing their account (Jen L.P. checked)
- Board research indicates that Apricot is one of the best providers for all around service
- Krishna C. (finance) indicated that the budget could support prepaying the Apricot fees
- Will save ATD a significant amount of money

Cons –

- Prepay not in current budget
- Apricot has some user challenges

Outcome - *Board voted to approve prepaying Apricot fees for two years*

## Unfinished Business

### Concierge Program Changes – Ericka J.

*Ericka reported changes that have been made to the Concierge Program based on member feedback*

- Previously, concierges were assigned to a portion of the membership and were responsible for periodically reaching out to them to remind them of chapter events, etc.
  - Membership indicated that it was not a value-add benefit for them
- For past 2 months the concierge team has been identifying new or non-members who are attending ATD events and assigning board members to greet them at meetings, make them feel welcome, and introduce them to other members
  - Volunteer Coordinator, Chris Hitchcock, will be contacting past presidents and adding them to the list of potential greeters if they are amenable
  - Recommendation made to greeters that it is easiest to meet their assigned new member at the registration table
  - Ericka reminded board members that new members' name tags have flags on them so they are easily identifiable and she encouraged all board members to introduce themselves to new members
- The new process is outlined on the ATD NE website
  - Plans are to let existing members “opt in” to the program in the future so they can have a board member greeter if they would like

### TI Update – Ralph W.

*Trainers' Institute is scheduled for Sept. 8 – Oct. 6 and is targeting beginning trainers, but all sessions should also include something valuable for advanced trainers who are attending.*

- Ralph reported that he met with Krishna C. (finance) on May 2 and revised the TI budget
  - Krishna has proposed a new TI budget
  - Modifications have been made to the original TI proposal to streamline the budget and support profitability
    - Registrations for individual sessions will be allowed
- May 15 (today) is the deadline for presenter RFPs
  - RFP received or interest indicated from Michelle Komnicek, Tricia Danielsen, Kim Whiteside
  - Ralph has contact information for several other possible presenters and he will reach out to them
  - Extension RFP deadline email will go out on Monday and Ralph is talking with Kim W. to use more social media for marketing
- June 15 is the goal to have all presenters identified so marketing can begin in earnest and attendee registration can be opened
- Children's Hospital will be renovating during TI and can no longer host the workshops – back to square one to find spaces for TI workshops, preferably all in the same location

- April Kassen is checking out NMC (Sapp Bros. location)
- Ralph is reaching out to local libraries

### **Program Speakers – Jen W.**

- Jen announced that the 2015 speaker line up has been filled and they are beginning to identify speakers for 2016
  - David Kipling from UP will facilitate a networking program for the Sept. program
  - Paula Pace and Eric (QuestionMark) will facilitate programs in 2016 for no speaker fees
  - Goal is to have the first five 2016 programs confirmed by Sept.

### **New Business**

#### **ALC RFP Update – Shelly W.**

*ALC (ATD Leader Conference) is scheduled in October in Washington D.C. and ATD leaders have the opportunity to speak at the conference and share best practices*

- ALC RFPs are due soon
  - Attending ALC is a great way to learn best practices and network with other ATD leaders
  - Speaking is a great way to build your resume and highlight the accomplishments of ATD NE
  - RFPs are easy to complete – only need an idea of topic at time of submission
    - Presentations that are at least 50% interactive have the best chance of being accepted
  - Ralph W. recommended that everyone submit a topic as one never knows what topics will be in demand
  - Recommendation for speakers to build contingency plans into their presentation as equipment may not be available or other adjustments may mean that your presentation will not go as planned

#### **Budget Reminder – Jill B.**

- Jill reminded board about expenditure responsibilities
  - Any expenditures over \$100 requires board discussion and vote for approval
  - Any expenditures under \$100 should have an awareness of the Executive Committee and discussion prior to spend
  - Anyone spending money should first consult the budget to ensure it is included in the current budget, as several changes have been made to the budget this year

### **Mentoring Social – Jill I. / Jill B.**

*A social for current and prospective mentoring participants is planned for Thursday, June 25 at Spirit World at 5 PM*

- Ralph W. raised question about alcohol protocols at ATD events
  - Ralph was advised to check the ATD Risk Assessment for guidelines
- Ralph shared initial plans regarding the social, considering offering drink tickets or providing one drink, etc.
  - Jill B. advised Ralph to check the current budget when finalizing social plans

### **Scorecard Reminder – Jill B.**

*VPs are responsible for updating their team's ATD scorecard online each month*

- Jill reminded VPs to keep their scorecards current
- Request to have current directions for updating scorecards sent to VPs
  - Jill B. will follow-up
  - Lesa D. has most current instructions and volunteered to send to board members

### **Team Goals Reminder – Jill B.**

- Jill B. reminded board members that teams will review their team goals during the June board meeting

### **Past President Guest – Lisa Hayes**

- Lisa's Words of Wisdom
  - ALC is a great opportunity for board members and encouraged everyone to take advantage of the opportunity
    - Great way to build relationships with National
  - Lisa echoed the recommendation to build contingency plans into your ALC presentations as a fire alarm created challenges for one of her presentations

### **Welcome –**

Welcome Teresa Gan Wolfe!