

May 2003 ASTD Nebraska Board Meeting Minutes

Monday, May 19th, 2003
Morgan Building - 8420 Dodge
3:30 - 5:30 PM

Attending:

Lisa Hayes	Carol Horner	Tim Frederick
Tricia Danielsen	Deb Dice	Denai Vaughn
Jennifer Engelhardt	Trish Harrold	

Not Attending:

Gretchen Finke Patras Lynette Campbell

Opening:

Started at: 3:30 PM - Board Room

Refreshments: Tim Frederick

Board Development: Tim Frederick

The three focuses of the board were discussed:

- 1) Focus on the membership and "What's In It for Them?"
- 2) Focus on being financially sound and maintaining stability
- 3) Focus on CORE Requirements - "They should stay in the forefront of our minds."
 - Reviewed and discussed the 20 requirements for CORE
 - Determined how we are meeting their expectations
 - Determined how we are EXCEEDING their expectations
 - Planned for future submissions
 - Answers will be online
 - Hyperlinked from doc to webpage

Roundtable Reporting

Lisa - President

Celebration & Kudos

Kudos to Kate Bratetic for her series of emails during National Volunteer Week. As icing on the cake, Kate was recognized by National in the 5/2/03 issue of the Chapter Leaders Connection. Fantastic work!

I know there has been a lot of formal and informal succession planning occurring. I SINCERELY thank you all for your visionary mindset. The best legacy we can leave is a seamless leadership transition. As you know, this topic is near and dear to my heart, so again, I thank you!

Kudos to Cindi VanHousen and Judy Morss for our new Golf SIG.

Deb and Denai have submitted RFPs for ALC. Thank you for taking this positive step! We now keep our fingers crossed as we await the Design Team's decision.

Great work by the Contact Center SIG leaders (Sheila Hart, Denise Eucker, and Terri Mashek) for distributing a member survey and publicizing the results. Great member-focus!

What a blessing for us that Creighton cancelled their FiSH presentation. Thank you Gretchen and Task Force Leaders for your MANY efforts!

FYI

Carol has secured a FREE location for us to use for our **June 9th retreat**. We will be at Family Service at 515 East Broadway in Council Bluffs. Directions will be distributed with the agenda.

It looks like we have 7 Omahans attending ICE. If they all used our Chapter code, it could mean approximately \$675 in CHIP revenue for our Chapter.

I received "official" word from the Sunflower Chapter (Wichita) that they are interested and excited about our partnership. Quoting Gina Crowley, Chapter President, "Our board was in full support of sharing the benefits."

On May 1st, I forwarded an email from Maureen Orey and National regarding a "Call for Presenters" for ICE 2004.

Decision

Preliminary agenda items for our June 9th retreat:

Regular June Board meeting

Please distribute your Board report by June 2nd. This date is earlier than normal -- please mark your calendars!

As a reminder - board reports are due BY JUNE 2nd! We will have about one hour to conduct our board meeting at the retreat. You may not have much to include between now and then, and that is okay.

Budget reviews

Each Executive Board member will be asked to report on their budget status through May. Please be prepared to share budgeted vs actual amounts, variances, and reason(s) for variances.

Jen's target date for distributing May budget numbers is Monday, June 2nd. As you prepare for the June retreat, you can now begin analyzing your budget from January - April, and then quickly analyze May numbers the week of June 2nd.

PRIOR to the retreat, be sure you have prepared / are ready to speak to why there are variances in your budget. If you need help, contact Jen. Lisa will be distributing via e-mail, a copy of the form GFP used last year.

Guest Speaker

We're very fortunate to have Lori Smith, fellow member and President of Capstone Coaching and Consulting as our guest speaker. Lori is also assisting us with the board evaluation survey.

Reflection on our accomplishments

We'll take some time to reflect on our accomplishments for the first half of 2003.

Committee Time

Our agenda will also include some coveted committee time. Functional teams can use this time to meet their specific needs, for example, conduct a committee meeting, discuss future goals, long-term planning, etc.

During Committee Time at the retreat, you can also meet with other VPs and their committees on topics / items that overlap, etc. (45min's - 1hr will be allotted)

Other:

The Atek company is offering a free remote control for us to give away as a door prize. Atek experienced success offering this to the Orange County Chapter, and they are now reaching out to other Chapters. I've copied the email message on the final page. Your thoughts?

The Atek remote control they are donating will be used at the December Monthly "event" as a door prize. (the remote control is for use with PowerPoint, not for a TV)

Carol - President-Elect

Celebration & Kudos

Congrats to Deb, Judy, and Cindi for getting the Golf SIG going.

FYI

Looks like I am going to need to review the P&P manual and make a few updates and changes. I would appreciate any input. I will have something for you to review after the June retreat.

I am sending flowers and a card to Mike Mitiier (MTS Training) as his sister passed away. Mike also sent thousands of flyers to his clientele regarding Fish! (at no charge to ASTD).

Job Descriptions for ALL positions will be revisited in December. Be sure you are keeping yours up-to-date.

Jen - Treasurer

FYI

Distributed a copy of the April budget for all in attendance; please review and have variances ready for reporting at June Retreat.

Tim - Marketing

FYI

- Continuing to work with Midlands Journal to highlight ASTD.
- Fish Flyers have been printed and are ready for distribution. The following is a break down of where the flyers were mailed:
 - Approximately 1000 firms with 50 or more employees in the Omaha area
 - 127 - to Lincoln Chapter of ASTD
 - 827 - to HRAM membership
 - 1800 - Distributed by the Council Bluffs Chamber of Commerce
 - Total of 3,754 flyers were mailed
 - Total flyers printed 4500
- Pfd of Flyer was emailed to Lincoln, Iowa and Sunflower (Wichita) Chapters on 5/8/2003 ☺
- Prepared and distributed a list of ASTD 2003 International Conference and Expo (ICE) attendees May 15-21, 2003, San Diego, CA. The following individuals will be attending from the Omaha area:

Brenda Dooley
United Way of the Midlands
email: bdooley@uwmidlands.org

Lynette Campbell
Carlson Hospitality Worldwide
email: lcampbell@carlson.com

Gretchen Finke Patras
GFP and Company
email: gretchen.finkepatras@cox.net

Mike May
M.U.D. Human Resources
email: mike_may@mudnebr.com

Kori Miller
ACS
Cellphone: (402) 490-5872
email: kori.miller@neskcire.com

David Townsend
Carlson Hospitality Worldwide
email : dtownsend@carlson.com

Rick Zaporowski
Omaha Steaks International
email: rickz@omahasteaks.com

Sue - Membership

Denai - New Member Orientation

FYI

Everyone should have received a copy of the Volunteer Opportunities Template. This ties into the June Meeting. For membership, we would be talking about opportunities and Kate would like to have some specific data to include.

Everyone should have received and reviewed a copy of the Knowledge Assessment for this month's MOS. Please be sure to note those questions / concerns that involve your area / committee for follow-up. *Changes to Knowledge Assessment being made based on feedback from board regarding addition of an optional area to include your name and contact info for follow-up by BOD.*

Decision

Purchase of a color printer for CAM use. They have a secondary PC that is networked and we could attach a color printer so they could print our color flyers, include color for printed info and most importantly, print membership cards on their own. Right now, I do the background and they do the black print.

COST: I've found an inkjet that takes individual color cartridges that would cost around \$200.00. Or we could go with a LaserJet that would cost around \$800.00. I just wanted the boards opinion on this purchase.

May not be adequate in 3-4 years due to advances in Tech. QUESTIONS: Does the amount of color printing equate to this purchase? (only membership cards are /will be printed by them or are there other items?) Will the time consumed by their printing items for us ADD TO the costs at CAM / time we already use in our contract? Can we make 500 extra cards that are background printed & left at CAM as "back-up" instead?

Trish - Professional Development

Celebration & Kudos

Congratulations to Stephanie Hanson in her new position with Cox!

Thank you to all for your support of Tom from Drake - heard it went very well!

A sincere and heartfelt extension of gratitude to everyone who has offered me their support and friendship during Heath's absence.

FYI

? Does a NEW non-director position require approval by the board before being appointed / created (i.e., Coordinator)?

NO

CSG and Hyatt have LARGE numbers scheduled to attend CIT and TI. Monica is following up with both.

Tom from Drake sent flyers to Carol and Trish for their Masters Program and they are working with Tricia D. to put them online as a link to the PDF. There will be a link from the Professional Development page to Drake University.

Trish was contacted by Jeff Johnson of Phoenix Online regarding a partnership with ASTD. She will keep us posted on their discussions and if it is a good match, etc.

Deb - Programming

Celebration & Kudos

A very special thanks to Sue Wymore for allowing me to keep the over-head projector for the afternoon workshop

"Support Your Troops" was very well accepted..... thanks to everyone for your continued participation. The atmosphere really seems livelier each month.

FYI

REPEAT: “New Morning Time” November Award Celebration 11-12-03 8:30-10:30 AM Westside Community Conference Center (make note this is the second Wednesday of the month.

REPEAT: I will be located at an “off-site” location developing training for the next 9-12 months. I will not always be able to respond same day. If you leave a voice mail, I will be checking through out the day.

Denise Euker was the door prize winner of the second Fish License.

Don't forget to document ALL volunteers throughout the year, be it large or small volunteering, it counts! These people are recognized at our November Awards Program.

It is a CARNIVAL THEME for the June Meeting - dress accordingly, if you'd like, and think of what activities / items you will host at your kiosk. Information is due to Deb by FRIDAY (5/23) - see action items for more details.

Decision

- Maureen Orey visiting Lincoln 2-18-04 and 2-19-04

1. Gathering on the night of Wednesday 2-18-04
2. Meeting and afternoon work shop 2-19-04

? Do we want to coordinate anything with her?

Checking to see if Tuesday or Wednesday would work to meet with the BOD.

Paper verses electronic, VPs and directors start the “passing process”.

Votes were more for paper than electronic

Jeane Baer will be speaking at the September Monthly Meeting on Professional Appearance and Introductions. Do we want to have a one-hour workshop following the meeting? *No, as it will not be enough time.*

Tricia - Communication

Celebration & Kudos

To Kristi for addition of Table of Contents and Kudos sections in our Newsletter and for getting hyperlinks to work from within the Newsletter as well. Way to Go Kristi!!

FYI

FISH brochure and registration is accessible on the Home Page as well as from the events page of the website.

The project to have each Executive Board member update the web pages that they're accountable for and then write an article for the Newsletter has been going very well.

Thank you to all who have stepped up to the plate so far. To all of you, feel free at any time to send updates. This project is just a more strategic effort to make sure all web pages get reviewed at least once this year.

Whenever you send a message to CAM for emailing to membership, BE SURE to include in the subject line "ASTD Nebraska". If you forget, they will add it for you OR it could be sent back to you for correction. There should ALWAYS be a subject line included in your message. No emails should be sent to membership without use of this field.

Decision

(Open ended question)... What else can the Communication Team do to assist you and your teams??



Gretchen - Past President

FYI

Plans for FISH! on August 13th continue to develop on target. The project team had its 4th monthly meeting on 4/25. Good news that Creighton Univ. cancelled it's Fish event (whew!). Registrations are open through CAM. 4000 flyers have been sent.

I'll complete the 2002 historical binder (to be placed in our historical library at CAM) AFTER Fish!

Decision

Tricia D. has taken on the task of printing off (in color) the Nov 2001-Nov 2002 newsletters.

Meeting adjourned: 5:28 PM

Next MONTH:

Board Meeting: June 9th (Board Retreat)

In Council Bluffs at Family Service, 515 E. Broadway

Treats & Board Development:

Executive Council for June Retreat

Lynette Campbell - for JULY's MEETING

Action Items for Board

DUE DATE	ACTION ITEM	WHO'S Responsible?
ASAP	Update Knowledge Assessment to include option of including name & contact info for follow-up to answers	Denai
ASAP	Email MOS Booklet to all BOD	Denai
Ongoing	Document ALL volunteers, whether large or small contributors - for Awards Program	ALL
5/22/03 (FRIDAY)	Submit to Deb for June Monthly Mtg: - Theme for your kiosk - Ideas on Thought Process for handouts at your booth - Giveaways - If you need help / ideas, let her know	ALL
6/2/03	Submit Board Reports for use at June Retreat	ALL
June Meeting	Dress in carnival attire - June's theme is a CARNIVAL!	ALL
Ongoing	For all ASTD-related emails to members, (thru CAM or not) include the words "ASTD Nebraska" in the subject line.	ALL
	Send Flowers & Card to Mike Mitiier (MTS Training) - sister passed away	Carol
ASAP	Distribute to all Exec's a copy of the form GFP used at last year's retreat for reporting on variances	Lisa
6/9/03	Compile report on variances between projected budget and actual. (see Lisa's section)	ALL
05/21/2003	Final Copy on all June Newsletter articles due to Kristi (Deb - Programming "Focus" Article)	ALL
05/30/2003	PowerPoint slide data for June monthly meeting due to Tricia	ALL
06/01/2003	June Web Focus begins	Communication Month – Tricia Danielsen
06/15/2003	Draft or request for "space" due to Kristi for July Newsletter	ALL
06/20/2003	Final Copy on all July Newsletter articles due to Kristi (Tricia - Programming Article)	ALL

	Reserve June 9 th on your calendar (June retreat)	All VPs and Directors
	Begin preparing for your budget review to be given at the June retreat	All VPs
June 2 nd	June Board report due (note early date)	All VPs