



# May 2009 Board Meeting Report

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## Immediate Tasks

### Attendance

### Meeting Minutes

### Decisions/Discussions

- Executive Board:
  - Celebrating successes
  - Job Descriptions/Action Plans/Individual Action Plans/Strategic Plan Update
  - Who is doing an RFP for ALC?
  - Reminder – June retreat is coming soon!
- Education
  - Certification – Demo
  - Update on national program and Trainer’s Institute
- Operations
  - Web – Ning demo
  - Finance – Review, extension, credit cards, budgets
- Marketing and Communications – Update
- Membership – Update and seeking new Director of Membership
- Programming – Update

## Action Items

Task	Owner	Due Date	Status
1 - Identify a process for bulk purchases of monthly programs	Membership Task Force	April 17	Will discuss in Membership Task Force
2 - Pursue incorporation of ASTD Nebraska	Michael Amy J.	April 17	Amy and Michael will report on Incorporation Status at the April Board Meeting
3 - Put in place a new online method of registration	Sarah	May 1	Notify members the next three months
4 - Plan for times that the board would meet informally for a social time	Michael (w/help from Sarah)	May 1	The Board social is set for Thursday, April 16th at 5:30 at Hector's off of 84th & Center
5 - Compile results of membership survey and report the survey in the newsletter. Demographics in March Newsletter.	Sarah	Mar 31	Provided report at board meeting. Will continue to provide information in Newsletters.

## ASTD Board/ASTD Administrator Updates

### ***ASTD Administrator***

Nothing to Report

### ***National Liaison***

Nothing to Report

## ***Operations***

1. Credit Cards - Amy is researching options for having an ASTD NE Credit Card instead of a Debit Card to provide more security for chapter financial assets.
2. Tax Extension filed
3. Financial Review - Amy will be working with our CPA to conduct a full review of our books for the chapter.
4. Website Update - All current issues/updates with the website should be fixed/functional by June 1st.
5. Ning site Update - The content on the NING.com site for the chapter board is being populated, will present more info at the board meeting.

## ***Marketing and Communications***

Nothing to Report

## ***Membership***

### **Career Services**

No recent resume reviews--have completed two in 2009.  
Angela and Lee Anne met and have discussed some ways to increase interest among employers with job postings. More to come on that.  
Lee Anne is following up with the Interview team lead for more information on that team's activities.

### **Mentoring**

Amy has two mentors and mentees in process for being matched and introduced.  
Amy is looking for Ann Otto who who expressed interest but whom she has been unable to contact/hear back from.  
Barb Davis is going to put a "hook" in for the mentoring program at the June 11th Book SIG where they will be discussing books on mentoring and coaching.

### **Member Involvement**

Jamie and Angela have been working on a process to track and follow up with new members.  
Barb Davis has agreed to do phone follow up with new members.  
Angela is working on development of a new member survey to be sent to new members.  
Jamie has submitted a "electronic" new member marketing piece to Marketing Team for consideration.

## **Membership-General**

Membership Pricing Changes were discussed again at a Membership Task Force meeting on April 20th.

Membership Pricing Communication was submitted to Marketing team for consideration/rework on April 20th.

Membership Pricing changes were also discussed/submitted at ASTD Website Meeting on Thursday, May 7th. We hope to implement these changes in June. Need to correspond with communication.

Updated auto-generated follow up e-mails were submitted to Doug LaMar for web-based processing (time to renew, thanks for joining, you expire today). We will be implementing these in June.

## ***Education***

### **TI:**

Introduce changes to the TI program that include:

1. review/change program agenda,
2. review the TI objectives
3. add back the presentation section for the last day, and
4. add a RFP process for all facilitators.

The daily sessions staffed by education committee members to assist with room set-up, registration, materials, and meeting the facilitators.

### **ASTD national program:**

All contracts signed for the ROI Skill Building Certificate program on 11/3-4/09. The education committee is currently deciding staffing for the registration booth and the facility room coordinator with a deadline of 05/15/09.

### **CPLP:**

Valerie Noll would like to begin the CPLP study group in July as the next CPLP testing window begins in September. Education committee to help with the coordination as Valerie requests.

### **Director of Certification**

In the process of submitting a 2009 ALC proposal Valerie Noll and Joe Hare developed a presentation to point out the value a CPLP certified employee brings to their organizations – the WIIFM principle. They will present for Board review on 05/15/09 on how to create awareness and demand for the CPLP among local employers.

In the process of developing content for our website.

## ***Programming***

- Remember to register by Monday, May 25<sup>th</sup> for the monthly program on May 27<sup>th</sup>, 7:30 – 9:30 a.m.
  - May's program will be a panel discussion with experts in Organization Development and Training & Development who will explore the similarities and differences between both fields. There is a fine but important line separating these two disciplines and, as professionals in adult learning and development, we know the line is often blurred. For more information and to register, please go to our [website](#).
- Terry Lee and Sarah Julius have finalized the topics for the monthly programs for October and November. All remaining programs will be posted online by Monday, May 25<sup>th</sup>.
- Sarah and Emily having been working with the Marketing and Communications on the invites for the June Social. Invites are scheduled to be sent electronically to ASTD members the week of May 18<sup>th</sup>.
- Emily is working on creating more Special Interest Groups (SIGs) for the 2<sup>nd</sup> quarter. If you would like to assist in this process, please contact Emily Hardy, [EHardy@oriental.com](mailto:EHardy@oriental.com)
  - E-Learning SIG – in the process of setting up the first meeting.
  - Book Club SIG – The first meeting will be held on Thursday, June 11, 2009 3:30 p.m. - 5:00 p.m. at Borders Bookstore, 72nd and Dodge St. (Upstairs on the Second Floor, NW corner).
    - Our book of choice comes from the Harvard Business School Press: *Coaching and Mentoring, How to Develop Top Talent and Achieve Stronger Performance* (Harvard Business Essentials).
    - Barb Davis will be the facilitator for this Book Club session. If you have a favorite coaching/mentoring resource, please send the information to Barb. Contact Barb Davis at [davisb1628@yahoo.com](mailto:davisb1628@yahoo.com)
    - ASTD members can receive a 20% discount from Borders with ID showing you are an ASTD member. If you do not have a member ID card, please contact us at [contactus@astdnebraska.org](mailto:contactus@astdnebraska.org).