

## ATD Nebraska Board Meeting

### Meeting Minutes

June 19, 2015

7:30 – 9:00 AM

Present: Jill Banaszak, Jon Titus, Shelly Whittaker, Kristi Rutledge, Krishna Clay, Jen Labrie-Pereira, Ralph Wojcinski, Jen Wichern, Ben Tiefenthaler, Lesa Deeker, Michelle Anthony, Amber Hutchinson, Jill Idelman, Elizabeth Prochazka

Absent: Sandi Knowski, Kathy Swensen, Karen Wegner, Theresa Gan Wolfe, Kim Whiteside, Ericka Juno

Next Meeting: July 24, 2015 – Summer Retreat – Open Door Mission  
July Board Reports due to Kristi by July 6, 2015

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## Unfinished Business

### TI – Ralph W.

*Ralph announced that he has located two possible TI locations and asked for a vote to select the best location.*

- First National Bank – 144<sup>th</sup> & Dodge / First Floor (Krishna Clay member sponsor)
  - Indoor, free parking
  - Willing to sponsor every year
  - Fast food options close by
  - Coffee / water available
  - Will set up room as requested
  - Krishna or co-worker will be available for problems / questions
  - Offered First National 1 free seat in all workshops
- Centris – 108<sup>th</sup> & Q / First Floor (Michelle Anthony ATD sponsor)
  - Free parking
  - Food options close by
  - Coffee / water available
  - Will set up room as requested
  - Michelle will be available for problems / questions
  - Front desk receptionist on duty – doors open at 7:30
- Vote at end of meeting – **First National Bank selected**

*Five speakers have committed to TI – still need five more.*

- Terry Lee expressed interest. He is a good option for coaching.
- Krishna will approach someone about doing a Change Management session.
- Diane Cortis has expressed interest in facilitating a second session.

## **New Business**

### **Website – Adding Board Meeting Dates – Jill B.**

*Jill has received a suggestion to list Board Meeting dates and location on the main page of the website.*

- Advantages of including information on the web home page
  - May attract more members to attend board meetings
    - Which may in turn attract more members to volunteer for the board
- Disadvantages / Challenges of including information on the web home page
  - Limited space
    - Will bump another listed event (regular mtg., TI, Lincoln mtg., etc.)
      - Could possible change TI banner weekly and make it live so users could click on it to learn more about the event
      - (Krishna) Meeting attendance is down this year – believe it's important to keep mtg. notice on landing page
- Suggestions to advertise board meetings
  - Could add an open invitation on the Board page
    - Members who are truly interested in attending a board meeting are likely willing to explore website for information
    - Would be easy to maintain / wouldn't bump any other important info.
  - Ben T. will explore widget that could display additional information
    - Ben wants to ensure that the landing page doesn't get too busy
  - Jill I. suggested creating a tutorial on how to use the website for a newsletter article or create a demonstration video to help members navigate the websie
    - Ben will take the challenge
  - Suggestion to create a pop up alert that displays when a change has been made somewhere on the website
    - Ben T. offered to investigate that option
- Conclusion is to advertise on the Board page – but leave July & Nov. off as those are the retreat months

### **RFP Process – Jen W.**

*Jen W. would like feedback on the RFP process to see if it can be simplified. She has received feedback from a potential presenter that it is cumbersome and she has helped other presenters complete the RFP in the past.*

- Jen W. will send the RFP and the Speaker Agreement to the board for review and feedback and the RFP will be added to the agenda for next month's board meeting.
- Initial suggestions
  - Jen L.P. suggested turning the RFP into a two-tiered process
    - First tier is simple form for getting the gig
    - Second tier requires marketing and set up requirements

### **Succession Planning– Jon T.**

- Jon will set short evening meeting with Krishna, the VPs, a past president, and a member at large to discuss succession planning
  - All board members are welcome to attend, but are not required
- Jon announced that there are two Succession Forms still out

### **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

### **Team Goals – Jill B.**

*Time was given for all teams to discuss progress on team goals including budget, and SCORE cards.*

- All teams reported out on progress and challenges