

June 2008 Board Retreat Meeting Agenda, Reports & Meeting Minutes

Attendance

-

Absent

-

Agenda

-

Requests/Decisions

-

Meeting Minutes

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Action Item Status

| Task | Owner | Due Date | Status |
|---|---------------|----------|---------|
| If you are attending ICE and would be willing to attend a CPLP event, contact Valerie Noll | All | ASAP | TBD |
| Identify the possible rates available for credit card transactions | Michael | Apr 11 | Overdue |
| Examine placing chapter goals on membership cards | Michael | Apr 11 | Overdue |
| Publicize new chapter goals to membership/public | Michael | Apr 18 | Overdue |
| Explore what happened to individual and national memberships - refunds (Wendy - Yes) - Expiration Dates | Shawn | June 13 | Ongoing |
| Place chapter goals on website | Doug | June 15 | Ongoing |
| Identify process for adding American Express as an approved credit card for online payments | Wendy & Diane | June 15 | Ongoing |
| Work with VPs on new forms related to functional goals | Heather | June 16 | Ongoing |
| Begin succession planning processes for your board positions | All | June 20 | Ongoing |
| Begin thinking about what our chapter should present at ALC | All | June | Ongoing |

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|--|------------------|---------|---------|
| | | 20 | |
| Performance and Development Program | Heather | June 20 | Ongoing |
| Identify % of national memberships within our membership and report to Board | Shawn | June 20 | Ongoing |
| Completion of Performance Evaluation at June Retreat | All | June 20 | TBD |
| Work with Wendy to write up position description for Nat ASTD Liaison | Amy T & Shawn | June 20 | In Prog |
| Work with Wendy to write up position description for Chapter Reporter/Photographer | Amy T & Michael | June 20 | In Prog |
| Review and recommend edits to chapter by-laws | Trish | June 20 | ongoing |
| Announce via all communication channels the addition of American Express for online payments | Michael | June 30 | Ongoing |
| Examine a press release regarding the HRAM/ASTD partnership to bring in speaker (Examine Good Deeds section of OWH) | Michael | June 30 | Ongoing |
| Identify process for following up and tracking paid/unpaid invoices with NAM | Aileen & Diane | June 30 | TBD |
| Begin RFP process for 2009 Speakers | Aileen & Angela | June 30 | TBD |
| Develop Chapter Policy regarding partnerships, collaborations, and marketing | Trish | June 30 | TBD |
| Schedule task force meeting to examine Board Development Grant | Exec Team | June 30 | TBD |
| Pursue incorporation of ASTD Nebraska | Exec Team | June 30 | TBD |
| Generate Member Survey | Exec Team | June 30 | TBD |
| Explore how to create Presidential Advisory Council from Past-Presidents facilitating National Memberships and knowledge management objectives | Shawn | July 31 | Ongoing |
| Create self-paced Wiki Training | Trish | July 31 | TBD |
| Create recurring communication reminder on web, connections and newsletter regarding keeping your contact information current | Doug and Michael | July 31 | TBD |
| Examine adding marketing response question to membership application for marketing analysis - see Mar minutes | Shawn | July 31 | TBD |
| Excellence Award Submission | Trish | Aug 22 | TBD |
| Pursue Online Chapter Bill Paying | Diane | Sept 30 | Ongoing |
| Examine adding marketing response question to website for marketing analysis - see Mar minutes | Doug | Dec 31 | TDB |

ASTD Nebraska Functional Goals

example

| Supports | Functional Goal | Functional Area | Due Date | Status |
|----------|------------------|-----------------|-------------|-----------|
| M | Goal listed here | Prof Dev | 3rd Qtr | On target |
| P | Goal listed here | Membership | June 1 | On target |
| C | Goal listed here | Marketing | February 29 | Overdue |

Board Updates

Brief summaries on all activities for your functional area to include progress reports on standard business lines and any non-standard projects.

Operations

-

Marketing and Communications

-

Membership

-

Education

-

Programming

-

Previous Action Items Closed

| Task | Owner | Due Date | Status |
|--|-------|----------|--------|
| Send out link to succession planning worksheet | Trish | June 4 | Done |
| Create President Tracking Page on wiki | Trish | June 4 | Done |
| Send list of presidents to Shawn | Wendy | June 5 | Done |
| Send functional goals to Wendy | All | Apr 1 | Done |

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|---|------------------|---------|-------------|
| Monitor Website updates for Events to remain on web | Doug | April | Done |
| ID budget changes req due to Board Structure Change btw Mrktg & Comm | Diane | Apr 18 | Done |
| Print new business cards for VP of Operations | Michael | Apr 2 | Done |
| Update Board email addresses according to new Board Titles | Doug | Apr 4 | Done |
| Send a receipt to all participants of March's luncheon and afternoon workshop | Aileen | Apr 11 | Done |
| Produce list of members to be invoiced for Jan, Feb & March Programs for NAM | Aileen | Apr 11 | Done |
| Establish plan for developing and implementing paper-based newsletter | Michael | Apr 15 | Done |
| Market National Membership Discount to current and lapsed members | Michael | Apr 30 | Done |
| Write up an article promoting the value of National Membership | Shawn | June 30 | Done |
| Begin implementation of Book Discussion Group | Jaime | Apr 30 | Done |
| Prepare proposal for Board approval on CIT program | Heather/Marilyn | Apr 30 | Done |
| Ongoing - provide opt in reminder for mailing list to website, monthly program announcements, connections, & newsletter | Michael and Doug | Dec 08 | Done |