



August 2011 Board Meeting Report

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Immediate Tasks

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ASTD Board Updates

President – Terry Lee

Celebration & kudos

- Officially welcome new board members

Strategic Goals:

- **Membership:** Support and advance member's career development
- **Profession:** Demonstrate the value of the Workforce Learning and Performance profession
- **Community:** Provide service to our community to encourage growth in ourselves and others

Current Action Items

Due Date	Action Item	Status	Who's Responsible
Jan 2011	Partner all board members up to help be accountable for goals	Completed- partners have been assigned	Terry
Jan 2011	Finalize budget	In progress	Terry, Michael, Susan

Feb 2011	Board member orientation	Development in progress	April, Terry
Ongoing in 2011	Monthly meetings with VPs	Status, assistance and getting to know	Terry

Past President – Michael Merritt

Celebration & kudos

- Congrats to everyone selected to present at ALC!

FYI

- \$4323.42 is the revenue each chapter will receive from the ASTD Regional Event.

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Due Date	Action Item	Status	Who's Responsible
1/15/11	Set Past President Advisory Board Meetings	COMPLETED	Michael
2/1/11	Assist Terry/Susan in completing 2011 Budget	COMPLETED	Terry, Susan, Michael
Ongoing	Serve as Development Coach	ONGOING	Michael & Board
Ongoing	Regional Event Marketing	COMPLETED	Michael & RE Marketing committee
2/1	Record audio for NMO module	Just need response from Membership on including any info on the Concierge program in the NMO.	

6/1	Assist in setting up eLearning session for TI	COMPLETED	Michael & Stephen
Ongoing	Assist Terry/Susan in completing the 501c3 and INC	Terry & April are working with ASTD National to fall under the National 501c3 status	
Ongoing	Help April/Spencer with Golf Tourn.		April/Spencer/Michael

President Elect – April Kassen

Celebration & Kudos

- Programming team for planning a great Family Social event.

FYI

- Started reviewing chapter survey. I will forward a copy to the VP's to have them review and suggest changes.
- Board social - September 2nd from 5-8pm. Details coming...

Decisions

- ALC attendees have been determined.

Board Preparation

Due Date	Action Item	Status	Who's Responsible
January 2011 Completed	Pre-schedule and communicate 2011 board activities. This will allow for all board members to have plenty of notice for upcoming events.	Completed-meeting requests emailed to all board members for the following activities: Board socials, board retreats, monthly programs, and board meetings.	April & Terry
January 2011 Complete	Create a calendar template for all board activities and goals.	Completed. Will share at January board meeting and email afterward.	April
April 2011	Create and conduct new board member orientation.	Development and scheduling process	April & Terry

Completed			
Ongoing In Progress	Meet with a Director bi-monthly.	Opportunity to get to know them.	April
August 2011 Completed	Planning for ALC trip: Attendees-Terry Lee, April Kassen, Chris Hitchcock, Shelly Whittaker, Jill Banaszak, and Cynthia Way.		April

Regional Conference

Due Date	Action Item	Status	Who's Responsible
August 2011 In progress	Determining allocation of \$\$ earned	In progress	April, Terry, Michael

Community Partnership

Due Date	Action Item	Status	Who's Responsible
Ongoing In Progress	Partner with local non-profit organizations and offer leadership development/training programs to employees etc...	Working on contacting local organizations to begin discussions.	April & Terry

Chapter Focus

Due Date	Action Item	Status	Who's Responsible
September 2011 Not Started	Set up a committee to review HRCI credit process for obtaining PHR/SPHR approved credits for all programming and education activities.	Coordinating committee members, researching process, and scheduling first meeting for beginning of March.	April
August In Progress	Review chapter survey. Make edits and coordinate survey deployment for several times during the year.	Not started	April
August In Progress	Review award nomination process and survey. Notify chapter of nominations throughout the year.	Update nomination forms, write article, create quick link on website, and create a flyer for members to share with employers.	April

Finance – Susan Bates

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Current Action Items:

Beginning with the 2011 membership year, the Operations area is retired; the positions for the director of social media and the director of the web are transferred to marketing/communications to facilitate a simplified delivery system.

Marketing and Communications – Shelly Whittaker

Celebration & Kudos

- The first newsletter went out using Constant Contact. Thank you to Chris for getting this out and for all of her work.
- Kudos for the entire Communications team for keeping up with all of our tasks. I know it can be trying at times. I owe all of you a BIG THANK YOU!

FYI

- Looking for a new Director of Communications. If you know of anyone who you think might be interested or might be a good candidate, please let Shelly know.

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Due Date	Action Item	Status	Who's Responsible
6/17/11	Testing of Wild Apricot site	Completed	All
7/1/11	Complete transfer of web content to Wild Apricot	In progress	Michael, Shelly, Laura & web team
7/18/11	August Marketing program completed	Completed	Kim
7/20/11	Transfer membership lists to Constant	Completed	Chris

	Contact		
7/29/11	Home page updated for August program	Completed	Melissa
7/30/11	Initial marketing of Trainers' Institute	In progress	Kim, Shelly, Spencer
8/10/11	Update home page with September program information	Completed	Melissa
8/15/11	Initial email blasts on Trainer's Institute	In progress	Kim
8/19/11	Quotes for printing TI postcards	In progress	Kim
8/19/11	Social learning site promotion of September program		Spencer
8/19/11	Article submissions for newsletter due	In progress	Shelly
8/22/11	Initial social learning site promotion of TI		Spencer
8/26/11	September program marketing	In progress	Kim
8/31/11	TI postcards mailed out		Kim
9/1/11	Volunteer information set up on web site	In progress	Melissa
9/1/11	September newsletter sent out		Shelly

Membership Committee – Chris Hitchcock

Celebration & kudos

- Welcome to our new Resume Review Team Member, Jon Titus, who was referred to me through the Concierge Program!!!
- Volunteer Concierge, Rick Koch, directed a member to join the resume review committee. Yay!

FYI

- 2 Resume Reviews in July
- 8 Jobs posted in July
- 291 Active Nebraska Chapter Members
- 94 National Members
- CORE: 32.3%
- 9 New Members this month

Decisions

- Additional Concierges have been added to ensure Board Members are not overloaded with members they are responsible for contacting. Members have been selected for Concierges based on company when possible.
- The 2012 Membership Drive will be an ongoing effort throughout the calendar year. Preparation will begin during the remaining 2011 Board meetings.

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Due Date	Action Item	Status	Who's Responsible
August 31	Create an e-mail to members about new job postings	Work with the Communication team on how to send an email blast	Krishna Clay
September 30	Ensure Membership Application/Renewal Process is "user friendly."	This has been sent to the Web Director for review and implementation	Krishna/Web Team
August 23	New Member Spotlight Article	In Progress	Jen Labrie
August 20	Send Out Concierge Script		Jen Labrie
August 20	Reformat Concierge Script		Jen Labrie
July 15	Request the National Member list to get a snap shot of CORE numbers		Ralph Wojcinski
Jan. 1 2012	2012 Membership Drive	The 2012 Membership Drive will begin with preparations during the remaining 2011 Board meetings.	Ralph Wojcinski
Fall 2011	New Member Orientation (Electronic version)	Ralph will develop an orientation that will be distributed to new members via a memory stick. He will also identify multimedia experts who can make the orientation interactive, within the size limit of the memory stick.	Ralph Wojcinski
Fall 2011	New Member Orientation (Live version)	Ralph will develop a face-to-face orientation session. Current members will be solicited to	Ralph Wojcinski

		facilitate the sessions. Facilitators will meet qualifications, which will be determined soon.	
August 23	All Membership Team members will contribute an article to the newsletter	Chris-Membership Team Jennifer-New Member Spotlight Krishna-Career Resources Ralph-Membership numbers Chris-ICE Interview	Membership Team
September 30	Orient new Board Members	Chris will work with Terry and April	Chris Hitchcock
September 30	Submit an SOS (Share our Success) on the Concierge Program	In progress	Chris Hitchcock and Jennifer Labrie
September 30	Add membership information to the "Membership" membership tab when a member or non-member clicks.	Chris and Krishna will work on verbiage and submit to marketing for "sprucing up." Once we have a final product, we will submit it to the website team.	Ralph Wojcinski and Chris Hitchcock
Fall 2011	New Member Flash Drive	Chris will gather info for the flash drive to have it ready when we can purchase. Finding flash drives to fit our budget is a challenge.	Chris Hitchcock

Education – Cynthia Way

Kudos

- Beth jumped right in to the mentoring program and already received 4 inquiries!

FYI

- Trainer’s Institute is coming up - (October 5th, 12th, 19th, 26th and November 2nd) Looking for volunteers to help out on those days.
- Anyone with contacts in your HR department, please forward their name to Erick, the Director of CPLP, so he can contact to get “CPLP Preferred “added to appropriate job descriptions.
- Erick is still looking for volunteers to help write the CPLP trivia cards for each table during monthly programs
- The Mentoring Program received four inquiries this month.: two requests for information and two will be matched with mentors

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MISC

Due Date	Action Item	Status	Who’s Responsible
March 31	Create a member survey to determine potential National Certification classes for 2012.	In progress	Cynthia, Stephen

June 30	Submit mentor program toolkit as SOS or Infoline publication to ASTD National.	Complete	Cynthia
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Education

Due Date	Action Item	Status	Who's Responsible
2011	Education Committee meetings - Planning and preparation for TI	Ongoing	Education Committee
Sep/Oct 30	Revise Trainer's Institute into individual sessions. Upload to Board-only page when complete.	In Progress	Stephen
2011	Prepare for 2 National Programs in 2012	In Progress	Stephen

CPLP: Increase awareness and membership plans to pursue CPLP from 35.75% to 50%

Due Date	Action Item	Status	Who's Responsible
Dec 31	Obtain testimonials regarding the value of the CPLP.	In Progress	Erick & Marketing
Dec 31	CPLP trivia cards for each table during monthly programs. . When complete, load onto member only area.	In Progress	Erick & Marketing

December 31	Partner with Michael M. and create online e-learning course about what the CPLP is. When complete, load onto member only area.	In Progress	Erick
Ongoing-2011	Educate local businesses on the value of the CPLP: Encourage companies to add, CPLP preferred, to job descriptions. A CPLP value presentation has been created (http://groups.google.com/group/cplp-value-presentation). It's been delivered online and in-person, and received favorably. Need to develop local presentation opportunities.	In Progress	Erick & Marketing

Mentoring

Due Date	Action Item	Status	Who's Responsible
Ongoing-2011	Promote mentoring program: Create scrolling info for program PowerPoint, Monthly announcements, mentoring flyer, update/verify website information.	In Progress	Beth & Marketing & Programming & Website
Dec 31	Revise mentoring program: Program will be revised into 4 quarterly sessions with CPLP mentors to meet the needs of the membership.	In Progress	Beth
Ongoing-2011	Revise Manual: Revise Dir. of Mentoring manual as program changes. Upload to Board-only page	Ongoing	Beth

Programming – Jill Banaszak

Celebration & kudos

- Welcome Teresa Matteson – Director Special Events

FYI

- Don't forget to register for the April 13th program, held at 11:30 a.m., [at the Scott Conference Center](#).
- No program in May, but there will be a June program.

Decisions

- N/A

Current Action Items

Due Date	Action Item	Status	Who's Responsible
12-30-10	Solidify 2011 Programming Year	Complete	Jill Banaszak
Monthly	Submit articles to Communications and Marketing to be published in the ASTD Nebraska Newsletter	Ongoing	Jill Banaszak, Barb Lerouge
1/31/11	Find Director of Special Events	Complete	Jill Banaszak and Barb Lerouge
1/14/11	Submit CRF and marketing for Feb-April programs	Complete	Jill Banaszak

3/8/11	Submit CRF and marketing for rest of year	Ongoing	Jill Banaszak
Monthly	Elicit Table Topics and newsletter submissions from speakers	Ongoing	Jill Banaszak, Barb Lerouge
1/31/11	Finalize budget and pricing (workshops)	Awaiting Terry and Susan	Jill Banaszak
Monthly	Book non-profit charity sponsors to monthly programs	Ongoing	Jill Banaszak, Barb Lerouge
3/8/11	Begin brainstorming and planning for June Social	Ongoing	Teresa Matteson