

October 2003 ASTD Nebraska Board Meeting Minutes

Monday, October 20, 2003

Bellevue University - Lozier Center – 120th and Blondo
3:30- 5:00 pm

Attending:

Lisa Hayes
Deb Dice
Denai Vaughn
Diane Skrobo

Carol Horner
Jennifer Engelhardt
Angela Galloway
Barbara Aldrich

Lynette Campbell
Gretchen Finke-Patras
Gary Repair

Not Attending:

Tim Frederick
Trish Harrold

Tricia Danielsen

Sue Wymore

Opening:

Started at: 3:30pm

Treats: Lisa Hayes

Board Development: Gretchen Finke Patras. Gretchen asked each of us to consider our legacy, and how ASTD Nebraska Leadership could help us create that legacy.

Roundtable Reporting

Lisa – president

Celebration & kudos

- Congratulations on the successful launch of our mentor program Trisha! A very impressive group of individuals, including our esteemed 2002 President 😊
- Thank you Gretchen for your continued support and involvement in our Chapter.
- Over 60 entries for the name-your-newsletter contest...definitely something to celebrate!
- Did you notice those very professional looking table notecards at our October meeting? Kudos to Angela Galloway and Kristi Rutledge!
- Happy birthday to our remaining 2003 birthdays: Lynette on Nov 1st, Sue on Nov.21st, and Carol on Dec 19th.
- Last, but certainly not least, kudos to the entire board for a member-driven, value-centered year! The teamwork exhibited this year has been inspiring! I



look forward to another year of Chapter growth and prosperity under Carol's skilled leadership. I sincerely thank all of you....it has been an honor working with you!

FYI

- We received our D&O Insurance policy and Jen has placed it in our Chapter's safety deposit box.
- Regarding the "Brag about Best Practices" session at ALC (thanks Trisha for forwarding this to us!): If anyone has an idea of something we should specifically highlight, please let one of the ALC attendees know!
- I encourage you all to make every effort to attend our November Celebration Awards Program. This is truly the highlight of our year! Not only is it a great opportunity to celebrate with the award nominees, but to also receive YOUR due recognition!

Decision:

- Voted to extend an invitation to all past presidents to the awards banquet on a complimentary basis.
- Voted to allocate funds for a memorial to the Syracuse Foundation in memory of Past President Cindi VanHousen's father.

Carol – president elect

Celebration & kudos

- Congrats to Kristi Moehring on her new position
- Kristi Moehring and Monica Rose will be joining us in DC

FYI

- ALC is 18 days and counting!
- Be sure you are beginning your coinciding board structure and helping your new folks learn their positions. We still need to fill some Director positions and get those leaders up to speed. Two very important things to cover with your successor are your position description and budget.
- ALC: We will have our team dinner on Friday night at ALC so Denai can attend.
- Retreat: December 12, 10:30am—4:30pm at 144th and Dodge First National Center, Conference room A & B – first floor.
- Lynette will have business cards printed from the template for each member attending ALC.

Decision

- Our Policy Manual was approved. Motion made by Gretchen. Seconded by Deb.

Gretchen – past president

Celebration & kudos

- Congratulations to everyone for a great 2003, and here's looking forward to even more success in 2004!
- In an attempt to stay involved with this awesome chapter, I'm now participating in the Mentor program. I want to thank Patricia Harrold & Stephanie Hansen for their incredible work with this service. We've just kicked-off the next round, and I'm really looking forward to the experience.
- Lisa, it's been a very productive and successful year under your leadership. Thanks for all you've done and continue to do! 😊

Lynette – Secretary

Celebration & kudos

- Passed out Final Completed Goals! Congratulations to everyone on their accomplishments.

Jen – Treasurer

FYI

- We're doing well financially.
- Board members are asked to take a look at their budget and spend allocated funds as necessary.

Tricia – Communication

Celebration & kudos

- Kudos to everyone who submitted ideas for the "Name the Newsletter" contest.

FYI

- The voting for Name the Newsletter ended on Friday. The top four names will be sent to the board for decision. The winner will be announced at the November Awards Breakfast.

Deb – Programming

Celebration & kudos

- A **VERY** special thanks to “Kristi Rutledge” for again volunteering her fantastic creative talents to develop this year’s award program and the new event cards distributed at the meeting were **FANTASIC!!**
- A great **BIG** thanks to Lynette Campbell and Joanne Slader for sharing their “LOVE” for decorating and entertaining by volunteering to organize the next year’s “Monthly Meeting Themes”

FYI

- Update on Award Banquet
 - Membership working on Volunteer Certificates
 - We need more nominations for the awards. More announcements will go out from CAM.
 - I have been nominated, and would like to withdraw my name. (After discussion by the board, Deb agreed to stay in the competition for VP award – the Executive Council will vote for this award.)

Decision :

- How can we help CAM and Pam at registration table? Long lines are forming as new members fill out their forms, and other write their checks,. It was decided that Barbara Aldrich and Diane Skrobo and Kate Bratetic will help at the registration table. We will have a separate new membership table to speed up the line to get in.
- We will put in the program people and organizations who have helped and sponsored ASTD.
- Nominees will receive two tickets to the November Awards Ceremony.

Angela – Marketing

Celebration & kudos

- Thanks to Tim for all of the great foundation work he has laid for the Marketing Committee for the future. There are some developed relationships and contacts that we did not have before. A personal thanks for letting me fill these big shoes!
- Thanks to Kristi Rutledge for developing new event cards to be put on tables during monthly meetings to inform members of the upcoming SIGs for the month and next monthly meeting’s details. Positive comments have come from several members.

- Thanks to Tom Colling for developing creative email advertisements for the upcoming Awards event.

FYI

- Table cards for monthly mtg. will be developed by Mrktng Committee.
- Current marketing advertisements will be re-evaluated and streamlined for next year.
- Any information that you might need a creative layout to inform members and community can go through us if it will help save your committee time.

Sue Wymore/Denai Vaughn – Membership

Celebration & kudos

- The filming for the MOS for Denai's ALC presentation is complete – HOORAY!
- Thank you to Gary Repair for all his work in pulling this together.
Note: Gary provided a sneak preview of the Orientation Video to rave reviews. Thanks to Gary from the whole board!

FYI

- Membership committee is strong and growing
- Welcome to Diane Skrobo who is assuming the role of Director of On-line Resources (directory).
- Welcome to Barbara Aldrich as Director of Member Involvement.
- The member orientation committee has added Gary Repair to their ranks. Other members are Greg Zamora, Stacy Braun, Bill French and Kristi Moehring.
- On-line membership application up and running on secure site.
- Great Teamwork between Programming and Membership. Kate Bratetic will be organizing the volunteer portion for the award banquet. Besides having certificates, we will also award small gifts.
- Nexgen continues work on the database.
- The old areas of specialization are back up and working. Still having problems with data storage behind the scenes. (See Test Wymore as example.)
- Any suggestions for a Director of Orientation – please let Denai know.
- Denai was interviewed on the topic of Networking by the *Sacramento Bee*. She'll keep us posted if the article gets published!

Trish – Professional Development

Celebration & kudos

- Thank you to Lisa Hayes for sharing her valuable time and uplifting message during our Mentor Kick – off event
- Thanks to all who contributed to the Membership survey questions and provided insight and feedback.
- Thank you to Denai Vaughn for volunteering to help with the survey delivery

Decision

- The board approved offering some incentives for taking the survey. Lisa will inform Trisha.

Meeting adjourned: 5:00pm

No board meeting next month

Action Items for Board (See following page!)

DUE DATE	ACTION ITEM	WHO'S Responsible
ASAP	Kate Bratetic needs to know the status of the volunteer opportunities page on the web.	Tricia and team.
10/17/2003	Final Copy on all October Newsletter articles due to Kristi (Gretchen – Past-President Article)	ALL
10/17/2003	Edits to survey based upon participant feedback complete and submitted for final approval	Patricia & All interested
10/20/03	Revised Position Descriptions to Carol	ALL
10/24/03	Final approval on survey submitted via e-mail	All interested
10/24/03	Survey submitted to CAM for processing	Patricia
Last week of October	Awards Program booklet	Kristi Rutledge
11/01/2003	November Web Focus begins	Treasurer Month – Jennifer
11/1/03	Suggestions for improvements to MOS for next year.	ALL
11/1/03	Suggestions for Director of Orientation – send names to Denai	ALL
11/03/03 - 11/7/03	Survey submitted to Membership – week long access	CAM
11/10/03- 11/14/03	Survey processing and distribution to Board	Patricia
11/14/03	Attend MOS if have not attended in 2003; each committee should have one representative present (VP, Director, etc.)	ALL
11/15/2003	Draft or request for “space” due to Kristi for December Newsletter	ALL
11/21/2003	Final Copy on all December Newsletter articles due to Kristi (Jennifer – Treasurer Article)	ALL
Dec. Retreat	We will need new <i>Welcome Aboard from the Board</i> gifts from some folks...before 2004!	ALL
Prior to Dec. Retreat	Discuss & update new board members and directors on MOS. (i.e., if you can't attend, send a replacement, held 1x/quarter, etc.)	All outgoing officers
01/07/03	MOS materials will be updated for 2004 beginning in November. Any changes new directors / VPs have must be determined ASAP.	ALL

