

## **ASTD Nebraska Board Meeting**

### Meeting Minutes

November 19, 2010

*Present:* Michael Merritt, Shelly Whittaker, Ericka Juno, Jill Banaszak, Barb Lerouge, Terry Lee, Sarah Julius, April Kassen, Kate Rempfer, Spencer Cohorst, Cat Rawlings, Krishna Clay, Cynthia Way, Erick Dragsten, Chris Orsborn

#### **Next meeting:**

1. December 10<sup>th</sup> 8:00 AM – 3:30 PM, Board Retreat, Durham Museum - Mezzanine Conference Room 2<sup>nd</sup> Floor, 801 South 10<sup>th</sup> St
  2. December 15<sup>th</sup> 4:30 PM – 7:30 PM, Winter Social, Joslyn Castle
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## **I. Committee Reports**

### **Communications – Cat Rawlings**

- Cat is stepping down – officially Dec 31<sup>st</sup>; will help Shelly till March 1<sup>st</sup>
- Congratulations to Shelly Whittaker who is stepping up to take Cat's position!
- Marketing committee; web committee meeting coming soon
- Mentoring tool kit has been updated – check it out!
- Please promote employee learning week!
- Working on sponsorship packet for regional event

### **Programming – Barb Larouge; Sarah Julius; Jill Banaszak**

- Barb –
  - December Social – December 15<sup>th</sup> 5 – 7:30
- Sarah –
  - Working w/ communications to get 1<sup>st</sup> ¼ of 2011 online
  - Speakers need to be confirmed still
  - Tables at social for board to share information
  - Vendors can buy table at social for \$50
  - Promote food drive for social; will build an online donation feature
  - Programming will need lots of support for December – Sarah will be out of town & Jill will be going on maternity leave soon. Be sure to still send all emails to Barb, Jill and Sarah!
- Jill –
  - Still have 3 open spots for 2011

### **Education – April Kassen**

- Spread the word!!! We need scholarship applicants
  - CPLP potential
  - Technical sessions
  - School
  - Regional Event
- Website has CPLP resources in the Member Only area
- TI for next year has big revisions coming!
- Employee Learning Week – lots of events planned, details on the website

### **Membership – Michael Merritt**

- Tuesday night (November 23<sup>rd</sup>) membership taskforce meeting at West

### **Operations – Michael Merritt**

- Several of our people are currently job hunting; if you know of positions, please share the info!

### **President-Elect – Terry Lee**

- Last day to submit vote for awards was the 19<sup>th</sup>
- Board will be a little different next year – be looking for new structure
- Membership survey results have been sent to board
  - Please review for retreat
- Email from Glenda for SWAT analysis (survey of past year) coming soon
- Also for retreat (see email from Terry sent on Nov 19<sup>th</sup>)
  - Have 3 goals specific to your office prior to retreat
  - Have 2 goals not specific to your office prior to retreat
  - Update job descriptions
  - Look at National website / board only page
  - Bring National ID so you can fill out membership paperwork
- Terry presented Michael a Thank You gift for all of his hard work in 2010

#### Finance – Michael Merritt

- Buying new software for finance to match with Glenda
- Auditing last 3 years – will cost approx. \$2000 – vote for approval to spend coming soon
- Michael, Heather & Susan are working on books
- 2011 budget will be set up in early 2011

#### From Our Leader – Michael Merritt

- Thanks to everybody for all the hard work in 2010
- Michael passed out ASTD hoodies for all
- Regional event is going well
  - Looking for sponsors & volunteers right now
  - Speakers are confirmed
- Please be making your calls for the Concierge Program
  - We discussed ideas on how to do this
  - If you have problems with making the calls, let Michael know
  - You just need to call 1 time & leave a message if they are not there – or send an email