



ASTD Nebraska
 December Board Meeting/Retreat
 December 6, 2004
 Chalco Hills Recreation Area Meeting Room

Executive Board of Directors:

X	Tricia Danielsen		Deb Dice
X	Angela Galloway		Patricia Harrold
X	Carol Horner	PM	Jen Kay
	Linda McManigal	X	Dina Morales
PM	Denai Vaughn	X	Sue Wymore

Board Members:

X	Barbara Aldrich	X	Linda Beiriger
	Kate Bratetic	X	Kathy Denker
PM	Marlina Howe		Ralph Kellogg
	Shawn Mahrenholz		Kristi Moehring
PM	Judy Morss	X	Wendell Nekororaneck
X	Valerie Noll		Leslie Rill
	Kristi Rutledge		Rebecca Sharpe
	Barbara Shousha	X	Janet Skogerboe
X	Diane Skrobo		Rikki Willerton

Action Items:

Suggest items for CORE worksheet	All board members.	1/10 discussion
Bylaw review by Jan meeting	Executive Board	1/6/05 suggestions 1/10 discussion
Type up Board Position expectations for your functional group	Executive Board	12/10/04 Tricia D to send template 2/1/05 Filled out and returned to Tricia
Position Descriptions to Trisha	All board members e-mail to all.	1/20/05
Goals	All board members e-mail to Sue	12/31/04 send to Sue 1/7/05 distribute 1/10/05 board mtg
Budget figures	Executive board	12/23/04 Jen sends 1/7/05 rough draft to all 1/10/05 discussion

Links	All to Linda B	ASAP
Volunteer opportunities	All to Linda B	ASAP
Events Calendar	All to Linda B	ASAP
Risk management	All to Trisha Harrold	By 1/10/05
Monthly Board Report & Annual updates	All Executive board	Monday before meeting.
Expenses	All to Jen	20 th of the month expenses incurred

Agenda Items:

“Our Working Team” Carol Horner

Carol ran us through a DISC Profile. DISC stands for Dominance, Influence, Steadiness, and Conscientiousness. D emphasis is on shaping the environment by overcoming opposition to accomplish results. I emphasis is on shaping the environment by influencing or persuading others. S emphasis is on cooperating with others within existing circumstances to carry out the task. C emphasis is on working conscientiously within existing circumstances to ensure quality and accuracy. This exercise helped the team understand how they can better relate to each other.

Functional breakdown: Tricia Danielsen

The group worked in functional groups to determine what was needed from each group and what that same group needed from me. This allowed us to clarify roles and to determine specific actions. Each VP will type out the results for each area. then e-mail it to Tricia Danielsen. Trisha Harrold will add this to the board CD and keep this for a historical perspective.

2005 Board meetings – Tricia Danielsen

2005 Board meetings held at OPPD, 444 S. 16th Street Mall, 7:30 a.m. – 9:00 a.m.

1/10/05

2/28/05

3/21/05

4/18/05

5/16/05

6/05 – Retreat, date to be determined

7/18/05

8/15/05

9/19/05

10/17/05

11/05 – Orientation meeting, date to be determined

12/05 – Retreat, date to be determined

Bylaw Changes tabled until the January board meeting

Directors should send their suggestions or questions to the VP and then the VP will discuss further at the January board meeting.

Web Overview – Linda Beiriger

The new website is active. Linda provided an overview of the site pointing out new items and revised items. She does need volunteer opportunities if committees have a need. The consultant list is being revamped. Linda encouraged all members to go out to the web and edit their profile so we have updated information for everyone.

CORE: 17 requirements of CORE (Chapter Operating Requirements) Carol Horner

1. A communication piece is sent to members at least once each quarter.
2. The Chapter provides a least 4 professional development events each year.
3. The chapter board or leadership team meets at least once each quarter. Meeting minutes should be available to members.
4. Chapter members are given the opportunity to be involved in the nomination and selection of chapter leaders
5. The Chapter maintains written position descriptions for chapter officers.
6. The Chapter completes the CORE annual update each year and maintains a current roster of leaders with ASTD.
7. The Chapter provides members with a print or electronic membership directory.
8. An operating budget is developed annually and made available to members who request it.
9. An annual plan is created that includes goals for the year.
10. An annual report is produced that includes information on membership number, financial performance, and progress toward annual goals.
11. Chapters assess their members' needs and their satisfaction levels at least once every two years.
12. An annual internal or external review of financial records is conducted by someone other than a current chapter leader or someone who handles the books.
13. The chapter is in compliance with federal and state reporting requirements.
14. The chapter's vision/mission, bylaws, and use of logo are aligned with those of ASTD.
15. A minimum of 20 chapter members, or 10% of total chapter membership (whichever is greater), must maintain joint chapter/ASTD national membership (2005 is 25%).
16. All board members are joint Chapter/ASTD national members.
17. The Chapter has conducted a risk management assessment focused on the protection of the chapter and its officers.

Carol asked all board members to submit any comments or information for these CORE items to her. We will discuss CORE more at the January board meeting.

2005 Focus & Alignment – Tricia Danielsen

We brainstormed Chapter goals. All chapter goals should align to CORE, the ASTD national competency model, our chapters vision and mission or our membership survey. We came up with three main categories: 1) Community Outreach, 2)Competency Model and 3)Align with National.

Submitted by Sue Wymore, ASTD Nebraska Secretary