

minutes

ASTD Nebraska Board Meeting		
8.17.2012	7:30 – 9:00 AM	Security National Bank
Meeting called by	April Kassen, President	
Type of meeting	Monthly Board Meeting	
Facilitator	April Kassen	
Note taker	Lindsey Wedel	
Attendees	<p>Present: April Kassen; Chris Hitchcock; Lindsey Wedel; Shelly Whittaker; Krishna Clay; Jill Banaszak, Jill Idelman, Ralph Wojcinski, Jon Titus, Erick Dragsten, Stefanie Shanahan</p> <p>Absent: Terry Lee, Lance Baker, Cynthia Way, Spencer Cohorst, Jennifer Labrie, Michelle Kosmacek, Beth Down, Teresa Matteson</p>	
Programming		
Jill Banaszak		
Discussion	<ul style="list-style-type: none"> • Kudos to Stefanie for doing a great job on announcements! • Attendance has been strong for monthly programs. • 8 people have expressed interest in presenting for our 2013 programs. 2 have made the commitment to submit an RFP, but have not yet done so. One of our potential presenters would require payment of \$1,500. This will be discussed while preparing the 2013 budget. • National has a programming toolkit available to help solicit national speakers. • There is a possibility of partnering with other conferences and chapters to bring in national speakers. • Shelly made the suggestion to tap into our CPLP members for RFP for programs. This could count towards certification points. • For the announcements at the September program, each Board member will introduce the next and include a statement about what they have in common. 	
Action Items	Person Responsible	Deadline
Continue to solicit speakers for 2013 programs	Board	
Communications		
Shelly Whitaker		
Discussion	<ul style="list-style-type: none"> • Postcards advertising Trainers Institute have been mailed. Shelly has extras if anyone needs them. • Email advertising Lincoln's certificate program went out this week. • Email reminder about September's program will be sent out 8/20. • Jill Idelman would like to include in the newsletter an article about an outstanding local ASTD member. She asked for suggestions. • Stefanie discussed the newsletter that Dardis sends out. It is very cohesive. Each newsletter has a theme. Suggestions were made to possible align each of our newsletters with one of the ASTD competencies. • Sponsorship was discussed. Jill Idelman will check with her employer for the possibility of sponsorship, as will Stefanie • April suggested using Constant Contact to solicit sponsorship from select companies 	
Action Items	Person Responsible	Deadline
September Programming Email	Libby	August 20
Newsletter articles	Jill Idelman	August 24
Check with employers regarding sponsorship	Jill Idelman and Stefanie Shanahan	

minutes

Membership		
Krishna Clay		
Discussion	<ul style="list-style-type: none"> Updating membership status emails for 2013 Krishna and Jon are working hard on their ALC presentation. Ralph is working on creating a list of National members in our area that are not local members The membership team is working on ways to increase and sustain membership There has been a lull in job postings. Resume reviews are picking up, and there has been one request for a mock interview. Ralph is working on contacting program attendees who are not members. One non-member is interested in a SIG on behavioral health. This person has been contacted by both Ralph and Jill. Waiting for a response before taking the next step. We currently have 306 total members, 276 of them active. 110 of them are also National members, putting us at 39.86% for CORE. 	
Action Items	Person Responsible	Deadline
Continue to develop a member retention plan	Membership Team	
Education		
April Kassen for Cynthia Way		
Discussion	<ul style="list-style-type: none"> The next CPLP study group begins on Sept 5 & 6 Tamara Dowling has asked to use our CPLP Learning System. She has been invited to the study group. A request to join the CPLP study group was received from a member of a California chapter. Only ASTD Nebraska members may attend our study group, as this is a benefit of membership. Dates for Trainers Institute have been set, people are registering and flyers have been sent out. Locations for a couple of TI dates are still being finalized. Possibilities include Westroads Suites and Union Pacific. Beth is working on putting together a proposal to send to National regarding utilizing mentoring software. Cynthia has been attending DC chapter programs. The DC chapter is revamping their awards and giving them out during Employee Learning Week. She is working with Chris and Jill on this for our chapter. Cynthia is finishing up or proclamation for Employee Learning Week. We have enough volunteers for Trainers Institute. 	
Action Items	Person Responsible	Deadline
Hold CPLP study group	Erick	Sept 5
Finalize locations for TI	Michelle	ASAP
Finance		
Lindsey Wedel		
Discussion	<ul style="list-style-type: none"> Everyone is doing a great job of managing their budgets. The budget for Trainers Institute income is aggressive. Encourage people to register! Working on gathering final documents for our external review 	
Action Items	Person Responsible	Deadline
Obtain documents for external review	Lindsey	August 27
President-Elect		
Chris Hitchcock		

minutes

Discussion	<ul style="list-style-type: none"> • ALC planning is in full swing. Sessions for planning and brainstorming will be held in September. • When they return, the group going to ALC will share what they learn . • Shelly and Jill Idelman are still tied in the board application contest! The deadline for applications is August 31. Free lunch for the board member who gets the most applications referred! • Strategic planning for 2013 and beyond has begun. The strategic planning committee (April, Chris, Jill B and Shelly) is working on succession planning. Succession planning sheets and applications are being examined to determine where we need to fill open spots. VP's will be voted on in September. Directors will be appointed, not voted on. The 2013 Board will be announced in October.
-------------------	--

Action Items	Person Responsible	Deadline
ALC planning	Chris	August
Strategic Planning	Chris/Board	Ongoing
Winter retreat planning	Chris	October
Board Application process	Chris	August

President

April Kassen

Discussion	<ul style="list-style-type: none"> • Be sure to examine your budgets. • The Habitat event was a success. When members attend these events, it turns into a good volunteer pipeline! • Terry Lee and April will be meeting to discuss a partnership with the Urban League. • Don't forget that everyone has a responsibility to seek out new board members and volunteers - just ask!
-------------------	--

Action Items	Person Responsible	Deadline
Update scorecard Quarterly	April	Quarterly
Meet with Terry regarding Urban League partnership	April	September

Past President

Terry Lee

Discussion	Absent
-------------------	--------

Action Items	Person Responsible	Deadline
--------------	--------------------	----------