

# Minutes



ASTD Nebraska Board Meeting		
9.21.2012	7:30am-9:00am	Children's Hospital Executive Building
Meeting called by	April Kassen, President	
Type of meeting	Monthly Board Meeting	
Facilitator	April Kassen	
Note taker	Pati Carr	
Attendees	April Kassen, Chris Hitchcock, Cynthia Way, Erick Dragsten, Jill Banasak, Jon Titus, Lance Baker, Lindsey Wedel, Melissa Turner, Michelle Kosmacek, Pati Carr, Shelly Whittaker, Stefanie Shannahan, Terry Lee	
Finance		
Lindsey Wedel		
<b>Discussion</b>		
The budget looks good for this year with somewhat of a concern for Membership.		
Budgets due to Lindsey by 9/30/12. If you need anything please let Lindsey know.		
Action Items	Person Responsible	Deadline
Submit budgets to Lindsey by end of the month	All VPs	9/30/12
Communications		
Shelly Whittaker		
<b>Discussion</b>		
Spencer has stepped down from his role as Director of Social Learning. Michael Merritt has agreed to fill in through the rest of the year.		
There is a cross promotion agreement in place with ASTD Lincoln to allow for TI announcement/email blasts to be sent to their membership. Email blasts will be sent out each week announcing each program.		
October newsletter articles are due in to Jill Idleman, Director of Communications by Friday, September 28 <sup>th</sup> .		
Melissa Turner will begin transitioning into the VP of Marketing and Communications role. Jill Idelman will continue her role as Director of Communications for second year. Jennifer Labrie will fill in for Libby Guthrey as Libby transitions to Director of Career Resources. Interviews will be conducted shortly for the open Director of Marketing position.		
Shelly has been working with Wild Apricot, the website company, to learn more about the capabilities of sending newsletters and emails through the site. They are working on this functionality for us.		
Melissa is working with Easel Solutions to set up a contest for contestants to be entered into a drawing for attendance to a TI program. ASTD Nebraska's and Easel Solutions Facebook page and their Twitter accounts will include the information and encourage Facebook comments and/or retweets about TI.		
Action Items	Person Responsible	Deadline
October newsletter articles to Jill	VP/Dir/Etc.	9/28/12
October Newsletter	Jill I.	10/1/12
Director position interviews	Shelly/Melissa	ASAP

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Programming		
Jill Banaszak		
<b>Discussion</b>		
November's program will be an E-Learning focus. There will be five topics with speakers stationed around the room in roundtable discussions for further interaction. Three of the five speakers are set and they are working on the final two speakers to confirm.		
The "Social" is in the planning stage but the date was agreed upon by the group for January 18 <sup>th</sup> . This should allow for others to attend rather than be otherwise obligated with holiday events.		
The plan for December is to have a Book Club meeting. Christine Hitchcock offered to lead this meeting.		
Next year's programming is all but completed with only three months left to fill. They are working on dates and hope to confirm this month the first six months sessions to communicate to the membership. There are a couple of competencies that are missing: Social learning, Coaching, Managing the Learning Function, and Facilitating Organizational Change. Cynthia noted she has a contact that could provide assistance with the Social Learning competency. She will reach out to them.		
Action Items	Person Responsible	Deadline
Secure final two speakers for November's roundtable program.	Jill B	
Christine Hitchcock to work on book club meeting for December	Christine H	
Confirmation of first six months of programming and announcement	Jill B	10/1/12
Confirmation of program details for "Social"	Jill B	
Social Learning – Cynthia Way to reach out to contact regarding possible program topic for next year	Cynthia W	
Membership		
Jennifer Labrie		
<b>Discussion</b>		
Concierge: upcoming events will be sent to everyone to follow up with your group. New lists will be generated and distributed as well.		
Career: Jon noted that National sent an announcement just before last week noting it to be their inaugural "Career Week." Unfortunately, this was not communicated early enough to capitalize on this for the members. He will listen to the podcast and review the information to have a plan in place for next year.		
Membership is currently revising all letters that are generated to members to communication about upcoming expiration dates and/or expired memberships. The hope is to make these seem more personalized. The question was raised if we can link these communications regarding membership expiration dates to their concierge. This would allow the concierge to reach out to the member in a personal way to discuss renewing.		
Membership is working on an "Exit Interview" type survey for those members that do not renew their membership. This will help identify areas reasons why individuals leave the Chapter and determine if there are areas for improvement.		
The group asked if there is a one page document that shows all of the benefits and if that could be included on the website. Chris H noted she had a recent article that listed a chart with the benefits and what is provided with the ASTD Nebraska membership and those with the National membership. She will send to the group. Melissa noted she worked on something similar for the Power of 2 promotion. She also noted the website includes a bullet point of the benefits as well. This information could be used by the concierge to point members to the resource or help them understand all what is provided with membership.		
Action Items	Person Responsible	Deadline
New concierge lists will be generated and distributed	Jennifer L	ASAP
Jon will review the National podcast on "Career week" and put a plan together to capitalize on this for next year.	Jon	

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Exit survey being drafted	Krishna	
Revision of letters to membership regarding membership expiration dates – can these be linked to concierge.	Krishna	
One page/Chart of Benefits for Membership to be sent to the group	Christine H.	
<b>Education</b>		
Cynthia Way, Erick Dragsten, Beth Down, Michelle Kosmacek		
<b>Discussion</b>		
Certification: The study group for CPLP online is up and running. There are additional study groups at both Lincoln Financial and Mutual of Omaha and it was reported that all are going well.		
Mentoring: April reported that she is in talks with Kronos regarding a mentoring software program which could assist mentoring groups in organizing their mentoring relationship, tracking their progress as well as their goals. Communication would be online but participants could take it offline as well so it would be flexible. Another feature is to help match individuals up with mentors/mentees through questions that help make the match. April noted this is still very early in the process and they are discussing pricing as we are looking to negotiate no cost. If we can get this going the vision is to pilot this and take it to the national level then the pool of mentor/mentee is expanded. There are currently six pairings.		
Scholarship: Promotion for the scholarship is underway.		
Education: We are at 74% participation for TI this year. An award program and its promotion are being worked on right now for this year's "Employee Learning Week."		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Reach out to Mentor pairings for an article for the newsletter		
Update on the mentoring software idea progress	April	
Award program and promotion plan	Erick	
Plan for Scholarship marketing	Cynthia	
<b>President-Elect</b>		
Chris Hitchcock		
<b>Discussion</b>		
Please remember to vote as the ballots will be going out on the 13 <sup>th</sup> .		
The membership survey should be going out at the end of the month. Chris will send the draft to everyone for review. Please print and write on the draft with your revisions as this is easier for the process. Please then send back to Chris.		
ALC has eight people going. A few are being "sponsored" by their companies—yeah! Please provide names of individuals in your company to which we can send a Thank You note.		
Please make every effort to attend the Board Retreat. It is slated for November 2 <sup>nd</sup> from 8:30am to 4:30pm at Beyond Golf. You do not need to know how to golf although golf attire is encouraged.		
Chris has sent Glenda the Business Acumen Assessment for Board members to complete. This will give us a great snap shot of where we stand as a group in terms of how we are performing as a Chapter. This is anonymous so no one's scores will be accessible to anyone other than Glenda.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Review draft of membership survey and provide any revisions to Chris	All Board Members	ASAP
Provide names of company representative approving the sponsorship of employees for ALC to send Thank you notes.	ALC attendees	ASAP
Complete Business Acumen Assessment when provided	All Board Members	ASAP
<b>President</b>		
April Kassen		

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Discussion		
Everyone should be receiving their "Letters to Yourself" in the mail this week.		
<p>Volunteer Hours: Work is in progress to revamp the volunteer section of the website with a new form and finding a way to track the hours. We have two raffle winners regarding volunteer hours. Discussion was held on how to handle volunteer hours for TI. It was determined that those volunteers should be included in the raffle for their hours of work with TI but that there would be one entry for the day. This was thought to help promote volunteering.</p> <p>The website is set up to note volunteer hours. Melissa will send an email with the instructions on how to enter the hours within the website. There isn't a sort feature but Melissa was intrigued by the thought of adding a drop down feature for date ranges. She will reach out to the Eastern PA Chapter as they have Wild Apricot gurus who could assist. Shelly will provide their contact information/names to Melissa.</p>		
Budget: April is working on securing one more sponsorship to meet the goal for the year. We are working towards a big goal for TI participation as most of our revenue comes from this program.		
Action Items	Person Responsible	Deadline
Melissa to send email with instructions on how to enter volunteer hours onto the website	Melissa	ASAP
Shelly to provide names of Eastern PA Chapter members who can assist Melissa with the website features.	Shelly	ASAP