

Minutes



ASTD Nebraska Board Meeting		
10.12.2012	7:30am-9:00am	Security National Bank
Meeting called by	April Kassen, President	
Type of meeting	Monthly Board Meeting	
Facilitator	April Kassen	
Note taker	Pati Carr	
Attendees	April Kassen, Cynthia Way, Jill Banasak, Jon Titus, Pati Carr, Shelly Whittaker, Krishna Clay, Ralph W	
Membership		
Krisha Clay		
Discussion		
Kristina is redoing all membership emails for members nearing expiration. Her goal for completion is December.		
Membership is also working on an "exit survey" for members who lapse or expire to identify areas for improvement.		
Ralph indicated we netted 20 new members this month for a total of 296. He is finalizing the new member orientation facilitator's guide. He is starting to reach out to members whose local and national memberships are not in sync and he is working to get them in sync.		
Jon noted there are some good positions on the Job Listing section on the website. The interviews and resumes have flat lined but it is a good rest for the group. There was discussion on reaching to students on campus. Shelly has a contact who was open to gauging interest with students. Jon noted he would reach out to the career centers at several of the schools in the area to see what he can set up for reaching the students. Shelly added that Creighton holds a career and volunteer fair as their students are required to put in service hours. It was noted we have connections to College of St. Mary's and of course Bellevue University so these are areas to start with as well.		
A question about student memberships and cost came up. It was noted that this is all set now.		
There was discussion about holding an event on campus as this has been an effective tool for other organizations. Jon noted he could put together a subcommittee to build a no cost program for students and put this on the goals for next year.		
Action Items	Person Responsible	Deadline
Finalize membership emails	Krishna	December 2012
Finalize exit survey for lapsed and expired members	Krishna	December 2012
Jon to reach out to career centers at area schools for exposure to student body.	Jon	
Finalize New Member Orientation Facilitator's Guide and set up meeting	Ralph	December 2012
Communications		
Shelly Whittaker		
Discussion		
All positions are filled but the Director of Social Learning. Michael is filling in and is using a site that it not typically blocked by employers right now to allow him to post during the day.		
November program press release is done and ready to go out soon. The plan is to drop Constant Contact for email blasts and to utilize Wild Apricot's email functionality for this. The templates are being created for the transition. This should save a few hundred dollars a year.		
All other Marketing tasks are on target right now.		
Action Items	Person Responsible	Deadline
Finalize email templates to transition to Wild Apricot for email notifications	Shelly	December 2012
Fill Director of Social Learning position	Shelly	ASAP

Minutes

Programming		
Jill Banaszak		
Discussion		
November's program is all set with four speakers on e-learning topics. Each speaker will have 7-10 minutes to discuss the topic and we have asked for demonstrations of tips rather than just discussion about them. Participants will be able to move around to a table with the topic they are interested in and ask questions.		
December will not include a program but a book club facilitated by Christine Hitchcock. The book they will be discussing is "Leadership Skills from Santa."		
The End of Year Social is set for January 18 th , from 5pm to 9pm at the West Omaha Upstream.		
Next year's programming is all but completed with only three months left to fill. Right now the dates are somewhat spread out but Jill will check to see if speakers can move dates to consolidate it more. Notice could at least go out with the dates and TBD as the topic as well. Right now March, May, November and December are open. Jill will look into a flyer or bookmark with the first few programs noted.		
It was noted that Jill could reach out to local chapters (Des Moines, KC) to see if they have any speakers that could fill in these dates for us. There was an idea for a National speaker but concern is to be sure it is not all a sales pitch. It was also noted that we could reach out to one or more of the new TI presenters as well. April noted her boss may be an option so she will speak to them. Cynthia has a contact as well she will reach out to. Jill will send an update of the competencies we have and what is missing with the current presenters.		
Action Items	Person Responsible	Deadline
Jill, April and Cynthia will reach out to contacts for possible presenters in 2013	Jill B., April, Cynthia	December 2012
Jill to send list of competencies missing from next year's programming	Jill B.	November 2012
Flyer or bookmark to be created to identify first few programs for 2013	Jill B.	November 2012
Education		
Cynthia Way		
Discussion		
ELW – Employee Learning Week is set for the first week of December. If anyone is interested in teaching a class at the ELW presentation, please let Cynthia know. It will be held at the library. Krishna will reach out to transitional members to see if they are interested in the experience.		
Marketing for ELW awards has begun and the criteria for recipients is a demonstrated dedication to education in the workplace. These will be presented at the January event.		
TI: We have met our 100% goal for TI!!!! AND signed up ten new members. Cynthia is getting a list of non-members attending TI from Glenda. She will provide the list to Ralph who will touch base with them to discuss membership. There are 18 potential members!		
Action Items	Person Responsible	Deadline
Let Cynthia know if interested in teaching at ELW	Board	Now
Marketing for ELW awards begins for January awards	Cynthia	Now
List of non-members at TI to Ralph to call and discuss membership	Cynthia	Now
President		
April Kassen		
Discussion		
ALC prep, ALC, Retreat prework, Budgeting – all are in full swing.		
Chris has put together a nice thank you packet for employers who have paid for those to attend ALC.		
There are several surveys going out right now. We are looking at a way to track returns and adding it to the scorecard for 2013 and beyond.		

Minutes

Be thinking about 2013 and ideas or suggestions and bring these to the Retreat next month.		
Action Items	Person Responsible	Deadline
Bring ideas and suggestions for 2013 to the Retreat	Board	November 2