

# Minutes



ASTD Nebraska Board Meeting			
12.21.2012		Time 7:30 – 9:00	
		Location Security National Bank – 101 <sup>st</sup> and Pacific	
Meeting called by	April Kassen, President		
Type of meeting	Monthly Board Meeting		
Facilitator	April Kassen		
Note taker	Ericka Juno		
Attendees	Chris Hitchcock, Jon Titus, April Kassen, Shelly Whitaker, Jill Banaszak, Ericka Juno, Stefanie Shanahan, Ralph Wojcinski, Jill Idelman, Melissa Turner		
Finance			
Lindsey Wedel			
<b>Discussion</b>			
Budget vote postponed until January meeting			
Action Items	Person Responsible	Deadline	
Communications			
Shelly Whitaker			
<b>Discussion</b>			
Each team will be responsible for providing one newsletter article each month. There will be a spreadsheet provided to the board that indicates who will be responsible for writing articles for each month's newsletter.			
Approved to provide an extra raffle ticket at events for individuals who have joined us on social media (Pinterest, LinkedIn, FB and Twitter)			
Action Items	Person Responsible	Deadline	
Update bios and photos for web page	Everybody	ASAP	

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Programming		
Jill Banaszak		
<b>Discussion</b>		
Action Items	Person Responsible	Deadline
Membership		
<b>Discussion</b>		
Jon proposed a vote to change position name from "Director of Member Involvement" to "Director of Engagement". Engagement is more reflective of industry trends. All present voted yes.		
<p>New Member Orientation (NMO) facilitators:</p> <ul style="list-style-type: none"> <li>• We will solicit volunteers to facilitate NMO. Volunteers must be members of our Chapter in good standing, with a minimum of one year as a member.</li> <li>• The Membership team will interview volunteers. We will discuss how active they are in our chapter, and any facilitation experience. The Membership team will decide if they should approve them as facilitators. We can offer mock presentation sessions for those who could benefit from practice.</li> <li>• NMO sessions will occur no more frequently than once per quarter, unless there are enough new memberships to warrant it. There is a cost associated with using extra time at the Scott Conference Center. We might opt to secure a different time and location for the sessions.</li> <li>• Once per quarter, names of approved volunteers will be entered into a drawing.</li> <li>• If we choose to offer a NMO session via Adobe Connect, it will be coordinated with Melissa.</li> </ul>		
Action Items	Person Responsible	Deadline
Education		
Cynthia Way, Erick Dragsten, Beth Down, Michelle Kosmacek		
<b>Discussion</b>		
Action Items	Person Responsible	Deadline
President-Elect		
Chris Hitchcock		
<b>Discussion</b>		
Chris presented the Awesome April with a thank you gift for a great 2012.		

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Chris is looking forward to 2013. Chris provided her vision for how the board reports would be used and how the meetings would be conducted. Here are some things to look forward to in 2013:

- There is \$25 per board meeting in the budget for breakfast. Each team will take turns hosting breakfast. The Executive Council will host in January. At least week before the board meeting, the VP of the responsible team needs to let Lindsey know who to send the check to. If the team goes over \$25, they will not be reimbursed for the overage. If the team is under budget, I ask that they return the balance to the Chapter, if it is more than \$5 so we can look for other ways to serve the membership.
- Board reports are going to be vital and need to be robust. We are not going to spend more than 5 minutes per team talking about old business or reporting out. Everyone is expected to read and know what is in the board report for all the other teams. This will help us see where we can work across teams and avoid duplicated effort.
- After we discuss old business we will move into voting on any items that need to be tied up from old business or moved to new business. Voting is necessary for anything that changes the Operations Manual, Job Descriptions or By-Laws. A vote of the membership is required for By-Law changes. I forgot to mention it but we will also vote on any financial decision that will make us go over budget by \$100 or more. (Ex: I want to send one board member to ICE and we didn't budget for it; or we budget \$100 for a program speaker and we find a big name speaker who wants \$500 and travel expenses)

Action Items	Person Responsible	Deadline
Review anything that pertains to your team in the Operations Manual and turn in changes to Chris.	Each Team	January 9 <sup>th</sup>
Compile the changes to the Operations Manual and send them out so everyone can review before we vote at the board meeting on the 18 <sup>th</sup> .		January 11 <sup>th</sup>

## President

April Kassen

### Discussion

Went around the room and discussed why we were on board and benefits of being on the board – personal growth, networking, professional growth, connection with like-minded people, resources, friendships, learn new stuff, learn best practices.

Review of Chapter Operating Requirements (CORE) – Some of the things CORE looks for are: what's going on in the chapter (i.e., demographics, members, members with National membership, programs offered, how many have CPLP, engagement of student population); goals; finances; member list; dues; and organizational chart.

Joint CORE requirements – ASTD National has set the goal of increasing the percentage of our local members with national membership.  
 2012 goal – 35% - we met this goal.  
 2013 goal – 40%  
 2014 goal – 45%  
 2015 goal – 50%

On the topic of past Presidents' chapter membership, it was noted that many are not ASTD National members. Discussion about their joint memberships evolved as Stephanie contributed the following ideas:

- Have past Presidents confirm that they want to be a local member. If no confirmation is received, they won't be accounted for as members.
- If past Presidents join ASTD National, they get a free local membership. This indicates their desire to remain active Chapter members. **This motion was approved by vote (show of hands).**

Special awards were presented by April – “Idea Generator” – Stefanie; “Fashionista” – Jon; “Juggler” – Shelly; “Budget Saver” – Chris

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## 2012 Accomplishments

### Education Team

1. Revamp of TI to meet the ASTD competency model as per the CPLP requirements
2. Exceeded monetary and registration goals for TI
3. 50% increase of mentoring pairs
4. Comprehensive Employee Learning Week
5. Held 2 CPLP study groups to engage membership in CPLP certification

### Programming

1. Had record attendance at the midyear social
2. Brought in Mr Energy for an additional well attended program
3. We had 491 people sign up to attend sessions
4. Stef raised the bar with memorized introductions
5. 2013 programming calendar complete

### Marketing/Communications

1. Fabulous team work among the entire marketing team – we worked well together, pitched in to help when others needed it, and got everything done and on time
2. Entire team kept up with the constant flow of work with no committee members to assist and the constant marketing needs of the chapter
3. Up to date web site with super quick response to needs when something needed to be added or changed
4. Great newsletter intros all year long
5. Fantastic and creative email blasts continually throughout the year

### Membership

1. New member orientation
2. Presented concierge program at ALC
3. Met Joint Core requirements
4. New pricing implementation
5. Outreach to non-members attending events

### Executive Team

1. Scorecard
2. ALC attendance – attendance was up and costs were down
3. Budget revenue/expenses
4. Succession planning
5. Budget process

Action Items	Person Responsible	Deadline