
Date | time 5/17/2013 7:30 AM | Meeting called to order by Chris Hitchcock, President

In Attendance

Chris Hitchcock, April Kassen, Jen Wichern, Jennier Labrie, Jill Banaszak, Jon Titus, Kim Whiteside, Libby Guthrey, Lindsey Wedel, Melissa Turner, Ralph Wojcinski, Rose McKelvey, Shelly Whittaker, Pati Carr

Education

New Business

Trainer's Institute marketing is ready to go. Volunteers for Trainer's Institute are needed. Contact Michelle if you are interested or know someone who is.

Erick found two new members who said they have their CPLP designation but they do not. Erick is going to check into this. It is possible the people filling out their membership application or the information on the directory do not understand what that is and they just checked the box.

Mentoring – David has seen interest in both mentor and mentee side of things. He is reaching out to gauge interest in mentoring and coaching current pairs. While brainstorming, the group thought the “It takes a village” mentality might be helpful – how can we make this a community effort for mentoring? An idea being thrown out is an “Ask a Coach” spot on the website – members click this and submit a question then whomever is best will respond.

Our social media presence was discussed in terms of mentoring LinkedIn Group – we can make this a membership benefit. It was noted we can use our ASTD Nebraska discussion section – as there is no need to have something separate. Kim is the approval person for those who submit to be a discussion member. Melissa is also an approver. LinkedIn just recently decided to add additional administrators and sent notice to Chris and Glenda without anyone's approval as well. Board members are asked to contact Chris or Melissa if they get a notice to become an administrator.

Finance

New Business

Lindsey and Chris are working on getting the Chapter incorporated. We have had help from Michael Merritt as Lincoln already has done this task. We are copying what they did until we need an attorney's assistance. The first step is to decide on a trade name. Next is Articles of Incorporation which lays out the format of our non-profit business. What Lincoln has done is use their name so we are proposing something such as Nebraska Chapter of ASTD Inc.

Shelly asked if National was being consulted. Chris has not called Brandon on this as what we have with Lincoln and historical documents are helpful. The NE Secretary of State's website offers a lot of information. Chris noted we have the process it is just a big job.

The reason we have started on this journey is that we thought we were a 501(c)3 but we are not. The tax attorney we had at the time gave us inaccurate information. We are not registered with the Secretary of State and we need to be. Several attempts have been made to a 501(c)3 but they have not worked out. It's a risk to stay as we are and therefore we should move forward with this undertaking.

Lindsey noted we did include money within the budget for this– it will not be expensive at the start until we get an attorney involved. Lincoln paid \$1500 but they had an attorney from start to finish. Chris believes we can wrap this up by the end of the year. Rose noted she is a paralegal and she can assist with this as well as this is her area of expertise.

We need to reserve our name right away. Chris ran it through the trademark search on the Nebraska Secretary of State and it was not taken yet. The name can be reserved..

Vote Proposal – Propose using Nebraska Chapter of the American Society for Training and Development, Inc. as the “Trade Name” for our Chapter for incorporation, non-profit and tax purposes.

Trade Name Proposal

Proposal sponsor(s): Lindsey Wedel

Proposed change/expenditure/procedure/policy:

I propose: Nebraska Chapter of the American Society for Training and Development, Inc. as the “Trade Name” for our Chapter for incorporation, non-profit and tax purposes.

Reason for proposal:

In order to gain Incorporation and ultimately 501(c)3 status, we must have a “Trade Name.”

- ✓ **The board voted unanimously in favor of using Nebraska Chapter of the American Society for Training and Development, Inc. as our “trade name” when we incorporate the Chapter.**

Marketing & Communication

New Business

For the June event we have HRCI accreditation and we have notified HRM and SHRM of this for the members. They were very excited. ODN had promoted it in their newsletter for our program as well. Please contact Melissa if you can think of other groups who would be good at promoting this.

News articles this month – in order to get a good amount of variety we have scheduled Board members for newsletter articles. Assignments are Melissa, April, Jill B and Jen due the 20th. Jill I will send reminders today. Articles can be something about what you do on the board, what you do at work, links to articles or resources you use, etc.

TI – Beth is doing some cool stuff on the website for TI pages with speaker buttons and other things. Summer social coming up – news to come soon.

Action Item:

- Melissa to Send to HR the event information for the next program as it is for credits for PHR and SPHR

New Business

Bellevue Job Fair contacts – Membership is speaking to Bellevue about coordinating with the job fair to gain contacts for membership. Melissa will reach out to her contact who is involved in the job fair about this connection.

Libby asked if in the past we have done anything for non-members to get them in the door by offering a discounted rate? Jen L wondered if we could offer it with the October workshop since we have so much going on in October with TI. It was noted we have in the past done this for supervisors to come for \$10. Libby will put together a proposal to submit to the Board for a vote. “Bring your Boss” Day would be good to consider again to “cater” to them to get their backing and support for their employee who is a member. Jen W noted that it is a good way to help those moving into your position to gain support for their involvement in the future.

It was noted that HRCI events for the Bring your Boss day may be more beneficial for them to attend. Those sessions are in Aug and Sept.

Libby inquired about the rule on posting fliers on campuses to gain some interest from students. Creighton requires approval of all before posting. Ralph will check with Bellevue. Brett Barrington from UNO came last month may be a resource for spreading the word there. Chris will ask Jon to call and see if she is still interested in the volunteer involvement. Kim noted to align with a student organization or the career resources center is a great way to gain interest. Shelly noted that the Creighton career resource person is willing to help get the word out there. One way to look at the benefit is that members pay \$60 for a membership with resume review and mock interviewing included and a resume review outside the Chapter runs upwards of \$125 and generally isn't reviewed by professionals in our field.

Ralph is talking with other organizations about what other affiliations that we can tap into? Ralph will send an email about this to the group.

Ralph also noted that we are at 41% CORE – the Past Presidents being taken off the numbers really helped. We have to dig to get into 45%.

Jen L posed an idea to the group about a Volunteer fair – like a job fair. Maybe Alumni events – bring a friend to volunteer might be a way to gain interest as well.

Action Item:

- Melissa will reach out to her contact who is involved in the job fair about this connection.
- Chris will ask Jon to call and see if Brett is still interested in the volunteer involvement.
- Ralph to send the group about organizations and affiliations he is speaking with to tap into their people for membership interest.

Programming

Old Business

Jen W noted she explored a 4th workshop option but the viable options we thought we had were not financially good choices. Jen W. is proposing a workshop with the October session on impromptu speaking. She cannot do this at any other time other than October which butts up to the Trainer's Institute. We had anticipated Joe Hare was doing a workshop but that fell through. The presenter asked to do a morning session rather than an evening session to allow for this workshop.

Jen L noted this is difficult because of TI during the month but we could market it that if you cannot attend TI for presentations this could be a good alternative. Jill B noted the switching of times at this point is not an issue but we need to check with the venue. April noted that historically when we have had TI and a program that month we have seen a decrease in participation in either the program or TI.

New Business

The June program was approved for HRCI credit. You will see an email soon for RFPs for 2014 programming. Jen revised the RFP to include both Core Competencies or the Communities of Practice to the RFP request. We will be accepting these until end of June.

Programming is looking at member surveys to align programs to the needs of our members. If you hear from people who say they would like to speak for our group send them the RFP form. It is located on the Homepage, in the Programming folder under RFP 2014 on the website.

We have our first application for a GIG – Geographical Interest Group. It is for a group working in the Siouxland area and Kay has found some people who would be willing to help get this started. Members who cannot attend our programs can still feel connected to what we do through this GIG. They are working on timing if monthly, quarterly, etc. With the GIG they operate independently of us but they can use our name, share resources, etc.

<u>Vote Proposal</u> - To approve a GIG named "Siouxland ASTD Interest Group"
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The mission of this group is to bring professional development and networking opportunities to Siouxland training professionals. Siouxland includes northeast Nebraska, northwest Iowa and southeast South Dakota.

They have not decided on how often to meet at this time. Individuals who will help you with the initial startup: Cyndi Hanson, Jon Murad, Tim Shirley.

- ✓ **The board voted unanimously in favor of approving the Siouxland ASTD Interest Group GIG.**

Past President

New Business

April met with the Past Presidents (2) from the Past Presidents group. She discussed the Board setting up parameters on the free memberships provided to them. It was recently decided that in order for Past Presidents to be eligible for a free membership as a Past President they must stay active with the Chapter and participate in six activities over the course of the year. Activities would include their attendance at Past President meetings, Professional Development and Networking Events, participating in a LinkedIn discussion, etc. One Past President, along with April asked the board to reconsider this decision. They did not like putting a number on their participation and they felt six is too many. They pointed out the administration of it could be difficult as you need someone to track and approve it and monitor it. They felt that their free membership was a thank you for a minimum of their five years of service. They also pointed out that given they do not count in the numbers we are not losing anything by offering the free membership.

Jen W – what do other chapters do? Chris feels we are unique and April noted she has heard some that do but not a lot.

It was clarified that we are talking about six activities – not Professional Development and Networking Events. We track most things in the Scorecard and Chris is okay with an honor system. It was noted that we do not give a free membership for others who have served five years that were not President. It was also noted that currently they need to ask for it rather than it be automatic. Libby asked why have a membership if you are not going to attend? We no longer expect them to pay their own National Membership and if they want the National Membership we have worked to get them the Chapter leader rate. Chris will write up notes on the meeting for other Past Presidents – April will write up a proposal for a vote. Shelly really wants engagement from the Past Presidents.

Action Item:

- April will prepare a proposal about the Past President requirements for a free membership.
- Chris will write up notes from the Past Presidents meeting for everyone to review.

President Elect

New Business

Shelly submitted the August and September programs for HRCI credit – she is waiting to hear about these. Jen W. is working on getting CRFs submitted as soon as possible.

ALC proposals – Shelly has heard from a couple of people. We are asking that ALL VPs submit an RFP. They are due June 3rd. Marketing has a new sponsor – AIM. Be watching for succession planning forms next week – be thinking about next year and what you are interested in doing and if you are thinking about changing positions. Shelly would like these back by the Retreat June 21st.

Action Item:

- Shelly to send out Succession Planning forms.

New Business

Retreat: June 21st, 8:30 to 5pm – Boys Town

Boys Town has a certified Ropes Course instructor – but our feet will be on the ground. There is an optional repelling area. This is the big activity. Please wear tennis shoes and athletic clothes. You are strongly suggested to attend so talk to your boss.

The challenge to the group this month is to find ways to delegate to enjoy your time on the Board and gain successors for your position.

