

## ASTD Nebraska Board Meeting

### Meeting Minutes

February 21, 2014

*Present:* Shelly Whittaker, Ericka Juno, Jill Banaszak, Ralph Wojcinski, Jen Wichern, Jill Idelman, Mike McIllece, Kim Whiteside, Kathy Swensen, Jon Titus, Kay Scott, Krishna Clay, Jen Labrie, Pari Smart, Michelle Anthony, Alex Latty-Bata, Michael Merritt (past president 2010)

*Absent:* Chris Hitchcock, Pati Carr, Lesa Deeker, Karen Wegner,  
*Next meeting:* March 21, 7:30 at Security National Bank (101<sup>st</sup> & Pacific)  
March board report due by March 11<sup>th</sup>.

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### Discussion

- Krishna Clay – Articles of Incorporation have been accepted
  - Trade name incorporation being submitted today
  - Announcement will be in publications for 3 weeks
  - And then we will be done!
  
- Jon – Mike – Trainers Institute (see handout)
  - Changing format
    - Foundations in the spring
    - 4 half day afternoon sessions in one week
    - One price for all 4 sessions
    - Certificate will be provide
    - 1 or 2 main facilitators working together for all 4 afternoons with guest speakers brought in as needed
  - Focus will be on entry level trainers
  - Goal is to build a program we use year after year and become the name in training new trainers in Omaha and Nebraska
  - Submitting for HRCI credit
    - Need to get started on this soon
    - It takes a lot of time in advance
  - Various discussions
    - ADDIE vs. SAM appropriate for new trainer
    - ½ day versus full day format
    - Webinar format for distance opportunities
    - Have we reached out to community leaders? Mike and Jon are going to do some cold calling to managers. Past presidents are working on a learning sig with community leaders that would be a good source of contacts. Also, if you are comfortable with Jon or Mike calling your managers, please provide their contact information.
  
- New business
  - Finance – Krishna – In January our CD renewed, we cashed it out and had it put into our savings account. It was about \$35,000. We need to decide how to invest and for how long to invest.
    - 48 months to get at least 1% on a CD.
    - Long term should be an amount of 6 months of your operating budget for the year.
    - Krishna will follow-up with Jill to make sure the Ops Manual is up to date

- Mentoring – Jill I – Looking at changing name from Mentoring to Manager of Development.
  - Trying to empower volunteer.
  - If Manager of Development it will be a protégé instead of a mentee.
  - We will also be providing more structure to the process. Book – The Heart of Mentoring – teaches the purpose of being a mentor, not how to be a mentor. Book will be part of kick-off and an interactive training course.
  - Another book – Feedback that Works – is good because it gets away from the positive-negative-positive feedback style.
  - Jill is looking for a book that helps with mentoring when you don't see the performance of the mentee.
  - Goal is to have interactive kick-off session and grow this program.
  - Jill has previous templates so she won't be reinventing the program; she will be marketing and building interest in the program.
  - Speed networking – to build interest – all mentors and mentees are at same location and the mentees get to speak to every mentor for 4 minutes each.
  - Idea – everybody who attends TI Foundations would get a mentor.
  - Jill will provide an outline to the board on what she wants to do.
  
- President – Shelly Whittaker
  - If anybody is interested in ICE, we do have enough NE chapter members attending that you can get the team rate, which is (\$1200 for national members). When registering select the NE team to get the reduced rate.
    - If attending ICE, you need to get your hotel booked quickly!
  - New Board Member orientation will be soon, watch your email for an invite from Shelly.
    - Sometime in March, total time 2-3 hours.
    - If other board members want to attend, you can.
    - New members: Pari, Mike, Michelle, Alex, Kathy, Lesa, Karen
  
- President Elect – Jill Banaszak
  - HRC1 – March is approved. September and October have been submitted.
  - Ops Manual is now in Jill's hands. She might be reaching out for clarification to your comments.
  
- Past President – Chris Hitchcock
  - N/A
  
- Education – Jon Titus
  - Three people submitted work products this last weekend for CPLP – they will hear back in April.
  - TI is in the works.
  - Mentoring is in the works.
  - Working with Programming on getting the June speaker scheduled.
  - Study group starting for CPLP. Let Jon know if you are interested.
  
- Finance – Krishna Clay
  - Working on budget report this weekend.
  - Working on taxes and external review also.
  
- Marketing & Communications – Pati Carr
  - Alex
    - Working on newsletter.
    - Looking at a blog.

- On website now. His goal is to clean up website. (Shelly asked that any changes be made in a manner that a non-web expert could maintain them.)
    - Kim
      - Working on Pinterest contact as an experiment.
- Membership – Ralph Wojcinski
  - Need to review their webpages and provide recommendations for changes. Will send those to entire team.
  - Updated webpage for future National rates.
  - Glenda has not started sending out early renewal notices yet, but she should next week.
  - 413 members, 286 active.
  - Jen L will contact Karen on how clean up concierge search.
- Programming – Jen Wichern
  - Last time to see Jen for a while☺
  - Thanks to everybody for volunteering while she is on maternity leave.
  - Anything programming related is on the teamwork pm site.
  - Great February program attendance, but feedback was not great.
  - Advice from Michael Merritt – speakers that seek us out are likely the ones that will cause us problems.
  - Nation has a speaker’s board and you can see where they have spoken before.
  - Jen will start a list of good and not so good speakers from last year and this year.
- CORE
  - NAC call – several chapters did not meet CORE dual enrollment, next year will likely be worse.
  - We have met CORE for the year.
- Next meeting March 21<sup>st</sup>; breakfast provided by Membership