

ASTD Nebraska Board Meeting

Meeting Minutes

January 17, 2014

Present: Shelly Whittaker, Chris Hitchcock, Ericka Juno, Jill Banaszak, Ralph Wojcinski, Jen Wichern, Karen Wegner, Jill Idelman, Mike McIllece, Kim Whiteside, Kathy Swensen, Jon Titus, Kay Scott*, Krishna Clay*, Carol Horner (past president 2004)
* Phoned in for part of meeting

Absent: Pati Carr, Jen Labrie, Alex Latty-Bata, Lesa Deeker, Michelle Anthony

Next meeting: January 21, 7:30 at Security National Bank (101st & Pacific)
February board report due by Feb 11th.

Discussion

- Oath of office
- Introductions
- President – Shelly Whittaker
 - Basics of meeting management (see previous email from Shelly)
 - Voting – President, President Elect, Past President, and VPs; everybody else is expected to contribute to discussions prior to votes; need 5 voting members to have a quorum
 - Attendance will be taken at monthly meetings – directors at 1 meeting per quarter, more if possible; if you miss 3 it is grounds for dismissal from the board
 - During term on board local and national membership must be current
 - Ericka will take minutes at each meeting – they will be emailed out within one week, any corrections due to Ericka within one week from date emailed
 - Chris will be taking minutes at past president meetings
 - Agenda - Unfinished business (anything previously discussed); New business (anything not previously discussed), please email agenda items to Shelly prior to meeting; meeting will not be a repeat of the board report, this is for new business; education and teach backs will be part of the meetings also
 - Will be scheduling a new board member orientation soon
- Unfinished business
 - Krishna – update on incorporation status
 - Lindsey is still heading it up, she didn't want to leave it unfinished
 - Lincoln will vote at their next meeting about letting us have the title Nebraska Chapter of ASTD
 - If the vote from Lincoln is approved, they will sign the letter Glenda has drafted and we can complete our incorporation
 - Kathy – Membership Campaign – see handouts
 - Comments back to Kathy by COB Friday, January 24th
 - Kathy will put updated version of this on teamworkpm site
- President – Shelly Whittaker
 - Email and call from David Jacobs (ASTD Lincoln) – National got a letter from a publishing company, but directed to ASTD Lincoln legal department – a cease and desist letter about a link or image from an ASTD Nebraska program last year, also mention of a \$750 fine – we didn't get a letter to our knowledge, but if

- we do get a letter, just an FYI, Shelly has cleaned up our website removing images of books in reference to our events
 - Discussion on copyright rules for images – use sites like clipart, flickr, creative commons, shutterstock, image quest (encyclopedia britannica); if in doubt about copyright, go without
- President Elect – Jill Banaszak
 - In the process of looking to see which of our programs in 2nd half of 2014 we want to be HRCI, if you have ideas, let Jill know; March is already in progress for credit
 - Jon recommends we consider HRCI (Human Resource Certification Institute) for TI (Trainers Institute)
 - We will be looking at data to see if HRCI is a value to our members (we did three programs last year and we will be doing three this year)
 - We do market HRCI programs to HRAM
 - \$45 last year for HRCI; \$65 this year – if just 2 non-members show up for this it covers the cost
- Past President – Chris Hitchcock
 - Partnership team with ASTD National to “hear our concerns” about their practices and building a better relationship between chapters and national
 - Last meeting was very rushed, only had 10 chapter leaders there; just discussed the concerns about membership and core, but no action items resulted; National gave the information about what other organizations do the day of the meeting and this was not discussed at the meeting
 - Next meeting is scheduled for Feb
 - Operations Manual – we want to get this updated, VPs have been asked to review their sections, this is where we document what we do and how we do it and why we do it; this is critical for transitions to the board; changes do by next Friday
 - Chapter Operation REquirements due to National by Jan 31st – turned in yesterday, this is for previous years requirements
- Education – Jon Titus
 - Trainers Institute – decided this year we are going to try to have 2 separate TI events
 - Early spring/summer a certification of foundational skills
 - Fall will be more intermediate and advanced topics
 - For the early spring/summer how should we market and target our audience?
 - Foundational topics will come from CPLP topics; ½ day sessions over the course of 1 or 2 weeks; will have evaluation at end to report back to managers on success
 - Would like data to make decisions next year – will go back and look at previous TI attendance for topic ideas
 - Feedback on these possible ideas and targeting audience by Friday, January 24 – email comments to Jon and Mike
 - TI will be on Unfinished business for February
- Finance – Krishna Clay
 - Incorporation – see Unfinished business
- Marketing & Communications – Pati Carr (Kim Whiteside)
 - On track so far, no major changes from last years procedures
 - Team meeting coming up soon and more will follow
 - More social network participation please

- Membership – Ralph Wojcinski
 - 398 members; 292 active membership (have not let membership lapse)
 - Working on early notification of membership expiration, should be in place by end of this month
 - Updating membership application page with Pati
 - Concierge campaign – Karen is reassigning members to board members, expect changes in who your members are in the concierge program, be looking for an email reminding you how to access your list of members (probably Monday the 20th)

- Programming – Jen Wichern
 - Winter Social – Jan 24, 5-9, Anthony's Steak House
 - As of yesterday 34 registered
 - Please be encouraging people to attend
 - Kay is turning in the food orders for the event
 - Kay will do some of the Director of Programming while Jen is on maternity leave – we will need some additional help and volunteers during this time
 - Kay will take care of Speaker needs and communicating with Scott
 - Need somebody to take the programming tub and print name tags and labels
 - Need somebody to make announcements and speaker welcome (Chris will do this while Jen is done)
 - Need help with registration table to take payment (Jill B. will do this)
 - Need help with making sure powerpoint is up and running (will ask Jen L since she develops the ppt) – have Jen send to Jill, Shelly, and Chris also since one of them is always at program
 - Jen will email board if she thinks of other things she needs
 - Need somebody to take care of invoices for Scott and speaker (Kay will do this)
 - April program (all day workshop with Ken Phillips) – Scott says 40 people max – should we look at larger venue? No, we are going to limit it to 40
 - FYI – I saw Ken Phillips present at ICE 2013 and it was clear he was more interested in making sure we understood the concepts than trying to sell us something else. I thought the Phillips sessions were way more valuable than the other popular names on this topic. Ericka

- Teach Backs
 - Scorecard – see handout with a portion of the score card – task, previous years, and current months of this year; when you put the information in depends on the information – January program numbers are already known, but January membership information is not known until the end of the month – make sure the information you enter are for the appropriate month (i.e., how many total linked in posts in January information won't be available until Feb 1)
 - CORE – Scorecard was key for filling out CORE report, each month Chris will be on the agenda so everybody is familiar with all of the elements of CORE; 5 elements of CORE are:
 - Administrative – how we run our chapter like a business
 - Financial
 - Membership – 44.02% this month ☺
 - Professional Development
 - Communication

We will discuss these in detail over the next few months!

- Next meeting February 21st; breakfast provided by Marketing and Communications