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*Date | time 7/19/2013 7:30 AM | Meeting called to order by Chris Hitchcock, President*

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## In Attendance

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**Chris Hitchcock, Jen Wichern, Jennifer Labrie, Jill Banaszak, Jon Titus, Lesa Deeker, Ralph Wojcinski, Shelly Whittaker, Pati Carr, Kathy Swenson, April Kassen, Tricia Danielson, Erick Dragsten**

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## Education

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### New Business

Save the Date postcards are done thanks to Marketing. Jill has had some inquiries about pricing so we should get the pricing on the web.

Erick noted that Shelly Whittaker has offered to lend her expertise for the lead role to help with the CPLP study groups. They have about five people offering to help with these sessions.

### Action Items

- Marketing to post the pricing for Trainer's Institute on the web.
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## Finance

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### Old Business

N/A

### New Business

Chris reported for the group. National confirmed with their attorney's that we are under a 501-3(c) status so we are set. We can move ahead with Incorporation. At this time we need an attorney to review the By-Laws and Articles of Incorporation, we need to vote on the Articles of Incorporation, which Lindsey will draft and present at a future board meeting and submit all of it to the Secretary of State. We do not need to register our name now. The vote will be coming soon.

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## Marketing & Communication

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### Old Business

Postcards for Trainer's Institute have been ordered and will be sent out shortly. Jen L. noted that she will have about 100 or so left over to put out at the Social or the next programs. We can also use some to post up on bulletin boards, etc. As we begin to market this more we will need the last speaker's bio information for Beth Swinney to have a complete speaker's bio page. Beth is working with Michelle to get this information as soon as possible.

The website has been updated for both the August and September programs showing they are approved for the HRCI credit.

## New Business

A 2013 Goal that has almost been completed: Jen L. sent around a draft of a Volunteer Sign-up sheet. Marketing would like to have these out at programs for ease of signing up for volunteer opportunities. Jen's thought was that on the table toppers she will include various opportunities each month so send her your needs for volunteers.

Jen L. asked Jon Titus if we can add Brett's name to the Sign-up sheet to contact for volunteer opportunities. Jon thought that was a great idea and it was suggested we set up a volunteer coordinator specific Gmail for Brett as well.

## Action Items

- Michelle to obtain Beth Swinney's information for the Trainer's Institute bio section of the web.
- Beth S. to set up a volunteer coordinator Gmail for Brett to use.
- Jen L. to add Brett's name to the Volunteer Sign-up sheet

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## Membership

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### Old Business

N/A

### New Business

Ralph noted Membership is currently ahead on their budget right now which is great for this time of year.

Ralph also noted we are right at CORE requirements for the month. Membership is currently putting together a membership drive. This will be a great way to get our newest Board members into the swing of things. Ralph introduced both Lesa Deeker, Director of Career Services and Kathy Swenson, Director of Membership.

Lesa introduced herself noting she has a background in HR and Management Development and was with Sprint about 20 years ago. She has moved around the country quite a bit. She is currently with Bestcare EAP as a Consultant and Trainer. When she arrived in Omaha the first thing she did was join the local ASTD Nebraska Chapter and was surprised at all that we are doing.

Kathy introduced herself noting she joined this Chapter last fall and has been attending the programs enjoying the camaraderie. She is a Consultant for the International Association for Chiefs of Police conducting promotional testing for law enforcement. She also has her own company with a few local clients. She is already doing some recruiting at the YMCA where she was doing a program and telling them they should join.

Jon noted we have Brett Barrington as Volunteer Coordinator and she is graduating in December. She is excited about volunteer activities. Right now Jon is delegating things to her. He notes she has picked things up quickly. He also notes that as he has helped with Career Services they have done a couple of great resume reviews and a few great jobs posted. Jon wants to help with the membership drive and have a student program before the end of the year.

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## Past President

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### **Old Business**

N/A

### **New Business**

April noted the next Past Presidents meeting is in about two weeks. She will roll out the revised "History of ASTD Nebraska" document at that time. She made a few tweaks but it looks pretty much the same.

April also noted we are getting feedback from the Past Presidents about the fees at this next meeting and she will be submitting a proposal after that meeting regarding fees for Past Presidents.

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## President Elect

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### **Old Business**

N/A

### **New Business**

Shelly noted she is getting ready for next year. She currently has everyone's board submission forms for succession planning. Erick has someone set to replace him. If you or someone in your group is looking to move on, be sure to recruit for a replacement.

Shelly is also working on ALC – Chris and Shelly are co-presenting. Keep trying if you did not get your submission accepted this year!!!! The topic she and Chris are presenting is on Strategic Planning and using the Next Level Tool. Chris, Shelly, Ralph, Jon, Jill, Jen W., and Pati will all be attending. Jeff Beck with Lincoln notes they are sending six individuals as well. We will schedule something with them to meet and chat before we leave for the conference.

Shelly pointed out that flights have all changed since last year so a direct flight may not be an option. She is looking at what will work best. Please send driver's license info to Shelly. Jen L has been able to give us rooms at Hyatt real cheap. The conference is hosted at Hyatt.

If you had Creighton email for Shelly please remove it. Email the President Elect email. The Contact List will need to be updated and put on the website as well.

As we are succession planning and documenting our positions, Jon noted that if anyone needs help documenting the actions we can use Brett for this too. Just let Jon know. Brett is looking at other opportunities for shadowing so let Jon know if she can shadow with you at your work.

April noted we should be looking at the membership survey questions – Shelly has it on her list.

## Action Items

- Ericka to update the Contact List on the web noting Shelly's new email as well as adding out newest Board members.

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## President

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### Old Business

N/A

### New Business

Chris noted she is relieved about being able to move forward with Incorporation. It offers protection and credentials for us.

Chris reminded everyone about documentation of tasks and steps for your position. If you did not get a chance to review the job description you received at the Retreat please get these in to Ericka.

We are on the Board only section of Wild Apricot loading historical documents. Chris reminded us to use the cloud based repository to save our documents. It is user friendly and you can edit within there as well. You can decide who sees the document so there are restrictions you can set up. It will also automatically send an email to those individuals when something is uploaded. Chris will ask Glenda to send out the instructions again.

## Action Items

- Chris to ask Glenda to send out the instructions for the team website.

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## Programming

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### Old Business

N/A

### New Business

Jen W noted the Social is coming up next week. The final numbers were approximately 38 people attending.

Programming has received 3 RFPs for the 2014 session. Jen W spoke with Chris about exploring other options for finding the rest of the seven program speakers (i.e. Speaker's Bureau). Tricia offered to help with that as well. Jen W. advised we have reached out to some of the local Chapters. The KC Chapter gave her a few names that she is following up with at this time.

The topics from the member survey that they want to see are as follows: Designing learning, measuring and evaluating, facilitating organizational change, improving human performance, and several that are the same. Jen W. notes it is challenging to find an expert in the measuring and evaluating area. It appears people are looking at the certification programs from National for Coaching and E-Learning. Some additional feedback from the survey noted that some felt there were repetitive topics and we need to offer higher level topics for manager and director level.

Tricia noted that asking makes a huge difference when finding speakers. Jen W noted we want a well-rounded year of programming to avoid the repetition of topics. Speakers get a free membership and \$50 or a \$100 fee. If they do a workshop they get 30% of the profits from the workshop.

Jon noted we have had some big time speakers in the past. Have we paid more for these types of presenters and do we have that in the budget for next year? Jen W. notes that we have the capability of bringing in someone of that caliber but we have to make sure we can still make some money on it to cover expenses. We average 40 people at a program so it has to be enough of a draw to cover the expenses. If we take a loss it has to be "outstanding."

Jon pointed out that during the Heartland region call they had the other chapter links. He looked at the Hawkeye web where they have a program that if you attend a certain number of programs you get an automatic membership for the rest of the year. He thought that was interesting. We could review the roster to see the # of non-member attendance at programs and how many that would affect to run the idea. Jon will take this over and bring it back for a vote.

Tricia noted we should consider co-presenting as we are trying to find people. That may be a good way to get people interested, lessens their burden and increases the competency level of what is presented. It can dynamic and entertaining as well.

### Action Items

- Jon will explore the numbers of non-members in attendance at programs to see if offering an automatic membership following a certain number of programs would make sense as a promotion.

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### Guest Speaker

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#### **Tricia Danielson**

When she was on the Board and went to her first National event she always had the assumption that other Chapters do what the Nebraska Chapter does and had the same success. When she was at ALC she remembers being in a group discussing having 12 to 18 months of reserves. Other chapters didn't have this same situation. This Chapter has had a history of being pretty good.

Recently she was speaking with a friend from the Florida ASTD Chapter, Sardek Love, and he was very positive about how great of a Chapter we have and how we are a role model to the other chapters across the country. Tricia gave kudos to everyone for all that they do. These were high compliments and it was great to hear.

Programming – finding speakers. Tricia noted there are a lot of National members who would more than willing to speak here. We just need to find out when they are in this area and ask. She encouraged the group to think outside the box when looking for speakers. She suggested we look at what is going on in Des Moines, KC and see if speakers are in the area to tap into them to be here to devote time to our Chapter as well. We can always consider special events rather than just the same Wed program date. Look at the potential top performers and their areas of expertise and work backwards to see what we can do. She advised we should be sure to bring them in, treat them as one of our own and they will be open to other opportunities.

If there is anything ever that you need help with she is available. She spent seven years on the Board. She started as the Secretary. She has been off for about 7 or 8 years. She gave us more kudos stating we are doing a great job continuing the legacy.

What were some of your “AHA” moments or lesson’s learned – Tricia noted you get so busy and everyone is committed to being a professional and we are leaders in our roles. She suggested we remember to be a leader and develop others. We have to remember to coaching others through documentation of what they should be doing. Mentor them to do it rather than do it for them. You are creating the next leaders. Don’t do it yourself because there will be no one to take it over. Do the succession planning. Find volunteers to take over those roles for them to move forward as well. This all builds congruity in the leadership for the long run. You are always challenged to do it to find the right balance to succeed.

Chris thanked Tricia for her mentorship to her. Chris also pointed that when you are asking people to do things – have a purpose in mind for why you are picking them and asking them to do it. Someone new to the chapter – ask about what they are interested in and where they need to grow because possibly in their current job they are unable to get that chance. Find what they need and that will help finding a good spot for them. If they don’t fit in your area, get them in touch with the group they are interested. It is for their own growth as well as the chapter’s.

Jon – how are we doing engaging Past Presidents? Tricia noted we are doing some great things – including the change in Jon’s title. Overall doing a great thing and the Past President advisory group is a great idea. Bringing them into the Board meetings is great as well. One thing that she feels is personal to her – she would like to see more introductions of the Board at the programs as it opens up the networking for those to approach you and get involved. Feels there is value for them to get to know the board members. Ralph notes that Vets forum – they introduce themselves at each meeting. There are lots of different ways to do this and get the awareness out there. People come for the networking more than any other reason and they have for decades.