

ASTD Nebraska Board Meeting

Meeting Minutes

November 8, 2013

Present:

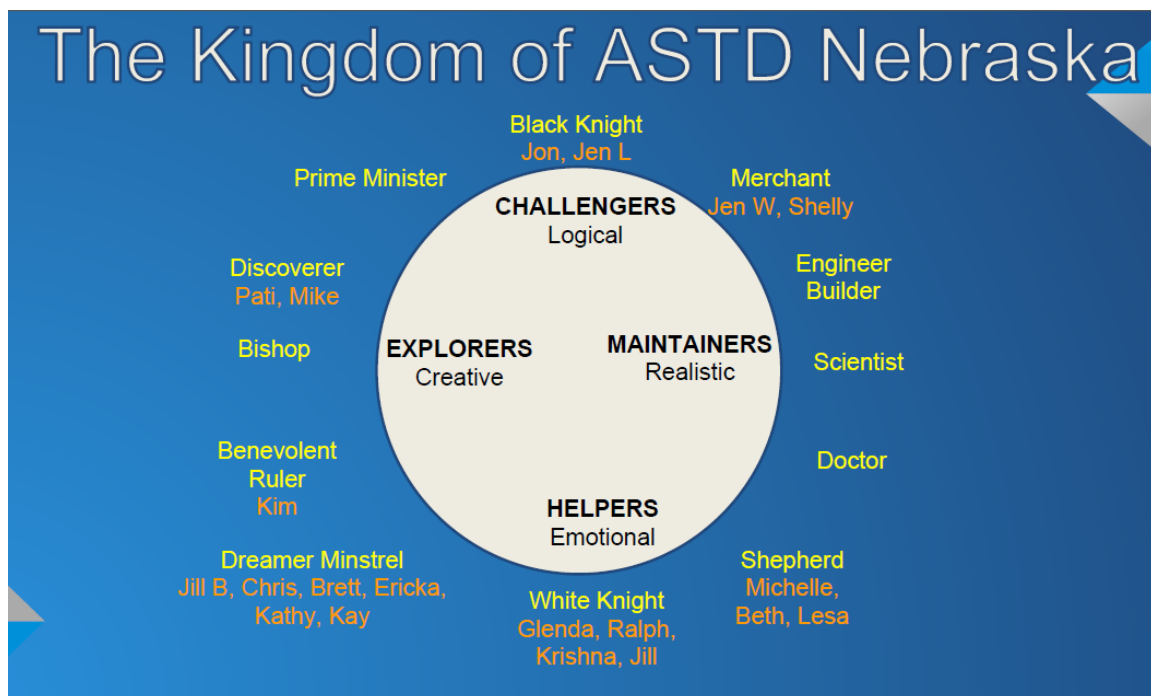
Chris Hitchcock, Shelly Whittaker, Glenda Hinz, Ericka Juno, Pati Carr, Beth Sanborn, Kim Whiteside, Jen Labrie, Jill Idleman, Ralph Wojcinski, Kathy Swensen, Jon Titus, Lesa Deeker, Jill Banaszak, Jen Wichern, Kay Scott, Krishna Clay, Michelle Anthony, Brett Barrington, Mike Mcillece

Next meeting:

December 20, 7:30 at Security National Bank (101st & Pacific)

Discussion

- Kingdomality
 - Kingdom can't function without everyone. Different issues at different times are served best by different individuals – need all perspectives. Any role can be a leader – so step up and take leadership.
 - Helpers (13) – motivated by emotion – dreamer minstrel, white knight, shepherd
 - Challengers (4) – logical – prime minister, black knight, merchant
 - Explorers (3) – creative – discoverer, bishop, benevolent ruler
 - Maintainers (0) – realistic – engineer builder, scientist, doctor



- Goals for 2014
 - Mission – to enhance members' abilities to train, develop, and support clients and organizations and our local and global communities.
 - Vision – to be the preferred leader in workplace learning and performance.
 - Instead of 10 goals for your team, have a few realistic goals.
 - 2013 – maximize the membership benefit you receive for your membership dollar.

- Goals will be on 2014 board report.
 - Brainstorming
 - Communicate value of membership
 - Too many projects not enough time
 - Cost of programs – everything charged in fee at some chapters (not charging for programs)
 - Opportunity to connect with other companies and benchmark, not just networking; meet at location, bring ideas, comments, questions, or just come to visit; topics of interest with facilitators, but audience led discussions; start with asking what would you most like to learn right now and then group discussion; bring work product if you want feedback;
 - Do a better job of identifying and promoting volunteer opportunities and how long each task will take; different levels of volunteering (small, medium, or large); also identify WIIFM on volunteer tasks; don't just put it on a slide, explain it visually so they can see themselves in that spot doing that task; be sure to follow through with volunteers; job descriptions for volunteer positions (calling them specialists so it looks better on the resume)
 - Online webinars – to reduce cost, reduce time, provide professional development; follow up with same topic with in-depth or as an application lab; or make it a blended training approach (watch learning, then come to program to do the work)
 - Be a resource for our members; find what provides value to them
 - Get to leadership teams and show them value of memberships so they will pay for their people – 2014 Chris will be working on this as an initiative
 - Chapter goal for next year – value, cost, volunteering all seem to be trends – all goes to communicating value of what we do, if people think it is valuable, they will find the way to do it. Communicate value to increase engagement. Know the numbers to make changes for the board. If talking about increasing engagement, what are the numbers that mean you have increased engagement?
 - Add to scorecard how many attend program using free new member coupon
 - Peer coach for new board members to help them get started on the right path with being a board member
 - Identify 3 different groups in our membership and identify three different values they would like and implement it by _____.
 - Looking for professional development, here is what we offer. Looking for networking, here is what we offer.
 - Demonstrate value of the membership. Optimizing the value of your ASTD Nebraska experience.
 - One question survey at start of 2014 and end of 2014 – ASTD Nebraska knows what I want from my membership. Yes or No
 - Goal for 2014 - Optimizing the value of your ASTD Nebraska experience.
- Break out session for individual teams to build goals
 - Team education
 - Executive Team – Past President, President Elect, Secretary, President – supports entire board, steers the ship, makes sure everybody is headed in the same direction
 - President Elect is learning role of president, strategic planning, succession planning, prepping for next year
 - President is responsible for ensuring we are upholding all of our bylaws, that we are conducting ourselves as a business, making tough decisions

- Past President is support for President, help board members understand what it means to be a leader in ASTD Nebraska, mentoring, CORE
 - Finance – budget reports, pay the bills, budget meetings with VPs, file taxes, reconcile the accounts, determine investment of assets, inform board of budget shortages/overages
 - Marketing & Communications – communicate to membership, use communication request form (CRF) for any information you want communicated, provide CRF ASAP some communications take 6-8 weeks to process
 - Membership – (see handout – ask Ralph for softcopy)
 - Education – a lot of positions are open, Michelle will fill the Director of Certification – partners with programming to provide development for our members, study groups for CPLP, ways to help you get the development you need (i.e., scholarship fund), Employee Learning Week (ELW)
 - Programming – professional development opportunities to meet membership needs, creating a schedule that works, finding qualified presenters within our budget, special events (i.e., winter/summer social), GIG (geographic interest group), skills learned in these positions: event planning, vendor relationships, logistics
 - Admin Support – Glenda – supports board in any way they need, first person people contacting ASTD Nebraska come into contact with (i.e., emails and phone calls), if she doesn't know the answer she then forwards it to the VP of the area, works with membership (i.e., payments, aligning national and local renewal dates), makes deposits of checks that go to the PO box, categorizes credit card information each month, consistency in the board
- November Board Meeting
 - Votes – current 2013 VPs vote
 - Budget overage of \$1,000 for Board members' National membership renewal – 6 Yes; 0 No – Approved
 - Implementation of Articles of Incorporation – 6 Yes; 0 No – Approved
 - Increase the hourly wage for Glenda Hinz, our virtual assistant from \$26.50/hr to \$27.50/hr – 6 Yes; 0 No – Approved
- Membership – Ralph Wojcinski
 - 386 Membership #s
 - Interview next week for open positions
- Programming – Jen Wichern
 - 7 programs booked, 4 are programs with workshops
 - If you still have a recommendation for a program, let Jen know
 - Get a free program if you recommend a speaker who does a program; email suggestions to Jen
 - Souixland GIG – went great, next one is scheduled in February; doing a presentation at Souixland SHRM
 - Looking for venue for winter social – must hold at least 50 and be reasonably priced
- Education - Jill Banaszak
 - Erick is partnering with Michelle to do something at the Jan social to recognize CPLPs
 - Transitions are in place for all positions
 - ELW – proclamation signing by Governor next Wednesday, still waiting to hear from Omaha Mayor
 - ELW – top 10 ideas, got more than 10 for each category – daily email week of Dec 2nd – 6th
 - ELW – Tuesday and Thursday at Millard Branch Library

- Marketing & Communications – Pati Carr
 - Will open registration for ELW events
 - “Specialist” Olivia Jackson wrote a newsletter article
- Finance
 - Review the report that was sent
- President Elect – Shelly Whittaker
 - While at ALC – she submit our HRCI credits for programs this year submitted as a Share Our Success (SOS) – they have already responded asking Shelly to fill out more information
 - Next week we will vote on award nominations to be presented at winter social
 - VPs work on budget worksheets by 15th of this month; work with your predecessor to see what was done last year
- President – Chris Hitchcock
 - Thanks to everybody – ALC was great – in every session somebody reached out to Chris because she was from Nebraska; all ALC attendees had this same experience; we are a well respected chapter, kudos to all of you who make it happen
 - Presidency is winding down; this is both sad and exciting; Shelly will do a great job
 - Next month’s board meeting will be about celebrating the year and transitioning to the next year
- Chapter Education
 - Concierge program (Jon Titus) – how to find your assigned contacts (this will be posted on Hinztime)
 - Teamwork PM (a.k.a. Hinztime) website and Scorecard (Chris Hitchcock) – teamwork pm (cloud based technology); place where we store documents; Glenda will send you your password and link; this place will be where we store our historical information for the board for year to year continuity; Operations Manual and Bylaws will be here; Teams should have their own information out there also; can use this to track tasks and provide reminders
 - Scorecard (Chris Hitchcock) – this is where we keep all board metrics; a lot of information here; if we do it on a continual basis, it won’t be over-whelming; when you update, be sure to send the notification; VPs are responsible for doing this (make sure your job description reflects this), VPs can delegate, but we will hold VPs responsible; present scorecard to past presidents for feedback and ideas; also, is there a way to make the scorecard easier to work with
 - Board report (Shelly Whittaker) – Some open fields of information at the top – Kudos (i.e., personally, professionally, with team); FYI, Decisions, Votes; Goals listed in strategic goals, let’s see progress, not blank boxes in the goals section; current action items, things coming up that are due with a status and who is responsible
- Expectations
 - This is a business
 - Respond in a timely manner (i.e., w/i 48 hours of an email)
 - Let us know if you are out or unavailable
 - Let us know if you need help
 - Complete responsibilities on time
 - Board responsibilities
 - Directors must attend a minimum of one board meeting per quarter
 - Attend as many events as possible
 - Need help? Have questions?
 - Ask your VP
 - Ask Executive Team
 - Bylaws
 - Chapter Operating Manual

- ASTD national website
- Chapter Relations Manager
- NAC