

ATD Nebraska Board Meeting

Meeting Minutes

November 20, 2015

8:00 – 9:00 AM

Present: Jill Banaszak, Jon Titus, Shelly Whittaker, Kristi Rutledge, Krishna Clay, Ralph Wojcinski, Jen Wichern, Jen Labrie-Pereira, Kim Whiteside, Ericka Juno, Lesa Deeker, Michelle Anthony, Theresa Gan Wolfe, Amber Hutchinson, Sandi Knowski, Kristi Stewart, Brandon Raddish, Katie Kuhl, Liz Brummels, June Kowalewski, Karen Wenger, Glenda Hintz

Absent: Jill Idelman, Melodi Szymczak, Kathy Swensen,

Next Meeting: December 18, 2015 – Centris Federal Credit Union
December Board Reports due to Kristi by December 8, 2015

Welcome / Opening

Board Meetings 101 – Jill B.

Jill reviewed board meeting process for benefit of new board members.

- Timing – 3rd Friday of each month
- Location – Centris Federal Credit Union – Q Street location
- Purpose
 - Planning for future goals
 - Discuss current issues
 - Develop board members
- Agenda
 - Board Reports sent prior to meeting – expectation that all board members review them prior to the monthly board meeting
 - President sends a Call for Agenda Items to solicit input on discussion topics
 - May be a vote on budget items, or update on bylaws – always preceded by discussion
 - Only VPs vote
 - Must have a quorum of VPs (2/3 of VPs) to hold vote (majority rules)
- Attendees
 - Any member may attend a board meeting
 - Past Presidents are invited to attend board meetings to offer historical perspective and help keep them engaged in the organization
- Acronyms
 - Jill encouraged new (or old) board members to ask about any unfamiliar acronyms used at meetings

Unfinished Business

ELW (Employee Learning Week) – Ralph W.

ELW is an ATD International event that encourages businesses to dedicate a week of learning for their associates. It's always the first week of December.

- Ralph has secured a Governor's Proclamation, photo will be included in ELW promotions
- ATD NE is hosting 2 ELW sessions at the Centris Federal Credit Union and still recruiting 2 – 3 more
 - Resumes / Interviewing (Ericka J. & Lesa D.)
 - Mentoring (Jill I.)

2016 Budget – Krishna C.

2016 Budget Worksheets are due to Krishna C. the week of Nov. 23rd.

- VPs are responsible for completing a Budget Worksheet for / with their teams that anticipates 2016 expenditures
- Finance VP then combines all worksheets to start forming the 2016 budget
 - Budget meetings are held with VPs to reconcile any discrepancies or to discuss budget line items
- 2016 budget will be voted on at Dec. board meeting

New Business

Holiday Social– Jen W.

Jen announced that the Holiday Social & Awards Program will be held at the Fox and Hound from 5:30 – 8 PM on Jan. 15

- Social details
 - Casual dress
 - Free to members - \$10 for each guest
 - Attendees will receive two drink tickets
 - Everyone should register prior to the event
 - Still soliciting ideas for entertainment

Newsletter – Sandi K.

Sandi announced a new method to collect newsletter submissions in 2016.

- New folder created in Teamwork PM

- Board members can upload their submissions at any time (designate due month on submission)
 - Submissions are due by the 20th of the preceding month so all approvals can be obtained
 - Submitters are responsible for an article, but do not have to write it (Can have someone write one for them)
- 2016 Schedule is not complete yet
 - Will not send the schedule out, as it might change – board members should review the online schedule
 - Board members can set Tasks in Teamwork PM for reminders
 - Board members can set email reminders for themselves for scheduled newsletter deadlines

Job Description Review – All

All Board Members took time to review their job descriptions and make any revisions necessary for 2016.

- Any changes to job descriptions should be made and uploaded to the original document on Teamwork PM

Risk Assessments – All

All Board Members met with their teams to review and revise the Risk Assessment.

- The purpose of the Risk Assessment is to:
 - Think about what could happen (go wrong or unintended consequences)
 - Create a plan for how you would handle it
 - Determine likelihood of it happening
 - Think about what has happened this past year (gone wrong or unintended consequences)
 - List lessons learned and create a plan for how you would handle it in the future
 - Determine likelihood of it happening again
- Any changes to the Risk Assessment should be made and uploaded to the original document on Teamwork PM