

## **ATD Nebraska Board Meeting**

Meeting Minutes

December 18, 2015

7:30 – 9:00 AM

Present: Jill Banaszak, Jon Titus, Shelly Whittaker, Kristi Rutledge, Krishna Clay (phone), Jill Idelman, Ralph Wojcinski, Jen Wichern, Jen Labrie-Pereira, Ericka Juno, Lesa Deeker, Michelle Anthony, , Amber Hutchinson, , Liz Brummels, Karen Wenger, Kathy Swensen

Absent: Melodi Szymczak, , Kim Whiteside, Theresa Gan Wolfe, Sandi Knowski

Next Meeting: January 15, 2016 – Centris Federal Credit Union  
January Board Reports due to Kristi by January 5, 2016

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## **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 sent ELW update to board members with update on ELW sessions and attendance
  - Karen W. reported that Metro also hosted an ELW session – Ralph will add to ATD NE ELW offerings
- Ralph encouraged anyone who offered an ELW class to let him know and to submit it on the ATD Nat'l website to be recognized as a Champion of Learning
- Ralph encouraged everyone to offer an ELW class next year
  - Board discussed importance of starting to highlight ELW in Aug / Sept meetings to give membership enough time to put an offering together

## **New Business**

### **2016 Board Meeting Breakfast– Jon T.**

*Jon announced that each Board Team will be responsible for providing breakfast for the Board Meetings in 2016.*

- Jon passed around a sign-up sheet for teams to select their breakfast months (VP selects month(s))
  - \$25 budget for each meeting
  - Plan for 20 attendees
  - Coffee will be provided
    - Michelle A. will let Exec. Team know if she will not be able to have coffee at a meeting

- Krishna reviewed how to submit a receipt for reimbursement
  - Save receipt & submit hard or scanned copy to Ralph W. (2016)
  - Send email with reason for expenditure, your name and address
  - A reimbursement check will be sent

### **Newsletter – Jen LP**

*Jen announced that a 2016 newsletter sign-up sheet will be sent via Sign-up Genius next week rather than assigning months to board members*

- The Sign-up Genius will tell teams how many articles they will need to submit in 2016 and teams can select the months they prefer
- Articles can be submitted at any time on Teamwork PM
- Sandi will send a calendar reminder when articles are due – please record your months so Sandi doesn't have to plead for submissions
- January will need submissions soon
  - Jill B, Jen W, Ericka J, and Ralph W all agreed to submit articles for Jan.

### **Contact Sheets – Kristi R**

*Kristi passed around 2016 Contact Sheets for board members to check and revise*

- Kristi will send current information on file to board members not in attendance to be updated
- Updated Contact Sheets will be uploaded to the ATD website the end of Dec.

### **Votes – Jen W & Amber H**

*Three requests for votes were submitted to the board for review prior to the meeting*

- 50/50 Workshop split for Jan 2016 nationally known speaker – Kirk Weisler
  - Passed – no nays
- 50/50 Workshop split for Apr 2016 nationally known speaker – Rita Paskowitz
  - Passed – no nays
- Increase programming rates by \$5.00 across all levels
  - Pros
    - Have not had a rate increase for many years
    - Meeting room / food rates will be increasing (approx.. \$1 per person)
  - Cons / considerations
    - May impact attendance particularly for individuals whose companies do not pay for meetings
    - National rates just went up last year – many members expressed concern

- Increasing rates across the board still leaves little difference between member and nonmember rates – would prefer to see a wider spread to show more benefit for members
- Reminder that we are a non-profit organization and we have and can do some things to reduce meeting room costs (purchased mobile flipchart stand, can offer sandwiches instead of full meals, can offer more roadshows to take advantage of less expensive / free meeting spaces
- Alternatives / Considerations
  - Consider only raising nonmember rates
  - Better to make a change at the beginning of the year
  - Plan on ample time to market change to prepare members for rate changes
  - Consider offering option to freeze rates or grandfather members
  - Consider offering coupons for corporate memberships for meeting attendance
    - Need to consider member / nonmember rates issue
- Failed – no votes to pass
  - May come back with a revised option at a later date

### **2016 Budget – Krishna C**

*Krishna discussed the submitted (no rate increase) 2016 budget*

- Questions / Discussion
  - Jen LP reported that Constant Contact will be replaced within 6 months with (free) Mail Chimp
    - Constant Contact is billed monthly
  - Shelly W was concerned that the budget was submitted with an assumption of winning Chapter of the Month
    - Jon discussed Chapter of the Month process / competition and felt confident that it is attainable
  - Jill B asked board members to solicit sponsorships for 2016 from their employers
  - Jon T shared that the budget represents realistic expenses & conservative forecasting
  - Budget is based on a negative \$8,000 profit
    - Jen W shared that half of the deficit was due to socials (direct membership benefit)
- Budget passed – no nays

### **Board Appreciation Gifts – Jill B & Jon T**

*Jill passed out gifts to 2015 Board Members and Jon gave Jill a gift for her 2015 contributions*