

**ATD Nebraska**  
**Board Meeting Minutes**

February 17, 2017 7:30 a.m.–9:00 a.m.

First National Business Park, 14010 FNB Parkway, Omaha, NE

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***GOAL: OPTIMIZE THE VALUE OF YOUR ATD NEBRASKA EXPERIENCE***

**ATTENDANCE**

Present:

Clay, Krishna	Kowalewski, June	Stewart, Kristi
Brumels, Liz	Kuhl, Katie	Swensen, Kathy
Deeker, Lesa	Labrie Pereira, Jennifer	Titus, Jon
GanWolfe, Theresa	Mendick, Bern	Walker, Shonda
Jackson, Avil	Olson, Tammy	Wegner, Karen
Juno, Ericka	Schaecher, Dan	Wichern, Jen

Visiting Past President: Tricia Danielsen

Absent:

Jones, Jessica	Sidel, Misti
Shanahan, Stefanie	Szmczak, Melodi

**MEETING OPENING**

The meeting was called to order by President Krishna Clay at 7:30 am. Krishna asked each member to share their name and board position. Krishna introduced past president Tricia Danielsen who spoke about her experience on the board.

**MATTERS FOR DISCUSSION**

**Mentoring Program – Katie**

Katie opened a discussion regarding creating a more structured mentoring program; possibly looking to create a menu of items to provide different opportunities for more participants.

In addition, she asked for feedback on promoting the program to new members. She described the current participation process.

It was suggested to look at the function of the program to determine how to add value to not only the individual but also that person’s company. Other

suggestions included: obtaining testimonials, improving website location, coordinate events with meetups, focus on creating a pool of mentors first, demonstrate how the program will work.

Action Items:

1. *Katie will compile the questions she uses to determine the mentee's interests and provide those to Bern to incorporate into the website.*
2. *Katie will post the questions to Teamwork PM for review by the board.*
3. *Katie will focus on building a base of mentors.*

**Trainer's Institute Speakers – Tammy**

TI will begin September 12<sup>th</sup> and run consecutive Tuesdays ending October 10<sup>th</sup>. The time will be 830am-430pm. There will be a combination of 2 topics per day and 1 topic. Topics will be the same as last year.

Tammy asked for speaker suggestions. Several suggestions were shared.

Action Items:

1. *All board members will contact Tammy if they have suggestions for speakers.*
2. *Tammy will reach out to speakers with good ratings from last year.*

**Newsletter Process – Shonda**

Shonda described the process which involved using Teamwork PM. Email articles to her or submit to Teamwork PM. She passed around instruction for how to upload an article to Teamwork PM. She will post the article sign-up sheet to Teamwork PM so that everyone will know when their article is due. After further discussion, it was determined to submit the articles to Jot Form.

The sign-up sheet was circulated for those who have yet to pick a month to submit an article. Articles are due by the 20<sup>th</sup> of the month for release the next month by the 1<sup>st</sup>.

Action items:

1. *Shonda will send a calendar invite to members for the month the article is due.*
2. *Bern will build what is needed in Jot Form.*

### **March Program – June**

March's program will be a breakfast session. It is Wednesday, March 8<sup>th</sup>. Bern is the facilitator. The session will focus on holding customer accountable for the objectives of the experience.

### **Communications Calendar – Kristi**

Kristi presented a draft of the calendar. The calendar can be found on Teamwork PM. It should help to streamline email releases. It will help if members provide a month's notice if wanting to send an email.

### **Board Communication – Krishna**

Members were asked to be mindful of to whom they are sending emails. Use "reply all" cautiously. Alter the notification section accordingly in Teamwork PM when adding a document or message. If there a document that needs saving, use Teamwork PM vs. email. Read the Board Report before the meeting. It is posted the day after the due date. Jen LP and Liz received prizes from Krishna for reading this month's Board Report and responding.

### **Keynote Award – Ericka**

Board members formed groups of 3 and brainstormed on names of the award. Possibilities were shared – Knowledge Leader, Learning Innovator, Learning Leader, Influencer. More information on the conference will be shared by Ericka over the next month. The conference is scheduled for March 7-8, 2018.

### **Education Nugget – Jon**

There are educational programs available on the national website for members and non-members. There is a cost associated, but scholarships are available through the chapter. Several members discussed their experiences traveling to a program and online participation. It was noted that CPLP is also under this category. Access the area of the site at [td.org/education](http://td.org/education); also works on mobile devices. Jon provided a min-tour. Also noted the free webinars. Events are less expensive if you are a member. Also, you may contact for on-site options if you have a large team interested.

## **MATTERS FOR DECISION OR VOTE**

### **Brand Strategy Team Leader - Krishna**

This committee needs a leader. It will focus on how we present the chapter to the public and the chapter's voice. The leader will set up the meetings, handle minutes, make decisions if needed.

#### *Action items:*

- 1. Shonda and Jen LP volunteered to co-lead the committee.*

## **NEXT BOARD MEETING**

March 17<sup>th</sup>—First National Business Park – 140<sup>th</sup> & Dodge. Breakfast will be provided by the Education team

## **MEETING FINALIZATION**

Krishna asked each member to share their monthly moment of greatness. The adjourned at 8:58 am.

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