

ATD Nebraska
Board Meeting Agenda

May 19, 2017 7:30 a.m. – 9:00 a.m.

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

GOAL: OPTIMIZE THE VALUE OF YOUR ATD NEBRASKA EXPERIENCE

ATTENDANCE

Clay, Krishna	Labrie Pereira, Jennifer	Szymczak, Melodi
Deeker, Lesa	Mendick, Bern	Titus, Jon
Jackson, Avil	Olson, Tammy	Walker, Shonda
Juno, Ericka	Sidel, Misti	Wegner, Karen
Kowalewski, June	Stewart, Kristi	Wichern, Jen
Kuhl, Katie	Swensen, Kathy	

Visiting Past President: Jill Banaszak

Absent:

Brumels, Liz	Jones, Jessica	Shanahan, Stefanie
Gan Wolfe, Theresa	Schaecher, Dan	

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 position on the board.

Past President Jill Banaszak (2015) shared thoughts from her tenure as president. During her term there was harmony within the board and the chapter's relationship with ATD (formerly ASTD national). The chapter also started working on its strategic plan.

MATTERS FOR DISCUSSION

Brand Voice –Jen LP/Stefanie

The committee met and explored the idea of adjusting the style guide provided by the national office to include guidelines specific to our chapter. The group completed a texting exercise to 22333 jenniferpere567 – “if ATDNE was a person, what words would you use to describe that person?”

Polling Question Usage – Kristi

Kristi inquired about the use of the website polls to the board. There have been no requests for the results. If the results are not needed, the space can be used for others information.

The primary respondents to the polls are board members.

Action items:

1. *Conduct additional outreach to the chapter membership/promote the presence of the poll to attempt to drive more activity and to determine if there is continued interest.*

2018 Conference – Ericka

The conference is now listed on our website under the events section. The location of the conference will be the Fort Omaha Campus of Metropolitan Community College.

There was a discussion about member and early bird pricing. Members should have a reduced price. This will likely be done with a registration code that we will email to members.

Calendar – Krishna

The chapter should ensure members are aware of chapter-related opportunities. There should also be guidelines on the timeframe for when information appears on the website in advance of the event. The CRF for program says 30 days. The discussion produced the following event items and when notice of the event will first appear on the website, prior to the event:

- Board meetings/all except retreat – 1 year
- Programs - 90 days
- Trainers Institute – 90 days
- Meet ups – 45 days
- Socials – 60 days
- SIGs – 1 year
- Lincoln events – when notified
- National conferences – 1 year
- Webinars – when notified
- Employee Learning Week – 1 year
- CPLP Information Sessions – 30 days
- Succession meeting – when notified
- Strategic meetings

Action items:

1. *Side note – start promoting ELW 6 months in advance so that companies can start their own planning*

Trainer's Institute – Tammy

We have received RFPs for every topic. Registration will soon be open on the website.

Scorecard – Krishna/Jon/Teams

Krishna distributed the Scorecard form from last year. Sub groups met to discuss the important items of information needed for each area of the chapter.

Jon provided last year's Care Report and shared items that are important to track.

- Membership #s
- # of jobs listed
- Avg # of participants
- Avg # In person study groups

Action items:

1. *The Vice Presidents will compile the information and provide it to Krishna and Avil by May 31st.*
2. *Avil will create a new Board Report template that includes the additional information.*
3. Executive team's items for the Board Report from the Scorecard
 - Keep attendance
 - No – monthly program
 - No – attendance at retreats
 - No – board social
 - past presidents meeting attendance
 - Attendance at ALC & how many attendees requested funding
 - RFP – # submitted and accepted
 - SOS - # submitted and accepted
 - Budget items are all in the budget report

Memberships/Refunds – Lesa

There was discussion on the topics of utilizing the ATD Store for chapter memberships. It was noted that national provides membership refunds. We will change to a pro-rated membership refund policy.

Action items:

1. *Lesia will move forward with ensuring our chapter membership is included in the ATD Store.*

Board Reports – Ericka

Please submit board reports monthly. We need as much information as possible. This is the place where all board members can go to find out board information.

Succession planning – Ericka

Think about where you would like to go next as a board member. Open yourself up to the possibility of other areas on the board.

Jen W. will be president-elect next year.

June Program Promo – June

Virtual learning practices – the HDR roadshow – June 7th – the workshop is first and virtual, the program is 2nd – 10 people registered – choices are workshop and program or workshop only.

Education Nugget – Jen LP

ALC is an opportunity to learn from peers and share best practices. Members shared ideas they obtained from ALC and implemented in our chapter: membership meetup, roadshow, conference idea, what to look for in an RFP, sponsorship program, website. ALC also offers networking opportunities, meet national staff members, helpful information. Suggestions were shared on reaching out to your employer for financial assistance with attending; support is also available through the chapter if you submit an RFP to present at the conference.

ALC will be October 12-14 in Washington, DC.

MATTERS FOR DECISION OR VOTE

None

NEXT BOARD MEETING

June 16th – First National Business Park
Breakfast will be provided by Membership Team

MEETING FINALIZATION

Krishna asked each member to share their monthly moment of greatness in 5 words or less.

The meeting adjourned at 9 am.