

ATD Nebraska
Board Meeting Agenda

September 15, 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

Present:

Clay, Krishna	Kowalewski, June	Stewart, Kristi
Brumels, Liz	Kuhl, Katie	Swensen, Kathy
Jackson, Avil	Labrie Pereira, Jennifer	Titus, Jon
Jones, Jessica	Mendick, Bern	Wegner, Karen
Juno, Ericka	Olson, Tammy	Wichern, Jen

Visiting Past President: Lisa Hayes

Absent:

Carrasco, Maria	Shanahan, Stefanie	Schaecher, Dan
Deeker, Lesa	Szymczak, Melodi	

MEETING OPENING

The meeting was called to order by President Krishna Clay. Krishna asked each member to share their name and position on the board.

Past President Lisa Hayes (2003) shared thoughts from her tenure as president.

MATTERS FOR DISCUSSION

Volunteers Needed – Krishna

Marketing team - The Teresa and Shonda resigned from the Marketing team.

Marketing needs assistance with writing introductions to the newsletters, writing tag lines for email blasts for programs. The current team members will focus on the day to day needs of the chapter, volunteers re need to focus on the conference such as preparing a plan for the marketing efforts of the conference and assembling packages.

Employee learning week – help is needed for the sessions

Programming team – needs greeters for the monthly programs

Membership team – needs resume reviewers

If you know someone who is interested in volunteering, please have them contact Jon, volunteer coordinator at pastpresident@atd.org. If the volunteer is for a team that you lead, please just let him know you have secured someone.

If you find someone who is interested but now is not the right time, pass their information to Jon, and we will follow-up with them at a later date. This information will be tracked in teamworkpm.

2018 Conference – Ericka

Volunteers needed. Need presenters for the 1-hour session; 5 more would be nice. Presenters get free conference registration. For the entire conference, there will be about 50 free registration. Our goal is 250 participants - 200 paying attendees; 50 compensated attendees. Acceptance notifications will go out early December. Registration is now open - \$199 member/early bird ends January 31st.

Quality Control Marketing – Kristi

The team is down 2 members. When board members receive a request to review materials, please do so with 24-48 hours as a quick turnaround is needed for emails and the newsletter. Newsletter articles are due today.

October Program Promo – June

Ashley Spivey will be the presenter. The topic will be diversity and inclusion.

Combined Forms – Kristi/Bern

We will use jotform.com for RFP and CRF submissions. These forms request similar information; this should streamline the process. The new form will be called Event Proposal Form or EPF. Once the form is completed a PDF version of the information will go to the relevant board members and the Marketing team. Kristi will provide a test link for the board to review the form and provide additional suggestions.

Cancellation Procedures – Krishna

The cancellation of the summer social revealed a need for cancellation procedures. Jen W and June will lead the development of the procedures. Brainstorming on what needs to happen when there is a cancellation produced the following list of procedures to include:

- Social media updates
- Website updates
- Emails to registrants, volunteers, speakers/presenters
- Text message

- Voicemail update
- Process refunds
- Rescheduling of the event
- Notify venue, vendors
- Obtain refunds
- Follow up communication explain next steps
- Post assessment
- Notice of cancellation at the venue for those participants who do show up
- Notification to board members

Winter Social – June

Proposed dates - January 19th or 26th. Proposed location - J's on Jackson. It has a meeting room which has its own bar. Parking may be an issue. The team is still considering other location. They will check with the parking garage to determine if a parking discount is possible. At this point, there are no major events in the Old Market area.

ALC Update – Jen LP

Social activities. Dinner will be Thursday at Cora, an Italian restaurant; the same place as last year. Legal Seafood was not possible due to the large size of the group. The dinner will include the Lincoln chapter and the NAC rep. Bus tour scheduled for Saturday; the group will meet and pay separately before dinner on Thursday. Reminder: the board does not pay beyond airline and hotel. Maria may attend. Ericka will send a reminder notification to all attendees with the latest information.

Education Nugget – Jon

Wild Apricot – Admin View. Jon had everyone use their electronic devices to access the Admin View of our website. The purpose of the activity was to demonstrate how much useful information is available on the interests of our membership and how we can use it to determine future activities, volunteers, board members, speakers, etc. Jon left members with the following assignment: 3 members will present next month on something they found useful in their search of the site.

Website Review – All

Small groups reviewed the web pages on our website to determine future use.

MATTERS FOR DECISION OR VOTE - None

NEXT BOARD MEETING

October 20th - First National Business Park, 14010 FNB Parkway, Omaha, NE

Breakfast will be provided by the Program Team.

MEETING FINALIZATION

Krishna asked each member to share their monthly moment of greatness in 5 words or less. The meeting adjourned at 9:00 am.