

# January 2008 Board Report & Meeting Minutes

Board Reporting Form Remains in Development

## Meeting Minutes

### Attendance

- Wendy Schultz
- Heather Davis
- Angela Galloway
- Shawn Mahrenholz
- Michael Mitiier
- Diane Skrobo
- Trisha Harrold

### Absent

- Aileen Siglar
- Doug LaMar
- Marilyn Czerwinski

### Action Items

Task	Owner	Due Date	Status
Suggest potential Board Meeting Locations - email Wendy	All	January 31	Status
Create New Calendar at a Glance	Trish	January 31	Status
Update Website so Events Remain on the Web	Doug	TBD	Status
Develop Basic Wiki Training Presentation	Trish	January 31	Status
Schedule Basic Wiki Training	Wendy	TBD	Status
Ensure online wiki access through OPPD Network	Diane	January 18	Done
Pursue access to Authorize.net and Online Banking	Diane	TBD	Status
Set up Marketing-Communication Process for Monthly Programs	Michael	TBD	Status
Provide list of Community Calendars to Marketing	Trish	January 18	Done
Send your functional goals to Wendy via email	All	January 25	Status
Send your inputs for what you want in our board reports to	All	February	Status

Wendy via Email		1	
If you wish, volunteer to participate in Chapter's Strategic Goal Development - contact Trish	All	January 25	Status
Schedule first meeting for Strategic Goal Development	Trish	January 30	Status

## Board Discussion

### Wendy:

- Board Meeting Dates and Locations** - board members discussed whether or not a more convenient location existed to facilitate improved board attendance. Options such as the Omaha Home for Boys and Girls Scouts facilities were discussed, but were discounted as not being an improvement. Other options for holding board meetings can be considered, but for now, we will remain at OPPD.
- Website Updates** - Some ongoing refinements and corrections to our ASTD Nebraska website are ongoing. Due to CORE compliance requirements, our chapter logo will be changing to its original design. All board members should review the webpages that are associated with your business line to ensure they are correct and up to date. Please send any request for changes to Doug via the [ASTD Website Issue Ticket System](#). Please contact Doug LaMar if you require a username and password.
- Board Meetings and Activities Calendar** - previously known as Calendar at a Glance, the compiled calendar of events and happenings has been pulled from the chapter website. It's original purpose was to serve as a composite picture of all ASTD Board Member activities, but evolved with the thought that members would also deem it valuable. That not being the case, a new and more dynamic *calendar at a glance* will be created on the wiki. This calendar will be month to month and reflect all board meetings, functional team meetings and other ASTD Nebraska events to facilitate your ability to see all that is going on. Once the pilot template for this calendar is created, Trish will send out an email invitation to all board members to view and comment on the design before final publication. This calendar will only be available to board members.
- Events Calendar on Website** - we will be attempting to rectify the issue with events, on the day and time of the event's end, disappearing off the website. It is preferred that event information remain on the website even after registration is closed.
- Wiki Training** - the board is in need of wiki training to ensure all have the knowledge and skills to accomplish basic editing. Training will be developed and scheduled in the near future and will most likely be held at the next board meeting. Advanced wiki training may also be developed and held at a later date.

- **Board Meeting Snacks** - We decided to discontinue the bringing of snacks by board members to each board meeting. In the future, please help yourself to the free coffee in OPPD's cafeteria or sample and pay for any other items they have available if you are hungry.
- **Tour of NAM** - We will be scheduling a tour of NAM for all VPs and Directors so that all of us are aware of the resources and space we have available to us under our new contract. After the tour, we will be offering advanced Wiki training in the computer lab. This training will provide you a hands on opportunity to learn how to use the wiki.
- **Functional Goals** Please turn in your functional goals as we discussed during the December Retreat. What are the things you want your functional area to achieve this year? Remember, they should be in SMART format
- **Board Reporting** What type of information should we include in our board reports? What information from other functional areas do you want to make sure we include? We are redesigning our Board Report format and content and we need to make sure it meets your needs and expectations.
- **Chapter Strategic Goals** A team (Wendy, Trish and Heather so far) is forming to brainstorm and define our chapter's strategic overarching goals. If you are interested in participating, please contact Trish

#### Angela:

- **Administrative Services** - we've successfully signed a contract with NAM and Renier. The transition between Debi and Renier is being overseen by Angela and is going well. Debi is finishing her final responsibilities this month. ASTD materials that were previously housed with Debi will be moved to our new space with NAM soon. Our P.O. Box will remain ASTD Nebraska's Mailing address. Renier is already answering member emails and our phone. Ongoing - we will be evaluating our administrative processes to streamline them.
- **Monthly Programs** - the programming team did an excellent job managing our first monthly program on their own. After some initial difficulty, we had online payments up and running smoothly. We request that Aileen and Renier examine and tighten up all the processes associated with running the monthly program. Additionally, it is requested that those processes be defined, documented and published to ensure current and future volunteers will fully understand the requirements and processes involved with monthly programs. Board members will be asked to support the programming team during times when they are in need of a back-up or additional assistance.

#### Diane:

- **Budgets** - We are close, but not 100% finished with budget development. Some additional massaging of budget numbers is ongoing, but will be done soon for review and board approval. It was decided to merge the budgets of each president position into one budget under the administrative control of the current president.

## Updates

**Marketing:** We are continuing to do press releases in the MBJ and Omaha World Herald and developing copy for our chapter events. We need to clearly identify the processes involved in chapter communication i.e. emails and newsletter to align our efforts and ensure we are getting our message across to our members in a timely fashion. Michael will be setting up a meeting with Doug and Aileen to specifically establish this process for Monthly programs.

We are meeting Monday, January 21st at Panera Bread on Saddlecreek to discuss how to market any of our business lines. All our welcome to attend - please contact Michael to let him know you are coming.

We will also investigate placing our monthly programs and events on community calendar websites.

**Finance** We are establishing a budget item to purchase resources and equipment for use by each functional area of the chapter (i.e. flipcharts, easels etc) rather than have separate purchases being made by each functional area.

NAM room usage is included in our contract, so budgeted costs associated from room rental for some of our functional areas is being removed from the budget. To schedule a room, simply contact Renier.

**Membership** We are putting together various plans for our business lines. We are additionally exploring the idea of a group membership for all board members. This will allow us to have one membership process for the entire board with one consistent renewal date. If your company pays for your national membership, our chapter will provide you an invoice and a receipt if you need one.

**Education** We are using the results of our survey to establish the scope of our focus groups. We will be kicking off the meetings with the history and present state of our educational programs and solicit participants for inputs towards the future of our programs. Our focus groups can be held at NAM