

## **ASTD Nebraska Board Meeting**

### Meeting Minutes

*February 18, 2011*

*Present:* Michael Merritt, Shelly Whittaker, Ericka Juno, Barb Lerouge, Terry Lee, April Kassen, Cynthia Way, Chris Hitchcock, Jill Banaszak, Teresa Matteson

### **Next meeting:**

1. **February 18<sup>th</sup>, 2011**
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## **I. Committee Reports**

### Communications – Shelly Whittaker

- Training Pros signed on as a sponsor for the May Regional Event.
  - We have 6 sponsors now
- March ad out for final approval.
- CPLP information from Erick is on website – marketing piece will follow.
- Newsletter is out.
- **Action Item (A.I.)** – Michael will help Jill with contacting the April speaker.

### Programming – Jill Banaszak

- Welcomed Teresa Matteson new Director of Special Events.
- Summer social planning will start soon.
  - **A.I.** – If you have ideas for the summer social, let Jill know
- First evening program went well, time seemed popular, survey should be back soon.
- Starting a quarterly forum (in addition to monthly program and SIGs).
  - Marketing will start soon
  - Will be free to members
  - Focused content (that might not have as wide an appeal as the monthly program topics)
  - **A.I.** – If you have ideas for the quarterly forum, let Jill know
- Barb thanked Chris H. for her help with setup for the February program.

### Education – Cynthia Way

- Erick got first business to put “CPLP preferred” on their job listings.
- Working with DOD to get them to put “CPLP preferred” on their job listings.
- Stephen is working on getting students to see the value of ASTD.
  - **A.I.** – Michael will send student SIG information to Stephen.

### Membership – Chris Hitchcock

- Membership is growing. We ended 2010 with 219, we now have 237 members.
- Moving membership drive meeting to board meetings.
- Concierge program is going well.
  - Kudos to Krishna and her efforts!
- **A.I.** – Be sure to contact the people on your concierge list!

#### President-Elect – April Kassen

- March 4<sup>th</sup> is first board social.
  - Date: Friday, March 4th
  - Location: Fox & Hound (120th & Dodge)
  - Time: anytime between 4:30-7pm
  - Spouses welcome!
- **A.I.** – April will be scheduling a conference call with Jill and Cynthia about CE credit for SPHR.
- Board member orientation training should be available within the next month.
- **A.I.** – Teresa will email information to April about being on a board (i.e., do's and don'ts).
- Regional event – still looking for sponsors, about 1/2 way to our goal.
- Event meeting next Monday – if you are invited, you have been calendared.
- **A.I.** – Chris H. will make sure the Concierge program information includes the Regional Event.
- **A.I.** – Michael is working on a brochure for the Regional Event. When that is done, he will make sure Chris H. has a copy of it for the Concierge program.
- 80 people have signed up for Regional Event (from word of mouth) – marketing has just started.

#### Past President – Michael Merritt

- Discussed Regional Event.

#### Finance – Michael Merritt

- Passed out budget to VPs.
  - Glenda and Susan now use the same software.
  - Susan will work with each VP on the budget details.
- Susan gave our records to the CPA for review.
- Income / Expense voucher and budget details are on the Board Members Only page.
- Website is changing so we will save the chapter big money!

#### From Our Leader – Terry Lee

- National Memberships – budgeted to pay for 10, 9 members of the board have requested.
  - **A.I.** – Terry will send Teresa a copy of the application so she can become a national member.
- Board Members need to attend programs. 8 attended in January; 4 in February.
- Chapter Coach position is currently vacant.

#### Membership Drive – Chris Hitchcock

- We will do our membership drive annually.
- **A.I.** – Chris will send the brainstorming list of ideas the Membership team has developed to the Board Members.

- **A.I.** – Each area should focus on something to help membership and be prepared to discuss at next board meeting.
- Krishna is working on the membership application.
  - **A.I.** – Chris will be sending out the application for review and comments
- Kate is working on student membership (working with Stephen).
- Patti is working on new member orientation.
- Chris is working on new member flash drive (instead of a paper packet). This will include orientation power point, coupon for a free program, etc...)
  - **A.I.** – If you have ideas to add to the flash drive, let Chris know (keep in mind it cannot be stuff that changes frequently)

#### Teach Back – April Kassen – How 2 Be Awesome

- Awesome
  - Partnering with your VP
  - VPs communicating
  - Seek advice from exec team
  - Read board reports
  - Ask questions
  - Find volunteers... beyond the board
- Not Awesome
  - Operating in silos
  - Assuming others will do their part
  - Waiting till the last minute to follow up
  - Expecting new board members to “just know” how it’s done
  - Forgetting that board members change
  - Failing to re-educate board members
- Chris H. will take the March Teach Back
- Cynthia will take the April Teach Back

Wrapped up with celebrations and inspirations