

# June 2003 ASTD Nebraska Board Meeting Minutes

Monday, June 9, 2003  
Family Service4, 515 East Broadway, Council Bluffs  
Part of Board of Directors Mid-Year Retreat

## Attending:

Lisa Hayes	Carol Horner	Lynette Campbell
Jennifer Engelhardt	Tim Frederick	Deb Dice
Sue Wymore	Denai Vaughn	Angela Galloway
Kate Bratetic	Patricia Harrold	Linda McManigal
Linda Beiriger		

## Not Attending:

Gretchen Finke Patras  
Tricia Danielsen

## Opening:

**Started at:** 8:45am – Shortened meeting because it was part of Retreat. Five minutes per person!

**Board Development:** Denai prepared an icebreaker with phrases and answers, called “The Mosts” and we matched the phrases. We then wrote about people who exemplified the mosts. Denai will send out those results.

## Roundtable Reporting

### Lisa – president

#### Celebration & kudos

- Kate and Dan Bratetic’s baby is due in November. Congratulations!
- Thanks to everyone for sharing your expertise at the June membership meeting. It never ceases to amaze me what this group can do!
- Julie Burell-Lillig and Stephanie Hanson are moving into new homes. Congratulations.

#### FYI

- Pam Shafer at CAM will be out of the office June 9<sup>th</sup> - August 8<sup>th</sup>. Joe will also be out of the office the week of June 23<sup>rd</sup>, and a part-time employee (Susan Gass) will be checking voicemail, email, etc.

#### Decision

- It’s time to schedule a mid-year status meeting with our partners, CAM and NexGen. If your functional area works closely with CAM, please send feedback by June 20<sup>th</sup>. Give thoughts and examples on what CAM and NexGen are doing well,

as well as areas where we'd like to see some improvement. Also, if workable in your schedule, you're welcome to attend the status meeting (probably sometime in July).

## **Carol – president elect**

- Wednesday's ASTD meeting was great. I am incredibly impressed with how quickly and with such enthusiasm and cooperation this has been pulled together. WOW!

### **FYI**

- REPEAT! It looks like I am going to need to review the P&P manual and make a few updates and changes. I would appreciate any input. I will have something for you to review after the June retreat.
- We will be reviewing job descriptions in September if anyone wants to get a jump on that.
- Remember that all executive board members for 2004 will be invited to attend the ASTD Leaders Conference in DC November 7-9, 2003 (our chapter is paying your way). I will have details at the retreat. If for some reason you are unable to attend, establish a Director or committee member who can.

## **Gretchen – past president**

### **FYI**

- Plans for "Fish!" on August 13 continue to develop on target. Registrations are open through CAM, and we're currently at 91 total (28 a.m., 63 p.m.) Interestingly, 60% (n=55) are non-members. Pam (at CAM) said the forms are coming in pretty steady now. Pam's taking an extended summer vacation (6/10-8/10), so we'll be relying on Joe. I appreciate everyone's support in getting registrations submitted, encouraging members to attend, etc. Thanks!!!
- I'll complete the 2002 historical binder (to be placed in our historical library at CAM) *after FISH!* Thanks to Tricia D for making the copies of past newsletters.
- ICE 2003 was a good experience. Much smaller in attendance: 6-8000 attendees this year vs. 15-20K in past years. Good speakers and networking. Thank you again for the opportunity to represent our chapter. I'll write a July newsletter article summarizing some of the high points.

## **Lynette - Secretary**

### **FYI**

- I attended the Leader's meeting at ICE. A roundtable discussed best practices in their chapters. There were some great ideas. They unveiled the SOS – Share Our Success on-line program for chapters. It will be the new conduit for chapters to benchmark against each other, and help each other improve. I have ASTD information from the National ASTD annual board meeting, as well. ICE was an incredible experience. To hear from the gurus of the industry, and to benchmark

what you're doing against others internationally is energizing and thought-provoking.

## Jen – Treasurer

### FYI

- We're doing well financially.
- We reviewed each area and their expenditures for the last six months in detail.

## Trish – Professional Development

### Celebration & kudos

- Thank you to Monica and Stephanie for their teamwork diligence dedication and ability to work at the speed of sound!
  - Stephanie – awesome job on our brochure what a great **new** way for people to find out about all that Professional Development has to offer!
  - Monica – your creativity in providing us the direction we needed to put our kiosk together and for reaching out to our CIT participants to partner in providing future participants information to help them make that positive decision to begin!
- Kudos to Deb for such a quick and positive turnaround to provide our membership the best quality programming in ASTD! Thank you for sharing your ideas, energy, momentum, and leadership for the development of the June program.

### FYI

- Met with Jeff Johnson, Phoenix University, to begin initial exploration of providing membership information on what UP has to offer – recommended he contact Marketing for our web, newsletter, and other avenues. Discussed the Resource Table and best practices for networking during monthly meetings.
- We will create posters for each committee for the Trainer's Institute. Another way to get people to be aware and sign up!

## Deb – Programming

### Celebration & kudos

- Thank you to Cindi and Carol for organizing the “much requested Golf SIG.
- Thank you to everyone for volunteering to make the June program a success.

### FYI

**REPEAT:** I will be located at an “off-site” location developing training for the next 9-12 months. I will not always be able to respond same day. Please leave a voice mail, I will be checking throughout the day.

## Tim – Marketing:

### FYI

- 100 copies of the Fish Flyer were mailed to the Lincoln Chapter President Michele Tapling. Michele has been promoting our event during their chapter meetings and the management classes she teaches.
- Draft of the different Corporate Sponsorship Opportunities available with ASTD Nebraska. Please take a look at the different options and provide feedback before the **June 6, 2003**. Our goal here is to begin a marketing campaign as soon as possible. Please see the detail of the program below:
- Fish announcement request has been completed/submitted and waiting for approval to placed on Omaha.com
- Sponsorship Opportunities with ASTD Nebraska ---"Building your FUTURE through ASTD Nebraska" Sponsorships give your business the opportunity to work with the ASTD Nebraska Chapter. You will receive valuable exposure to our membership and we in turn will be able to do more for the Chapter's membership.
- **PINNACLE LEVEL \$1000 Includes:**
  - One Corporate Chapter Membership (7 individuals)
  - Two sets of membership mailing labels
  - Two Ads in Monthly eNewsletter
  - Banner Ad on our website for two months
  - Business link on our website for one full year
  - One monthly Chapter meeting sponsorship
- **GOLD LEVEL - \$700 Includes:**
  - One Corporate Chapter Membership (5 individuals)
  - One set of membership mailing labels
  - One month Ad in Monthly eNewsletter
  - Banner Ad on our website for two months
  - Business link on our website for one full year
- **SILVER LEVEL - \$400 Includes:**
  - 2 one-year individual Chapter memberships
  - One set of membership mailing labels
  - One month Ad in Monthly eNewsletter
  - Business link on our website for one full year

To arrange for Corporate Sponsorship Opportunities, please contact

- Tim Frederick, VP of Marketing at (402) 351-4560 or email: [tim.frederick@mutualofomaha.com](mailto:tim.frederick@mutualofomaha.com)
- Angela Galloway, Director of PR/Marketing at (402) 636-3833 email: [algalloway@oppd.com](mailto:algalloway@oppd.com)

## Tricia – Communication

### Celebration & kudos

- To Deb Dice for the fantastic idea of turning our June program into something that all members can participate in and take-away the many opportunities to get involved and get the most for their investment in our chapter.
- Denai, Kristi, Stacy and committee for the great MOS last month. Great turnout and they all did a wonderful job!
- To Kristi Moehring for enhancing the newsletter to add the consistent closing section of asking for feedback and tying it to our theme for this year (check out the June issue!).
- Linda Beiriger for her persistence in trying alternate software to use on our website. She's successfully been able to update a php page with coding behind the scenes using DreamWeaver and not have any issues with coding being dropped. (For those of you that have been around awhile – you'll know what a huge issue this has been!)

### FYI

- There's a new promo at the top of our home page on the website promoting the CHIP code for our members to use.
- The references to the Contact Center SIG have all been updated on the web.

## Sue – Membership

### Celebration & kudos

- KUDOS to Denai & the rest of the team for hosting the May MOS. It was a great turnout.
- Congrats to Kate Bratetic who is expecting her first baby.

### FYI

- The numbers continue to grow. I can no longer pull the database due to conversion issues so I don't have numbers.
- July Greeter – Tricia Danielsen
- Need volunteers to print color membership cards twice a month:
  - Download Access 2000 DB
  - Run Query for new members and renewals.
  - Use Word mailmerge to print out card for new members and renewals on color printer.
  - Mail by priority mail (received within 2 days) or hand deliver cards to CAM.

### Decision

- Board voted to purchase a color printer for CAM to print the membership cards. The printer can also be used to print business cards in the future.

**Meeting adjourned at 9:35am– we continued with the Board Retreat**

**Next MONTH:**

**Board Meeting:** - Morgan Building – July 21<sup>st</sup> - 3:30pm

**Treats:** Lynette Campbell

**Board Development:** Lynette Campbell

**Action Items for Board**

DUE DATE	ACTION ITEM	WHO'S Responsible
ASAP	We need to send a list of Nebraska ICE attendees to National ASTD. They've had problems with the CHIPs credit system, so just to be sure, let's re-submit names with our source code.	Tim (since you were tracking names) ?
06/20/2003	Give detailed feedback about CAM (see notes) for mid year status meeting	Anyone who has interaction with CAM
06/20/2003	Final Copy on all <b>July Newsletter</b> articles due to Kristi (Tricia - Communication "Focus" Article)	ALL
06/27/2003	PowerPoint slide data for <b>July monthly meeting</b> due to Tricia	ALL
07/01/2003	July Web Focus begins	Marketing Month – Tim Frederick
07/15/2003	Draft or request for "space" due to Kristi for <b>August Newsletter</b>	ALL
07/20/2003	Final Copy on all <b>August Newsletter</b> articles due to Kristi (Tim - Marketing Article)	ALL