

# June 2008 Board Retreat Meeting Agenda, Reports & Meeting Minutes

## Attendance

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## Absent

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## Agenda

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## Requests/Decisions

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## Meeting Minutes

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## Action Item Status

Task	Owner	Due Date	Status
If you are attending ICE and would be willing to attend a CPLP event, contact Valerie Noll	All	ASAP	TBD
Identify the possible rates available for credit card transactions	Michael	Apr 11	Overdue
Examine placing chapter goals on membership cards	Michael	Apr 11	Overdue
Publicize new chapter goals to membership/public	Michael	Apr 18	Overdue
Explore what happened to individual and national memberships - refunds (Wendy - Yes) - Expiration Dates	Shawn	June 13	Ongoing
Place chapter goals on website	Doug	June 15	Ongoing
Identify process for adding American Express as an approved credit card for online payments	Wendy & Diane	June 15	Ongoing
Work with VPs on new forms related to functional goals	Heather	June 16	Ongoing
Begin succession planning processes for your board positions	All	June 20	Ongoing
Begin thinking about what our chapter should present at ALC	All	June	Ongoing

		20	
Performance and Development Program	Heather	June 20	Ongoing
Identify % of national memberships within our membership and report to Board	Shawn	June 20	Ongoing
Completion of Performance Evaluation at June Retreat	All	June 20	TBD
Work with Wendy to write up position description for Nat ASTD Liaison	Amy T & Shawn	June 20	In Prog
Work with Wendy to write up position description for Chapter Reporter/Photographer	Amy T & Michael	June 20	In Prog
Review and recommend edits to chapter by-laws	Trish	June 20	ongoing
Announce via all communication channels the addition of American Express for online payments	Michael	June 30	Ongoing
Examine a press release regarding the HRAM/ASTD partnership to bring in speaker (Examine Good Deeds section of OWH)	Michael	June 30	Ongoing
Identify process for following up and tracking paid/unpaid invoices with NAM	Aileen & Diane	June 30	TBD
Begin RFP process for 2009 Speakers	Aileen & Angela	June 30	TBD
Develop Chapter Policy regarding partnerships, collaborations, and marketing	Trish	June 30	TBD
Schedule task force meeting to examine Board Development Grant	Exec Team	June 30	TBD
Pursue incorporation of ASTD Nebraska	Exec Team	June 30	TBD
Generate Member Survey	Exec Team	June 30	TBD
Explore how to create Presidential Advisory Council from Past-Presidents facilitating National Memberships and knowledge management objectives	Shawn	July 31	Ongoing
Create self-paced Wiki Training	Trish	July 31	TBD
Create recurring communication reminder on web, connections and newsletter regarding keeping your contact information current	Doug and Michael	July 31	TBD
Examine adding marketing response question to membership application for marketing analysis - see Mar minutes	Shawn	July 31	TBD
Excellence Award Submission	Trish	Aug 22	TBD
Pursue Online Chapter Bill Paying	Diane	Sept 30	Ongoing
Examine adding marketing response question to website for marketing analysis - see Mar minutes	Doug	Dec 31	TDB

## ASTD Nebraska Functional Goals

example

Supports	Functional Goal	Functional Area	Due Date	Status
<b>M</b>	Goal listed here	Prof Dev	3rd Qtr	On target
<b>P</b>	Goal listed here	Membership	June 1	On target
<b>C</b>	Goal listed here	Marketing	February 29	Overdue

## Board Updates

Brief summaries on all activities for your functional area to include progress reports on standard business lines and any non-standard projects.

### Operations

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### Marketing and Communications

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### Membership

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### Education

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### Programming

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## Previous Action Items Closed

Task	Owner	Due Date	Status
Send out link to succession planning worksheet	Trish	June 4	Done
Create President Tracking Page on wiki	Trish	June 4	Done
Send list of presidents to Shawn	Wendy	June 5	Done
Send functional goals to Wendy	All	Apr 1	Done

Monitor Website updates for Events to remain on web	Doug	April	<b>Done</b>
ID budget changes req due to Board Structure Change btw Mrktg & Comm	Diane	Apr 18	<b>Done</b>
Print new business cards for VP of Operations	Michael	Apr 2	<b>Done</b>
Update Board email addresses according to new Board Titles	Doug	Apr 4	<b>Done</b>
Send a receipt to all participants of March's luncheon and afternoon workshop	Aileen	Apr 11	<b>Done</b>
Produce list of members to be invoiced for Jan, Feb & March Programs for NAM	Aileen	Apr 11	<b>Done</b>
Establish plan for developing and implementing paper-based newsletter	Michael	Apr 15	<b>Done</b>
Market National Membership Discount to current and lapsed members	Michael	Apr 30	<b>Done</b>
Write up an article promoting the value of National Membership	Shawn	June 30	<b>Done</b>
Begin implementation of Book Discussion Group	Jaime	Apr 30	<b>Done</b>
Prepare proposal for Board approval on CIT program	Heather/Marilyn	Apr 30	<b>Done</b>
Ongoing - provide opt in reminder for mailing list to website, monthly program announcements, connections, & newsletter	Michael and Doug	Dec 08	<b>Done</b>