

## August 2003 ASTD Nebraska Board Meeting Minutes

Monday, August 18, 2003  
Charlie's Restaurant – 72<sup>nd</sup> and Grover  
3:30-4:30pm

### Attending:

Lisa Hayes  
Tim Frederick  
Linda McManigal  
Denai Vaughn

Carol Horner  
Tricia Danielsen  
Trish Harrold  
Gretchen Finke Patras

Lynette Campbell  
Deb Dice  
Jennifer Engelhardt

### Not Attending:

Sue Wymore

### Opening:

**Started at:** 3:30pm

**Board Development:** Deb Dice: Building upon one of the precepts discussed (BE THERE!) at the FiSH! Workshop last week, Deb presented on “Listening Effectively.” We looked at seven poor listening habits, and three levels of listening. A listening assessment was provided for later use!

## Roundtable Reporting

### Lisa – president

#### Celebration & kudos

- Congratulations to Gretchen and the entire FiSH team on this phenomenal Chapter accomplishment!
- Thanks to the entire Board for your overall support of the FiSH project, and for pitching in the past few weeks to accommodate requests and coordinate all those last minute details.
- Thanks to everyone for providing great feedback on CAM.
- Thanks to Trisha Harrold for sharing her TI/CIT expertise with the San Antonio Chapter.
- Great news from Tom Westbrook that there are a sufficient number of registrations for the first Drake class in Omaha.
- Congratulations and a warm welcome to the 2004 Board!
- Happy Birthday Gretchen (September 1<sup>st</sup>)!

## **FYI**

- Carol, Denai and I met on 8/4 to review the CAM feedback and prepare for our performance/contract discussion (scheduled for 8/20). I will have an update at next month's Board meeting.
- I'm sure many of you received National's online survey. Did you notice all the local Chapter-related questions which were asked? I sent National an email requesting clarification how this information will be used, how it will be sent to individual Chapters, etc. They responded that the information would not provide a large enough sample to distribute to the individual chapters. The information will blend in with other local chapters to provide information for National ASTD.
- We sent a letter to the membership regarding the temporary lack of security on our website. We received nothing but positive responses from the membership.

## **Decision**

- Board meeting location next month – Charlie's at 72<sup>nd</sup> and Grover.
- Lisa will inform Past Presidents that they have ASTD Membership privileges for life.
- We will add an umbrella policy to our insurance to protect Board Members and ASTD from liability.

## **Carol – president elect**

### **FYI**

- Drake University will include ASTD membership at the student price for the students enrolled in the Master of Science Degree in Adult Learning, Performance and Development.

## **Gretchen – past president**

### **Celebration & kudos**

- Thank you isn't enough, but I'm full of gratitude to all the Board Members and Chapter members who pitched in on the FISH! Project. We had great results, and we couldn't have done it without the collaborative effort. Sincere heartfelt thanks to everyone!

## FYI

- Old News: Now that FISH is over, it's time for me to complete the 2002 historical binder (to be placed in our historical library at CAM). Please allow me some recovery time. It will be done before November!

## Decision

- Funds approved for recognizing those who donated so many hours on the FiSH Project Task Force
- We will follow up in an e-mail with those who attended FiSH! Please jot down any verbiage you might have to include in a letter and send by Wednesday to Gretchen.
- Please send any thoughts on what we learned from the FiSH project to Gretchen by August 29th

## Jen – Treasurer

### FYI

- We're doing well financially.
- Board members are asked to take a hard look at their budget and spend allocated funds as necessary.

## Deb – Programming

### Celebration & kudos

- Thank you to Kristi Moehring, Carmen Langel, and Tim Frederick for your continued support for the last few months. If I ever take another "FISH" trip I want you as my "fishing buddies"
- A very special thanks to Gretchen for taking the bait, "hook, line, and sinker" and leading the FISH event! FISH was a success at so many levels, and we all appreciate your exuberant leadership!

### FYI

- Barry Rue, Director of Awards, has made the assignments for the revisions of the awards and these will be completed for the membership by the end of Sept.
- FISH- Participant evaluations were "DYNAMITE"
  - 12 participants gave us contact information to join which I will forward to Membership
- ASTD Meetings will be held next year at the Westside Community Center.

## Tricia – Communication

### Celebration & kudos

- WELCOME to all incoming 2004 Board Members and Directors!!
- Kudos to Gretchen and the ENTIRE FISH Task Force team for the FANTASTIC job on the FISH project.
- Thank you to everyone who provided last minute input on the content for the slide presentation at FISH.

### FYI

- We have a new resource at NexGen, his name is Darryl. I've not had a chance to meet with him yet, but he seems to be very responsive to voice mails, etc. I'll provide specific contact information once I have it. For now, continue to contact NexGen at 342-8700 as needed.
- For information to be posted on Website, send to Linda Beiriger and Tricia at their home e-mail addresses.
- For information to be put in the Monthly Slide Presentation, please send to Tricia.

## Tim – Marketing:

### FYI

- Charmaine Peters with our National Chapter has advised me our Chapter would be receiving a check for \$343.50 earnings from the first round of CHIP money. We will insure our members will benefit from these funds.
- Anne Pellett - Coordinator, Continuing Education, Iowa Western Community College has purchased one set of membership mailing labels.

## Trish – Professional Development

### Celebration & kudos

- Thank you all for supporting the partnership with Drake Tom Westbrook was pleased to announce that enrollment in Drake's Masters program in Omaha has exceeded the number needed to hold the classes in Omaha! The cohort stands at 21 people and the class is capped at 27!
- Happy early birthday to Gretchen – must be nice turning 21!
- Thank you to Keith Stoneman for his generous expertise in helping us to begin implementation on the Advanced Trainer's Institute development process.

## FYI

- Membership Survey development has begun. Professional Development will be facilitating the survey development process. Please begin thinking of what questions you would like to address this year.
- The Mentor Program will be launched in September
- We have 15, potentially 18 people enrolled in the Trainer's Institute (TI)
- There are quite a few people interested in the Leadership Conference to be held in Des Moines in September. We will be setting up a carpool for interested attendees.

## Denai – Membership

### Celebration & kudos

- Welcome back from Alaska, Sue!
- HAPPY BIRTHDAY ANGELA!!

## FYI

- NexGen had stated that the following pages on the website were "easy fixes" and they would be fixed soon. We are in the process of evaluating the success of these "easy fixes" and if they meet our needs / expectations.
- The next Member Orientation Session is on Friday, Sept. 12th. A few of you have received personal invitations to attend (ALC participants). If you have not yet attended a MOS this year, please try to make it or send a director in your place. We hope to have at least one member from each committee in attendance...
- Pam is back at CAM. WE MISSED YA! :O)

**Meeting adjourned:** 4:30pm

### Next MONTH:

**Board Meeting:** - Charlie's on the Lake – 72<sup>nd</sup> and Grover (in the Holiday Inn)  
Monday, September 15, 3:30 pm

**Treats & Board Development:** Carol

**Reminder for October:** Development: Gretchen Treats: Lisa

## Action Items for Board (See below!)

DUE DATE	ACTION ITEM	WHO'S Responsible
08/20/2003	Send verbiage for e-mail to FiSH attendees to Gretchen	ALL interested
08/21/2003	Final Copy on all <b>August Newsletter</b> articles due to Kristi Moehring	ALL
08/29/2003	Please send any thoughts on what we learned from the FiSH project to Gretchen	ALL interested
08/29/2003	PowerPoint slides for <b>September meeting</b> due	ALL
09/01/2003	September Web Focus begins	Membership Month – <b>Sue Wymore</b>
09/12/2003	Board accomplishments for May-September – e-mail to Lisa for October Newsletter article.	ALL
09/12/2003	Attend MOS if have not attended in 2003. each committee should have one representative present (VP- director, etc)	ALL
09/15/2003	Draft or request for “space” due to Kristi for <b>October Newsletter</b>	ALL
09/18/2003	Final Copy on all <b>October Newsletter</b> articles due to Kristi <b>(Sue - Membership Article)</b>	ALL
9/30/2003	Initial membership survey questions to be sent to me	All interested
10/102003	Survey questions compiled and delivered to participating board members for review and approval	All interested
10/17/2003	Edits to survey based on participant feedback complete and submitted for final approval	Patricia and - All interested
10/24/2003	Final approval submitted by all participants via email	All interested
10/24/2003	Survey submitted to CAM for processing	Patricia
11/03/2003 - 11/7/2003	Survey submitted to Membership – week long access	CAM
11/10/2003- 11/14/2003	Survey processing and distribution to Board	Patricia