
September 2003 ASTD Nebraska Board Meeting Minutes

Monday, September 15, 2003
Charlie's Restaurant – 72nd and Grover
3:30- 4:30pm

Attending:

Lisa Hayes	Carol Horner	Lynette Campbell
Tim Frederick	Tricia Danielsen	Deb Dice
Linda McManigal	Trish Harrold	Jennifer Engelhardt
Denai Vaughn	Gretchen Finke-Patras	Sue Wymore
Angela Galloway		

Opening:

Started at: 3:30pm

Treats: Deb Dice: Cheesecake

Board Development: Carol Horner spoke of three ways that we can work: tasks/tactical-supervisory and strategically. She encouraged us to think of ways that we can delegate and ask others to do more of the tactical work, while thinking more strategically.

Roundtable Reporting

Lisa – president

Celebration & kudos

- Congratulations Monica and Trisha H on another great TI week! An enrollment of 21 is superb!
- Congratulations to Tricia and Kristi on your innovative name-your-newsletter contest. What a great way to encourage member involvement!
- I'm still receiving positive comments on our new location. Everyone's raving about the food! What an improvement...thank you Deb!
- Kudos to the entire board for supporting the Advanced Consulting Skills course scholarship. What a wonderful way to give back to our membership!

FYI

- Our D&O Insurance went into effect on August 20th, 2003. This is a one million-dollar coverage policy with zero deductible. Annual cost is \$801.

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- Did you notice on the ASTD Leaders Connection that the first CHIP checks were mailed the week of September 1st?
 - October's Board meeting will be held at Bellevue University, Lozier campus.
 - Please remember to copy all incoming 04 Board members on emails during our coinciding Board structure months.
 - We assisted National in distributing their competency study surveys. In return, we will receive an executive summary of the final competency report to share with members (future newsletter article?). In addition, National will recognize our chapter as a contributor to this initiative (the method or recognition was not stated).
 - Mark your calendar for **Friday evening, October 17th 6:30pm or so....our 2003 Board celebration party!** Directors and guests are invited. Details to follow!

Feedback/Contract discussion with CAM

- Carol, Denai and I had our feedback/contract discussion with Joe and Pam on 8/20. Based on your feedback, we agreed on the following process improvements:
 - 1) We're noticing a trend of members arriving earlier for the monthly meetings. To better accommodate them, the registration table will be set up and ready by 11:00.
 - 2) Deposits will now be made twice a month, around the 10th and 25th.
 - 3) We need to inventory our historical information (CAM is storing these boxes off-site for us). Carol will coordinate this effort next year.
- Some comments shared by Joe include: ASTD is a model of how a volunteer organization should be run, i.e. the enthusiasm, fun, and commitment we have. At this point in our partnership, the learning curve has subsided and they are more comfortable with our operation. He believes this partnership has been a win/win for both of us. Greatly enjoys the opportunity.
- Contract specifics: We agreed on an 18 month contract (July 03-Dec 04) enabling the contract to parallel our budget on a calendar year basis. Our current \$750.00 per month rate will continue throughout this contract.

Decision

- The Board voted to allocate \$1000 to purchase doorprizes for our December event.

Carol – president elect

Celebration & kudos

- Westside was perfect again!

FYI

- Position Descriptions: please review all the position descriptions for your position and for each of your Director's positions. You can find them in your department's folder on the board CD. If you cannot locate them, please let me know and I will send them to you. I need them completed by the October board meeting.
- Be sure you are beginning your coinciding board structure and helping your new folks learn their positions. We still need to fill some Director positions and get those leaders up to speed. Two very important things to cover with your successor are your position description and budget.
- I will have the revisions for the Policy and Procedure Manual at the meeting on Monday (I will email them too), please review and get back to me by Sept. 26th. I want to finalize and approve the changes at the October board meeting.
- We will have our retreat/planning day in December. Watch for the date/time and place.

Gretchen – past president

Celebration & kudos

- Continued thanks to everyone for helping wrap up the FISH! project.

FYI

- Attached to this email is a compilation of "lessons learned" from the members of the FISH! project team...FYI.
- Old News: Lisa volunteered to compile the 2002 historical binder along with her 2003 binder. Isn't she AWESOME? Thank you, Lisa!
- On Friday, 9/5, we had a FISH Bash at the Upstream. Eight people attended...6 of whom are board members. Thank you to the board members who participated.

- I will contact Jeannine Wichman to see if she is still managing the donations to the public library. We have a set of 3 FISH books Charthouse donated to our chapter.
- I have compiled a “lessons learned from FISH!” document. It will help us when we decide to proceed with a large project in the future.

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.

Tricia – Communication

Celebration & kudos

- WELCOME to all incoming 2004 Board Members and Directors!!
- Kudos to Kristi for running with the “Name the Newsletter” contest.
- Kudos to Linda B for creating the new Volunteer pages.
- Special thanks to Lisa for finalizing our D&O insurance and making sure that we are all covered as board members!!
- To Tim for getting our communication created in support of ASTD National’s new CPT certification program.

FYI

- I will not be at Oct Board meeting as I will be out of town for business.

Decision

- Provided an overview of the web structure and key responsibilities. The board approved creating a small task force to evaluate the web.

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.

Tim – Marketing:

FYI

- Marketed and promoted a new affiliation between ASTD National and International Society for Performance Improvement (ISPI) which will allow ASTD members to gain recognition for their expertise in performance improvement. The Certified Performance Technologist (CPT) certification program is performance-based and recognizes experienced practitioners who have demonstrated proficiency in ten standards and adhered to a code of ethics.
- Kudos to Monica and Tricia for effectively marketing the Trainer's Institute. 21 students enrolled is awesome.

Sue Wymore/Denai Vaughn – Membership

Celebration & kudos

- Sue can drive again!!
- Awesome work this month by all committees.
 - Trainer's Institute turnout = 21 COOL!!
 - Monthly Meeting location...and FOOD
 - Newsletter “naming” contest
 - More advertisements on our website = income (sorry Jen)
 - Successful “FISH!” fry at Upstream
 - Over 25 registered for MOS, to include a few board members / someone representing their committee

FYI

- Volunteer Opportunities webpage: Kate has seen a mock of the website from Linda, sent some changes, waiting for final copy.

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- New Directors Needed!! Member Involvement & Orientation are both seeking replacements. If you have any suggestions or ideas, please let Denai know.
 - Online Membership Directory: FOR NOW, we are still using the OLD log-in and password, the conversion has not yet occurred. Should you get questions on this, please note there have been no changes made.
 - NexGen: Sue and Denai met with Darrell from NexGen on Thursday afternoon. The tentative deadline for all updates to the membership pages is 9/25/03 A communication will be sent to the membership regarding the implementation of these changes
 - Trainer's Institute participants are excited to find out about volunteer opportunities for ASTD. We will create a volunteer template.

Trish – Professional Development

Celebration & kudos

- Outstanding job to Monica and TI supporters for a tremendous turn out for our Trainers Institute! 2/3^{rds} of the 21 participants are new members!
- Great job to Stephanie Hanson for her hard work and dedication during the revision process for the Mentor program guide – a copy will be brought to the Board meeting. Trish showed us the extensive work done on the Mentor program guide.
- We would like to extend a high level of thanks and gratitude to our Mentor program Mentor volunteers (Gretchen Finke Patras, Jack Landry, Bobi Jensen) for stepping up and offering their support and guidance for our 6 month program!
- Thank you! Thank you! Thank you to our TI volunteers:

Sue Liams	Kristi Moehring	Keith Stoneman
Laurie Gruneich	Randy Brooks	Kate Bratetic
Jen Skibbe	Deb Nastazi	Mark Hunter
Chris Hoppe	Cindi VanHousen	Louise Waszak
Cindy Ciurej-Siford	Denai Vaughn	Laura Callahan
Janet Skogerboe	Sue Wymore	Gretchen Finke
Jennifer Welk	Lynette Campbell	Patras
Rita James	Carol Horner	Lori Smith

FYI

- Due date for Membership survey questions 9/30

Meeting adjourned: 5:10pm

Next MONTH:

Board Meeting:

Date/Time: Monday, October 20th - 3:30 pm

Location: Bellevue University - Lozier Center 120th and Blondo

Treats & Board Development:

Development: Gretchen Finke-Patras

Treats: Lisa Hayes

Action Items for Board (See following page!)

DUE DATE	ACTION ITEM	WHO'S Responsible
09/19/2003	Final Copy on all September Newsletter articles due to Kristi (Sue - Membership Article)	ALL
09/26/03	Review Policies and Procedures document and send revisions to Carol	all
09/26/2003	PowerPoint slides for October meeting due	ALL
9/30/03	Initial membership survey questions to be sent to Patricia Harrold.	All interested
10/01/2003	October Web Focus begins	Past President Month – GFP
10/10/03	Survey questions compiled and delivered to participating board members for review and approval	All interested
10/15/2003	Draft or request for “space” due to Kristi for November Newsletter	ALL
10/17/03	Edits to survey based on participant feedback complete and submitted for final approval	All interested
10/17/2003	Final Copy on all November Newsletter articles due to Kristi (GFP – Past President Article)	ALL
10/20/03	Revised Position Descriptions to Carol	ALL
10/24/03	Final approval on survey submitted via e-mail	All interested
10/24/03	Survey submitted to CAM for processing	Patricia
11/03/03 - 11/7/03	Survey submitted to Membership – week long access	CAM
11/10/03- 11/14/03	Survey processing and distribution to Board	Patricia
Dec. Retreat	We will need new <i>Welcome Aboard from the Board</i> gifts from some folks...before 2004!	ALL
Prior to Dec. Retreat	Discuss & update new board members and directors on MOS. (i.e., if you can't attend, send a replacement, held 1x/quarter, etc.)	All outgoing officers
AT THE LATEST: 01/07/03	MOS materials will be updated for 2004 beginning in November. Any changes new directors / VPs have must be determined ASAP.	ALL