

ATD Austin Board

Meeting Minutes

September 18, 2017

I. Call to order

Sallia Bandy called to order the regular meeting of the ATD Austin Chapter Board at 6:31pm CST on September 18, 2017 on a virtual conference call .

II. Roll call

Joan Maddux conducted a roll call. The following persons were present: Sallia Bandy, President; Leah Carrubba, President Elect; Committee members Joan Maddux, Tracy Cantu, Lisa Curry.

III. Approval of minutes from last meeting

There were no minutes from the last meeting, due to the fact that the last meeting was a chapter leadership teambuilder.

IV. Open issues

a) Discussion of 2017/2018 Leadership matrix –

Sallia reviewed the 2018 organization chart, the chart displays current tenure dates

Sallia discussed how to reelect and what to do during midterm and encouraged people to run for open seats, she encouraged people to be engaged and enthusiastic about filling a role. Leah piggybacked and encouraged us to recruit possible good fits for leadership roles

Discussion ended at 6:45

b) Degreed Learning Portal –

Lisa discussed Degreed Learning portal - Degreed New Engagement Profile - we need to discuss the completion of the profile and what we want the learning system to look like. Lisa requested that we think about the document and what we want it to look like. Lisa forwarded a PPT to Leah for us to view. Discussion moved around how this solution would offer value to our membership. basically, all users could curate content on topics they are interested or engage with preexisting content. Sallia suggested that Lisa pull together a sub team to work on the document. She will reach out to membership and seek out feedback as well. She will also reach out Catherine to see how she could use it with the Career Sig

Discussion ended at 7:01

c) CARE –

Leah discussed the CARE document - Making sure we are all on task, She focused on 3 foundational care items - the quarter email list for national members but not Austin members is very challenging and time consuming, Sallia asked if there was anything National could do to help ease the process. we have been very good about keeping up with our CARE requirements

Discussion ended at 7:09

d) Leader in Learning –

LIL discussion, no submission as of yet, but we know some are coming in. tomorrow morning an email reminding of the opportunity will be going out and Traci will follow it up on social media.

Discussion ended at 7:12

e) Employee Learning Week –

ELW - proclamation will go out on Monday to get from the Mayor. Courtney has a contact for reaching out to the mayor. Tuesday and Wednesday will be webinars. still waiting to hear from Brandon Hall. we will be promoting the Austin events at the same time. Thursday is the banquet. we can get there at 3:30 to help set up. Leah sent the sponsorship info this afternoon. Debra, Sallia, and Leah met to discuss sponsorships. she reviewed gold sponsorship. Traci asked what if we want to reach to non-local businesses. Let them know that they can give tickets away as a prize. Friday is social media day, asked people to post pics and info about what they were doing for the week. all of the menus have been locked in. Leah asked for Ideas to promote the event and know if our members are hearing us.

Discussion ended at 7:26

f) Job Descriptions -

Updated job descriptions - Leah has updated 90% of the job descriptions. all of the job descriptions will be posted to google docs next week and then will be posted to the website. Leah asked if full job descriptions are being used with other chapters. Traci indicated that the job descriptions are not posted to the website and are shared upon request. Leah suggested that we just post the summary, Traci

added that it was a good idea. Sallia indicated that our current organization chart is also a succession plan and is not in the bylaws. It allows us to benefit from expertise when needed.

Discussion ended at 7:34

g)

V. **New business**

a) Event Communication Process –

Event communication process - Courtney sent in a draft of the process and Sallia finalized it. it shows who is responsible for which tasks and when. Very nice job everyone! the scribe likes it! Everyone has a role to make sure the event is a success. after an event, we can go into wild apricot and click the survey monkey link to send out the survey and then view the results. A very nice process flow.

Discussion ended at 7:41

b) Membership and Contact Survey-

Membership and contact survey- Sallia recapped the survey. The executive team is looking to publish this to membership at the end of the year. We have a lot of very experienced members and individual contributors, who have been in the field for 10 years or more. our members want practical and useful topics above all others. Mainly what is new, cutting edge, and relevant. Our members do not want sessions that sell products unless there is a strong WIIFM. We have 97 responses on what people wanted that was not offered elsewhere. There will be a sub team to review this information. Most people want to attend events basically as they are already scheduled. Number one request was Instructional Design followed by microlearning. We have an opportunity into boosting our net promoter score. Leah asked how do we create quality programming. Traci volunteered to bring her tech knowledge presentation on LMS to the chapter. Lisa suggested that we balance out our offerings between technical and other topics. The struggle is finding quality programming. Traci suggested that we reach out to second place RFPs and Leah mentioned that we reach out to other chapters that had great topics/speakers. Leah will look into the speaker's bureau

and Traci will look into the RFPs. Joan suggested the National Speakers association, Leah will look into it. Nicki K. has expressed willingness to help on the subcommittee as well as Lisa. Sallia will send out an email to see who would like to be on the subcommittee. Sallia reviewed the next steps

Discussion ended at 8:00

c) Round Table-

Sallia - showed us a new banner on the website home page. It scrolls through different highlights. All payments are now due at the time of the event. Then she showed us that under google email settings and select forwarding to have emails to one account copied and sent to your most used mailbox if you prefer. She also provided some nice time management tips for managing our email during the day. Linda Warren will be a NAC.

Joan - two more cohorts date

Leah – passed

Lisa - has an email that she wants us to review asking for volunteers

Traci - is attending core 4 next week, provided us an overview of NAC.

VI. Adjournment

Sallia Bandy adjourned the meeting at 8:15.

Minutes submitted by: Joan Maddux

Minutes approved by: [Name]