

Member Orientation – Making Connections
ASTD-Cascadia Chapter, January 24, 2006

	Time	Topic	Speakers
Round I – Benefits and Services	6:10	Welcome/Agenda/Introductions	VP Membership – Michelle Clinch <ul style="list-style-type: none"> • Structure of meeting • Why – in response to recent member orientation survey • Introductions – Board Members • Announcements – Upcoming events
	6:20	Chapter Overview - Board President <ul style="list-style-type: none"> • History • Past Successes • Current goals and initiatives 	President: Sheryl Alstrin
	6:30	What Do You Want From Tonight? <ul style="list-style-type: none"> • Chart questions/needs, etc on chart and tape to wall 	Facilitator – Theme Grenz
	6:40	Table Topics – Benefits and Services Board Members facilitate topical discussions at tables. Table top signs will inform members where to go. Lenny will facilitate/direct folks. Topics: <ul style="list-style-type: none"> • Volunteering • Programs <p>Board Members will each have talking points for their assigned topics. Each will facilitate the discussion at their tables and use the web-site to direct folks to the related resources.</p>	Board Assignments (see talking points): Volunteering: Michelle Clinch, Pat Lake, Theme Grenz Programs: Sheila Kemp, Susan Parsons
	7:10	Chapter Operations and Benefits <ul style="list-style-type: none"> • Web Site • Communications • Benefits page 	Business Manager – Kathleen Bergquist
	7:25	Break <ul style="list-style-type: none"> • Collect Business cards for prize drawing at the conclusion of the orientation. 	Lynnae/Kathleen
Round II – Networking	7:35	Table Topics – networking Board Members facilitate topical discussions at tables. Table top signs will inform members where to go. Lenny will facilitate/direct folks. Topics: <ul style="list-style-type: none"> • How do internal folks find out what other companies are doing • How do externals find out how to market their products and services <p>Two groups – each facilitated by Board Members and separate tables.</p> <p>Internal Group – facilitated by “external” Board Members. Board Members will focus discussion on:</p> <ol style="list-style-type: none"> 1. How do “internals” find out about what other companies are doing? 2. Board Members question group/what concerns do “externals” have about connecting with “internals”? <p>External Group – facilitated by “internal” Board Members. Board Members will focus discussion on:</p> <ol style="list-style-type: none"> 1. How do “externals” find out how to market their products/services to “internals”? 2. Board Members question group/what concerns do “internals” have about connecting with “externals”? 	Board Assignments (see talking points): Internal Group: Michelle Clinch, Kathleen Bergquist, Theme Grenz External Group: Sheila Kemp, Susan Parsons
	7:55	Volunteer Sign-up	Michelle
	7:58	Questions / Evaluations / Prizes <ul style="list-style-type: none"> • Re-visit the flip chart items – confirm that all questions/concerns have been addressed • Select door prize winners • Invite folks to stay and surf web-site, finish beverages, etc. 	Michelle/Theme