

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of September 20, 2005

Location: Safeco

Present: Aaron Munter, Sheryl Alstrin, Seniye Groff, Kathleen Bergquist, Sheila Kemp, Michelle Sepanski, Liza Greene, Larry Ferguson, Theme Grenz, Theresa Skarsten (phone), Nancy Seebert (phone)

Absent: Mark Christensen, Lisa Edwards

Guest: Rob Porter, Susan Parsons, Rick Fowler

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Aaron Munter at 6:04 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ August minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
President's Report	<ul style="list-style-type: none"> ▪ Technology <ul style="list-style-type: none"> - Migrating service to BlueHost. - Will decrease expense by \$500 per year (\$7.95 per month for 2 years) & will receive better service. - Migration has been mapped out by Aaron & Kathleen. Has 12 steps and will take 5 days. - Will be seamless to members. Building a mirror of our web site and will then switch over to BlueHost. 	<ul style="list-style-type: none"> ▪ Aaron & Kathleen to migrate service 10/21-10/23. ▪ If available, please help test the new site Sunday, 10/23 for 1-2 hours.
Treasurer Report	<ul style="list-style-type: none"> ▪ Treasurer's Report <ul style="list-style-type: none"> - Total revenue \$52,953; this time last year was \$33,400 - 441 members; last year was 417 ▪ Internal Audit <ul style="list-style-type: none"> - Meeting 10/4 to review budget process & develop strategic plan for 2006; will be complete by retreat. 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen & Liza.
Student Membership Update	<ul style="list-style-type: none"> ▪ Have made progress setting up student clubs. ▪ The planning committee includes Steve Slover, Mariah Kraner, & Kelly Swearingen. ▪ Working to determine purpose, constitution, faculty advisor, a department to affiliate with club, etc. ▪ Will present strategy at November board meeting. 	
Professional Development	<ul style="list-style-type: none"> ▪ E-Learning Strategies Debriefing Session <ul style="list-style-type: none"> - Improvements for next session include more handouts & more communication among speakers. ▪ Director of Cascadia Training Series will be Pat Lake. She will join us at the October board meeting. ▪ Fundamentals of Training <ul style="list-style-type: none"> - Need to fill Margaret Jennings slot in Portland - Left a message for Catherine; Rob Porter might be able to fill. - 30 registered for Portland; 10-15 in Bend 	<ul style="list-style-type: none"> ▪ Michelle to get Pat Lake's food order for October.

Conference Update	<ul style="list-style-type: none"> ▪ Melissa Shaw, an experienced volunteer coordinator, will help. She is creating task sheets, job descriptions, orientation, a schedule and will staff the volunteer booth. ▪ Volunteers have to volunteer a minimum of 6 hours (2 is orientation) to receive a discount. ▪ Will email members with speaker articles every 2 weeks. ▪ Offered booth for affiliates & national. ▪ Delivering conference flyers to affiliates. ▪ Participants can receive 6 ½ credit hours from SHRM. ▪ Jan Keller is interested in VP Conference. 	
Evaluation Recommendations	<ul style="list-style-type: none"> ▪ Implemented new tool beginning with Stolovitch workshop with goal to solicit more explicit information regarding program value. ▪ Feedback fit into five themes: content, methods, application, relevance & networking. ▪ Highlights: Must be delivered well & model excellence; value handouts; would like more advanced programs that are targeted for experts. ▪ Committee's next steps include enhancing guidelines for speaker selection and create speaker presentation and content checklist; create and implement a simple, quality measurement rating for room location and catering services; continue monthly assessment of program evaluations & provide end-of-year report of program evaluations. ▪ Might want to consider asking speakers if they want to know who is attending and from what companies. ▪ Could find a way to survey those who do not attend program(s). ▪ Could ask additional questions on value, senior practioner needs, and whether internal or external. ▪ Information could be utilized by program, marketing, membership and other VP's. ▪ If part of strategic plan for next year, should define measures of success and include matching components in evaluation tools. Also, will need to assign chapter evaluation process and assessment to a person/group. See powerpoint slides for additional details. 	<ul style="list-style-type: none"> ▪ Theme to evaluate if programs grow membership. ▪ Include evaluation discussion in strategic planning process for upcoming year.
Events Update	<ul style="list-style-type: none"> ▪ September – Rick leading ▪ October – No program ▪ December – Volunteer recognition event on 12/8 at Northstar Ballroom 	<ul style="list-style-type: none"> ▪ Mark calendar for volunteer recognition event on 12/8. Plan on being there at 2 PM.

Strategic Goals	<ul style="list-style-type: none"> ▪ GIGS <ul style="list-style-type: none"> - Fundamentals in October. ▪ SIGS <ul style="list-style-type: none"> - Will be a 6 month time commitment. Can continue if going well. - Way to build community & networking opportunities. - 4 potential new SIGS: Instructional Design, Rapid/Accelerated Learning, Measurement/ROI, Change Management/Project Management - Loved Instructional Design & Measurement/ROI. - Mixed feedback on Change Management – Could be ODN issue; however could tie in with ASTD competencies and marketing to affiliates. - Other possibilities: Performance Consulting/Improvement, Career - Rob has access to Breeze software to survey members. Tool that we can use to pull up any metrics. ▪ Volunteers <ul style="list-style-type: none"> - Claire Richtman will be featured volunteer. - Darcy Allen won the drawing. - Will not be at November meeting. 	<ul style="list-style-type: none"> ▪ Theresa to consider a social in December. If decide to move forward, let board know. ▪ Rob to check PHRMA SIGS list. ▪ Board needs to discuss whether membership will be required to participate in GIG & its chapter function. ▪ Kathleen to email board GIG information. ▪ Rob to assemble packets for new SIG volunteer(s). ▪ Turn in feedback to Seniye on job description.
Board Members Update	<ul style="list-style-type: none"> ▪ President Elect <ul style="list-style-type: none"> - Impact Awards going well. - VP Conference and Secretary positions still open. ▪ Past President <ul style="list-style-type: none"> - Working with PHRMA & on Impact Awards. ▪ Secretary <ul style="list-style-type: none"> - Board buddy list done. - November meeting will be at Providence. 	<ul style="list-style-type: none"> ▪ Let Sheryl know if you know anyone who could fill VP Conference or Secretary board positions. ▪ Send job descriptions for any Director position to Kathleen. Should be on intranet.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:00 PM 	

Next meeting: October 18th @ Via Training