

Cascadia ASTD

Meeting Minutes

November 18, 2003

Location: Regence

Present, Aaron Munter, Dan Vetter, Theme Grenz, Larry Ferguson, Mara Kershaw, Rob Russell, Sherri Austin, Katherine Stevens, John Inman, Larry Briggs, Nancy Seebert, Kathleen Bergquist

Absent: None

Minutes Prepared by: Nancy Seebert

Meeting called to order by Larry Ferguson at 6:05 pm

Agenda Item	Discussion	Follow Up/Action
Open Meeting (Larry F.)	<ul style="list-style-type: none"> ➤ Introductions of all ➤ Welcome to Katherine, John, Nancy and Sherri ➤ As Larry F. noted at the November 15, 2003 Board Retreat, Karen DeDonato has resigned as Finance VP/Treasurer due to a recent move to AZ. She sends her regards and best wishes for the 2004 Board and program year. 	
Treasurer Update (Aaron)	<ul style="list-style-type: none"> ➤ Aaron reviewed YTD and budgeted amounts. ➤ Kathleen reiterated that this is a cash budget, not accrual, which may include any income/expenses from 2002. ➤ We are under budget for YTD 2003. ➤ Aaron distributed cash sheets to each VP for all to work on budgets. 	<ul style="list-style-type: none"> ➤ Each VP will work on own budget and come prepared to discuss and finalize at Dec. board meeting
Programs (Sherri)	<ul style="list-style-type: none"> ➤ Group discussion of program strategies. ➤ Agreed to “theme” concept and brainstormed. ➤ Voted for top (2 votes/pp) → “Current Reality” <ul style="list-style-type: none"> ○ Tweaked to “making a difference in a complex (or uncertain or unpredictable) environment or difficult business climate. ○ Agreed that Jan. program could include Focus Groups with noteworthy facilitators to network and gain more information on topics. ○ Possible topics discussed: <ul style="list-style-type: none"> ▪ Knowledge management ▪ Proving value of training in a tough budget time ▪ Selling trainers to top decision makers ▪ ROI ▪ Human Performance with Dana Gaines Robinson ▪ Non training interventions ▪ Outcome-based Training with Ruth Steele ▪ GAP analysis ▪ Coaching (partnering with coaching association) ▪ Diversity ▪ LMS ▪ Use Webinars and simulations 	<p>Sherri will take this information and plan programs (see virtual planning for additional follow up)</p> <p>Sherri to present planning to board at Dec. meeting</p>
Interest Groups (John)	<ul style="list-style-type: none"> ➤ Discussed revenue sharing with SIGs and GIG’s ➤ Discussion of how to build interest 	
Conference	<ul style="list-style-type: none"> ➤ Distributed planning calendar and reviewed 	<ul style="list-style-type: none"> ➤ Send suggested

Report (Aaron)	<ul style="list-style-type: none"> ➤ Requested names for “leads” 	names for “leads” to Aaron by Nov. 21. <ul style="list-style-type: none"> ➤ Conference status report to be standing agenda item
Leadership Goal Worksheet (Larry F and Dan)	<ul style="list-style-type: none"> ➤ Distributed “goals worksheet” ➤ All to complete and send to Larry ➤ Need 1-2 “must-do’s” 	<ul style="list-style-type: none"> ➤ Return to Larry by 12/9/03
Summary and Adjournment (Larry F.)	<ul style="list-style-type: none"> ➤ Began program discussion, brainstorming, conference; and budget 	

Virtual Agenda Items:

- Sherri to meet with Theme, Dan, Larry B to plan for end of January program, will email report to board and report to board at Dec. meeting
- Sheryl (Senior Initiative), Rob and Sherri to meet to discuss focus groups, etc. and report to Board at Dec. meeting
- Dan to send virtual worksheet for completion of goals
- Aaron will send reminder email requesting names for conference “leads”

Next meeting is scheduled for December 16, 2003, 6 – 8 pm at Regence