

# ASTD NRC

## April 27 2009 Board Meeting Minutes

Present: Brian Young, Cindy Wilson, Dan Chenoweth, Kevin Shrum, Doreen Kemp, Bob McDonnell, Dave Vance

Meeting called to order at 6.05 pm in the Poudre Canyon Room at MCR.

Minutes of March 30 meeting approved without correction.

### **Treasurer's Report:**

Preliminary results for April show income of \$670 and expenses of \$1682 (included annual dues for Chambers and the first payment to The Meeting Edge) for a net loss of \$1012. For the April program, however, we made \$120 which followed a profit of \$242 in March and \$99 in February. Year to date we have lost \$771 and our cash balance has declined to \$42,408, both in line with plan.

### **Program Report:**

Our first meeting at the Egg & I was tight with 31 paid attendees, up from 24 in March! Kathleen Gilliland did a good job presenting on training needs and cooperative efforts to meet the regional needs. Evaluation scores were good with overall satisfaction of 4.28 out of 5. There were good increases across all measured categories. Half came for networking (15), 12 for the topic and 6 for professional development.

The program schedule is filling in for the remainder of the year and we are well on our way to having it complete in May. Thanks Cindy!!

- May 18 Cheyenne LCCC 11.45 am Frankie Clem
  - 20 registered so far. Dave will represent us
  - Thanks to Veronica for organizing this!
- May 19 program with Lorraine Bosse Smith on Balance at Egg & I
  - 1 registered so far
- June 3 Networking Event with NCCA and NCHRA at Biaggis

- Everything is set
  - 9 registered so far. We can accommodate 70-80
- Aug 25 Ava Diamond confirmed lunch
- Sep 15 with NCCA working on Sam Lloyd in evening
  - His cost is \$7 per person
    - NCCA needs to decide if dinner program or after dinner program
- Oct 20 Half-day morning (with breakfast) Workshop on Trust with Michelle Cummings
  - Price will be \$99, \$79 for members, discount for 5 or more
  - Dave pursuing Embassy Suites in Loveland
  - UPDATE: Cost will be \$39 per person all included. Breakeven will be 18 non members or 22 members, say about 20-21. (includes \$9 in gratuity and tax)
  - They are holding it for us.
- Nov 4 Martin Shields lunch confirmed on 2010 Economic Outlook for the US and Region
- Dec looking for speaker in first week
  - Cindy pursuing Gillian Drizzle ? on motivation and inspiration
- January
  - Cindy pursuing Jep Enc who is a motivational speaker to kick off the year
- Future events
- Kevin suggested the Rockies Business Conf Center which was recently remodeled for larger groups. Program can begin 90 minutes prior to game. They cater. Might cost \$120 per person but would be neat special event. Perhaps partner with RMC

We may have already outgrown the Egg & I which would be OK for 15-20. Cottonwood Club is not willing to guarantee us the Terrace Room and we have outgrown the end room and the garden room is too noisy and busy. If they will not guarantee us the terrace Room we need to keep looking. Dave will try the Harmony Club. Other suggestions were the Carousel on Mason or the Drake Center in Fort Collins (some may have a hard time getting there), the Budweiser event center meeting room (nice view but too plain?), and Ptarmigan Country Club. Need decision for June 3 brochure for Aug – Dec events.

#### **Membership Report:**

Dave reported that we had 4 new members in April: John Benjamin from Greeley, Stephen Hoke from Fort Collins, Lisa Harrison from Windsor and Veronica Pedersen from Cheyenne. With Veronica's membership she officially becomes VP of the Cheyenne GIG which we tentatively approved in March pending membership. Welcome to the Board, Veronica!

Five had their local memberships expire and three Denver membership expired. Bottom line, total membership dropped from 87 in March to 83 in April. Denver members declined to 23 from 26 the previous month and down from 32 at year end as we continue to contact them and let them know about RMC. Bob followed up with those whose membership lapsed in March. No success in getting lapsed members to renew but many were from Denver. Dave continues to contact all new members and lets the Denver area new members know there is a Denver chapter. Most ask for a refund so they can join Denver. Dave reviewed list of members whose expiration dates in March. Bob will follow up by email.

We are not retaining the planned 80% of local members upon their expiration. It is running about 50%. On the other hand, we are getting many more new members than planned. Already we have 12 new members vs a plan of 15 for the year. Net, we are running at 60 local area members vs plan of 63.

Kevin suggested reaching out to Stephanie Crecca, who attended the April program, to see if she would be interested in joining the board. Dave to pursue. Also it was suggested Lisa Keaton would be good for Programs and Cindy will follow up.

Dave talked with Kathryn Miller of RMC about Denver area members of NRC. He sent her a list of their names so can add to her mail list so they are aware of local programs. He also offered to write a letter to the group asking if they would like to transfer their membership to RMC for the remainder of their term IF RMC is willing to accept them. We would not provide any partial year refunds. Kathryn was to discuss at their board meeting last week and report back.

### **Marketing and Outreach:**

Bob continues to send out publicity to all our contacts and to send Loveland chamber news to TME for the newsletter.

The board reaffirmed its March decision to participate in only the Cheyenne event this year – no BIXPO, no Fort Collins or Loveland events. We will attend the Cheyenne event on May 7 from 4-7.30. Perfect timing coming just 11 days before our Cheyenne program. Dan, Bob and Dave will represent us. Loveland event.

Marie Ziminoff has approached us about a partnership with Colorado Career Development Association. Board was agreeable. Bob and Dave will meet with her.

Goal for the year still includes establishing a relationship with an academic institution. The board suggested starting with Angie Kopenon from UNC or Susan Meyers from CSU, both members. Dave to follow up.

### **Communications:**

For May newsletter Bob will write a piece on F2F networking. For June Doreen will write about ICE. Dave will do a mid year update for July. The April newsletter did not have the white space issues March did.

### The Meeting Edge:

The meeting Edge has started to work on the web site. Has been updated to reflect current info. Progress over perfection. Top priority is information about our monthly programs and ability to register. Second priority is info on membership and ability to join. Third is information about goals, accomplishments, board members, board meetings, etc. Later we'll work on directory and job opportunities. Should have new site up in May. Dave passed around mock ups of page layout. Will send electronically.

ASTD National members who are not NRC members have been added to our data base, about 60 in total. All leads from meetings have been added.

### Dashboard Update:

The dashboard has been updated for April.

### Other Matters:

Dan will be treasurer for the April meeting and Bob will greet. Dan will print up a new price sheet for the table.

Annual elections for officers will be at May meeting, Announce in April newsletter and at April meeting. Slate will be current officers plus Kim Pichot as VP Membership. Ann Marcy has volunteered to be Asst Treasurer.

Dave invited Board members and spouse/friend for a social function in June in place of a board meeting. Please check your calendars for June 25, 26, 27, 28, 29, 30 (July 4<sup>th</sup> is a Saturday). It would be a potluck starting at around 6.

### Next board meeting May 18. Early due to Memorial Day

Meeting adjourned at 7.30 pm.

Submitted 4/28/09 by dlw