

ASTD-NRC Jan 6, 2009 Special Board Meeting Minutes

Present: Dan Chenoweth, Doreen Kemp, Bob MacDonnell, Patsi Maroney, Kevin Shrum, Dave Vance, Cindy Wilson.

Meeting called to order at 6.00 pm in the Poudre Canyon Room at MCR.

First Agenda Item: NCWI Webpage Redesign/Request for Funds

The meeting started with a presentation by Kathy Gilliland and Kiersten Rennels from the Northern Colorado Workforce Initiative (NCWI) covering their organization's history, goals, and current webpage redesign project. NCWI is seeking financial support for the web project, and Dave promised to get back to Kathy & Kiersten after the Board made a decision on their request. After the NCWI representatives left, Board members discussed the request and Kevin noted the need to upgrade our own webpage so that any traffic driven by the NCWI website will have "a good destination to arrive at". Cindy mentioned a previous project by Cathy Minor (sp?) to gather info and create a database of useful information; at this point, no one is sure what the current status of that effort or whatever happened to all that information.

Agenda Item 2: Draft 2009 Budget

The discussion about the NCWI request lead into the next item, namely the draft 2009 budget. Dave mentioned that he had included previous discussion items into the draft budget except "reducing \$6,000 possible loss for the year". Discussion continued on several topics: remembering the overall direction from the chapter's vision statement; the need to be honest about what we'd really like to do with our own website, membership tracking, resource directory, etc.; whether we really have the time to devote to handling these items ourselves vs. contracting with someone; our philosophy about ongoing sustainability and 'big event' fundraising; making good use of the remaining Disney funds ("subsidizing meal costs" vs. "investing in the chapter"); the different skill sets required to design vs. maintain the website. Consensus of the Board was to invest in the NCWI website redesign as well as investing in our own website and build those costs into the 2009 budget. Dave will build the following items into the draft budget for further discussion and action at the regular January Board meeting on Jan. 26: \$3,000-\$4,000 to NCWI, \$2,000 - \$3,000 for outsourcing the website and the resource directory, \$1,000 for data gathering, and \$1,000 for website maintenance. The Board will also look at doing another fundraising event in 2010 or 2011.

Agenda Item 3: Risk Management Strategy

Dave reported that he built in the suggestions for risk management and adjusted the likelihood numbers. Dan mentioned the importance of segregating responsibilities for cash receivables and cash disbursements. Discussion followed on potential internal audit checks and who needs to be a signatory on the account. Dave asked Dan to write up a proposal for another layer of fiscal control and to submit it for Board discussion and approval.

Bonus Agenda Item: Program Ideas for Cindy

Since the April Leadership Legacy event has been cancelled, we now need a program for April. One idea was to have NCWI do their presentation to the chapter. The Board also discussed partnering with RMC to bring in David Wanetick on Leadership Lessons in either May or August as well as doing a joint program on networking in June with NCHRA and NCCA.

Miscellaneous Loose Ends Discussion:

Only one person has signed up at this point for next week's monthly program; Cindy will ask Brian to send out an email reminder.

Patsi mentioned that only 7 people had completed the membership survey to date. She will write up an email blurb for Brian to send out asking people to complete the survey.

Doreen mentioned that the link from the newsletter to the February program information was not functioning; Cindy will ask Brian to also check that out.

Meeting adjourned at 8.30 pm.

Submitted 01/19/09