Maine Chapter ATD Board Meeting Notes

Wednesday, March 11, 2015  4:30pm – 6:30pm

Location: BerryDunn, Portland, Maine – thank you Debbie for hosting!

Attending: Debbie Madden, Bethany Wiles, Matt Woodside, Libby DeMille, Sally Wilson, Michelle Winn, Tricia Richardson, Kristin Wheelock, Cheryl Brogan

Guests: n/a

Not Present: n/a

The meeting was called to order at 4:30pm by Sally Wilson, President

Standing Items

Improvement Suggestions:
- The February member meeting: The presenter extended an invitation to other guests who were not made aware of the registration process and the event fee – leaving Debbie to handle the uncomfortable situation at the time of registration.

  Tricia suggested that language be added to the presenter contract stating the need for registering and the guest fee. Debbie

  Debbie reported that there were a large number of registrants after the cutoff date.

  After discussing, the Board agreed that in lieu of adding language to the contract, Libby will cover the guest SOP verbally with the presenters.

- Michelle will be ready to pilot PayPal for credit card users at the next member event. Michelle will first conduct a test run to work out any bugs before making it available to members.

Branding Update: What’s left?
- Tricia reported that most of the crucial items have been completed. The final date to have all new branding is May 15, 2015.
What’s left: The change-over of the CD. As soon as the governance documents are ready Sally and Michelle will make sure this is completed.

Monthly Meeting Feedback:
- Libby previously emailed out the feedback summary. She reports that all was very positive for Kim Dakin’s session on Embrace Change Shifting Your Point of View.

Membership Update:
- Bethany reports that all is going well and that she is still seeking volunteers to help out with the membership duties.

She is working on coming up with attention getters for power members. Ideas might include adding something on the resource table and the website to showcase some of the benefits and upcoming webinars with links to National. Bethany is taking care to determine the fine line between being to sales pitchy and effectively relaying the benefits of being a Power Member.

Reminder: National requests that we have the Power Member logo on the chapter website.

- Sally suggested that all Board members add the Power Member logo with link to the website at the bottom of all emails that go out.

- Idea: have a running slide show prior to each monthly member meeting to include the following:
  - NEATD Conference
  - National Power Member
  - Pictures
  - Next Month’s meeting topic
  - Upcoming webinars
  - Volunteer Opportunities

  Michelle has offered to create a running slide presentation

Succession Planning Update:
- Katie Vaillancourt has been reaching out to Board members whose terms are ending in 2015. Each will have an opportunity to renew or put up for declaration. Mike DiRobbio will be assisting Katie with the nomination committee.

- It was announced that Tricia will put in for the President Elect for the upcoming term.
Other Items

Bylaws Update:
- Sally reports that the Bylaws are almost ready. Once completed, she will use Track-It for input and then be able to finalize. The target date is by the end of March for review.

2015 Nominating Process Update:
- See previous notes. Katie Vaillancourt will attend the next Board meeting to discuss the process.
- Libby originally committed to a one-year term as the VP of Programs and is undecided as to whether or not she will be able to continue for a second year.

Libby is also looking for additional volunteers to assist with the programming duties. Joyce Baily and Kim Dakin continue to be valuable volunteers.

Upcoming Monthly Events:
- March 2015: Janet Edmunson – Appreciative Inquiry
- April 2015: Mary Doyle – Mindfulness In Building Collaborations
- May 2015: Nancy Libardoni, Peggy Page, Cheryl Brogan – Training Industry Awards (discussion and application process – meets the CORE requirement for Evaluating Learning Impact)
- June 2015: Denise Martin – You Simply Better (Communications)

Venue Change for May 2015
- This is a one-month only change from the PCC to the Woodlands Country Club in Falmouth. We will wait until the April member event meeting before making the announcement. An idea is to add the venue change to the slide show prior to the presentation as well as add to the website when the event topic is made available.

Succession Planning – Volunteer Tasks:
- Keep the running slide show updated – Tricia offered to do this
- Update the LinkedIn website – currently Matt and Sally have rights to the LinkedIn account. The Board may identify a volunteer to keep the sight updated. An idea is to add some Power Member benefits such as links to the National webinars.

Member Survey:
- The annual membership survey was conducted and results tabulated in December 2014. Sally will send out the survey results to all Board members.

Stipends (presenter gift):
• Michelle reports that acquiring the ATD gift cards is time consuming and poses limitations. She is recommending that a switch be made to VISA gift cards which can be used as ATD credit if the presenter chooses to do so. All agreed that this makes better sense and will be implemented.

New England Area ATD Event:
• Deb, Sally, Tricia, and Bethany are attending this year.

• Bethany needs a list of local chapter members attending. Each gets a membership to the local Chapter. Tricia mentioned that six are registered from the Maine chapter.

• Reminder: Board attendees are to introduce themselves to the Maine chapter attendees.

• Tricia will order a Maine gift basket for the raffle.

• Kim Dakin/Lynn Davis, Leigh M., and Mary Doyle are session presenters.

MEI Scholarship:
• Michelle submitted the form with a check to MEI.

• It was suggested that a picture be taken of Sally submitting the check to MEI. Michelle will follow-up with A. Perman to see if she can attend the April 2015 meeting for the photo op.

Electronic Monthly Checklists:
• Debbie created a space on Googledocs for Board members to review and check off prior to the monthly event meetings. Once it is in WORD format, all should be able to access.

Branded Templates and Documents:
• Cheryl has started the process of adding the documents to Googledocs.

• Cheryl is also working on a business card for the local chapter. This will be a generic card with contact information. Once it has been completed, she will solicit feedback prior to having the cards printed.

Reminder:

New England Area ATD Conference to be held in
Chelmsford, Massachusetts; March 26 & 27, 2015
Attendence Fee: @ *$200 per person
*Volunteers may receive a discount based on level of volunteering.

To Do’s:

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<th>What</th>
<th>Who</th>
<th>Target Date</th>
<th>Comment</th>
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<tr>
<td>Contact MEI – A. Perman</td>
<td>Michelle</td>
<td>3/30/2015</td>
<td>Completed</td>
</tr>
<tr>
<td>Task</td>
<td>Responsible</td>
<td>Due Date</td>
<td>Status</td>
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<tr>
<td>to request attending the April 2015 meeting for the presentation of the scholarship money and photo op</td>
<td></td>
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<tr>
<td>Use the Power Member logo and link to the website at the bottom of emails when corresponding</td>
<td>All</td>
<td>Effective now</td>
<td></td>
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<tr>
<td>Create a running slide show for viewing at the beginning of the monthly member meeting</td>
<td>Michelle</td>
<td>3/30/2015</td>
<td>Completed</td>
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<td>Review Chapter By-Laws once they are ready</td>
<td>All</td>
<td>4/15/2015</td>
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<tr>
<td>Send survey results via email to Board members</td>
<td>Sally</td>
<td>3/30/2015</td>
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The meeting was adjourned at 6:15pm.

**Next Meeting:**

*Wednesday, April 22, 2015 starting at 4:30pm*

*PowerPay (hosted by Bethany Wiles)*

*320 Cumberland Avenue*

*Portland, Maine 04101*

*Special Guest: Katie Vaillancourt*

*Directions and parking information to be send out with the April Board meeting agenda.*

**Follow-Up Notes:**

- Michelle has contacted Amertah Perman from MEI and she will be able to attend the April 2015 member meeting for the presentation of the scholarship money.

- Michelle did a fabulous job of creating the running slide show for the monthly member events. Its debut was at the March 2015 event.