In Attendance	Robert Zinsser, President Laura Steigelman, VP Member Involvement (left early) Tina Echeverry, President Elect Jeff Geloneck, VP eSIG Rachel Stromberg, Director at Large Lynne Orr-Holley, VP Finance Allison Turner, VP Professional Development Alison Cruess, VP Technology Tom Speer, VP Programs Casey Gibson, VP Public Relations Quorum established New, Incoming Board Members: Mark Greely, VP IT, Jan Spence, VP Programs, and Debra Riley, VP eSIG
Absent	Isabel Graf, VP Sponsorship; Ida Gropper, Past President; Lynn Higgison, VP CMSIG; Jennifer Jamison, VP Membership:
Begin	10:10 am
End	3:45 pm

Agenda Item	Details	Follow-up
Tina Echeverry, President Elect Welcome, Icebreaker, Mission, Vision, Values & Board Expectations	**Welcome, Icebreaker, Mission, Vision, Values & Board Expectations** Advance Meeting PPT The Icebreaker was an activity of groups forming Limerick poems for each "Toy Story" movie character. Following the Icebreaker activity, Tina reviewed the mission, vision, and values along with the Board expectations with the incoming 2014 Board and Administrator.	.
Alison Cruess, VP Technology Survey Results	**Survey Results** (2013 ASTD NEFL Annual Survey PPT) Alison reviewed the results of the survey contained in the PowerPoint presentation. Basically the survey had a shortened, revised format. This change was intended to help the Board focus on gaining feedback on the needs of the membership. Over 1, 000 website guests and members were invited to take the survey. Eighty-six participants started to take the survey, and seventy-six participants actually completed it. This equates to a 90.7% completion rate of the survey, as defined by Survey Monkey's explanation of completion rate. The actual response	...

	rate for the survey was under one percent Alison stated that this year's completion rate was higher than last year. The chapter received 72 open responses: which contained valuable information for program managers and ideas for future planning. These responses are in a report located in HyperOffice>Technology>2013 Survey folder.	
Jeff Geloneck on behalf of Jennifer Jamison, VP Membership Membership Benefits	**Membership Benefits**(Handout1) The handout contains a description of the 2 different types of ASTD national membership plans that will take effect in 2014—The Professional Membership and the Professional Plus Membership. Every ASTD national member will be grandfathered into the Professional Plus for the first year, 2014. Jeff highlighted a couple of the features of these two new memberships. The first was increased fees compared to last year. Jeff also emphasized that the national ASTD members (soon to be Professional/Professional Plus) also receive increased content (resources), as opposed to chapter members. In addition, the members paying and renewing at the Professional membership rate for 2014 will also receive the Professional Plus membership benefits for 2014. Jeff stated that Board members could encourage chapter members to sign up for ASTD national membership in 2013 at the lower ASTD national membership fee to receive the Professional Plus membership benefits in 2014. This would be a good selling point that would help ASTD NEFL meet its 40% CORE requirement.	
Allison Turner, VP Professional Development CPLP Update	**CPLP Update** (Handout2) The CPLP exam is based on the revised competency model. This certification is valid for three years, and candidates must earn re-certification credits to maintain their CPLP designation. The current CPLP Study Groups: should have the study materials to adequately prepare for the knowledge portion of the exam. ASTD administers the CPLP test online. The learning system will only be available through an online learning portal. At the time, there are no available books, flashcards or hard copy materials available for the learning system. The ASTD Learning System is available online	

	The New version (second version) testing of the ASTD Learning System begins in March, 2014.	
Robert Zinsser, President CORE Requirements	**CORE Requirements** [Advance Meeting PPT](#) The 2013 CORE goal for all chapters is that 40% of chapter members have to be national membership. This goal must be met by 2013. The workbook documenting the CORE requirements is due by the end of January, 2014. Bob has to compile the information. Bob will have a new workbook (color coded) for the Board members and the Administrator by Monday, October 21, 2013. Each Board member (and Administrator) will be responsible for a specific area which is color coded. The CORE Requirements workbook is located in HyperOffice 2013>CORE. Bob requested that outgoing (Alison & Laura) and existing Board members complete their portion of the CORE workbook by the November Board meeting..	
Robert Zinsser, President Tina Echeverry, President Elect Robert's Rules of Order	**Robert's Rules of Order** ([Handout 3](#)) and ([Handout 4](#)) [Advance Meeting PPT](#) Tina: discussed the six steps to a motion in Handout 3. Bob discussed how the Board meeting minutes: captured discussion. According to Robert's Rules, no discussion should be documented. Basically, the topic should be stated along with the results. Detailed, supporting materials on Robert's Rules are contained in Handout 4.	.
Rachel Stromberg, Director at Large Chapter Bylaws Review	**Chapter Bylaws Review** Membership could only change the Bylaws, not the Board of Directors. Bylaws are included in the New Board Member Orientation Kit in HyperOffice>ChapterAdmin>NewBoard member)..	

Tina Echeverry, President Elect 2014 Chapter Goals and Dashboard (Draft and Revised)	**2014 Chapter Goals and Dashboard (Draft and Revised)** Advance Meeting PPT Tina and Bob asked that the Board members and the Administrator break out into different groups to discuss the detailed goals from 2013 and determine what the goals should be for 2014. The ASTD NEFL goals are located in Hyperoffice> 2013>Goals. Discussion ensued about proposed 2014 goals for the following areas: Communication; Financial; Governance; Membership/Community; and Professional Development.	
Casey Gibson, VP Public Relations Tips for Successful Committees	**Tips for Successful Committees** Advance Meeting PPT Casey conducted a survey among the Board and Administrator on which of the 11 are the top three actions that will obtain a successful committee. The top 3 actions were items 3, 6, 9 : #3 Get to know committee member skills and interest: - Try to find out the following from committee members: where have you been, where are you now, where are you going? - Perform face to face (F2F) interviews/conversations. - Use a social setting. - Use a verbal user's manual to keep track of committee member's skills and interests. - Make sure committee members are in their comfort zones and motivated. - Meet with the committee completely out of the ASTD NEFL environment—committee meetings away and separate from ASTD NEFL events. - Give and get. Give committee members the opportunity and get to know their skills and interests. - Give them choices #6 Develop an action plan. Best Practices Plan early Be open for ideas (brainstorm) Ask for help Communicate goals upfront—make (SMART) goals	

	• Follow 2013 template for goals • Review/evaluate progress along way • Set a realistic amount of goals (3 to 5) • Activity/behavior • Align with goals of organization (larger goals) Make a reusable plan Focus/prioritize Communicate tasks and responsibilities and who is accountable Record notes. #9 Breaking down large tasks into smaller, manageable tasks. • (e.g. Big Event big spreadsheet) • Find a mentor. • Google search information. • Search the ASTD national website for resources. • Email Tina for resources to find at ALC. • Ask people to start with something small to encourage them (give them wins). • Use 4 quadrant model. • Identify phases of a project. • Determine task dependencies.	Jeff will share the 4 quadrant model information with the Board members.
Lynne Orr-Holley, VP Finance Understanding the Chapter's Budget Process	**Understanding the Chapter's Budget Process** (Handout 5) Lynne told the Board members that each function will receive their portion of the 2014 budget by October 31, 2013. Lynne told the Board members to keep in mind that the budget is a forecast of what might happen. The Board should leave room for unexpected items (slush) and identify specific items instead of grouping into one miscellaneous category.	
Alison Cruess, VP Technology HyperOffice Topic	**HOT Topic** Alison Cruess passed out index cards asking each Board member/Administrator on the HOT Topic to review for the November Board meeting.	
Tina Echeverry, President Elect Wrap-up and Next Steps	**Wrap-Up and Next Steps** Tina thanked the Board members and reminded them of the following: • Try to form a committee by 2/15/14 • Try to complete the assigned goals by 11/30/13	
Respectfully submitted	*Susan Abraham*	