

# Bismarck-Mandan ATD GIG Meeting Notes 10/26/2015

Location: Barnes and Noble

Date: 10/26/2015

Time: 6:30-8:00pm

In Attendance: Robin Thorstenson, Todd Schock, Rhoda Sautner, Jade Jepson, Allison Wagner

- I. Recap of October Event
  - A. Feedback received on evaluations for October Event
    1. Positives
      - a. Started on time.
      - b. Ended on time.
      - c. Content of Jeanne's session was well received.
      - d. Seating arrangement and location.
    2. Improvement Opportunities
      - a. Meal ordering process and checks.
      - b. Providing CEU credits for HCRI and SHRM.
    3. Future topic suggestions
      - a. eLearning Design
      - b. Communication Skills
      - c. Motivating Others
      - d. Career Path Planning
      - e. Best Practices When Launching New Training Programs
      - f. Keys to Successful Documentation for Managers
      - g. Leadership Development
- II. Preparation for November Event
  - A. There are 15 attendees registered for the November event.
  - B. Todd-contact Marci to facilitate meeting her audio/video needs and answer questions she has on presentation length.
  - C. Robin-acquire a bankcard with which to pay Marci for her speaking engagement and submit expense for reimbursement once BM-ATD gains access to bank account.
  - D. Jade-touch base with venue to insure abbreviated menu selection and reminding them to bring checks to the customer when food is delivered to speed up return to work for many.
  - E. Jade-modify brochure to make it more generic (remove presenter info) and create a presenter bio insert along with our event evaluation form.

- F. Robin-print the inserts.
- G. Robin-send out invites this week with reminders next Tuesday or Wednesday via email.
- H. Allison-send out notifications via social media

### III. Programming

- A. Brainstorming was conducted with many great ideas, topics and action items. All agreed to pursue leads on possible upcoming events. The group is targeting having a minimum of 6 months of events scheduled with longer range plan to have 12 months planned so we can focus on special events.
- B. Immediate need is to fill January as Mr. Van Eck has not responded to several recent attempts to solidify him for January (can Fargo assist in making that contact?) We are interested in having him as a presenter but are not going to hold out for January. Todd has agreed to contact Scott Agnew as a possible replacement for the January time slot. Topic is "Use of Captivate software"
- C. Road Shows-Allison returned from the National ATD conference and provided an overview of the event and provided some insight on the use of Road Shows where the group travels to companies to explore best practices. Discussed making these special events.
- D. December is the last free month for BMATD events, from that time forward we will determine event rates, based on the presenter fee.

### IV. Membership

- A. Robin announced we have 5 new members along with the 6 board members which brings us up to 11. She will be conducting new member introductions at the November event next week.
- B. Table topic will be created to initiate networking before the monthly event which will focus around the monthly presenter's topic. The thought is discussion before the event will get people to talk about what they know of the topic and then the presenter will provide inside. The take away would be how our perceptions may change after what we learn from the subject matter expert.

### V. Document retention

- A. Discussion on where to store BM-ATD supporting documents/templates. Jade will explore options such as Google Docs.

### VI. Support from Fargo

- A. Can we get an update on when we expect FM-ATD to have the new account set up at Starion Financial and how that shared account will function?

- B. Can we get assistance from Fargo on contacting Mr. Van Eck for the Gamification topic for a monthly event beyond January?

## VII. Action Items

### A. Allison

1. Send out social media reminders of November Event
2. Contact John Theis for a special event of Instructional Design
3. Contact Reeve Southam at Bobcat for a presentation on Just in Time Training.
4. Contact HR Rep at Bobcat on a Roadshow at Bobcat with a focus on Change Management.
5. Contact National Chapter Rep on topics for presentations they can provide.
6. Review BMATD Handbook and send edits to Todd.

### B. Jade

1. Modify brochure to make it more generic including how to register and membership pricing (remove presenter info) and create a presenter bio insert along with our event evaluation form.
2. Touch base with venue to insure abbreviated menu selection and reminding them to bring checks to the customer when food is delivered to speed up return to work for many.
3. Contact Molly Herrington to see if she would like to lead a Facilitation event. Also, see if a road show on organizational culture would be possible through her husband's employer SIA – Schmidt Insurance.
4. Review BMATD Handbook and send edits to Todd.

### C. Robin

1. Robin-print the inserts( and evaluations?)
2. Robin-send out invites this week with reminders next Tuesday or Wednesday via email.
3. Contact Rose Stoller to present on Bringing People to a Consensus.
4. Contact Arnie Strebe to present on his book titled Zero to Something.
5. Contact LaNae Bieber to present on Mapping Implications of Training.
6. Prep you talking points for speaking on why to become a ATD member, membership prices and how to join.
7. Develop the sign in sheet, auto filling all registered attendees.
8. Review BMATD Handbook and send edits to Todd.

### D. Todd

1. Contact Scott Agnew as a possible replacement for the January time slot. Topic is "Use of Captivate software"
2. Contact Christy Pfleger Keller at Dakota Gasification.
3. Contact Marci, clarifying questions for the November event.
4. Contact Missy Ohne on presenting for future events.
5. Contact Dave Huizenga to present for future events.

6. Prep your talking points for welcoming everyone to the November event and facilitate introductions.
7. Update handbook with edits from the board.

E. Rhoda

1. Review BMATD Handbook and send edits to Todd.

F. Jeanne

1. Review BMATD Handbook and send edits to Todd.

**Next Meeting:**

Date: Tuesday, November 10

Time: 6:30-8:00pm

Location: Dunn Bros.

**Agenda Items for 11/10/2015 Meeting**

Review evaluations from November event

Touch base on progress made with potential presenters for 2016 events.

Discuss Wild Apricot drop box

Discuss edits for BMATD Handbook

Update on membership numbers

Update on bank account access and budget

Review brochure and inserts layouts

Please send additional agenda items to Allison, by 5:00pm on 11/5/2015.