

Bismarck-Mandan ATD GIG Meeting Notes 11/8/2015

Location: Dunn Bros

Date: 11/8/2015

Time: 2:00-3:30pm

In attendance: Robin Thorstenson, Todd Schock, Jeanne Masseth, Jade Jepson, Rhoda Sautner, Allison Wagner

- I. Recap of November Event
 - A. Feedback received on evaluations for November Event
 1. Positives
 - a. Star Analogy
 - b. Networking
 - c. Group Interaction
 - d. Relaxed learning environment
 2. Improvement Opportunities
 - a. Longer sessions
 - b. Wanted more in-depth session- more detail
 - c. Too much time spent on her journey; needed to utilize the short time given more effectively.
 - d. Presentation style was more inspirational than informational, focusing more about her than the learner.
 - e. Group interaction
 - f. Providing CEU credits for HCRI and SHRM. May look into for special events.
 3. Future topic suggestions
 - a. How Workplace Planning Supports Organizational Strategic Planning- Noreen Keeseey
 - b. New Hire Testing- Todd Schock
 - c. Instructional Design
 - d. LMS/Learning Technology- LaDonna Carpenter
- II. Review of Positions
 - A. Discussed the possibility of adding positions to the board. Will wait on additions, until we can identify where our voids are.
- III. Marketing-discussed the following
 - A. Brochure design- Jade will reconfigure the design, adding pictures

- B. Insert Design
- C. Printing Options- Todd WBI

IV. Preparation for December Event

- A. Todd-contact Katie to facilitate meeting her audio/video needs and answer questions she has on presentation length.
- B. Jade-modify brochure to make it more generic (remove presenter info) and create a presenter bio insert along with our event evaluation form, send to Todd
- C. Todd-print the brochures and inserts.
- D. Robin-send out invites
- E. Allison-send out notifications via social media

V. Board Meeting availability

- A. Allison- Fridays
- B. Todd- Weekends and Fridays
- C. Rhoda- Weekends, evenings, Fridays after 2pm.
- D. Jade-weekdays at lunch
- E. Jeanne- Fridays, Sundays
- F. Robin- lunch, evenings, Sundays earlier in day

VI. Action Items

- A. Allison
 - 1. Send out social media reminders of December Event
 - 2. Complete any programming contacts for 2016 events.
 - 3. Review BMATD Handbook and send edits to Todd.
- B. Jade
 - 1. Brochure design- Jade will reconfigure the design, adding pictures
 - 2. Send new brochure design, inserts and evaluations to Todd to print
 - 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-send out invites
 - 2. Complete any programming contacts for 2016 events.
 - 3. Develop the sign in sheet, auto filling all registered attendees.
 - 4. Review BMATD Handbook and send edits to Todd.
- D. Todd
 - 1. Confirm Scott Agnew as a possible replacement for the January time slot. Topic is "Use of Captivate software"
 - 2. Complete any programming contacts for 2016 events.
 - 3. Prep your talking points for welcoming everyone to the December event and facilitate introductions.

4. Update handbook with edits from the board.
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- E. Rhoda
 1. Review BMATD Handbook and send edits to Todd.
 2. Complete any programming contacts for 2016 events.
 - F. Jeanne
 1. Review BMATD Handbook and send edits to Todd.
 2. Complete any programming contacts for 2016 events.

Next Meeting:

Date: Friday, December 18

Time: 3:00-4:30pm

Location: Café Aroma

Downtown Bismarck- across the street from US Bank

120 N 3rd Street

Bismarck, ND 58501

Agenda Items for 12/18/2015 Meeting

Please send agenda items to Allison, by 5:00pm on 12/10/2015.