# FM-ATD – Fargo/Bismarck - Offsite Strategy Session – Jun. 18, 2016 – 11:30am-4:00pm

**Members Present as noted in Blue**

|  |  |  |
| --- | --- | --- |
| **Role** | **Fargo** | **Bismarck Leadership Team** |
| President | **Angie Edenborg** | **Todd Schock** |
| VP – Technology | **Linda Thompson** |  |
| VP – Programs | Mary Schoenborn |  |
| VP – Special Programs | Stan Hagen | **Jade Jepson** |
| VP – Communications | **Jess Almlie** | **Allison (Wagner) Volk** |
| VP – Finance | Angela Dworshak | Rhoda Sautner |
| VP - Membership | **Janell Madsen** | Robin Thorstenson |
| Member at Large | Mary Altepeter | Jeanne Masseth |
| Past President | Lindsie Schoenack |  |

**MISSION STATEMENT**

* Website needs to reflect current mission statement that aligns with national ATD, per the FMATD operational plan **LINDA**
* All in agreement regarding mission statement
* Todd shared that Bismarck Mandan (BM) GIG started to add value to the community, to learn from and share with each other

 **CONFUSION**

* BM-GIG mentioned feeling stalled after the initial excitement of starting the group
* There is confusion from both FM and BM regarding the expectations from national, relationship specifications, and how finances should work

**RECAP CALL WITH NATIONAL LAST MONTH**

* Call included Angie E (FM) and Todd (BM) as well as reps from national including, Erin (ATD), Daniel Labb (Chapter Advisor), and Debbie (Houston ATD, SIG/GIG SME).
* Focus was on how to make the groups more unified and inclusive.
* Proposal was to change the name to North Dakota ATD.
* In addition to further inclusivity, this name allows for others throughout the state to participate as well.

**FOLLOW-UP INFO NEEDED FROM NATIONAL**

To continue with a potential name change, more information is needed. **ANGIE E.** will set up a call to ask the following questions and find out next steps. She will invite board members from both FM and BM to participate as they are available.

* **What needs to happen in order for a new name to be adopted for the chapter?**
	+ Branding?
	+ Finance?
	+ Non-profit status?
	+ Voting?
	+ Taxes?
	+ Bylaws?
	+ Etc.?
* ***What type of board structure is required?***

Group would like to operate as such: One statewide board overseeing both areas, with individual local boards overseeing operations and programming in their respective area.

* Is this structure possible?
* Who needs to be on the statewide board?
* Has this been done before in other chapters?
* Who votes for board members?
* What about finances, how would that work?
* ***Could we have some assistance with CARE requirements?***

This is something members of both groups are feeling overwhelmed and confused about.

* Is there someone who can mentor us in these requirements?
* What is the “risk management assessment” as noted in the CARE requirements?
* ***What additional guidance can be offered regarding Finance with the GIG structure?***
* Moving forward, do finances for both FM and BM stay separate or are they combined?
* If separate, how much of BM budget goes to FM for overall operating expenses (website, etc.)?

**PRICING STRUCTURE and MEMBERSHIP RENEWALS**

* Proposal for both groups to align pricing structures
* BM does not pay for lunch, they charge$95/membership or $10/meeting (which means $120/yr if only come to meetings) $65 if power member - goal to keep both under $300.
* FM will consider eliminating lunch, but will then need to adjust messaging to advertise the benefits of participating without a meal.
	+ Look at Finances and run some numbers: if we don't offer lunch, how much could FM reduce the cost of membership? **ANGIE D**
	+ Ask FMPC what they do at Holiday Inn with the buffet, etc. **JESS**
* Should FM consider changing membership to all at one time?
	+ We can prorate and make a new rate for each individual member. We will do one annual membership drive. Makes it easier from an administrative standpoint. Prorate for those who want to join in between membership renewal time.

**CARE**

Overall, we are working towards CARE requirements. A few questions and action items include:

* Operational Plan: **ANGIE E** take a look at this: Change to focus more on the partnership between FM and BMGIG – send Operational Plan copy to BM
* Risk Assessment – What does this refer to? (ask national on the call)
* Needs Assessment – Can we do a more in depth survey, or ask one ATD overview question every time we send out a program evaluation to gradually acquire information?
* CARE Contact: Need one person designated to focus on and drive meeting the CARE requirements (Past president? **LINDSIE**)
* Create rotating PPT for FM meetings (BM already has one) showcasing Power Membership and other ATD related information/events. **JESS**
* Create a newsletter to be sent out quarterly with Power Membership, Events, and more info about ATD **ALLISON** **AND** **JESS**
* Create perspective member email by asking Erin (national) for editable Email template. **JANELL**
* Find redline version of BM mission, vision, bylaws and budget in case it is needed **TODD**

**CPLP**

* Bismarck State College would like to bring in an instructor to teach and administer the testing for CPLP certification
* Would like more information regarding the “why” and recognized value of the CPLP
* Would like to hear from someone who has the CPLP regarding their practical experience
* Also questions about how this fits into the college’s strategic plan/why they are interested in providing?
* **TODD/ALLISON -** Reach out to Daniel L. To find out more.

**TABLED for FUTURE**

* Creating an FAQ for members to explain the reason behind the name change before a vote is necessary. - *Hold until after call with National ATD to find out more about what is involved*
* Exhibitor booth @ ND State HR conference in Bismarck? September 20-21 - *Not this year… Wait until re-market/brand, etc. Put in budget for next year.*