Sharing Our Success (SOS) Submission Form

Chapter Name:	New York City
Chapter Membership Size:	Large (300+)
Chapter Contact Person:	Greg Simpson
Email Address:	
Phone Number:	
Chapter Board Position:	Immediate Past President
Chapter Website URL:	https://atdnyc.org/
Submission Title:	ALC Takeaways for Chapter Improvement and Planning
What did you do? (a 2-3 sentence summary of your effort):	We created a spreadsheet to capture interesting ideas learned in ALC sessions and added the ability to tag the Board roles to which they may be relevant. During an ALC review meeting, the spreadsheet allowed each Board role to filter it for their role. The ideas are reviewed/discussed and each Board role determines which, if any, of the ideas to incorporate into the next year's planning/goals. Also identifies potential collaborations between Board roles.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Board Members Chapter Volunteers
Why did you do it? What chapter needs were addressed?	Our chapter is able to send a large contingent to ALC. We needed a way to capture interesting ideas from as many sessions as possible and share them with others on the Board (whether they attended or not). By tagging the ideas to specific Board roles, each role is able to review and determine which, if any, they may want to incorporate into the next year's planning/goals. Also provide the potential for Board member collaboration.
What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)	Allows all Board members to benefit from ALC regardless of whether they attended. Assists in annual planning process. Identifies areas of collaboration.

What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)	Prior to attending ALC, we collaborate on who will be attending what sessions in order to make sure we cover the most sessions possible (especially important when session recordings are not available/provided).
	Each ALC attendee added their session takeaways to the spreadsheet and tagged the Board roles to which they may be relevant. From there, each Board member is able to filter it for their role.
	We held a review session after ALC and, after reviewing the spreadsheet, each Board role determined which, if any, of the ideas to incorporate into the next year's planning/goals.
Is there anything you would do differently?	We are trying to keep the process as simple as possible. Having to transcribe ALC notes into the spreadsheet takes the most time and we'd love to find a better/easier way to facilitate that processes while not burdening the attendees during the sessions.
When did you start working on this effort?	Sep 15, 2017
When did this effort go live?	Oct 13, 2017
Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	3
What resources did you use? Check all that apply:	Board Members
Which board positions were involved in the effort?	All Board Roles
Do you have any additional insights to share with other chapters implementing this effort?	Encourage ALC attendees to review their notes/add the ideas they gathered to the spreadsheet as close as possible to the end of ALC.
	Schedule an ALC Review meeting within 30 days of the close of ALC to discuss/clarify the takeaways will all Board member (not just those who attended ALC). This helps encourage collaboration since some takeaways are applicable to multiple Board roles.
	Within the ALC Takeaways Workbook, create a new worksheet for each year and take time to review the previous years' takeaways for relevance.

Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)	https://www.formstack.com/admin/download/file/11132831176
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	ATD Chapter Leaders Conference (ALC)
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes
email_consent	true