

Meeting Summary for Chapter Pro-D Call

Apr 09, 2025 02:44 PM Eastern Time (US and Canada) ID: 864 0569 6245

Quick recap

The NIGP Chapter Pro-D Call covered various aspects of course scheduling, hosting, and the Chapter Learning Giveback Program, with discussions on challenges and strategies for engaging members. Participants explored ways to navigate time zone issues, course availability, and the rebate system for both virtual and in-person classes. The meeting also touched on marketing strategies, new course offerings, and the need for clarification on chapter seals applications and credit for hosting courses.

Next steps

- Karen to send survey questions to chapters who want to create their own survey for course requests.
- Carrie to work with the marketing team to update the marketing toolkit on the NIGP website.
- Karen and Carrie to reach out to chapters to get feedback on the 5% rebate program.
- Jen to clarify the question about educational contact hours on the chapter seal application.
- Karen to follow up with Michelle Johnson to review the course calendar and scheduling process.
- Carrie to work with the new database team to include time zone flexibility in course listings.
- Karen to update course confirmations to include a reminder for attendees to check their time zone.
- Chapters to educate their members about the 5% rebate program for NIGP Institute courses.
- Karen and Carrie to explore incentives for chapters to host more in-person courses.

Summary

NIGP Chapter Pro-D Call Begins Karen Robinson, the events and programs administrator, and Carrie Winter, the director of programs and events, begin the NIGP Chapter Pro-D Call. They experience some technical difficulties with recording and screen sharing but manage to resolve them. Several participants join the call, and there's a brief discussion about muting to avoid background noise. The meeting is set to begin at 3 o'clock, with Karen introducing herself and Carrie to kick off the session.

Institute Course Calendar and Giveback Program

Karen discusses the Institute course calendar and the Chapter Learning Giveback Program. The Institute course calendar provides learners with a schedule of virtual courses for the year, allowing them to plan and budget their professional development. Chapters can still schedule both virtual and in-person courses, but need to consult the Institute Calendar for virtual classes to avoid scheduling conflicts. The Chapter Learning Giveback Program allows chapters to earn a 5% rebate on registrations for virtual courses hosted by NIGP when registrants identify themselves as chapter members. Karen encourages chapters to educate their members about this program and explains that payment notifications will be sent out twice a year.

Chapters Hosting NIGP Classes and Rebates

Karen explains the process for chapters to host NIGP classes and earn rebates. She advises using monthly newsletters, chapter meetings, and social media to promote upcoming classes. Chapters can partner with nearby chapters to co-host classes and split rebates. For virtual classes, chapters earn 5% of registration fees when members sign up using their chapter's link. For in-person classes, chapters receive a 10% rebate to offset costs. Karen outlines the steps for hosting, including surveying members to determine interest, checking class availability on the NIGP website, and submitting a course request form.

Class Hosting Process and Coordination

Karen discussed the process for hosting classes, emphasizing the need for ample time to source an instructor and schedule the class. She mentioned that virtual classes can be confirmed with fewer registrants, but in-person classes require 12 registrants. Once a class is confirmed, materials are ordered and sent to the course coordinator. The coordinator is responsible for ensuring participants fill out forms and sign in and out. After the class, unused textbooks are returned to NIGP, and attendance sheets are emailed to events within 24 hours. For in-person classes, it's recommended to schedule them 60 days in advance, while virtual classes can be confirmed 7 days in advance.

Challenges in Scheduling Classes

Karen and Carrie discussed the challenges of scheduling classes due to the high number of existing offerings. Robin mentioned the difficulty in finding gaps for their classes, while Lisa expressed the challenge of getting a class on the books due to the frequent virtual classes. Karen suggested that hosting classes in person provides more flexibility. Carrie proposed offering incentives for chapters to return to in-person classes, such as free seats in the class or support with marketing efforts. Ginny requested a demonstration of the marketing toolkit.

Scheduling Classes and Time Zone Challenges

Karen explained the process of scheduling classes, emphasizing the importance of avoiding overlap and ensuring classes are confirmed with enough participants. She also discussed the challenges of catering to different time zones, particularly for chapters on the East Coast. Karen offered to work closely with Michelle to review the calendar and strategize on class scheduling.

Strategies for Engaging Membership and Planning

Karen discussed strategies for engaging the membership and planning events. She suggested using surveys to gauge interest in specific courses and emphasized the importance of reminding members about the pathways program. Karen also provided tips for sending effective emails and posting on social media. She mentioned the rebate checks and the need for direct deposit for Canadian chapters. Lastly, she highlighted two new popular courses: Introduction to Public Procurement and Specialization Certification for Request for Proposals.

Time Zone Issues and Course Scheduling

The discussion focuses on time zone issues and course scheduling for NIGP chapters. Carrie Winter explains that they are getting a new database in 12-16 months that will allow more flexibility with time zones. In the meantime, they are considering adding a disclaimer to check time zones in

course confirmations. The group also discusses the chapter rebate program, course attendance limits, and how to use the NIGP website to search for and schedule courses. Carrie encourages chapters to provide feedback on the rebate program and to reach out with any questions about hosting courses or using the marketing toolkit.

Clarifying Chapter Seals Application

Karen and Carrie discussed the need for clarification on the chapter seals application, particularly regarding the reporting of hours or content offered to chapter members. They agreed to seek clarification from Jen. They also discussed the issue of chapters getting credit for hosting courses while others are not given the opportunity, suggesting that this should be addressed.