

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, January 5, 2018

12:00 p.m. – 1:30 p.m.

This meeting was held at Roka Asian Flavors Restaurant, 1616 S. Utica in Tulsa, OK.

Call to Order

President Linda Jenkins called the meeting to order at 12:06 p.m.

Roll Call

Linda Jenkins, President
Walt Hansmann, CPLP, President-Elect
Lorinda Schrammel, Immediate Past President
Jeremy Smith, VP of Administration
Skip Eller, VP of Finance
Tammy Wise, VP of Membership
Stacy Davis, CPLP, VP of Programming
Cathy Fox, VP of Accommodations
Shelby Morris, VP of Marketing (virtually)

All 9 board members were present. A quorum was established.

Approval of the Agenda

The Administrative section was amended to put bullets in alphabetical order. A third item was added to include changes to the website in relation to Power Membership that will integrate into the ATD International website.

The financial section was amended to put bullets in alphabetical order. In addition, the third item (2017 Financial Review (CARE)) was added to the second item.

Skip moved, Walt seconded approval of the agenda as amended (attached). MOTION CARRIED.

Administrative

Approval of the Minutes of Previous Meetings

Walt moved, Skip seconded approval of the December Board Meeting minutes (Attached). MOTION CARRIED.

2017 Risk Assessment

Walt summarized, in depth, the 2017 Risk Assessment (Attached). It was discussed that the financial items that needed approval would be part of the 2018 budget discussion.

Power Membership Registration via the TD Tulsa Website

Walt discussed changes being made to our website that would require registrations to be done via the link on our website. It would take the registrant directly to the ATD store. The board had general discussion about this topic. Walt is awaiting a call from our ATD representative to complete this project.

Financial

Treasurer's Report (as of December 31, 2017)

Walt moved, Lorinda seconded the approval of the treasurer's report (Attached). MOTION CARRIED.

2018 Budget

Walt expressed concern with having a negative budget. After further discussion, the following changes were made.

- Change Special Event – Training from \$980 to \$3000 to include various special events already in the works
- Change Meeting Expense (Meals – Food) from \$6868 to \$7368 to account for additional special events
- Change Misc. Expenses (Scholarships) from \$1000 to \$0
- Change ATD Meeting Sponsorships from \$500 to \$1750, including promised \$250 sponsorships later in the year from Jenkins Consulting Group, owned by Linda Jenkins, President. Also, Stacy noted that she would consider a sponsorship later in the year as well.
- Walt and Stacy stated that they would lead efforts to identify and solicit potential sponsors
- Change Membership Dues from \$5400 to \$5900 to account for projected member increase

These changes produce a Net Income of \$85.34 (from Net Loss of \$4,184.66).

Walt moved, Shelby seconded to approve the 2018 budget as amended. MOTION CARRIED.

Membership

2017 CARE Requirements

Lorinda reported that we are on-track for the early-bird deadline.

2017 Membership Survey

It was reported that there were 18 responses to the 2017 Membership Survey sent to all members in December of 2017. The board reviewed and discussed the results of the survey.

Membership Reports – December 2017

Tammy Wise supplied the current membership report (attached). Jeremy Smith noted that Angela Strode was not a Renewal (as noted) but is a new member.

Professional Development

Future Programming

The board discussed the need for a better partnership with HR Professionals in the Tulsa area. It was noted that this topic will be a discussion when working towards future membership growth.

Annual Guest Passes

Walt announced that he will be giving each board member two guest passes for monthly program meetings to promote the chapter.

Dates for Next Board Meetings

Lorinda Schrammel mentioned that she will be absent from the February Board Meeting

Adjournment

President Linda Jenkins adjourned the January 2018 Board Meeting at 1:44 p.m.

Respectfully submitted by Jeremy Smith, MBA, VP of Administration

Date & Time: Friday, January 5, 2018 from 12:00 PM to 1:30 PM

Location: Roka Restaurant, 1616 S. Utica Ave., Tulsa, OK 74104

1. Call Meeting to Order
 - a. Roll Call
 - b. Confirm Quorum – Declare if Quorum is or is not Present
 - c. Agenda for January 5, 2018 Board Meeting – Review and Approve

2. Administrative
 - a. Minutes from December 1, 2017 Board Meeting – Review and Approve
 - b. 2017 Risk Assessment – Review (Identify actions that can/should be taken based on Assessment results) and Accept
 - c. Updates to the Website for Power Membership to integrate to the ATD International Store

3. Financial
 - a. Financial Reports as of December 31, 2017 – Review and Accept
 - b. 2018 Budget – Review and Approve

4. Membership
 - a. Update on 2017 Chapter Affiliations Requirements (CARE) - Early Submission Deadline, January 19, 2018

CARE is a set of performance guidelines designed to help chapters deliver consistent benefits to members. CARE consists of elements in five key areas that are necessary for running a chapter like a business: administration, financial, membership, professional development, and communication. Early submissions entered to win 1 free registration to ALC
<https://www.td.org/chapters/clc/care>
 - b. 2017 Membership Survey – Review & Accept
 - c. Membership Reports for December 2017 – Review & Accept
 - d. Chapter and Power Membership Promotional Activities Scheduled for 1st Quarter – Review and Discuss

5. Professional Development
 - a. December 2017 Programming – Review & Discuss Opportunities for Improvement
 - b. Programming Scheduled – January 12, 2018 - Content & Logistics:
 - i. Workshop Program (led by Stacy Davis)
 - ii. Accommodations – Meal & Check In
 - iii. Board Member Attendance & Participation
 - iv. Networking Activity (5-minute activity lead by Ashley Whitfield)
 - v. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
 - vi. Pitch for January e-Learning Group Meeting
 - vii. Power Membership Promotional Activities including ATD & South Central Chapters 2018 Regional Conference & ATD 2018 International Conference & Exposition (ICE)

- viii. Post Meeting Evaluation Online Distribution by January 16th
 - c. Future Programming – Needs & Opportunities
 - i. Anticipating workshop proposal in mid-January from Jeffery Taylor, Training Consultant at Verizon
 - ii. Level 1 Gamification Certification program provided via Jonathan Peters, PhD, CMO, Sententia Gamification Strategies
 - iii. Dwain M. Starks, Supervisor of Learning Services within Utility Technical Learning at OGE Energy Corporation
 - d. Annual Guest Passes for Board Members – Distribute & Discuss
 - e. ATD Membership for Board Members – VP – Administration will pay for board members Plus membership by January 31st *Need to renew ATD membership for 2018 board members prior to March 31, 2018 to lock in 2017 rate for 1 year (2018).*
8. Communication
- a. Communications Plan for 2018
 - b. Communications Scheduled
 - i. Program Marketing to Oklahoma ATD Members (can only send communications related to membership and special events) & Archived Contacts
 - c. Communications Needs & Opportunities
 - d. Plans to publish annual report that includes but is not limited to: membership numbers, list of board members and their positions, financial performance, and progress toward annual goals. Based on information provided in CARE submission
9. Old Business
10. New Business
11. Confirm Action Items
12. Confirm Date for Next Board Meetings
- a. Board Retreat Scheduled for Saturday, January 20th from 9 AM to 3 PM at St. Dunstan’s Church (8 of 9 board members confirmed to attend)
 - b. Board Meeting Scheduled for Friday, February 2, 2018 from 12:00 PM to 1:30 PM at Roka (tentatively confirm attendance)
13. Adjourn Meeting

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, December 1, 2017

12:00 p.m. to 1:30 p.m.

This meeting was held at ROKA 1616 S. Utica in Tulsa, OK. Two board members attended by telephone.

Call to Order

President Lorinda Schrammel called the meeting to order at 12:02 p.m.

Roll Call

Lorinda Schrammel, President
Linda Jenkins, President-Elect
Walt Hansmann, CPLP, VP of Administration (by phone)
Skip Eller, VP of Finance
Lewana Harris, VP of Programming
Cathy Fox, VP of Accommodations (by phone)
Shelby Morris, VP of Marketing
Greg Kittinger, At-Large Director
Jeremy Smith, At-Large Director

Absent

Larry Straining, CPLP, Immediate Past President
Kara Schatz, VP of Membership
Mary Parker, VP of SIGs and GIGs
Zac Davis, VP of Digital Media
Adam Barrow, At-Large Director
Jim Spradlin, At-Large Director

9 of 15 board members were present. A quorum was established.

Also joining the board meeting were incoming 2018 board members Tammy Wise and Stacy Davis.

Approval of the Agenda

Skip moved, Greg seconded approval of the agenda. Under New Business the Member Survey was added to the agenda. MOTION CARRIED.

Approval of the Minutes of Previous Meetings

Shelby moved, Skip seconded approval of the meeting minutes from October 6, 2017 Board Meeting. MOTION CARRIED.

Skip moved, Linda seconded approval of the meeting minutes from the November 3, 2017 Board Meeting. MOTION CARRIED.

Treasurer's Report

Jeremy moved, Greg seconded approval of the treasurer's report. MOTION CARRIED. Skip provided an overview of the chapter's financial standing. Skip also requested that any proposed budget items, and their anticipated budget amount, for the 2018 budget be sent to him no later than December 22.

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12:00 p.m. to 1:30 p.m.

Old Business

- A. Awards – Lorinda reported that the Awards Nomination Committee of Lorinda, Lewana, and Jeremy reviewed nominations and selected recipients for the Excellence in People Development Award and the Distinguished Service Award that will be presented at the December meeting.

New Business

- A. Survey Monkey Account – Walt briefly explained the potential risks involved in the chapter relying on third-parties allowing the chapter to use their survey tools and the danger in not owning the information/data itself. Walt recommended the chapter subscribe to the Survey Monkey Advantage level at a cost of \$408 annually. Skip moved, Lewana seconded authorizing Walt to secure the Survey Monkey Advantage Level subscription with an expenditure not to exceed \$425. There was general discussion. MOTION CARRIED.
- B. Leader Email Accounts – Walt continued the discussion about the ownership and management of chapter electronic communications. Walt proposed purchasing 7 additional e-mail addresses from GoDaddy to match the 2018 board positions to allow centralized control and transfer of accounts from year-to-year. Jeremy moved, Shelby seconded to authorize Walt to secure 7 additional e-mail accounts from GoDaddy using the chapter domain for a 3-year subscription at a cost not to exceed \$501.48. There was general discussion. MOTION CARRIED.
- C. Risk Assessment – Walt explained that an annual risk assessment is a CARE requirement. Walt recommended that a committee of Linda, Skip, Jeremy and Walt use the ATD Chapter Risk Assessment Guide to review potential risk and mitigation plans. The assessment must be completed before December 25. The board agreed to the plan.
- D. Membership Dues – the board had previously discussed rolling back the previously approved membership fees increase in light of the increase implemented by ATD for 2018. Greg moved, Linda seconded to amend Policies 3.9.2 and 3.9.7 as follows:

Policy 3.9.2 Associate Membership fees (Adopted 12-1-2017) (Effective 01-01-2018)

Associate Membership fees shall be \$50 annually.

Policy 3.9.7 Associate Membership renewals (Adopted 12-1-2017) (Effective 01-01-2018)

Associate Membership renewals shall be \$50 annually and are due by the anniversary date of the previous membership fee payment.

MOTION CARRIED

- E. Member Survey – Lorinda reminded the board that a CARE requirement is to conduct an annual Member Survey. She offered to use data from past surveys to develop and distribute a member survey to be completed before the CARE submission deadline.

Announcements

Each board member provided a brief update.

- A. Linda reported on the State Conference recap. The conference was a success, although registration numbers did not meet expectations, causing the conference to under-perform financially. She has documented and preserved the project details for future use. Linda is also working on a goals and objectives worksheet for 2018, and plans a board retreat in January.
- B. Lewana reported on the December program Throwdown participants. There was a discussion for future Throwdown's to offer EITHER a complimentary registration OR runner-up prizes, but not both.

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12:00 p.m. to 1:30 p.m.

- C. Cathy reported on the accommodations details for the December program. There was a discussion about room expectations and preferences.
- D. Shelby reported the next Blast is scheduled for the next Tuesday to promote the Throw Down.
- E. Lorinda offered her year-end thoughts. She expressed her appreciation for everyone. She thanked everyone for getting things done, often without even having been asked. We shared many accomplishments this year: great networking events; adjustment to membership fees; great programs; and the State Conference being a crowning achievement. She related that the board and our members have really become a tribe, and she is grateful for the commitment.

Adjournment

Walt moved, Skip seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:27 p.m.

Respectfully submitted by Walt Hansmann, CPLP

ATD Tulsa 2017 Risk Assessment

At its December Meeting, the ATD Tulsa Board of Directors approved the following members to serve on the Risk Assessment Committee: Linda Jenkins, President-Elect; Walt Hansmann, VP of Administration; Skip Eller, VP of Finance; Jeremy Smith, At-Large Director. The committee has communicated virtually and met in-person to identify potential risks and mitigation.

1. **Chapter Financial Records:** The chapter uses an older, PC resident version of Quicken. During the course of discovery, we found that the current VP of Finance has not had access to the Quicken files during 2017 and has been using Excel worksheets in place of the program. Both the VP of Finance and the VP of Administration have contacted the past VP of Finance to develop a plan to retrieve the program and Quicken files from his work desktop computer. While keeping the data locally resident was at one time our only option, with today's technology, we can subscribe to a QuickBooks online account and the data will be stored in the cloud and accessible to those we allow access. We recommend budgeting up to \$400 for 2018, and each year going forward, to secure a subscription. This also helps us with our data management and back-up plans. QuickBooks also links to Wild Apricot, should we decide to Export Wild Apricot finance data to QuickBooks.
2. **Annual Audit or Review:** The chapter is required, under CARE, to conduct an annual audit or review of its financial records. While the chapter has, for decades, undertaken a review, a full audit has not been completed to anyone's collective knowledge. We recommend budgeting at least \$3,000 for 2018 for an audit by a CPA to be conducted for in 2018. This helps the chapter comply with both CARE requirements and IRS recommendations. For 2017, Risk Assessment committee members are researching options for the financial review to be completed by a third party before the end of January 2018. A formal recommendation will be proposed to the Board in January.
3. **Robert's Rules of Order:** ATD Tulsa Bylaws state that chapter meetings shall be conducted using Robert's Rules of Order. To ensure all board members are familiar with Robert's Rules of Order for board meetings, the VP-Administration and President-Elect will provide an overview of them during the board retreat on January 20th. The overview will become part of future new board member orientations.
4. **Document Retention and Knowledge Management:** Document and knowledge management is an essential requirement to successfully managing any business. We have identified issues with the ownership, storage and management of ATD Tulsa Chapter information. There is no centralized repository. There is no determination of what should be kept nor for what period of time. There is no summary of information already stored, nor its location. For example, among our important documents, are our tax exemption letter and our non-profit articles of incorporation. Going forward, we must also capture a copy of our annual 990 IRS filings and store that document with our governing documents. Also, we need to store all executed agreements for facilities, services, and presenters within our data management process. We recommend development of a document retention policy.
5. **Document Management and Retention for Board Meetings:** Along with the knowledge management, we realized that each document presented at the board meetings should become part of the minutes that are provided to board members and posted for member review. To that end, we will create a policy to define the type of information required for each board meeting,

ATD Tulsa 2017 Risk Assessment

how and when it shall be provided to board members, and how it will be included in future board meeting minutes.

6. **Electronic Voting:** In August 2017, the members approved Amendments to the Bylaws to facilitate electronic voting on future Bylaw Amendments and Election of Board Members. We must complete the process, procedures and deadlines to enable electronic voting for elections in 2018. To that end, the Board has approved expenditure of fund for a Survey Monkey subscription to be used for voting, monthly program surveys, and annual member surveys.
7. **Signed Presenter Agreements to Ensure Alignment with ATD Policies:** A potential risk continues to be monthly program facilitators. To ensure alignment with ATD policies for program content and delivery, it is incumbent upon us, as a Board, to require all program presenters submit written proposals and signed presenter agreements before their workshop is authorized for presentation. We have already posted 2018 proposal materials and agreements on the chapter website. We need to follow our existing policies.
8. **Table of Contents for Policies and Procedures Document:** To better facilitate member access to ATD Tulsa Policies and Procedures, a Table of Contents has been included.
9. **Whistleblower Protection and Conflict of Interest Policies:** IRS standards recommend that all 501c3 organizations adopt and follow policies for whistleblower protection, document retention and destruction and conflict of interest. We addressed the document retention and destruction policy in item #4. The IRS views whistleblower policies as helpful because: "A whistleblower policy encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization, specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported." Per the National Council of Nonprofits: "A policy on conflicts of interest should (a) require those with a conflict (or who think they may have a conflict) to disclose the conflict/potential conflict, and (b) prohibit interested board members from voting on any matter in which there is a conflict." Given these expectations, we will draft policies for board review and adoption.
10. **Wild Apricot Data Back-up:** We questioned the process for backing up data from our Wild Apricot website. Wild Apricot provided this information: "*We automatically back up all Wild Apricot accounts on a daily basis and store the backups at a location separate from our data center. These backups protect your data from catastrophic threats to our data center, and can be used to restore lost data only in the case of emergency. These backups are not available to clients. You can, however, back up your contact database, event registration details, invoices, and payments and refunds, by exporting them to Excel spreadsheets. The export file will be an .XML file in Microsoft Excel format. You can also download individual web pages, and archive your entire Wild Apricot site.*"

Association for Talent Development Tulsa Chapter

2017 Budget/Income Statement (As of 01/01/2018)- FINAL

Category Description	2016 Actuals	2017 Budget	01/01/17-01/31/17	02/01/17-02/28/17	03/01/17-03/31/17	04/01/17-04/30/17	05/01/17-05/31/17	06/01/17-06/30/17	07/01/17-07/31/17	08/01/17-08/31/17	09/01/17-09/30/17
INCOME											
ATD CHIP	817.09	200.00	0.00	396.94	63.70	0.00	114.02	0.00	0.00	60.00	0.00
Meeting Fees	8,070.00	8,500.00	190.00	690.00	1,269.00	580.00	860.00	830.00	490.00	640.00	250.00
Membership Dues	4,010.00	4,520.00	200.00	320.00	400.00	840.00	280.00	580.00	160.00	749.00	160.00
State Conference Sponsorships	0.00	5,349.00	0.00	0.00	750.00	0.00	0.00	4,500.00	2,250.00	0.00	0.00
ATD Meeting Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Event-Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.00	807.00	0.00
Special Event- State Conference	0.00	26,840.00	0.00	0.00	0.00	79.00	3,488.00	507.00	806.00	1,103.00	4,258.00
TOTAL INCOME	12,897.09	45,409.00	390.00	1,406.94	2,482.70	1,499.00	4,742.02	6,417.00	3,823.00	3,359.00	4,668.00
EXPENSES											
Board Expense											
National ATD Dues	1,937.00	2,235.00	0.00	2,235.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retreat	365.87	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ATD Leader's Conference	2,671.88	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,049.92	0.00	0.00
TOTAL Board Expense	4,974.75	5,785.00	0.00	2,235.00	0.00	0.00	0.00	0.00	1,049.92	0.00	0.00
Communications Expense											
GoDaddy	0.00	99.00	0.00	0.00	0.00	90.99	0.00	0.00	0.00	215.28	0.00
Wild Apricot Web Site	0.00	0.00	0.00	0.00	578.63	0.00	0.00	0.00	0.00	0.00	0.00
Other Communications Expense	60.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Communications Expense	60.00	159.00	0.00	0.00	578.63	90.99	0.00	0.00	0.00	215.28	0.00
Meeting Expense											
Facility Charge	865.00	865.00	0.00	150.00	0.00	70.00	0.00	85.00	140.00	70.00	85.00
Meals-Food	5,805.11	7,012.50	0.00	487.60	520.76	602.59	556.38	587.02	507.90	884.43	222.75
ATD December Special Program	160.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Recognition Items	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Meeting Expense	6,830.11	8,527.50	0.00	637.60	520.76	672.59	556.38	672.02	647.90	954.43	307.75
Misc. Expenses											
Paypal Expense	313.41	700.00	16.40	25.12	36.88	41.38	98.68	148.43	118.15	75.91	91.25
Oklahoma ATD State Conference	1,000.00	27,189.00	0.00	3,750.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00
Other Special Event Expense	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	885.13	1,000.00	0.00	0.00	960.12	0.00	0.00	0.00	0.00	0.00	0.00
Marketing	276.37	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Member Appreciation	75.00	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Treasurer Expense	11.99	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	0.00
TOTAL Misc Expense	2,563.90	30,474.00	16.40	3,775.12	997.00	41.38	98.68	298.43	118.15	93.91	91.25
TOTAL EXPENSES	14,428.76	44,945.50	16.40	6,647.72	2,096.39	804.96	655.06	970.45	1,815.97	1,263.62	399.00
OVERALL TOTAL	-1,531.67	463.50	373.60	-5,240.78	386.31	694.04	4,086.96	5,446.55	2,007.03	2,095.38	4,269.00

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% f

10/01/17-10/31/17	11/01/17-11/30/17	12/01/17 - 12/31/17	2017 Year To Date FINAL	VARIANCE	Special Notes	FY 2016 Notes
0.00	523.65	0.00	1,158.31	958.31		Not predictable.
200.00	880.00	420.00	7,299.00	-1,201.00	Lost January 2017 due to weather.	425@520 member w/ lunch; 75@510 program only
160.00	160.00	240.00	4,240.00	-271.00		110@540 standard memberships; 6@520 student
750.00	0.00	0.00	8,250.00	2,901.00	Great job!	State Conference Sponsorships, Includes \$1000 from OKC Chapter
0.00	0.00	0.00	0.00	0.00		Regular and Special Meeting Sponsorships - NOT State Conference
0.00	0.00	0.00	924.00	924.00		Approachable Leadership (Phil Wilson)
1,641.00	0.00	0.00	11,882.00	-14,958.00	Lower attendance than expected	State Conference Income 75 @ \$149; 70 @ \$179; 15 @ \$209
2,751.00	1,563.65	660.00	33,762.31	-11,646.69		
0.00	0.00	0.00	2,235.00	0.00		15 @ \$149
0.00	0.00	0.00	0.00	350.00		Printing, Meals
481.56	0.00	454.07	1,985.55	1,214.45	Great job watching expenses!	2 Registrations, Hotel, Airfare, Dinners
481.56	0.00	454.07	4,220.55	1,564.45		
0.00	0.00	0.00	306.27	-207.27	added email	F/U W/Wait
0.00	0.00	0.00	578.63	-578.63	Added additional capacity	Paid for year already (2016-2017; 2018 next charge) ***
0.00	0.00	0.00	0.00	60.00		(P.O. Box) Cards accounted for overature in 2015
0.00	0.00	0.00	884.90	-725.90		
140.00	0.00	70.00	810.00	55.00		9 @ \$70 (OSU); 1 @ 85; 1 @ \$150 (Tulsa CC)
0.00	401.17	1,163.34	5,933.94	1,078.55	Fantastic job controlling food costs!!	425 @ \$16.50 average
0.00	0.00	100.00	100.00	150.00		Throwdown Prizes, Awards (Plaques, Trophies)
0.00	0.00	227.78	227.78	172.22		Lewana - Door prizes, Speaker Thank You Gifts
140.00	401.17	1,561.12	7,071.72	1,455.78		
92.60	31.67	20.11	796.58	-96.58		Fees for transactions; will naturally be higher due to state conf
659.83	17,451.14	0.00	22,010.97	5,178.03	great job controlling expenses!!	Expenses for OK State Conference (see separate budget)
0.00	0.00	0.00	0.00	300.00		(Awards/Recognition)
0.00	0.00	0.00	960.12	39.88		Wait is POC
0.00	0.00	0.00	0.00	600.00	Budget never used	(40@16.50) New Member
0.00	0.00	0.00	0.00	660.00	Meetings never held.	Stamps/Envelopes
0.00	30.25	0.00	48.25	-23.25	Purchased new checks	
752.43	17,513.06	20.11	23,815.92	6,658.08		
1,373.99	17,914.23	2,035.30	35,993.09	8,952.41		
1,377.01	-16,350.58	-1,375.10	-2,230.78	-2,694.28		***Purchased Additional Licenses

per card swipe, 3.5% + .15 for manual key

Association for Talent Development Tulsa Chapter

2017 Budget/Income Statement (As of 01/01/2018)- FINAL

Category Description	2016 Actuals	2017 Budget	12/01/17 - 12/31/17	2017 Year To Date END OF YEAR	VARIANCE	Special Notes	FY 2016 Notes
INCOME							
ATD ChiP	817.09	200.00	0.00	1,158.31	958.31		Not predictable.
Meeting Fees	8,070.00	8,500.00	420.00	7,299.00	-1,201.00		425@\$20 member w/ lunch; 75@\$10 program only
Membership Dues	4,010.00	4,520.00	240.00	4,249.00	-271.00		110@\$40 standard memberships; 6@\$20 student
State Conference Sponsorships	0.00	5,349.00	0.00	8,250.00	2,901.00		State Conference Sponsorships, Includes \$1000 from OKC Chapter
ATD Meeting Sponsorship	0.00	0.00	0.00	0.00	0.00		Regular and Special Meeting Sponsorships - NOT State Conference
Special Event-Training	0.00	0.00	0.00	924.00	924.00		Approachable Leadership (Phil Wilson)
Special Event- State Conference		26,840.00	418.00	11,882.00	-14,958.00	\$179 Still Pending	State Conference Income 75 @ \$149; 70 @ \$179; 15 @ \$209
TOTAL INCOME	12,897.09	45,409.00	1,078.00	33,762.31	-11,646.69		
EXPENSES							
Board Expense							
National ATD Dues	1,937.00	2,235.00	0.00	2,235.00	0.00		15 @ \$149
Retreat	365.87	350.00	0.00	0.00	350.00		Printing, Meals
ATD Leader's Conference	2,671.88	3,200.00	454.07	1,985.55	1,214.45	2nd Hotel / Food Expense (Walt)	2 Registrations, Hotel, Airfare, Dinners
TOTAL Board Expense	4,974.75	5,785.00	454.07	4,220.55	1,564.45		
Communications Expense							
GoDaddy	0.00	99.00	0.00	306.27	-207.27		F/U W/Walt
Wild Apricot Web Site	0.00	0.00	0.00	578.63	-578.63		Paid for year already (2016-2017; 2018 next charge) ***
Other Communications Expense	60.00	60.00	0.00	0.00	60.00		(P.O. Box) Cards accounted for overature in 2015
TOTAL Communications Expense	60.00	159.00	0.00	884.90	-725.90		
Meeting Expense							
Facility Charge	865.00	865.00	70.00	810.00	55.00	One more remaining - will not post until 2018	9 @ \$70 (OSU); 1 @ 85; 1 @ \$150 (Tulsa CC)
Meals-Food	5,805.11	7,012.50	1,163.34	6,760.18	252.32	Tulsa CC - \$720 income (\$680 paid), \$443 loss	425 @ \$16.50 average
ATD December Special Program	160.00	250.00	0.00	327.78	-77.78	\$100 prize, \$227.78 trophies, \$100 yet to pay (move to 2018)	Throwdown Prizes, Awards (Plaques, Trophies)
Recognition Items	0.00	400.00	0.00	0.00	400.00		Lewana - Door prizes, Speaker Thank You Gifts
TOTAL Meeting Expense	6,830.11	8,527.50	1,233.34	7,897.96	629.54		
Misc. Expenses							
Paypal Expense	313.41	700.00	18.49	796.58	-96.58		Fees for transactions; will naturally be higher due to state conf
Oklahoma ATD State Conference	1,000.00	27,189.00	0.00	22,010.97	5,178.03	Speaker Gifts, Jim Smith, Doubletree, Books, Video	Expenses for OK State Conference (see separate budget)
Insurance	885.13	1,000.00	0.00	960.12	39.88		
Marketing	278.37	600.00	0.00	0.00	600.00		Walt is POC
New Member Appreciation	75.00	660.00	0.00	0.00	660.00		(40@16.50) New Member
Treasurer Expense	11.99	25.00	0.00	48.25	-23.25		Stamps / Envelopes / Checks
TOTAL Misc Expense	2,563.90	30,174.00	18.49	23,815.92	6,358.08		
TOTAL EXPENSES	14,428.76	44,645.50	1,705.90	36,819.33	7,826.17		
OVERALL TOTAL	-1,531.67	763.50	-627.90	-3,057.02	-3,820.52		

***Purchased Additional Licenses

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

2017 State Conference Budget

Category Description	2017 Budget	12/01/17-12/31/17	2017 Year To Date	Variance	Special Notes
INCOME					
Student/Unemployed/Volunteer - Early Bird	0	0.00	79.00	79.00	Fully paid
Student/Unemployed/Volunteer - Regular	0	0.00	445.00	178.00	Fully paid
Special Student Rate	0.00	0.00	200.00	200.00	Fully paid
Early Bird Registration (Guest and Member)	11,175.00	0.00	3,816.00	-7,359.00	Fully paid
Regular Registration (Guest and Member)	12,530.00	418.00	7,133.00	-5,397.00	\$179 Still Pending (Mklesh)
Late Registration (Guest and Member)	3,135.00	0.00	209.00	-2,926.00	Fully paid
Sponsorships	4,349.00	0.00	7,250.00	2,901.00	Fully paid
COC - ATD	1,000.00	0.00	1,000.00	0.00	Fully paid
<u>TOTAL INCOME</u>	32,189.00	418.00	20,132.00	-12,057.00	
EXPENSES					
Speaker - Jim Smith	7,500.00	3,750.00	7,500.00	0.00	Paid in Full
Speaker Expenses	1,108.00	1,102.27	1,102.27	5.73	\$671.51 Air, \$235 car, \$165.76 hotel, \$30 taxi (paid in full)
Workshop Presenters - Gratuity	375.00	337.20	337.20	37.80	\$275 gift cards, \$62.20 Glacier/bag (all paid in full)
Venue - Doubletree Downtown	11,747.00	8,304.48	8,304.48	3,442.52	\$3640.85 meals, \$4206.17 breakfast/breaks/drinks, \$357.46 networking, \$100 WiFi (Paid in full)
Additional Room Rental	326.00	300.00	300.00	26.00	Paid in Full
Audio Visual Rental	1,633.00	3,412.95	3,412.95	-1,779.95	Paid in full
Printing	1,500.00	454.14	454.14	1,045.86	Paid in Full
Swag Bags	2,000.00	336.95	336.95	1,663.05	Eskimo Joes - Paid in Full
Name Badges / Ribbons	500.00	47.88	47.88	452.12	lanyards (Amazon) - Paid In Full
Misc Expenses	500.00	65.10	215.10	284.90	\$150 HRCI, \$65.10 Video Card - Paid in Full
	27,189.00	18,110.97	22,010.97	5,178.03	
	5,000.00	-17,692.97	-1,878.97		
					-1699.97 when outstanding items collected.

REGISTRATIONS AS OF 10/2/17:

Early Bird: Member (\$149.00)	16	\$	2,384.00	All paid
Early Bird: Guest (\$179.00)	8	\$	1,432.00	All paid
Student / Volunteer Early Bird (\$79.00)	1	\$	79.00	All paid
Regular: Member (\$179.00)	21	\$	3,580.00	\$179 pending (\$3759 total)
Regular: Guest (\$209.00)	17	\$	3,553.00	All paid
Regular: Student / Volunteer (\$89.00)	5	\$	445.00	All paid
Special: Student Group	5	\$	200.00	All paid
Late: Member (\$209.00)	1	\$	209.00	
Late: Guest (\$239.00)	0	\$	-	
Late: Student / Volunteer (\$99.00)	0	\$	-	
Speaker / Facilitator Comp (\$194 retail)	14	\$	2,716.00	Includes Rodney and Samantha
Sponsor Comp (\$209 retail)	14	\$	2,926.00	\$4836.00 total

<p>\$179.00 in Registrations Still Pending</p> <p>\$179 OU / CPM - No Response</p>
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**ATD Tulsa Chapter
Statement of Financial Position as of 01/01/2017**

Assets		Liabilities	
Checking	\$ 15,092.44	Accounts Payable	\$ -
PayPal	\$ 2,096.33	Taxes Payable	\$ -
Cash	\$ 100.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 389.00	Net Assets	
(Less doubtful accounts)*	\$ (70.00)	Unrestricted Net Assets	\$ 17,607.77
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 17,288.77</u>	Total Net Assets	<u>\$ 17,607.77</u>
Total Assets	<u>\$ 17,607.77</u>	Total Liabilities Plus Net Assets	<u>\$ 17,607.77</u>

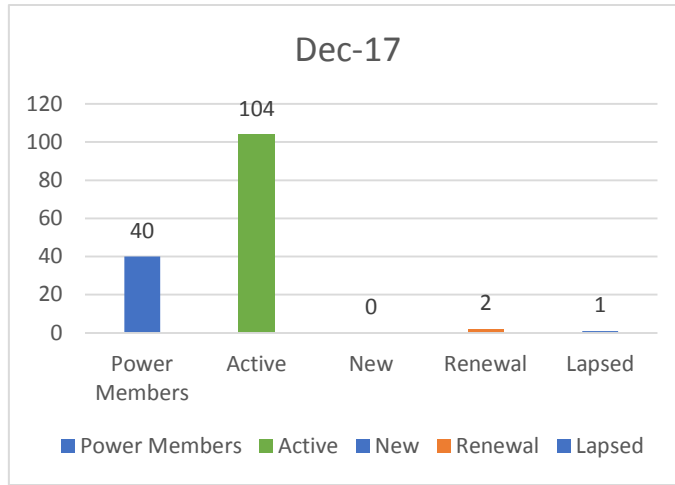
*Doubtful Accounts are greater than 90 days old with Unknown Status

Association for Talent Development Tulsa Chapter
FY 2018 BUDGET - FINAL - APPROVED 1/5/18

Category Description	2016 Actuals	2017 Budget	2017 Actuals	VARIANCE FROM BUDGET	2018 Budget	Special Notes
INCOME						
ATD ChIP	817.09	200.00	1,158.31	958.31	987.70	Variable - Using 2 year Average
Meeting Fees	8,070.00	8,500.00	7,299.00	-1,201.00	9,617.14	12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,010.00	4,520.00	4,249.00	-271.00	5,900.00	115 @ \$50 standard memberships; 6 @ \$25 student
State Conference Sponsorships	0.00	5,349.00	8,250.00	2,901.00	0.00	NO CONFERENCE
ATD Meeting Sponsorships	0.00	0.00	0.00	0.00	1,750.00	7 Regular Meeting Sponsorships (\$250 each)
Special Event-Training	0.00	0.00	924.00	924.00	3,000.00	One Special Event - Tentative (20 participants @ \$49 each)
Special Event- State Conference	0.00	26,840.00	11,882.00	-14,958.00	0.00	NO CONFERENCE
TOTAL INCOME	12,897.09	45,409.00	33,762.31	11,646.69	21,254.84	
EXPENSES						
Board Expense						
National ATD Dues	1,937.00	2,235.00	2,235.00	0.00	1,611.00	9 @ \$179: Gentleperson's agreement to pay ATD dues for board members
Retreat	365.87	350.00	0.00	350.00	250.00	Printing, Lunch for Jan. 20, 2018 board retreat
ATD Leader's Conference	2,671.88	3,200.00	1,985.55	1,214.45	2,700.00	1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	11.99	25.00	48.25	-23.25	441.00	Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
Annual Audit	0.00	0.00	0.00	0.00	1,000.00	Annual Financial Audit
TOTAL Board Expense	4,986.74	5,810.00	4,268.80	1,541.20	6,002.00	
Communications Expense						
GoDaddy Domains	0.00	99.00	99.00	0.00	81.02	Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00	Next Due 03/17/19 (\$140)
Go Daddy Email	0.00	0.00	207.27	0.00	501.48	New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	0.00	0.00	578.63	-578.63	1,248.00	Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	0.00	0.00	0.00	425.00	Approved expense up to \$425.00 (annual)
PO Box Subscription	60.00	60.00	0.00	60.00	64.00	Annual Expense - Next Due 02/18
Marketing	278.37	600.00	0.00	600.00	250.00	Printing / Mailing Costs for Special Meeting or Communication
TOTAL Communications Expense	338.37	759.00	884.90	-125.90	2,569.50	
Meeting Expense						
Facility Charge	865.00	865.00	810.00	55.00	870.00	10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,805.11	7,012.50	6,760.18	252.32	7,368.00	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	160.00	250.00				Moved to Recognition Items
Recognition Items	0.00	400.00	0.00	400.00	850.00	See separate "Recognition Items Budget" tab for breakdown
TOTAL Meeting Expense	6,830.11	8,527.50	7,570.18	707.32	9,088.00	
Membership Expense						
New Member Marketing	0.00	0.00	0.00	0.00	450.00	New Member Welcome Kits
New Member Appreciation	75.00	660.00	0.00	660.00	660.00	(40@16.50) New Member Lunches
TOTAL Meeting Expense	75.00	660.00	0.00	660.00	1,110.00	
Misc. Expenses						
Paypal Expense	313.41	700.00	794.96	-94.96	400.00	High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	27,189.00	21,010.97	6,178.03	1,000.00	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	0.00	300.00	0.00	300.00	0.00	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	885.13	1,000.00	960.12	39.88	1,000.00	Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarships		0.00	0.00	0.00	0.00	Scholarship Program pending policy approval
TOTAL Misc Expense	2,198.54	29,189.00	22,766.05	6,422.95	2,400.00	
TOTAL EXPENSES	16,566.88	44,285.50	35,489.93	8,795.57	21,169.50	
OVERALL TOTAL	-3,669.79	1,123.50	-1,727.62	2,851.12	85.34	

Membership Report

January 2018



Membership Status

December 2017

New/Renewal Members in December 2017: 2

First	Last	Company	Membership level	Status
Angela	Strode	NORDAM	ATD Tulsa Associate Member (Annual)	New
Kaylen	Wood	O.C. Tanner	ATD Tulsa Associate Member (Annual)	Renewal

Lapsed Members in December 2017: 1

First	Last	Company	Membership level	Renewal due
Rachel	Grant	Foundation Energy Management, LLC	ATD Tulsa Associate Member (Annual)	December 14, 2017

Membership Report

January 2018

Members Lapsing in January 2018: 4

First	Last	Company	Membership Type	Membership Level	Renewal Date
Ana	Vaqueiro	Matrix Service Company	ATD Power Member PROFESSIONAL	ATD Tulsa Associate Member (Annual)	January 09, 2018
Peyton	VanLandingham	Spartan College Aeronautics and Technology		ATD Tulsa Student Associate Member (Annual)	January 18, 2018
James	McKenzie	University of Oklahoma College of Continuing Education		ATD Tulsa Student Associate Member (Annual)	January 27, 2018
Linda	Jenkins	Jenkins Consulting Group	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	January 31, 2018

Members Lapsing in February 2018: 10

First	Last	Company	Membership Type	Membership Level	Renewal Date
Cathy	Fox	1 Million Cups	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 01, 2018
Steven	Oliver	TCC		ATD Tulsa Associate Member (Annual)	February 04, 2018
Zac	Davis	MetLife	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 06, 2018
Dan	King	EHI	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 06, 2018
Shelby	Morris	Oklahoma State University	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 07, 2018
Cecilia	Martin-Smith	CAP Tulsa	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 07, 2018
Sondra	Whitt	Goodwill Industries of Tulsa		ATD Tulsa Associate Member (Annual)	February 22, 2018

Membership Report

January 2018

Michael Horton	The Coffee Bunker	ATD Power Member PLUS	ATD Tulsa Associate Member (Annual)	February 28, 2018
Bob Mansur	Gateway Mortgage Group		ATD Tulsa Associate Member (Annual)	February 28, 2018
Rachel Wagner	Rachel Wagner Etiquette & Protocol	ATD Tulsa Chapter Associate Member (Local Chapter Only)	ATD Tulsa Associate Member (Annual)	February 28, 2018

Membership Report

January 2018

January Membership Drive:

Be Social

Encourage members to join ATD pages on all social media. Have slide show to present at January meeting. Pass out Power Member Handout for Chapter.

February Membership Drive:

Bring a Friend

Challenge members to invite 2 people from their network to the February meeting who are not currently members.

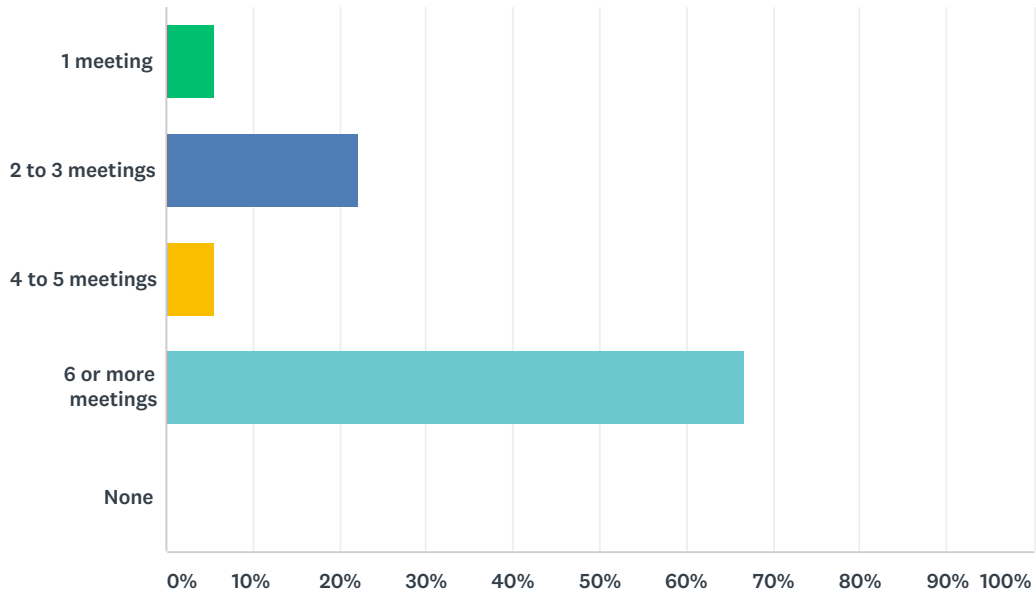
Use video already created. Add to social media, website, and play at February meeting.

January To-Do List

- Update auto emails to make more personal
- Conduct membership analysis
- Request members update their membership profiles
- Create plan to increase Power Membership using those individuals who are ATD members only

Q1 How many chapter meetings have you attended in the last 12 months?

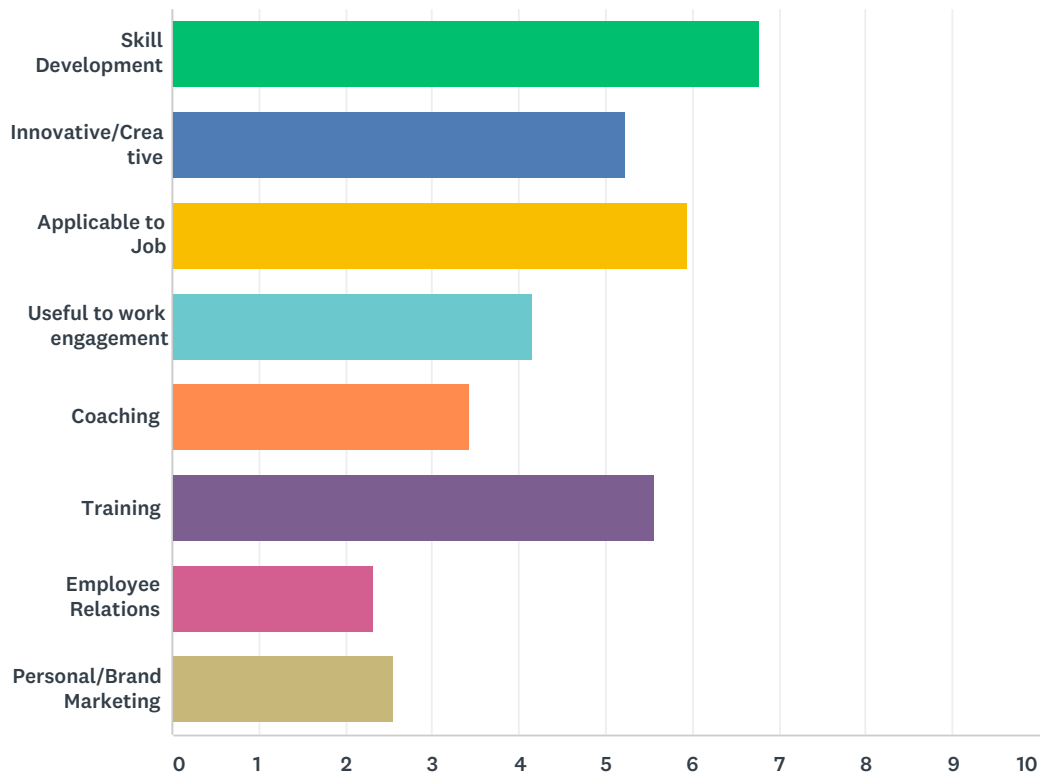
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
1 meeting	5.56% 1
2 to 3 meetings	22.22% 4
4 to 5 meetings	5.56% 1
6 or more meetings	66.67% 12
None	0.00% 0
TOTAL	18

Q2 For the programs you attended, please rank why you attended these specific programs:

Answered: 18 Skipped: 0



	1	2	3	4	5	6	7	8	TOTAL	SCORE
Skill Development	50.00% 9	27.78% 5	5.56% 1	0.00% 0	11.11% 2	0.00% 0	0.00% 0	5.56% 1	18	6.78
Innovative/Creative	5.56% 1	16.67% 3	33.33% 6	11.11% 2	11.11% 2	16.67% 3	5.56% 1	0.00% 0	18	5.22
Applicable to Job	27.78% 5	22.22% 4	11.11% 2	16.67% 3	5.56% 1	11.11% 2	5.56% 1	0.00% 0	18	5.94
Useful to work engagement	0.00% 0	5.56% 1	22.22% 4	11.11% 2	27.78% 5	16.67% 3	11.11% 2	5.56% 1	18	4.17
Coaching	0.00% 0	0.00% 0	0.00% 0	33.33% 6	11.11% 2	22.22% 4	33.33% 6	0.00% 0	18	3.44
Training	11.11% 2	27.78% 5	27.78% 5	11.11% 2	0.00% 0	11.11% 2	5.56% 1	5.56% 1	18	5.56
Employee Relations	0.00% 0	0.00% 0	0.00% 0	5.56% 1	11.11% 2	22.22% 4	33.33% 6	27.78% 5	18	2.33
Personal/Brand Marketing	5.56% 1	0.00% 0	0.00% 0	11.11% 2	22.22% 4	0.00% 0	5.56% 1	55.56% 10	18	2.56

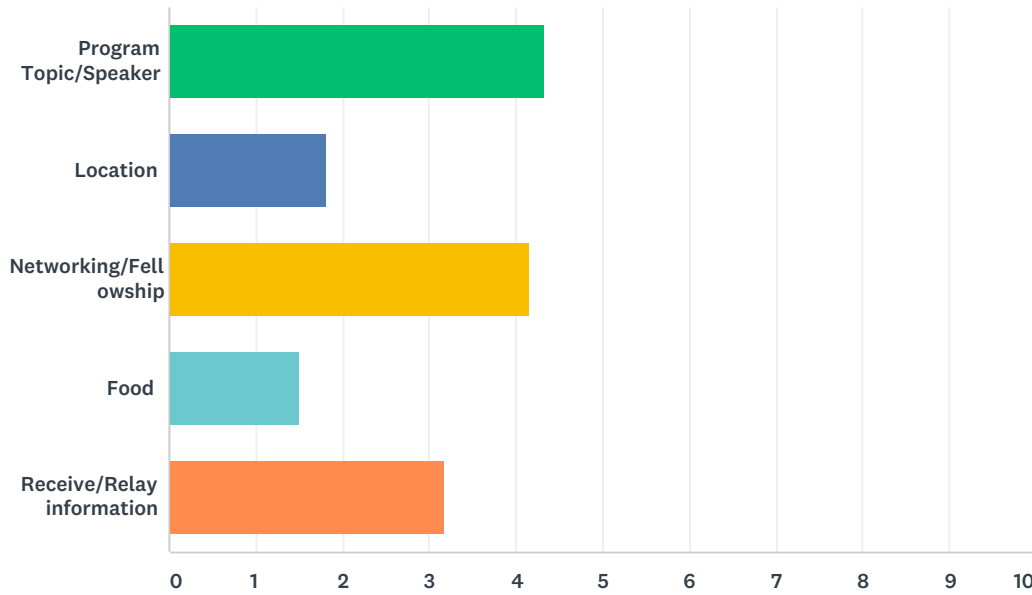
Q3 What programs, speakers or topics would you be most interested in for future meetings?

Answered: 18 Skipped: 0

#	RESPONSES	DATE
1	I am considering a transition from corporate to consulting. I would like to connect with people who have successfully made that transition.	12/13/2017 6:40 PM
2	Maximizing collaboration in learning & development (how to design and train effectively as a L&D team)	12/12/2017 9:55 AM
3	Micro learning - using or developing authentic experiential activities - pre and post training activities that support transfer	12/11/2017 7:47 PM
4	Training design - mobile training support -	12/11/2017 4:17 PM
5	Coaching Skills / Fundamentals Experiential Team Building Exercises	12/11/2017 12:28 PM
6	Training-focused versus HR-focused	12/11/2017 12:05 PM
7	Leadership Development Programs, what companies are doing for Talent Development (programs, etc.)	12/11/2017 11:45 AM
8	Leadership topics	12/11/2017 10:55 AM
9	Measuring and Evaluating Training / ROI with Ken Phillips; Train-the-Trainer with Bob Pike; Articulate Storyline with Tom Kuhlman; Instructional Design; Training Fundamentals for Accidental Trainers	12/11/2017 10:24 AM
10	Measurement and evaluation (ROI). Blended training approaches. Leveraging the ADDIE and SAM models in the various situations in which each would be best practice for training needs assessment and development.	12/11/2017 10:07 AM
11	Leadership Development; Designs/Templates for Facilitator Guides/Participant Guides;	12/11/2017 9:45 AM
12	employee engagement ideas,	12/11/2017 9:43 AM
13	Technology ideas for interactive audience involvement. (In addition to Poll Everywhere)	12/11/2017 9:41 AM
14	training delivery, evaluating learning impact, learning technologies, knowledge management, and instructional design	12/11/2017 9:37 AM
15	developing micro-training & e-learning	12/11/2017 9:24 AM
16	elearning, how to spice up instructor led training	12/11/2017 9:19 AM
17	Establishing competencies in your organization; building online learning courses; constructing individual learning journeys; learning activities exchange	12/11/2017 9:18 AM
18	Easy, low cost training programs, new ideas for training programs.	12/11/2017 8:36 AM

Q4 What motivates you to attend the monthly ATD chapter meetings?

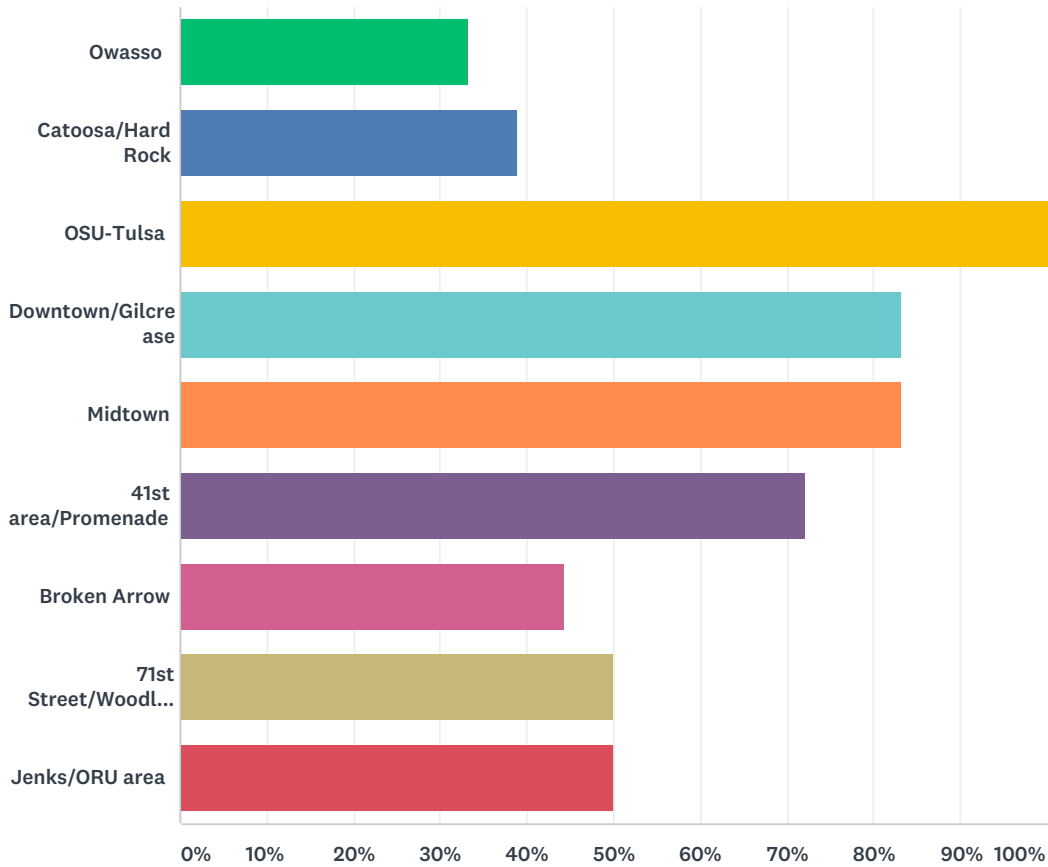
Answered: 18 Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
Program Topic/Speaker	55.56% 10	27.78% 5	11.11% 2	5.56% 1	0.00% 0	18	4.33
Location	0.00% 0	0.00% 0	16.67% 3	50.00% 9	33.33% 6	18	1.83
Networking/Fellowship	44.44% 8	33.33% 6	16.67% 3	5.56% 1	0.00% 0	18	4.17
Food	0.00% 0	5.56% 1	0.00% 0	33.33% 6	61.11% 11	18	1.50
Receive/Relay information	0.00% 0	33.33% 6	55.56% 10	5.56% 1	5.56% 1	18	3.17

Q5 Regarding meeting location, I would attend a meeting held in the following areas (check all that apply):

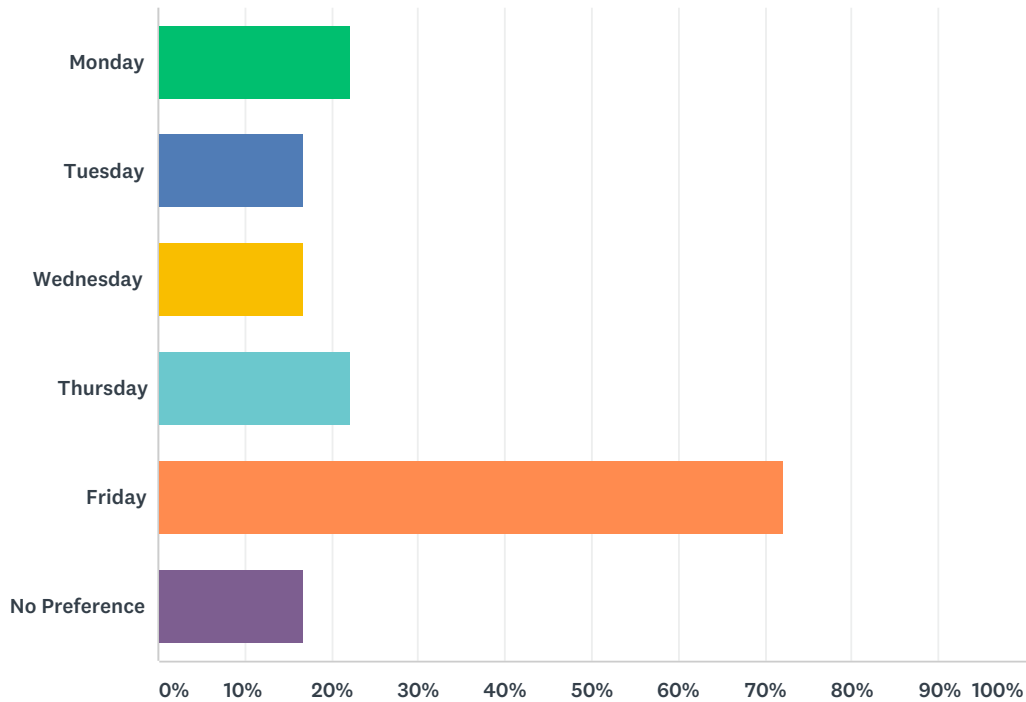
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
Owasso	33.33% 6
Catoosa/Hard Rock	38.89% 7
OSU-Tulsa	100.00% 18
Downtown/Gilcrease	83.33% 15
Midtown	83.33% 15
41st area/Promenade	72.22% 13
Broken Arrow	44.44% 8
71st Street/Woodland Hills	50.00% 9
Jenks/ORU area	50.00% 9
Total Respondents: 18	

Q6 If we continued to offer our programs during the second week of each month, what day(s) would be most convenient for you? (Check all that apply)

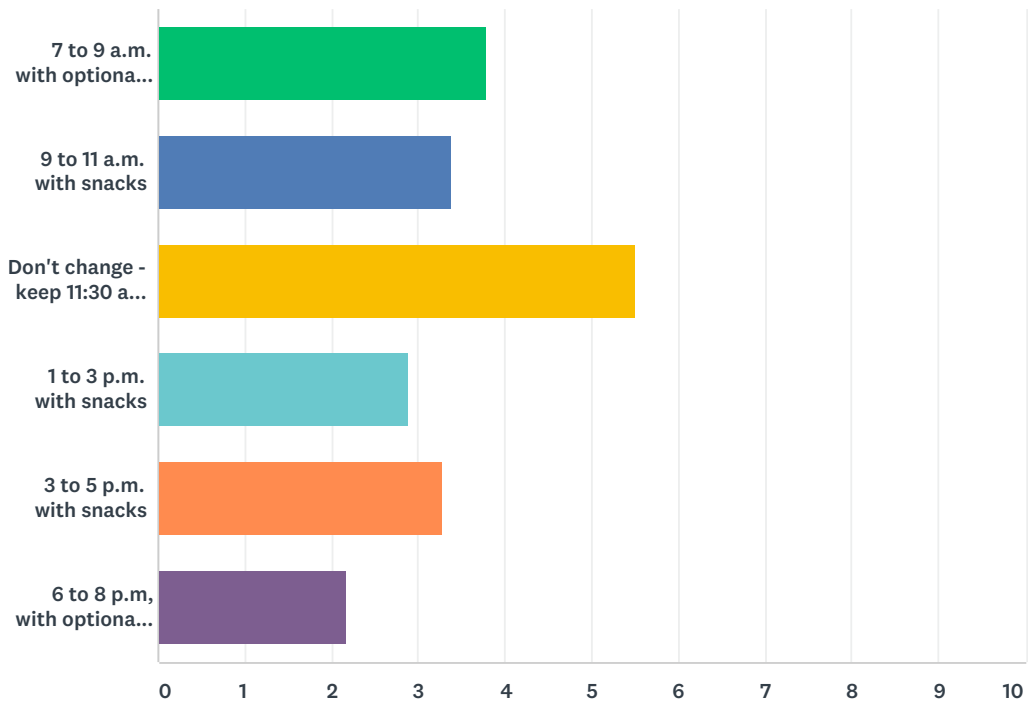
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Monday	22.22%	4
Tuesday	16.67%	3
Wednesday	16.67%	3
Thursday	22.22%	4
Friday	72.22%	13
No Preference	16.67%	3
Total Respondents: 18		

Q7 What time would you prefer to have our meetings? Rank your time preference with 1 = most preferred and 6= least preferred.

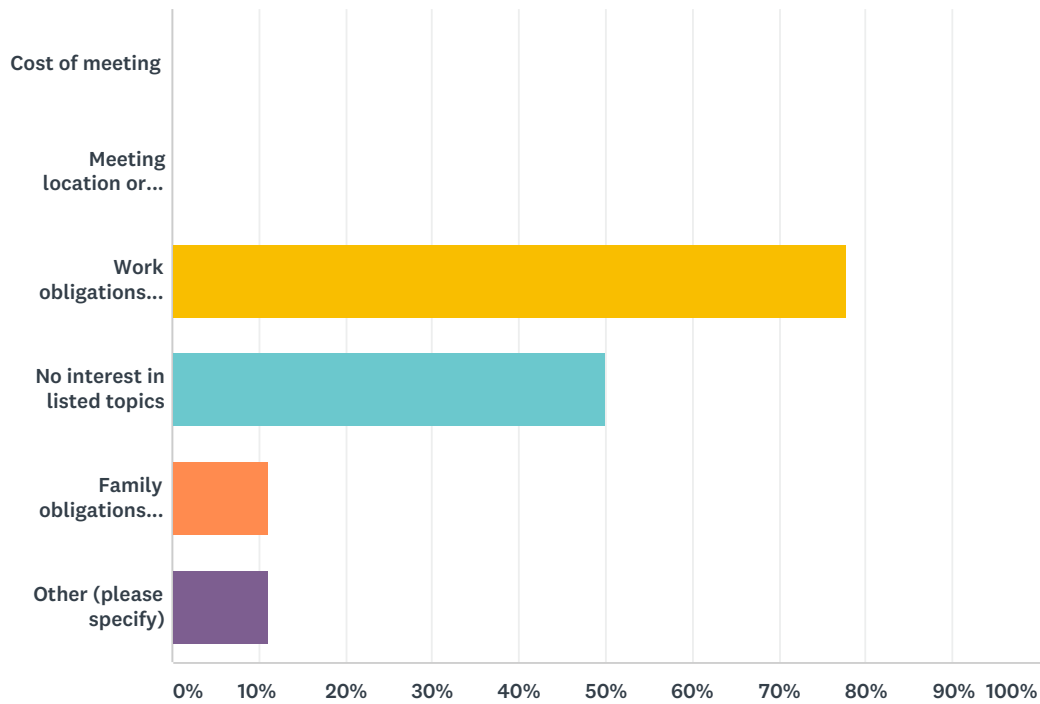
Answered: 18 Skipped: 0



	1	2	3	4	5	6	TOTAL	SCORE
7 to 9 a.m. with optional breakfast	5.56% 1	50.00% 9	11.11% 2	0.00% 0	16.67% 3	16.67% 3	18	3.78
9 to 11 a.m. with snacks	0.00% 0	16.67% 3	33.33% 6	27.78% 5	16.67% 3	5.56% 1	18	3.39
Don't change - keep 11:30 a.m. to 1:15 p.m. with optional lunch	83.33% 15	5.56% 1	0.00% 0	5.56% 1	0.00% 0	5.56% 1	18	5.50
1 to 3 p.m. with snacks	5.56% 1	0.00% 0	11.11% 2	50.00% 9	27.78% 5	5.56% 1	18	2.89
3 to 5 p.m. with snacks	0.00% 0	27.78% 5	16.67% 3	16.67% 3	33.33% 6	5.56% 1	18	3.28
6 to 8 p.m. with optional dinner	5.56% 1	0.00% 0	27.78% 5	0.00% 0	5.56% 1	61.11% 11	18	2.17

Q8 What keeps you from attending the monthly chapter meetings? Check all that apply.

Answered: 18 Skipped: 0

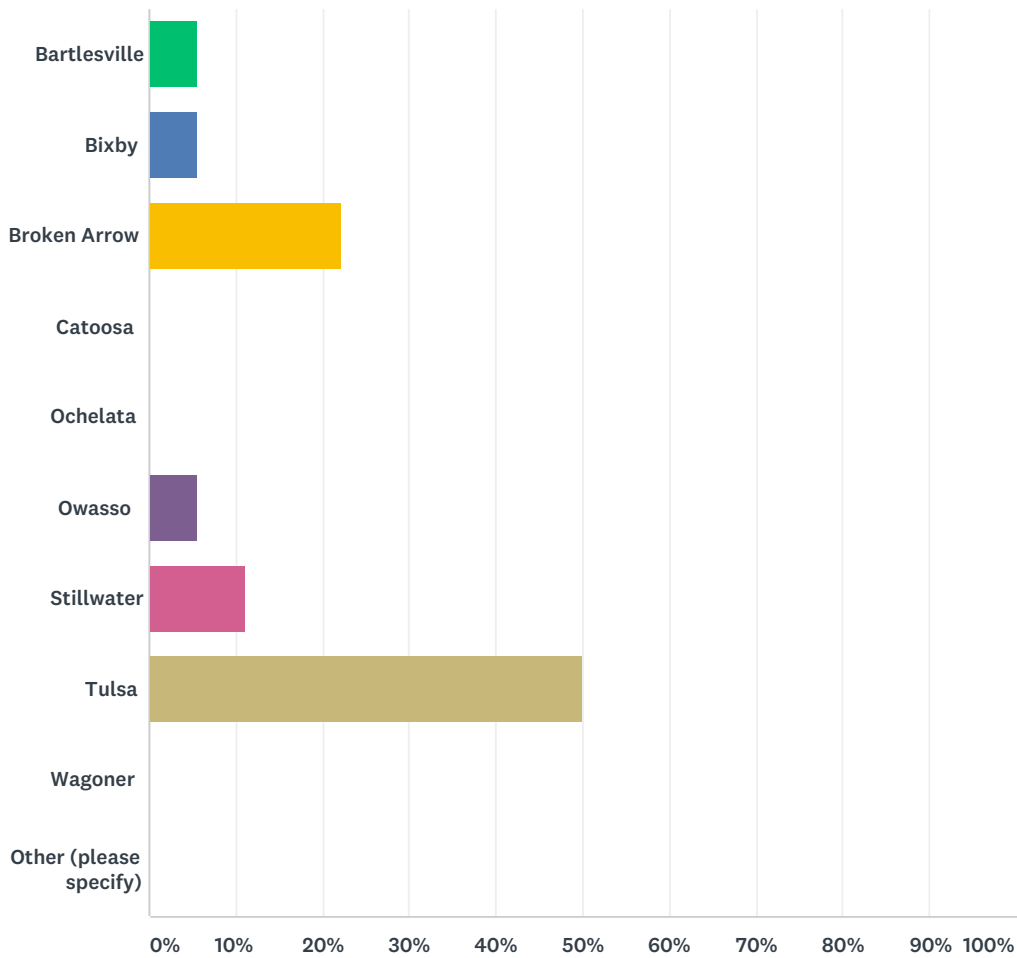


ANSWER CHOICES	RESPONSES
Cost of meeting	0.00% 0
Meeting location or distance	0.00% 0
Work obligations during meeting time	77.78% 14
No interest in listed topics	50.00% 9
Family obligations during meeting time	11.11% 2
Other (please specify)	11.11% 2
Total Respondents: 18	

#	OTHER (PLEASE SPECIFY)	DATE
1	I budget to attend and then base whether I actually do on the topic and what I know of the speaker (if anything). As a relatively small chapter, I can network with folks a few times a year at meetings - every month is just too much, since it is pretty much the same cast of characters that shows up.	12/11/2017 10:07 AM
2	Occasional vacation travel, occasional family caregiving responsibilities to doc appointments, etc.	12/11/2017 9:41 AM

Q9 What area do you ordinarily travel from (office/home) to attend our monthly meetings?

Answered: 18 Skipped: 0



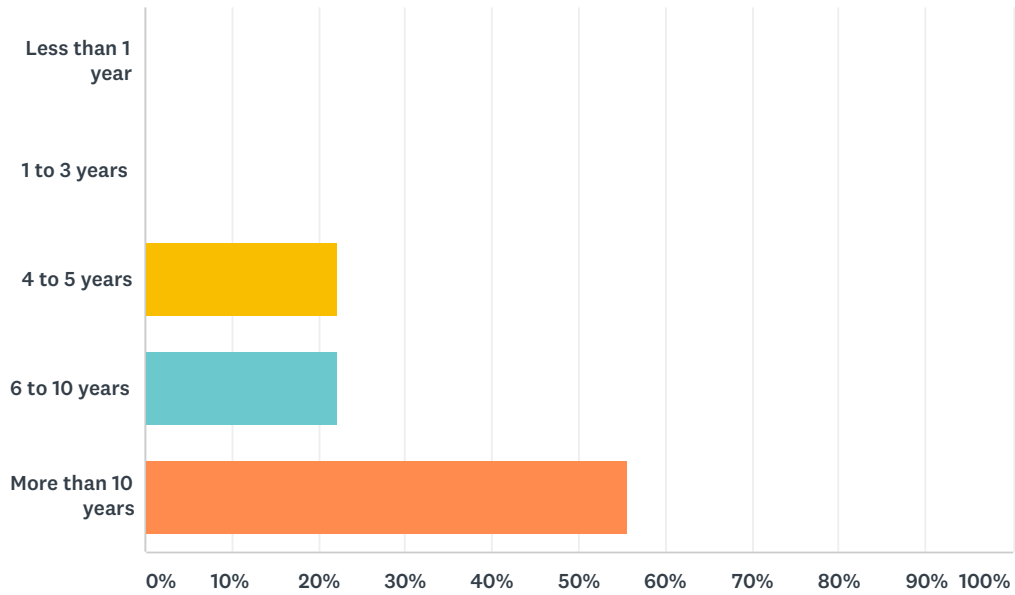
ANSWER CHOICES	RESPONSES	
Bartlesville	5.56%	1
Bixby	5.56%	1
Broken Arrow	22.22%	4
Catoosa	0.00%	0
Ochelata	0.00%	0
Owasso	5.56%	1
Stillwater	11.11%	2
Tulsa	50.00%	9
Wagoner	0.00%	0
Other (please specify)	0.00%	0

TOTAL	18
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#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q10 How long have you been involved in the talent development field?

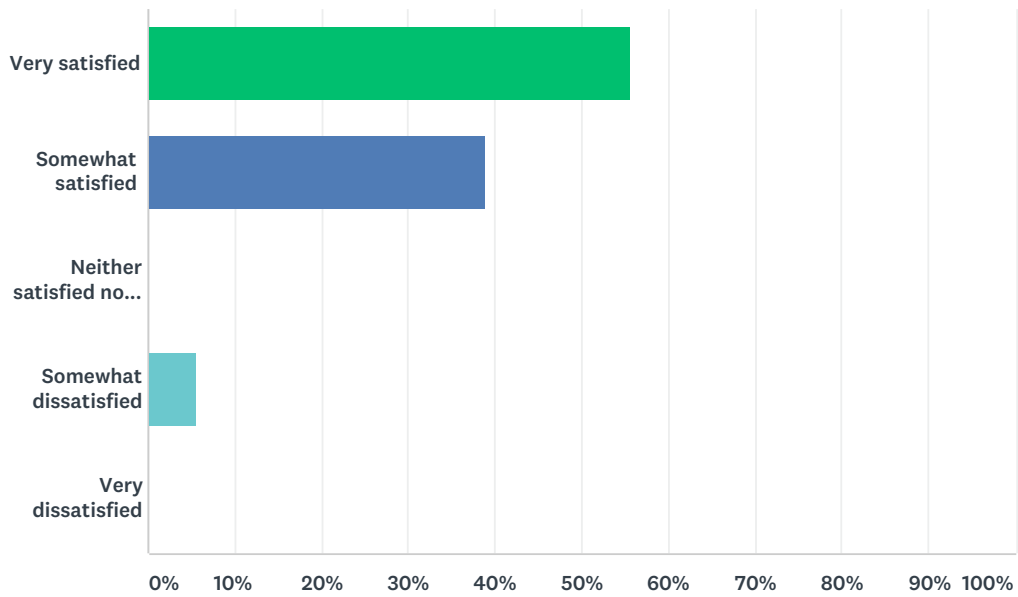
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than 1 year	0.00%	0
1 to 3 years	0.00%	0
4 to 5 years	22.22%	4
6 to 10 years	22.22%	4
More than 10 years	55.56%	10
TOTAL		18

Q11 Overall, how satisfied have you been with the Tulsa-ATD Chapter's programs?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very satisfied	55.56%	10
Somewhat satisfied	38.89%	7
Neither satisfied nor dissatisfied	0.00%	0
Somewhat dissatisfied	5.56%	1
Very dissatisfied	0.00%	0
TOTAL		18

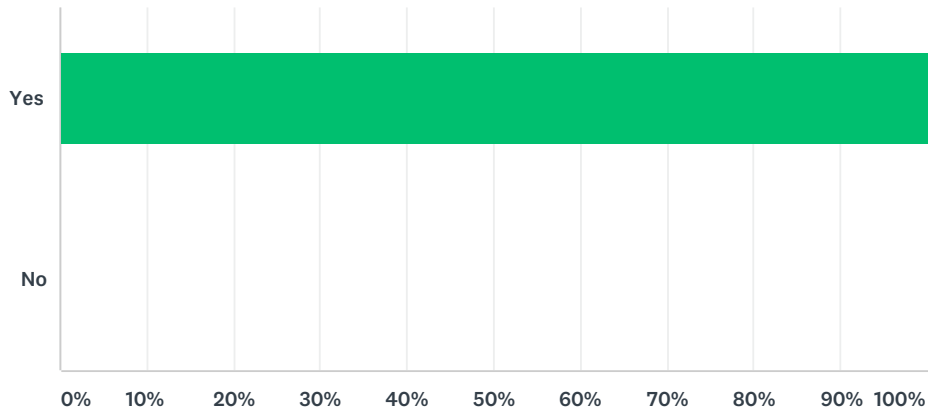
Q12 If you answered "somewhat dissatisfied" or "very dissatisfied", please share your concerns regarding chapter programs.

Answered: 5 Skipped: 13

#	RESPONSES	DATE
1	NA	12/13/2017 6:40 PM
2	Sometimes the topics are a bit basic, but that's OK, you have to respond to a large variety of needs. Usually about 1 in every 4 topics is something that I find interesting or relevant.	12/11/2017 10:07 AM
3	HR and personal development topics not trainer skill building topics	12/11/2017 9:37 AM
4	no concerns	12/11/2017 9:24 AM
5	none	12/11/2017 8:36 AM

Q13 Are you a member of ATD-Tulsa Chapter?

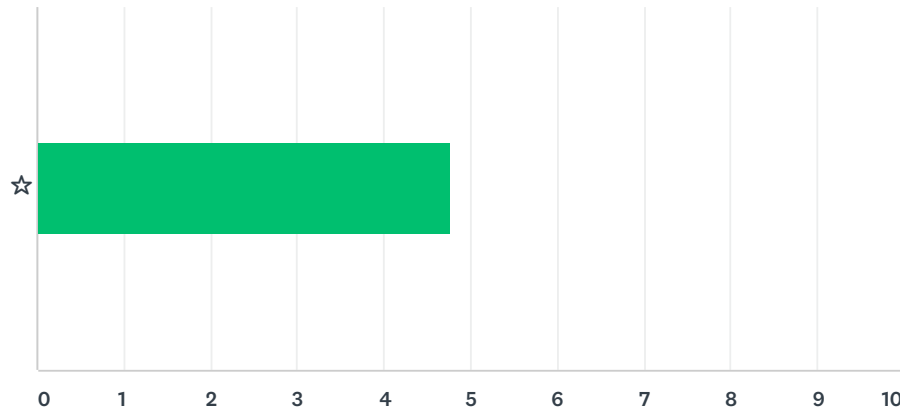
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	18
No	0.00%	0
TOTAL		18

Q14 Please rate your perceived value of our \$40 annual local membership dues.

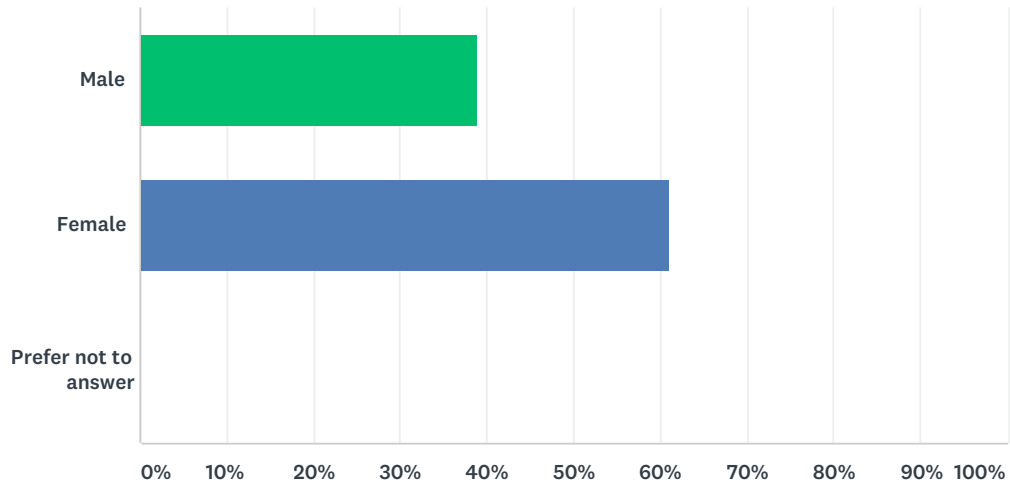
Answered: 18 Skipped: 0



	POOR	FAIR	AVERAGE	GOOD	GREAT	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	5.56% 1	11.11% 2	83.33% 15	18	4.78

Q15 Please select your gender:

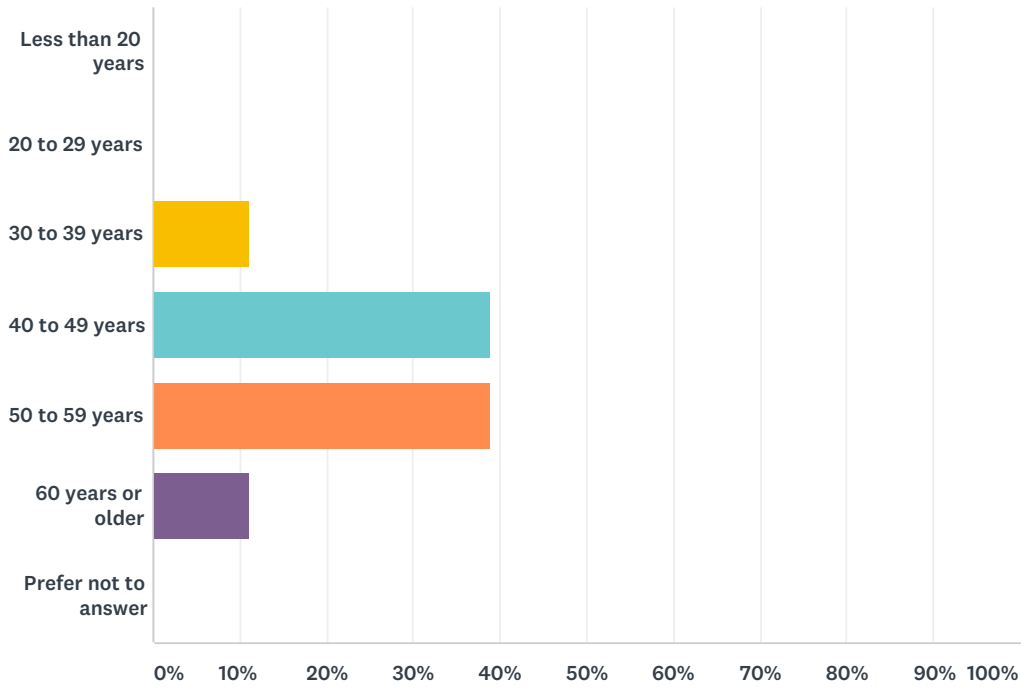
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
Male	38.89% 7
Female	61.11% 11
Prefer not to answer	0.00% 0
TOTAL	18

Q16 Please select your age range:

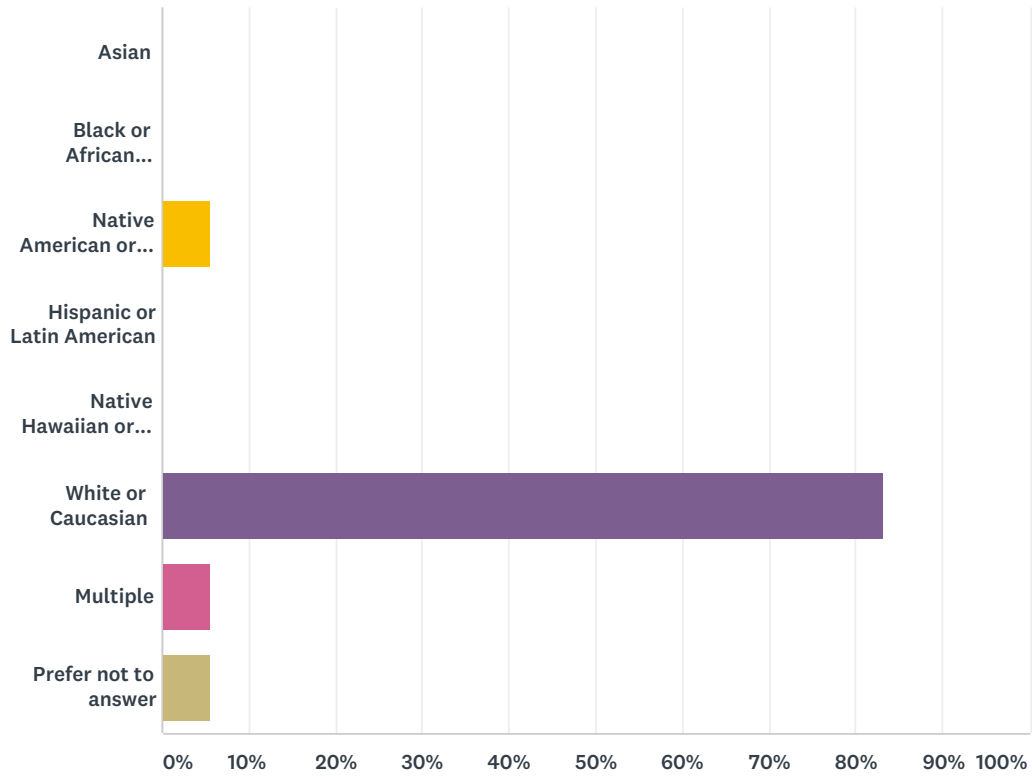
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than 20 years	0.00%	0
20 to 29 years	0.00%	0
30 to 39 years	11.11%	2
40 to 49 years	38.89%	7
50 to 59 years	38.89%	7
60 years or older	11.11%	2
Prefer not to answer	0.00%	0
TOTAL		18

Q17 Please select your ethnicity:

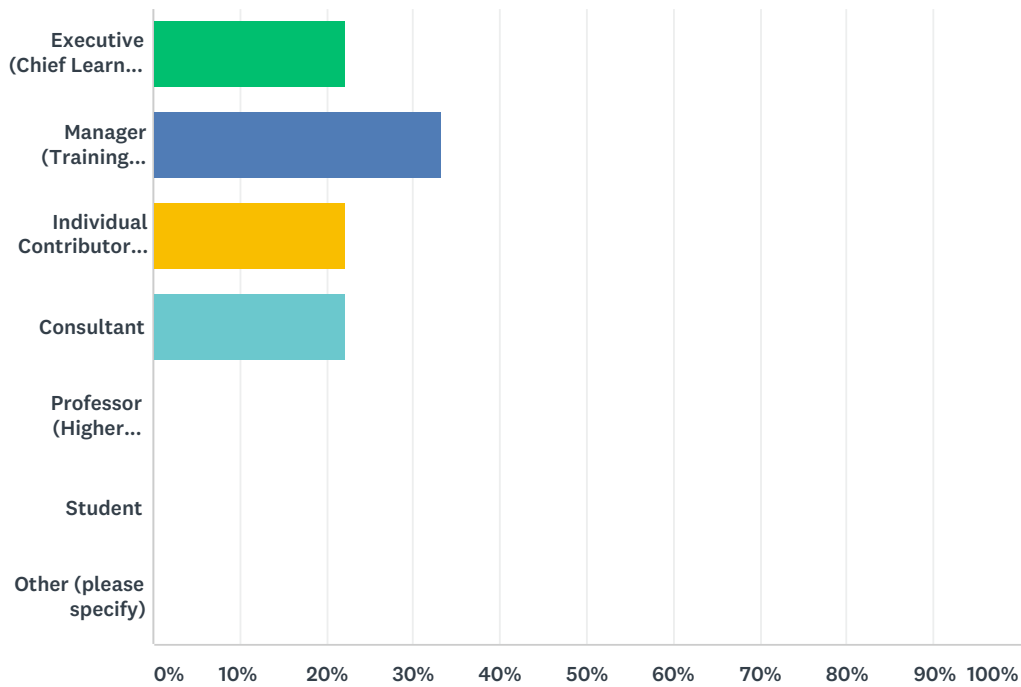
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Asian	0.00%	0
Black or African American	0.00%	0
Native American or Native Alaskan	5.56%	1
Hispanic or Latin American	0.00%	0
Native Hawaiian or other Pacific Islander	0.00%	0
White or Caucasian	83.33%	15
Multiple	5.56%	1
Prefer not to answer	5.56%	1
TOTAL		18

Q18 From the following, please select the response that best describes your level within your organization:

Answered: 18 Skipped: 0

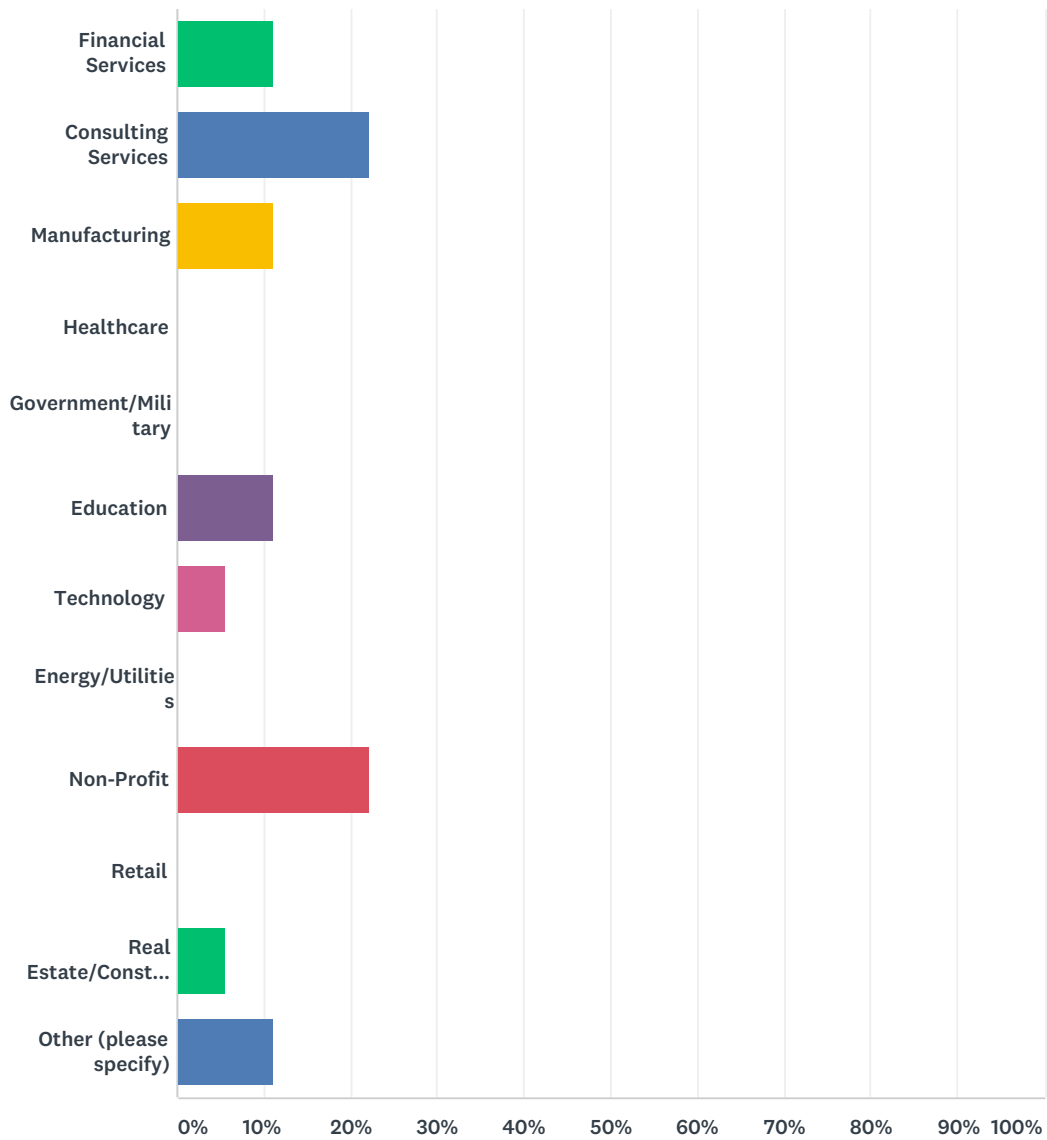


ANSWER CHOICES	RESPONSES
Executive (Chief Learning Officer, Director of Training, Human Resources Director, Chief Human Capital Officer)	22.22% 4
Manager (Training Manager, Manager of Sales Training, HR Manager, Learning and Development Manager, Manager of OD)	33.33% 6
Individual Contributor (Training Specialist, HR Generalist, Instructional Designer, LMS Administrator)	22.22% 4
Consultant	22.22% 4
Professor (Higher Education)	0.00% 0
Student	0.00% 0
Other (please specify)	0.00% 0
TOTAL	18

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q19 From the following, please select the response that best represents your industry:

Answered: 18 Skipped: 0



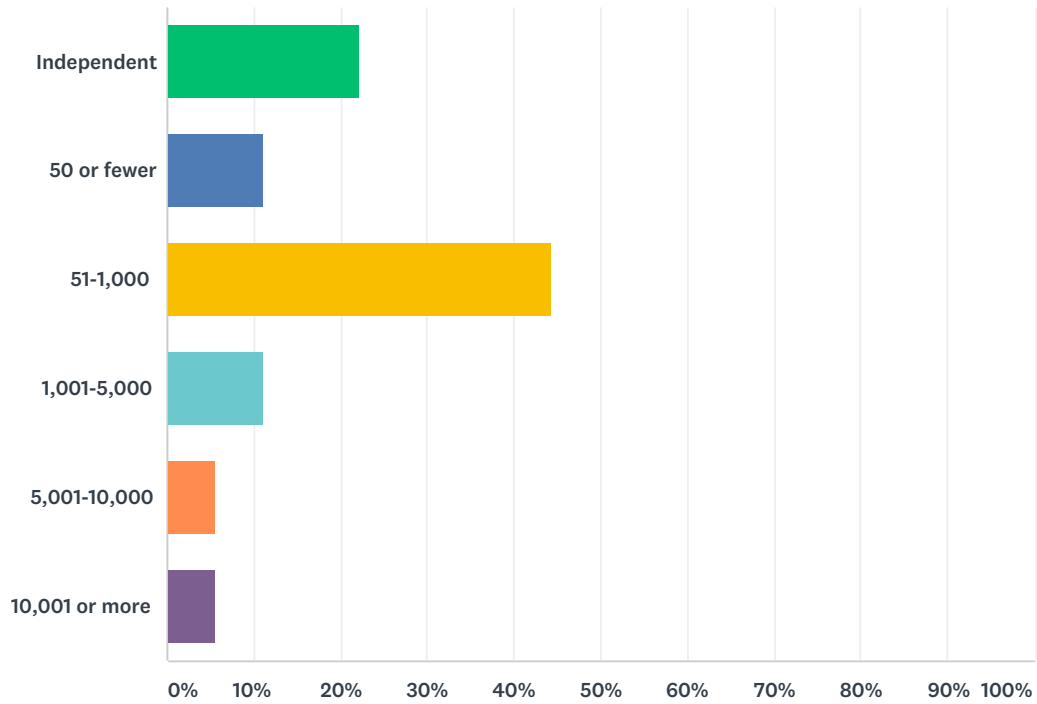
ANSWER CHOICES	RESPONSES
Financial Services	11.11% 2
Consulting Services	22.22% 4
Manufacturing	11.11% 2
Healthcare	0.00% 0
Government/Military	0.00% 0
Education	11.11% 2
Technology	5.56% 1

Energy/Utilities	0.00%	0
Non-Profit	22.22%	4
Retail	0.00%	0
Real Estate/Construction	5.56%	1
Other (please specify)	11.11%	2
TOTAL		18

#	OTHER (PLEASE SPECIFY)	DATE
1	Insurance	12/12/2017 9:55 AM
2	Entertainment	12/11/2017 12:28 PM

Q20 How many employees are in your organization?

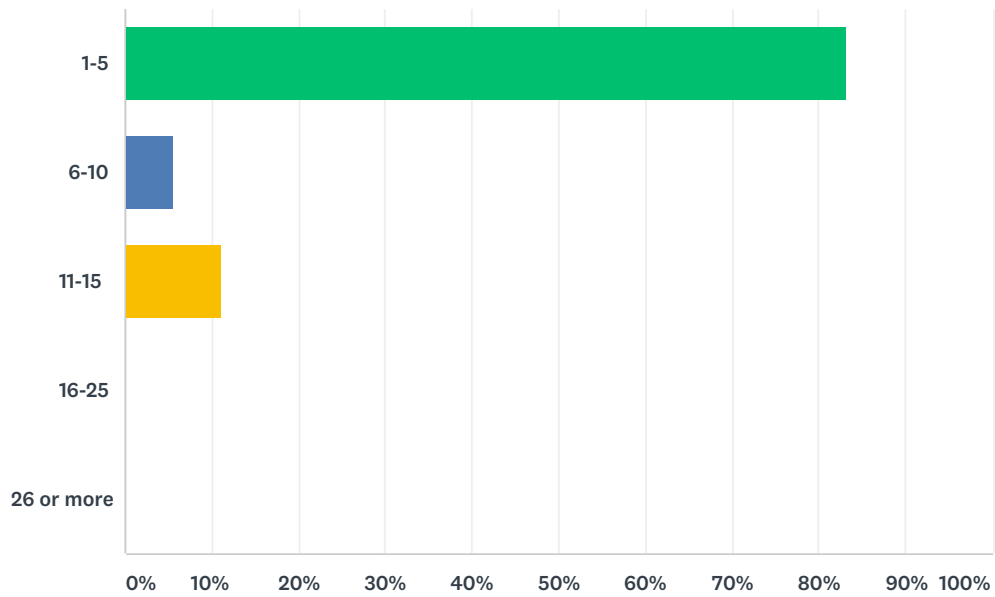
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
Independent	22.22%	4
50 or fewer	11.11%	2
51-1,000	44.44%	8
1,001-5,000	11.11%	2
5,001-10,000	5.56%	1
10,001 or more	5.56%	1
TOTAL		18

Q21 How many training professionals are employed by your organization?

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
1-5	83.33%	15
6-10	5.56%	1
11-15	11.11%	2
16-25	0.00%	0
26 or more	0.00%	0
TOTAL		18

Q22 What feedback would you like to offer the chapter leadership at this time?

Answered: 18 Skipped: 0

#	RESPONSES	DATE
1	Great job!	12/13/2017 6:40 PM
2	I hope you stick with Friday lunch. This time works best for me. Thank you for another great year!	12/12/2017 9:55 AM
3	None - thank you!	12/11/2017 7:47 PM
4	keep up the good work!	12/11/2017 4:17 PM
5	Thank you for all your time, hard work and leadership. The Tulsa chapter is as good as it ever has been.	12/11/2017 12:28 PM
6	Please continue with networking opportunities.	12/11/2017 12:05 PM
7	Keep up the great work!	12/11/2017 11:45 AM
8	None	12/11/2017 10:55 AM
9	I'd like to know more about programs and activities offered by the national organization. Maybe things like ATD conferences, webinars, benefits could be communicated regularly from the chapter.	12/11/2017 10:24 AM
10	Chapter leadership seems to be fairly responsive to the needs of members, especially those more junior in the field. That's important. I don't know if we have SIGs, but a SIG for executive/director level could be a plus - for me, anyway.	12/11/2017 10:07 AM
11	Instructional design topics would be interesting	12/11/2017 9:45 AM
12	.	12/11/2017 9:43 AM
13	Lorinda and board members have shown great leadership, dedication and provided programs from which I could usually find several takeaways. Some programs were not applicable to me as a solo practitioner and my type of business, but I still attend for the networking and fellowship as well as wanting to show my support to the chapter and all the work that the leadership so capably provides. I would like to learn more about elearning as a potential new service to offer, so I look forward to the group that will be meeting.	12/11/2017 9:41 AM
14	provide more programs on areas of expertise from the ATD Competency Model especially training delivery, learning technologies, and evaluating learning impact.	12/11/2017 9:37 AM
15	I appreciate that the meetings are organized, well-run, offer interesting topics, are conveniently located, and serve a healthy, good lunch.	12/11/2017 9:24 AM
16	na	12/11/2017 9:19 AM
17	Site visits (quarterly) as bonus sessions (late afternoon/early evening) are fantastic; continue to focus on impactful speakers aimed not just demonstrating a topic, but connecting it to our role as learning professionals.	12/11/2017 9:18 AM
18	None.	12/11/2017 8:36 AM