



**Board Meeting Minutes
January 28, 2019**

Date & Time: Monday, January 28, 2019 from 3:30 PM to 5:00 PM
Location: Matrix Service Company – 5100 E Skelly Drive, Suite 100 (Meridian Tower)

Call Meeting to Order

- Meeting called to order by Walt Hansmann at 3:51pm

Roll Call

- Roll Call performed by Michael Chancey
- Board members in attendance:
 - Walt Hansmann, President
 - Lewana Harris, President-Elect
 - Michael Chancey, VP Administration via Skype
 - Ashley Whitfield, VP Membership via Skype
 - Stacy Davis, VP Programming via Skype
 - Kim Boggs, VP Marketing
- Excused absences
 - Linda Jenkins, Immediate Past President
 - Skip Eller, VP Finance
- Michael Chancey declared a quorum present.

Agenda for January 28, 2019 Board Meeting

- Motion to approve agenda for January 28, 2019 Board Meeting – Boggs moves; Harris seconds;
MOTION CARRIES

Administrative

- Minutes from January 12, 2019 Meeting
 - Motion to approve – Boggs moves; Harris seconds
 - Correction to minutes – Motion to approve proposed ATD Membership Payment/Reimbursement Policy for ATD Tulsa Board Members failed
 - **MOTION CARRIES**
- Bylaws and Policies Committee Next Meeting
 - Chancey will set date with committee members
- Need to identify VP of Accommodations Candidates – Walt Hansmann
 - Cathy Fox has offered to help as needed
 - Whitfield and Harris will coordinate with Fox as needed

Financial

- Financial Reports for January 2019
 - Defer to next board meeting

Membership

- Membership Report for January 2019

- Four new members
- One new Power Member
- Eight renewals since last board meeting
- Hansmann to work with Whitfield and Boggs to develop new member orientation video
- Whitfield to meet with Boggs to set up Social Media messaging for membership

Professional Development

- Programming Scheduled – February 8 - Content & Logistics:
 - Program Speaker:
 - Speaker agreement and session description for March
 - Davis to send out RFP to board for Teri Aulph March session
 - Accommodations: TBD
 - Meal – Meal & Room @ OSU-Tulsa - TBD to setup arrangements
 - February chapter meeting will be held in B.S. Roberts Room
 - March and April chapter meetings will be held in Room 140
 - April through November chapter meetings will be on the third Friday in B.S. Roberts Room
 - December chapter meeting will be held at an alternate site
 - Boggs to start communication of new location in February newsletter
 - Check In – TBD
 - Board Member Attendance & Participation
 - Board Communications for Attendees:
 - Opening Welcome – Walt Hansmann
 - 2019 CARE Progress Update – Walt Hansmann/Linda Jenkins (2018)
 - Check-In to Program Meeting on Facebook – Kim Boggs
 - Tweet During Meeting – Kim Boggs
 - Welcome Guests – Ashley Whitfield
 - Acknowledge New Members and Power Members and Power Member Minute (Need to Identify Power Member to Provide) – Ashley Whitfield
 - ATD 2019 ICE Team Pitch – Linda Jenkins
 - Sponsor Pitch for 2019 Programs – Lewana Harris
 - Pitch for Future Programs – Stacy Davis
 - Program – Kristine Sexter: Secrets of World-Class, Transformational Trainers, Presenters and Facilitators! – Stacy Davis
 - At end of Program:
 - Guest Presenter Thank You – Stacy Davis
 - Door Prizes – Stacy Davis & Walt Hansmann
 - Post February Meeting Evaluation Online Distribution by Tuesday, February 12, 2019
- eLearning SIG (Special Interest Group)
 - Date/Location for 1st Quarter eLearning SIG – Kim Boggs

Old Business

- State Conference speaker proposals
 - Kirkpatrick Partners – half day session proposal

- Bob Pike – half day session proposal
- Locations
 - River Spirit Casino
 - Hard Rock Casino
 - Wyndham Tulsa
 - Hyatt
 - Crown Plaza at 81st & Lewis
 - Marriott at 71st & Lewis
- Hansmann, Jenkins and Harris to meet to discuss conference and registration details

Adjourn Meeting

- Next Board Meeting: Monday, February 25, 3:30-5:00 pm at Matrix
- Meeting adjourned by Hansmann at 5:04 pm.



Agenda

Date & Time: Monday, January 28, 2019 from 3:30 PM to 5:00 PM

Location: Matrix Service Company – 5100 E Skelly Drive, Suite 100 (Meridian Tower)

1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - i. Linda Jenkins – Excused Absence
 - ii. Ashley Whitfield – Excused Absence
 - iii. Stacy Davis – will be late arriving
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for January 28 Board Meeting – **Review and Approve** – Walt Hansmann
2. Administrative
 - a. Minutes from January 12, 2018 Meeting – **Review and Approve** – Michael Chancey
 - b. Bylaws and Policies Committee Next Meeting Date and Location – Michael Chancey
 - c. Need to identify VP of Accommodations Candidates – Walt Hansmann
 - d. ATD Chapter Leader Regional Conference (email) – Walt Hansmann
3. Financial
 - a. Financial Reports for January to-date – **Review and Accept** – Skip Eller
4. Membership
 - a. Membership Report for January 2019 – **Review & Accept** – Ashley Whitfield
5. Professional Development
 - a. Programming Scheduled – February 8 - Content & Logistics:
 - i. Program Speaker:
 1. Speaker agreement and session description for March – **Review & Discuss** - Stacy Davis
 - ii. Accommodations: TBD
 1. Meal – Meal & Room @ OSU-Tulsa - TBD to setup arrangements
 2. Check In – TBD
 - iii. Board Member Attendance & Participation
 - iv. Board Communications for Attendees:
 1. Opening Welcome – Walt Hansmann
 2. 2019 CARE Progress Update – Walt Hansmann
 3. Check-In to Program Meeting on Facebook – Kim Boggs
 4. Tweet During Meeting – Kim Boggs
 5. Welcome Guests – Ashley Whitfield
 6. Acknowledge New Members and Power Members and Power Member Minute (Need to Identify Power Member to Provide) – Ashley Whitfield
 7. ATD 2019 ICE Team Pitch – Linda Jenkins
 8. Sponsor Pitch for 2019 Programs – Lewana Harris
 9. Pitch for Future Programs – Stacy Davis

- v. Program – Kristine Sexter: Secrets of World-Class, Transformational Trainers, Presenters and Facilitators! – Stacy Davis
- vi. At end of Program:
 - 1. Guest Presenter Thank You – Stacy Davis
 - 2. Door Prizes – Stacy Davis & Walt Hansmann
- vii. Post February Meeting Evaluation Online Distribution by Tuesday, February 12, 2019
- b. eLearning SIG (Special Interest Group)
 - i. Date/Location for 1st Quarter eLearning SIG – Kim Boggs
- 6. Communications
 - a. Marketing Plan for 2019 – Kim Boggs **Review & Accept**
- 7. Old Business
 - a. State Conference
- 8. New Business
- 9. Confirm Action Items – Michael Chancey and Walt Hansmann
- 10. Next Board Meeting: Monday, February 25 3:30-5:00 PM @ Matrix
- 11. Adjourn Meeting – Walt Hansmann



Communications

Marketing Plan 2019

Increase social media presence through Twitter, Facebook, and LinkedIn. Continue to work with VP of Programming and VP of Membership to reach Programming and Membership annual goals of increasing membership and awareness.

Weekly

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| Review tdtulsa.org website | <ul style="list-style-type: none"> • Review for updates • Review for trends in registrations • Update events, menus and links |
|----------------------------|--|

Monthly

| | |
|---|---|
| Chapter Meetings Announcement dates are flexible due to Holidays, etc. | <ul style="list-style-type: none"> • Create event in Wild Apricot • Setup chapter meeting auto emails • 1st Announcement – 2 weeks prior • 2nd Announcement – 1 week prior • 3rd Deadline Reminder – 3 days prior • Review email log for deliver issues and/or trends in links tracking |
| Newsletter Newsletter dates are flexible due to Holidays, etc. | <ul style="list-style-type: none"> • Newsletters will be sent to membership Thursday following monthly chapter meetings <ul style="list-style-type: none"> ○ Jan 17 ○ Feb 14 ○ Mar 14 ○ April 18 ○ May 16 ○ June 20 ○ July 18 ○ Aug 15 ○ Sep 12 ○ Oct 17 ○ Nov 14 ○ Dec 19* *Could change with ELW 2019 • Board deadline for newsletter submissions Monday before above dates. • Create template and prep for newsletter emailing. |
| Board Meetings | <ul style="list-style-type: none"> ➤ Provide support for board to post or update website |

****Membership Push**

| | | |
|-----------|------------------|--|
| January | 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 | 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. |
| March | Feel the Power | Highlight benefits of Power Membership. Have testimonials from Power Members on how they have used their membership. Add testimonials to social media. Place in slide show for March meeting. |
| April | Personal Touch | Board members split the list of non-members and call each person to discuss Power Membership benefits. |
| May | The Power of 2 | Utilize the marketing materials on ATD site to push the Power of 2 promotion. |
| June | 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. |
| July | Bring a Friend | Challenge members to invite 2 people from their network to the July meeting who are not currently members. Use video already created. Add to social media, website, and play at July meeting. |
| August | Feel the Power | Highlight benefits of Power Membership. Have testimonials from Power Members on how they have used their membership. Add testimonials to social media. Place in slide show for August meeting. |
| September | Networking Focus | Focus on the state conference. TBD |
| October | Personal Touch | Board members split the list of non-members and call each person to discuss Power Membership benefits. |
| November | The Power of 2 | Utilize the marketing materials on ATD site to push the Power of 2 promotion. |
| December | Feel the Power | Highlight benefits of Power Membership. Have testimonials from Power Members on how they have used their membership. Add testimonials to social media. |



Membership Report

ATD Tulsa VP of Membership Report for Board Meeting 1/28/19

Summary of Memberships as of 1/28/19

| Membership Type | Number of Members |
|--|--|
| Student | 2 |
| Members | 99 |
| Total = 101 | |
| Power Members (as of 12/5/18) | 46 joint members out of 88 yielding a rate of 52%. |

New Members Joined in January

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|------------------|------------|-----------|---------------------------|------------------------------|--------------------------|
| January 04, 2019 | Kaylee | Noble | TTCU Federal Credit Union | knoble@ttcu.com | Chapter |
| January 16, 2019 | Tanisha | Guidry | ONE Gas | tguidry@onegas.com | Chapter |
| January 25, 2019 | Gary | Cathey | Tulsa City-County Library | gary.cathey@tulsalibrary.org | Power Member Due 6/30/19 |

Members Renewed Since January 2019

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|------------------|------------|-----------|---------------------------------|------------------------------------|-----------------------------------|
| January 15, 2019 | Tina | Eberle | Hilti | tina.eberle@hilti.com | Chapter |
| January 15, 2019 | Andria | Tipler | Bank Of Oklahoma Financial | atipler@bokf.com | Chapter |
| January 17, 2019 | Kristen | Saint | Tulsa Federal Credit Union | ksaint@tulsafederalcu.org | Chapter |
| January 19, 2019 | Stephen | Gunn | GEB Network & Kepano Consulting | stephen.gunn@me.com | Chapter |
| January 20, 2019 | Scott | Robin | BOK Financial | srobin@bokf.com | Chapter |
| January 21, 2019 | Cathy | Fox | 1 Million Cups | cathycfox@gmail.com | Power Member Due on 1/31/19 |
| January 25, 2019 | Gary | Cathey | Tulsa City-County Library | gary.cathey@tulsalibrary.org | |
| January 25, 2019 | Ana | Vaqueiro | Matrix Service Company | avaqueiro@matrixservicecompany.com | Power Member Due January 31, 2019 |

Members DID NOT Renew as of 1/28/19

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|--------------|------------|-----------|---------|-------|-------------|
|--------------|------------|-----------|---------|-------|-------------|

ATD Tulsa VP of Membership Report for Board Meeting 1/28/19

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|------------------|---------|----------|--|-----------------------|---------------------------------|
| January 04, 2019 | Chrissy | Medeck | BOK Financial | cmedeck@bokf.com | Power Member Due 9/30/19 |
| January 17, 2019 | James | McKenzie | University of Oklahoma College of Continuing Education | james.mckenzie@ou.edu | Chapter |
| January 27, 2019 | Jill | Almond | Saint Francis Health System | jalmond8@cox.net | Power Member Due April 30, 2019 |

Lapsed Membership and Follow Up is Needed

| First Name | Last Name | Company | Who Owns Follow Up | Status of Follow Up |
|------------|-----------|--|--------------------|---------------------|
| Chrissy | Medeck | BOK Financial | | |
| James | McKenzie | University of Oklahoma College of Continuing Education | | |
| Jill | Almond | Saint Francis Health System | | |
| | | | | |

Members Due for Renewal January 2019

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|------------------|------------|-----------|-------------------------------|---------------------------------------|-----------------------------------|
| January 31, 2019 | Jeremiah | Carson | Cherokee Nation Entertainment | jeremiah.carson@cnent.com | Chapter |
| January 31, 2019 | Ashley | Whitfield | The Persimmon Group | ashleywhitfield@thepersimmongroup.com | Power Member Due January 11, 2020 |

Members Due for Renewal February 2019

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|-------------------|------------|-----------------|---------------------------|---------------------------|-----------------------------|
| February 04, 2019 | Steven | Oliver | TCC | s*****9@cox.net | Chapter |
| February 06, 2019 | Dan | King | EHI | daniel.b.king@ehi.com | Chapter |
| February 07, 2019 | Shelby | Morris | Oklahoma State University | shelby.morris@okstate.edu | Power Member Due on 1/31/19 |
| February 08, 2019 | Bethany | O'Donnell Elkin | BOK Financial | belkin@bokf.com | Chapter |

ATD Tulsa VP of Membership Report for Board Meeting 1/28/19

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|-------------------|---------|------------|---|-------------------------------------|------------------------------|
| February 12, 2019 | Marcia | Bruno-Todd | Leadership Tulsa | marcia@leadershiptulsa.org | Chapter |
| February 12, 2019 | Steve | Hughes | Hughes Training and Development Solutions | shughes@hughestrainingsolutions.com | Chapter |
| February 20, 2019 | Heather | Garcia | Tulsa County | hgarcia@tulsacounty.org | Power Member Due on 10/31/19 |
| February 22, 2019 | Sondra | Whitt | Goodwill Industries of Tulsa | sondra@purposeunlimited.com | Chapter |
| February 28, 2019 | Michael | Horton | The Coffee Bunker | michael@coffebunker.org | Power Member Due on 2/28/19 |
| February 28, 2019 | Rachel | Wagner | Rachel Wagner Etiquette & Protocol | rachel@etiquettetrainer.com | Chapter |

Members Due for Renewal March 2019

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|----------------|------------|-----------|----------------------------|----------------------------------|-----------------------------------|
| March 05, 2019 | Nancy | Gunter | YMCA of Greater Tulsa | nancy.gunter@rocketmail.com | Power Member Due March 31, 2019 |
| March 07, 2019 | Tammy | Wise | The Persimmon Group | tammywise8@gmail.com | Power Member Due January 31, 2019 |
| March 09, 2019 | Jeff | Wilkie | Hogan Taylor | jwilkie@hogantaylor.com | Chapter |
| March 14, 2019 | Chantel | Gray | Truity Credit Union | chantel.gray@truitycu.org | Power Member Due January 31, 2019 |
| March 19, 2019 | William | Eller | Manhattan Construction Co. | seller@manhattanconstruction.com | Chapter |
| March 22, 2019 | Garland | McWatters | INPowered2 LEAD | garland@inpoweredtolead.com | Chapter |
| March 26, 2019 | Phillip | Wilson | Labor Relations Institute | pbwilson@lirms.com | Chapter |
| March 28, 2019 | Lawrence | Gray | AT&T | graylarryl0803@gmail.com | Chapter |

Members Due for Renewal April 2019

| Renewal Date | First Name | Last Name | Company | Email | Member Type |
|----------------|------------|-----------|---------|----------------|-------------|
| April 05, 2019 | Brian | Beisly | AT&T | bb8044@att.com | Chapter |

ATD Tulsa VP of Membership Report for Board Meeting 1/28/19

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|----------------|---------|--------------|---------------------------|-------------------------------|--|
| April 12, 2019 | Deanna | Bolton | Walmart, Inc. | deannanwa@gmail.com | Chapter |
| April 04, 2019 | James | Collinsworth | BOKF | jascollinsworth@aol.com | Power Member DUE March 31, 2019 |
| April 12, 2019 | Stacy | Davis | Bayshore Consulting | stacydavis1209@gmail.com | Power Member DUE January 31, 2019 |
| April 05, 2019 | Cecilia | Martin-Smith | CAP Tulsa | martin.cecilia.s@gmail.com | Power Member DUE April 30, 2019 |
| April 20, 2019 | Lorinda | Schrammel | Oklahoma State University | lorinda.schrammel@okstate.edu | Power Member DUE February 28, 2019 |