

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, February 2, 2018

12:00 p.m. – 1:30 p.m.

This meeting was held at Roka Asian Flavors Restaurant, 1616 S. Utica Ave., Tulsa, OK 74104

Call to Order

Linda Jenkins, President, called the meeting to order at 12:05 p.m.

Roll Call

Linda Jenkins, President

Walt Hansmann, CPLP, President-Elect

Jeremy Smith, VP of Administration

Skip Eller, VP of Finance (Left meeting at 1:20)

Tammy Wise, VP of Membership

Stacy Davis, CPLP, VP of Programming

Cathy Fox, VP of Accommodations

Shelby Morris, VP of Marketing (attended by phone)

Absent

Lorinda Schrammel, Immediate Past President

8 of 9 board members were present, a quorum was established.

Approval of the Agenda

Walt moved, Stacy seconded approval of the February Board Meeting Agenda (attached). MOTION CARRIED.

Administrative Business

1. Approval of the 1/5/2018 Board Meeting Minutes

Walt moved, Cathy seconded approval of the January Board Meeting Minutes (attached). MOTION CARRIED.

2. Approval for the appointment of Board Members to serve on Bylaws and Policies Committee (per Bylaws Section 5.9: Bylaws and Policies Committee)

Cathy moved, Walt seconded appointments of Lorinda Schrammel, Linda Jenkins, Walt Hansmann, Jeremy Smith and Skip Eller to the Bylaws and Policies Committee. MOTION CARRIED.

3. Approval of ATD Tulsa Board – 2018 Operating Plan (attached)

Jeremy moved, Stacy seconded approval of the ATD Tulsa Board 2018 Operating Plan. MOTION CARRIED.

4. Review list of action items from ATD Tulsa Board Retreat on January 20, 2018 (attached)

The board reviewed action items discussed during the board retreat.

- a. #1 has been assigned to the Bylaws and Policies Committee.
- b. #2 has been assigned to the VP of Administration.
- c. #3 will be discussed in the March Board Meeting.
- d. #4 is complete.

- e. #5 is complete.
 - f. #6 will be discussed at the March Board Meeting.
 - g. #7 – Tammy is going to use a Membership Committee to assist in her duties. No sign-up sheet is needed.
 - h. #8 is complete.
 - i. #9 is complete.
- 5. Update on Board Member Emails – Access and Policy for Use**
- a. All board members except Lorinda have accessed and are using the emails. Lorinda is in process of getting set up.
 - b. The Bylaws and Policies Committee needs to write a policy for email use.
 - c. Communication between board members will soon be done exclusively through these email addresses.
- 6. Status of Updates to the Website for Power Membership to Integrate to the ATD International Store**
- d. Shelby has completed a project to make the website mobile friendly.
 - e. Walt is working with Erin Murphy (ATD) on the integration process.
 - f. Physical addresses from ATD members need to be added for 6 members. This is in work.
 - g. Once complete, Power Membership will be accessed from TDTULSA.ORG. A link from our website will send the user directly to International ATD store.
 - h. The board needs to communicate to the chapter how to do this properly.
 - i. ATD will prorate our membership to align the renewal date so that the chapter membership and the ATD membership will come due at the same time.
 - j. ATD is giving a \$30 discount for Power members via this link. Walt is ensuring that ATD is taking this hit and not our chapter.

Financial Business

- 1. Review and Accept Financial Reports as of January 31, 2018 (attached)**
- a. Two changes were made to page 2 of the financial report. The title of the document was changed to 2018 Budget/Income Statement (previously 2017). The notes section title was changed to FY 2018 Notes (previously 2016).
 - b. Skip reviewed the report and no other changes were identified.
- 2. Update on Utilization of QuickBooks**
- a. Skip is currently working to learn the new system. Once he is able to configure it properly, new reports will come out of the system.
- 3. Update on Reconciliation Being Conducted by Woodrum Tate & Associates**
- a. Woodrum Tate & Associates is currently working on the reconciliation.
- 4. Update on Use of Annual Guest Passes by Board Members**
- a. All board members received passes at retreat. All board members are being asked to use these to promote chapter membership.

5. Update on Processing ATD Power Memberships for Board Members

- a. This is complete. All Board Members are now Power Members.

Membership Business

1. Update on 2017 Chapter Affiliations Requirements (CARE) - Early Submission Deadline, January 19, 2018 (attached)

- a. Submitted January 18, 2018.
- b. We did not have time to discuss at the board meeting, but the document is attached.

2. Review and Approve Recommendation for Bestowing the Complimentary Professional Plus Membership We Won for Submitting our Chapter's Board Roster by December 31, 2017

- a. Walt and Tammy recommended that a drawing be held in the March Chapter Meeting. Any current associate member who registers for and attends March meeting gets their name entered in the drawing. The winner receives that Professional Plus Membership.
- b. Anyone who joins and pays as an Associate Member at the March Chapter Meeting will also be entered into the drawing.
- c. We will announce this as part of March Chapter Meeting communication to the chapter.

Jeremy moved, Walt seconded this recommendation. MOTION CARRIED.

3. 1st 2018 Box of ATD Membership Support Materials Received from ATD (1/24/18) – Ready for Distribution

- a. Materials will be used for promotion of the Tulsa Chapter

4. Review and Accept Membership Reports for January 2018 (attached)

- a. There was one new associate member, one new power member, and two membership renewals.
- b. There were 3 lapsed memberships. Tammy has contacted all three. One lapsed member has not responded. One has not paid yet, but it is believed they will. One is no longer a student and does not want to continue.
- c. The February chapter meeting drive is "Bring a Friend". The March chapter meeting drive is "Benefits of Power Membership"

5. Review and Accept updated Membership Development Operating Plan (attached)

- a. Tammy will send this out to the board and we will discuss at the March board meeting.

Professional Development Business

1. ATD ICE

- a. We Have a 7-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Tammy Wise, Shelby Morris and Lorinda Schrammel.
- b. Need to mention this in our communications and discuss at the Chapter Meeting next week.

2. Oklahoma State ATD Conference

- a. Date is Tuesday, November 13, 2018 – Conference Chair is Lisa DeCol, PMP, CPLP, Senior Instructional Designer at OG&E.
- b. Need to add this to our programming schedule.

3. Review and Discuss January 12, 2018 Program Survey (attached)

- a. The board reviewed the survey responses.
- b. Received suggestions for topics for the February Chapter Meeting.

4. Discuss Future Programming

- a. Michael Dickerson RFP (attached)
 - i. Discussion about Michael and his RFP.
 - ii. Board agreed to have Michael present at the Chapter Meeting on July 13.
- b. Greg Robinson RFP(attached)
 - i. Discussion about Greg and his RFP.
 - ii. Board agreed to have Greg present at the Chapter Meeting on March 9.
- c. Level 1 Gamification Certification Program
 - i. Provided via Jonathan Peters, PhD, CMO, Sententia Gamification Strategies.
 - ii. There will be a free webinar offered prior to the workshop.
 - iii. Income brought in from this event will be split 50/50 with Sententia

Communication Business

1. 2017 Annual Report

- a. Posted on ATD Tulsa Website on 1-29-18

New Business

1. Discussion about the December meeting and location. Thoughts about having an event other than the December that is special for the winners. Will add to March board meeting agenda for discussion/decision.
2. Need to discuss where Awards/Recognition fall in the area of responsibility. Will discuss at the March Board Meeting

Confirm Action Items

1. Programming Update form – Stacy to send to us electronically.
2. Stacy to update RFP to add name at the top for more visibility.
3. Bylaws and Policies committee needs to meet on a monthly basis. Jeremy will coordinate.
4. Walt to ensure discount from ATD for using the link to the ATD store from our website is not hitting our chapter numbers.
5. Add information about the complimentary Professional Plus Membership to the March Chapter Meeting agenda (Tammy).
6. Membership Development Operating Plan to be sent to the board electronically (Tammy).
7. Add communication to the Chapter Meeting agenda about ICE and those who are attending.
8. Add 2018 Oklahoma State Conference to the Programming schedule (Stacy).
9. Add discussion about the Awards/Recognition roles and responsibilities to the March board meeting agenda (Linda).

Confirm Date for Next Board Meeting

Board Meeting Scheduled for Friday, March 2, 2018 from 12:00 PM to 1:30 PM at Roka

Adjournment

The February Board Meeting was adjourned by Linda Jenkins, President, at 1:42 p.m.

Respectfully submitted by Jeremy Smith, MBA

Date & Time: Friday, February 2, 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 February 2, 2018 Board Meeting – Review and Approve

2. Administrative
 - a. Minutes from January 5, 2018 Board Meeting – Review and Approve
 - b. Appointment of Members to Serve on Bylaws and Policies Committee (Per Bylaws Section 5.9: Bylaws and Policies Committee) – Lorinda Schrammel, Past President (designated); Linda Jenkins, President (designated), Walt Hansmann, President-Elect (appointed by President); Jeremy Smith, VP – Administration (appointed by President) and Skip Eller, VP – Finance (appointed by President) – Review and Approve
 - c. ATD Tulsa Board – 2018 Operating Plan – Review and Approve
 - d. List of Action Items from ATD Tulsa Board Retreat on January 20, 2018 – Review
 - e. Update on Board Member Emails – Access and Policy for Use
 - f. Status of Updates to the Website for Power Membership to Integrate to the ATD International Store

3. Financial
 - a. Financial Reports as of January 31, 2018 – Review and Accept
 - b. Update on Utilization of QuickBooks
 - c. Update on Reconciliation Being Conducted by Woodrum Tate & Associates
 - d. Update on Use of Annual Guest Passes by Board Members
 - e. Update on Processing ATD Memberships for Board Members

4. Membership
 - a. Update on 2017 Chapter Affiliations Requirements (CARE) - Early Submission Deadline, January 19, 2018 – Receive and File (reviewed at ATD Tulsa board retreat on January 20, 2018)
 - b. Recommendation for Bestowing the Complimentary Professional Plus Membership We Won for Submitting our Chapter’s Board Roster by December 31, 2017 – Review and Approve
 - c. 1st 2018 Box of ATD Membership Support Materials Received from ATD (1/24/18) – Ready for Distribution
 - d. Membership Reports for January 2018 – Review & Accept
 - e. Updated Membership Development Operating Plan – Review and Accept
 - f. Chapter and Power Membership Promotional Activities – Review and Discuss
 1. Outreach to ATD Members (Tammy)
 2. Guest Promotional Activity for June Program Meeting (Cathy)
 - g. Identify and Confirm Board Member Assignments to Support Implementation of Membership Promotional Activities

5. Professional Development
 - a. ATD ICE – We Have a 7-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Tammy Wise, Shelby Morris and Lorinda Schrammel
 - b. Oklahoma State ATD Conference Date is Tuesday, November 13, 2018 – Conference Chair is Lisa DelCol, PMP, CPLP, Senior Instructional Designer at OG&E
 - c. January 12, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement
 - d. Programming Scheduled – February 2, 2018 - Content & Logistics:
 - i. Workshop Program (led by Stacy Davis)
 - ii. Accommodations – Meal & Check In
 - iii. Board Member Attendance & Participation
 - iv. Board Communications for Attendees:
 1. Networking Activity (5-minute activity lead by Ashley Whitfield)
 2. Acknowledge Guests and Power Members
 3. Acknowledge 2017 ATD Tulsa Annual Report on the Website
 4. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
 5. Pitch for Sponsorships
 6. Pitch for Power Membership
 7. Pitch for ATD Conferences - ATD & South Central Chapters 2018 Regional Conference & ATD 2018 International Conference & Exposition (ICE)
 - v. Post Meeting Evaluation Online Distribution by February 13, 2018
 - e. Future Programming – Needs & Opportunities
 - i. Michael Dickerson Workshop – Training Tips for Millennials and Generation Z
 - ii. Update on workshop proposal from Jeffery Taylor, Training Consultant at Verizon
 - iii. Level 1 Gamification Certification program provided via Jonathan Peters, PhD, CMO, Sententia Gamification Strategies
 - iv. Dwain M. Starks, Supervisor of Learning Services within Utility Technical Learning at OGE Energy Corporation
 - f. Update on January 26, 2018 e-Learning Group Meeting – confirm attendance captured in Wild Apricot
6. Communication
 - a. Communications Plan for 2018 – Review and Discuss
 - b. Communications Scheduled – for February 2018
 - i. Program Marketing to Oklahoma ATD Members (can only send communications related to membership and special events) & Archived Contacts
 - c. Communications Needs & Opportunities
 - d. 2017 Annual Report – Posted on ATD Tulsa Website on 1-29-18
7. Old Business
8. New Business

9. Confirm Action Items

10. Confirm Date for Next Board Meetings

- a. Board Meeting Scheduled for Friday, March 2, 2018 from 12:00 PM to 1:30 PM at Roka
(tentatively confirm attendance)

11. Adjourn Meeting

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.

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, December 1, 2017

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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Friday, December 1, 2017

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>

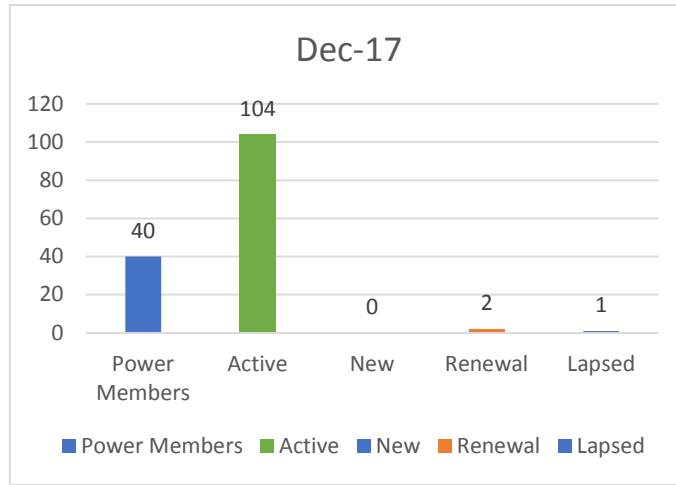
*Doubtful Accounts are greater than 90 days old with Unknown Status

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.

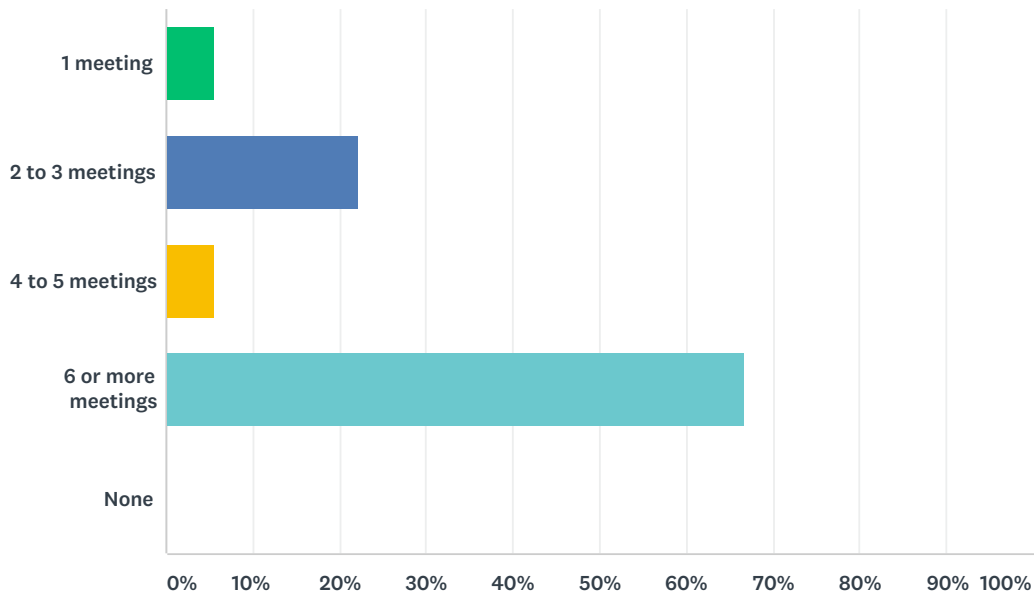
Use video already created. Add to social media, website, and play at February meeting.

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?

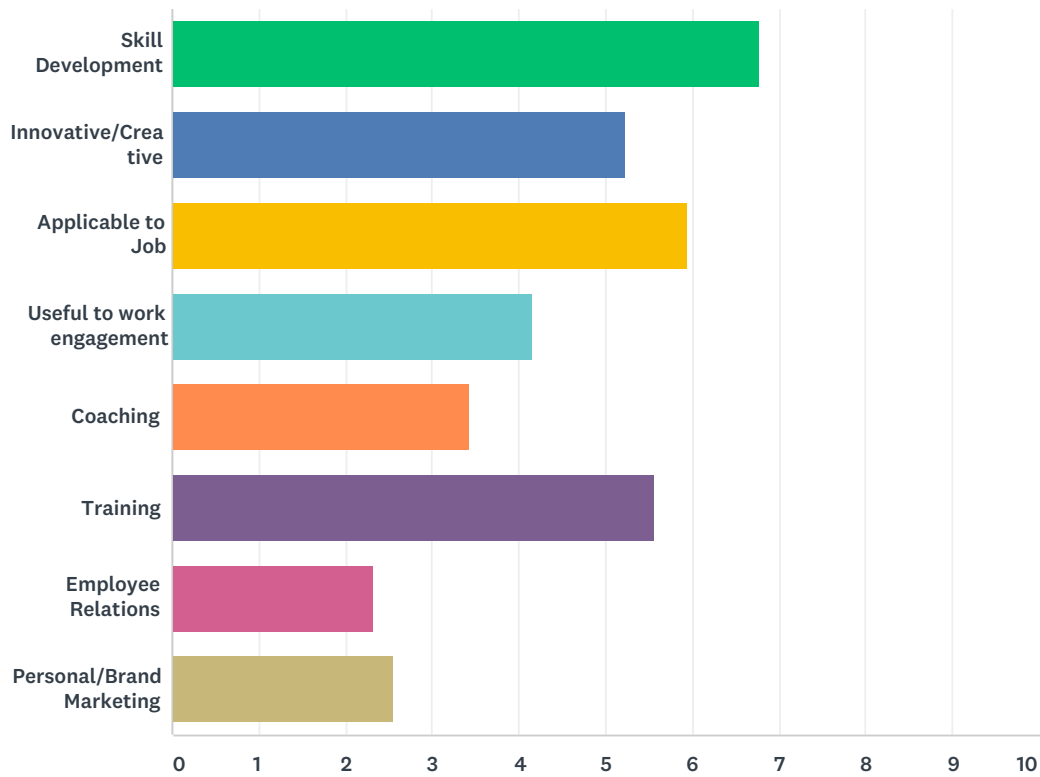
Answered: 18 Skipped: 0



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

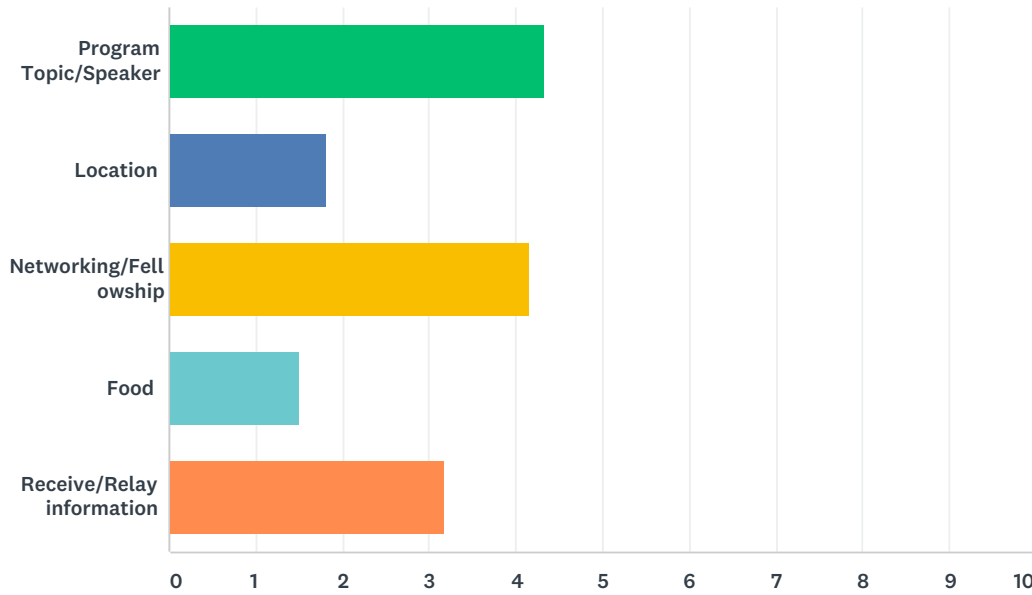
Q3 What programs, speakers or topics would you be most interested in for future meetings?

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?

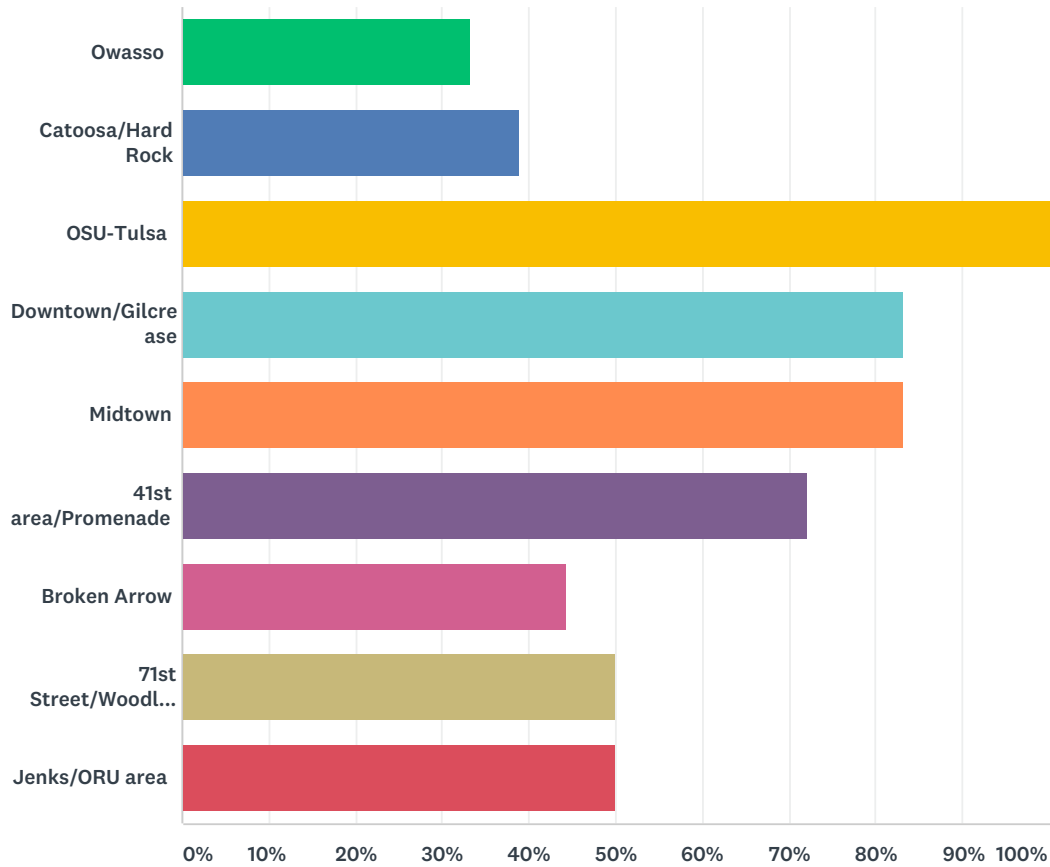
Answered: 18 Skipped: 0



	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):

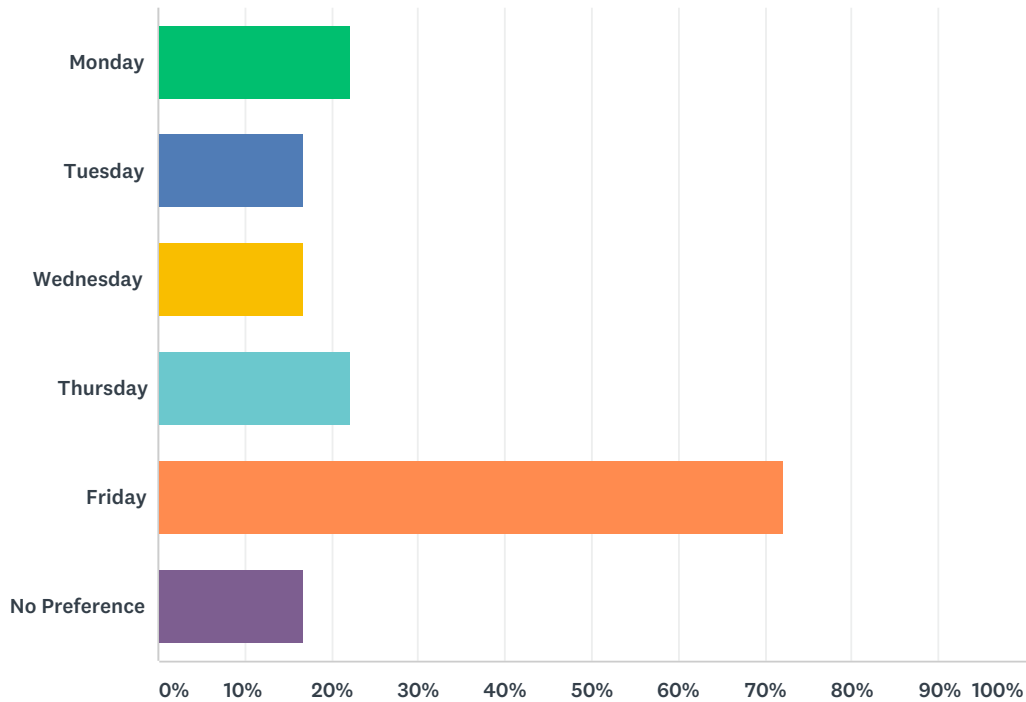
Answered: 18 Skipped: 0



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)

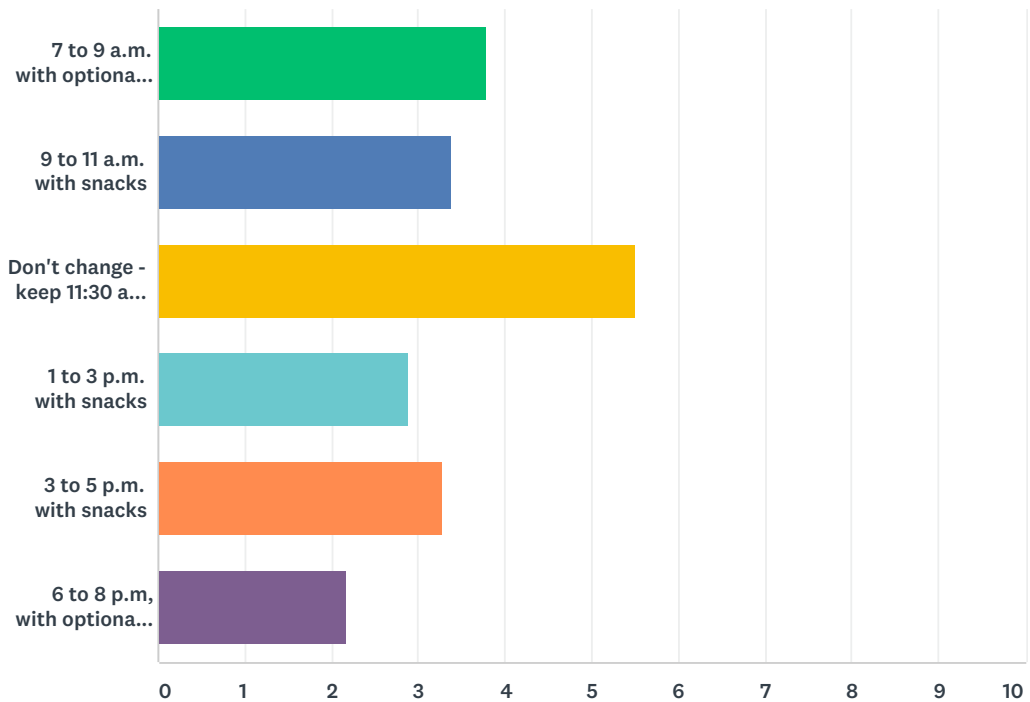
Answered: 18 Skipped: 0



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.

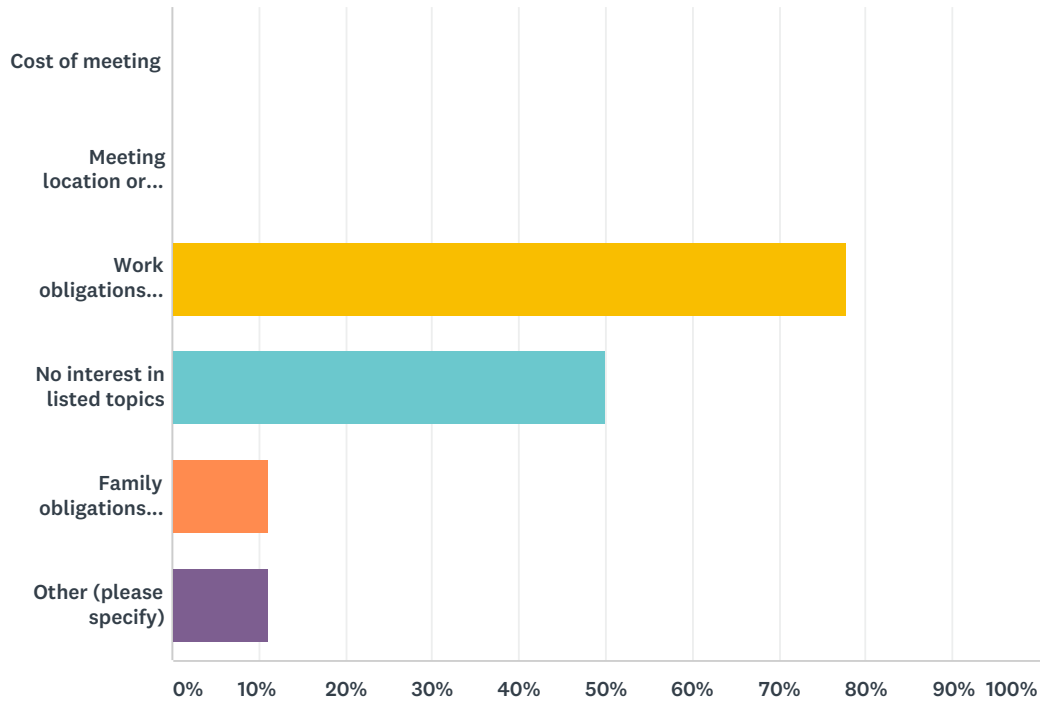
Answered: 18 Skipped: 0



	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

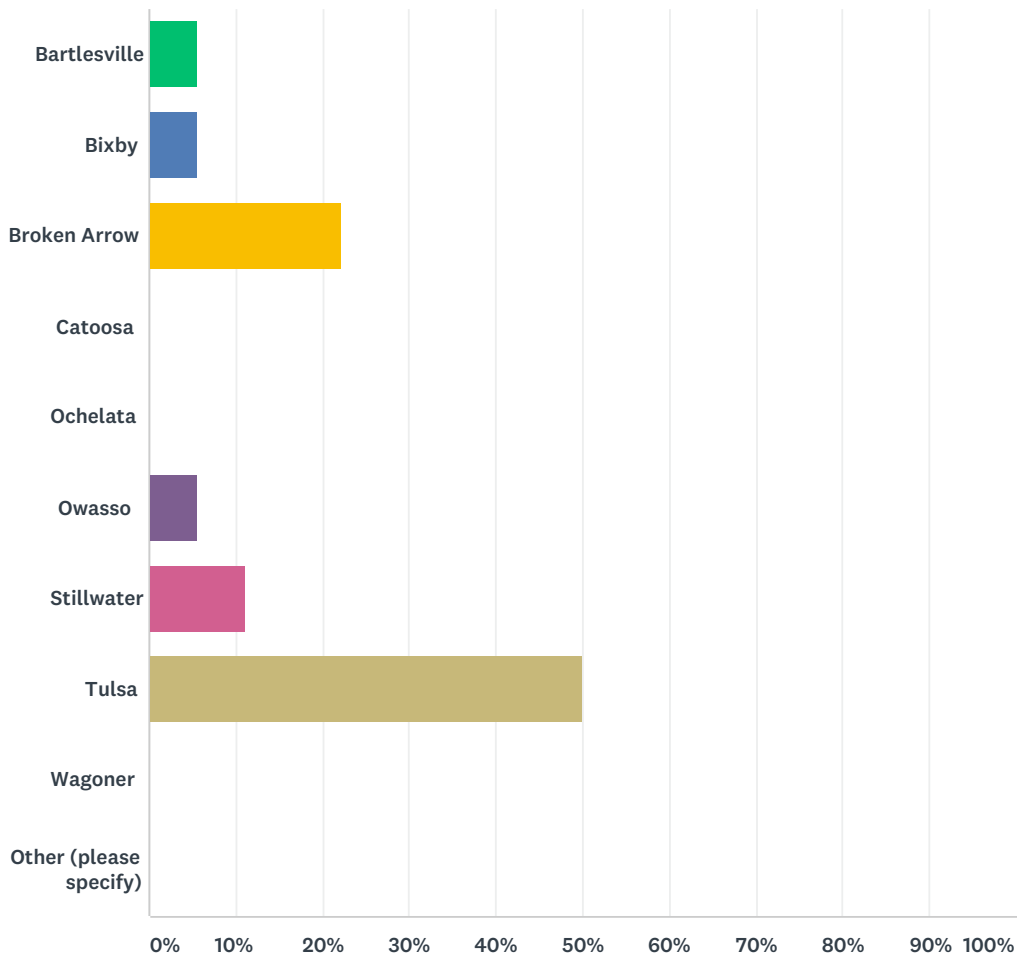


ANSWER CHOICES	RESPONSES
Cost of meeting	0.00% 0
Meeting location or distance	0.00% 0
Work obligations during meeting time	77.78% 14
No interest in listed topics	50.00% 9
Family obligations during meeting time	11.11% 2
Other (please specify)	11.11% 2
Total Respondents: 18	

#	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



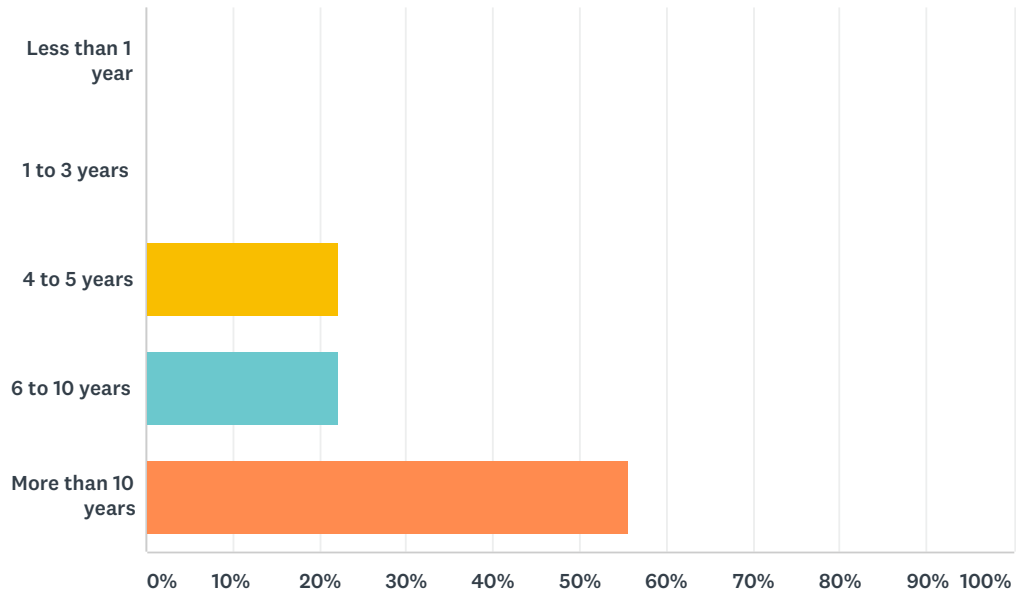
ANSWER CHOICES	RESPONSES	
Bartlesville	5.56%	1
Bixby	5.56%	1
Broken Arrow	22.22%	4
Catoosa	0.00%	0
Ochelata	0.00%	0
Owasso	5.56%	1
Stillwater	11.11%	2
Tulsa	50.00%	9
Wagoner	0.00%	0
Other (please specify)	0.00%	0

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?

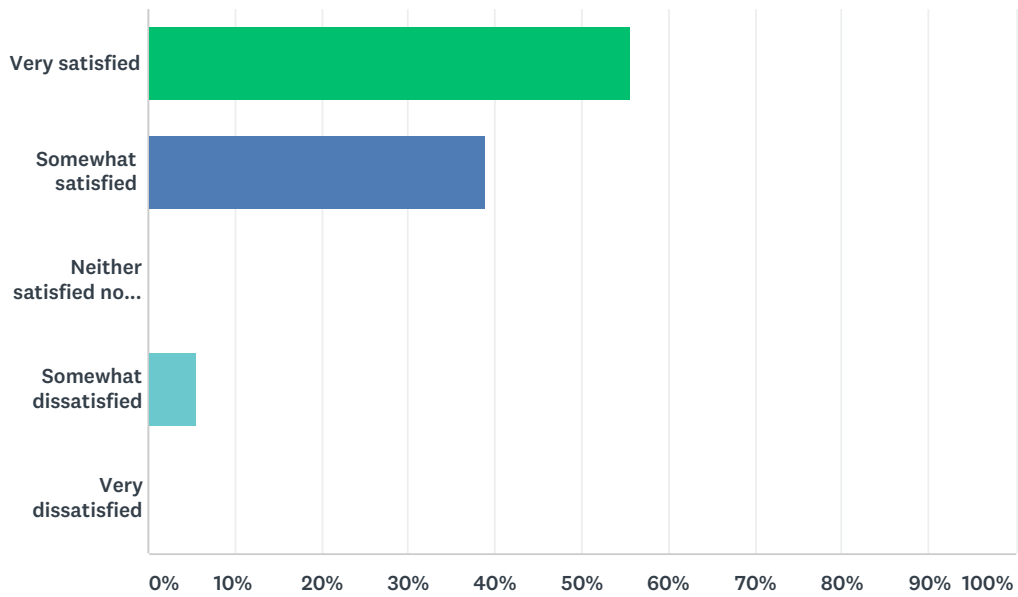
Answered: 18 Skipped: 0



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

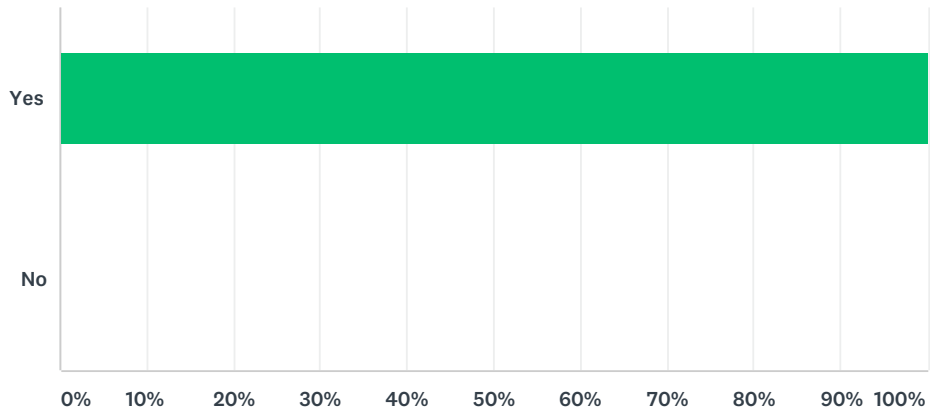
Q12 If you answered "somewhat dissatisfied" or "very dissatisfied", please share your concerns regarding chapter programs.

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?

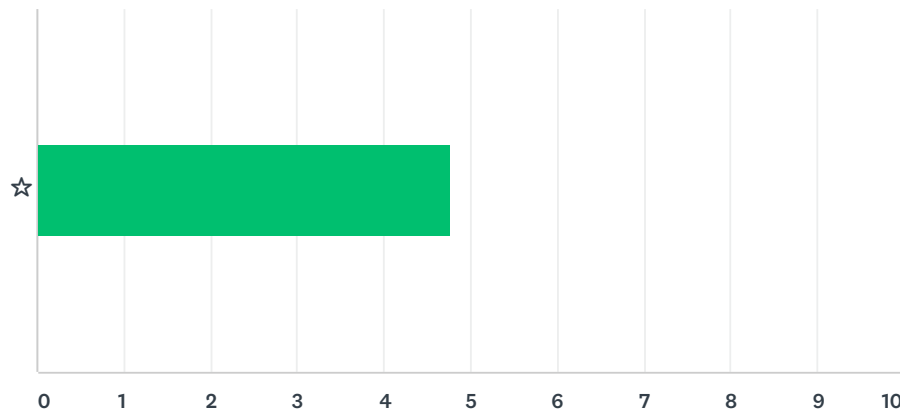
Answered: 18 Skipped: 0



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.

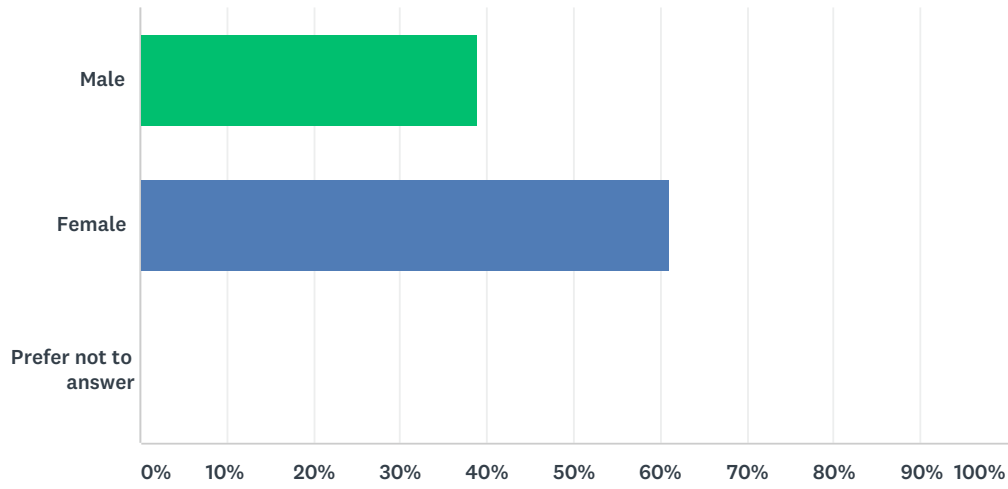
Answered: 18 Skipped: 0



	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:

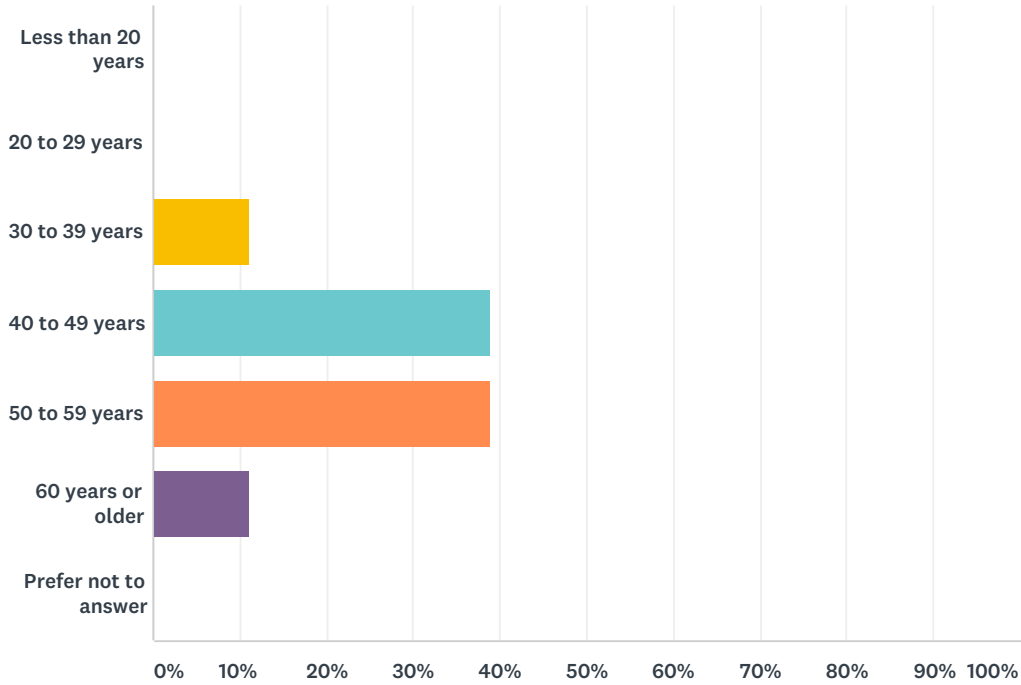
Answered: 18 Skipped: 0



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:

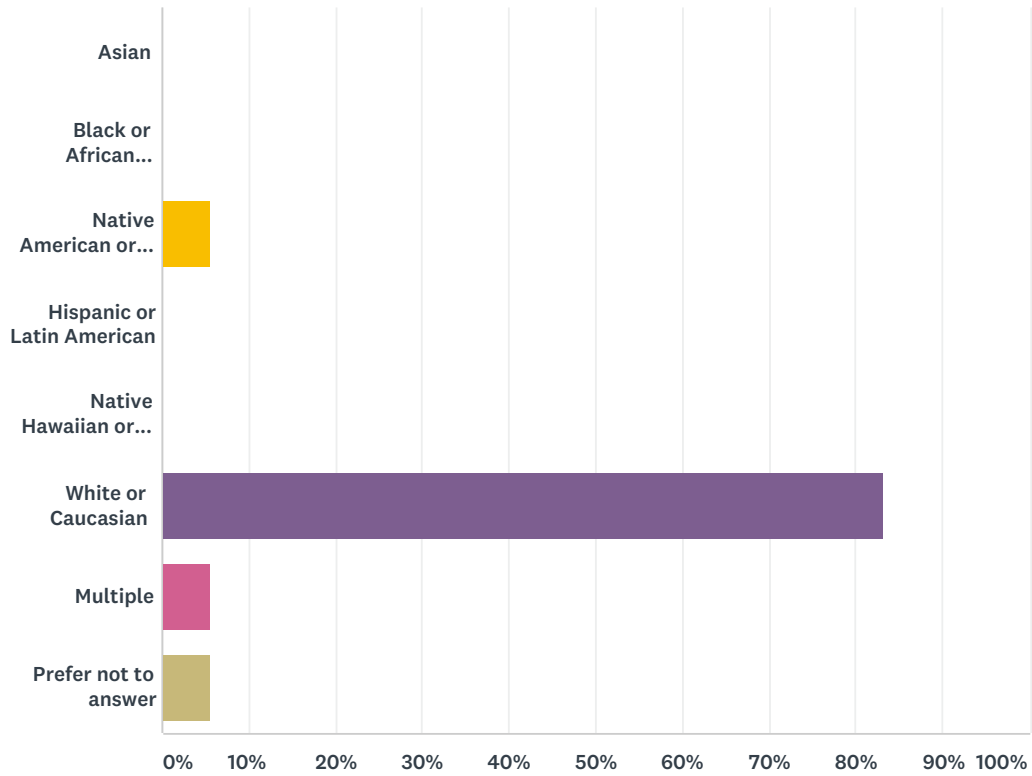
Answered: 18 Skipped: 0



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:

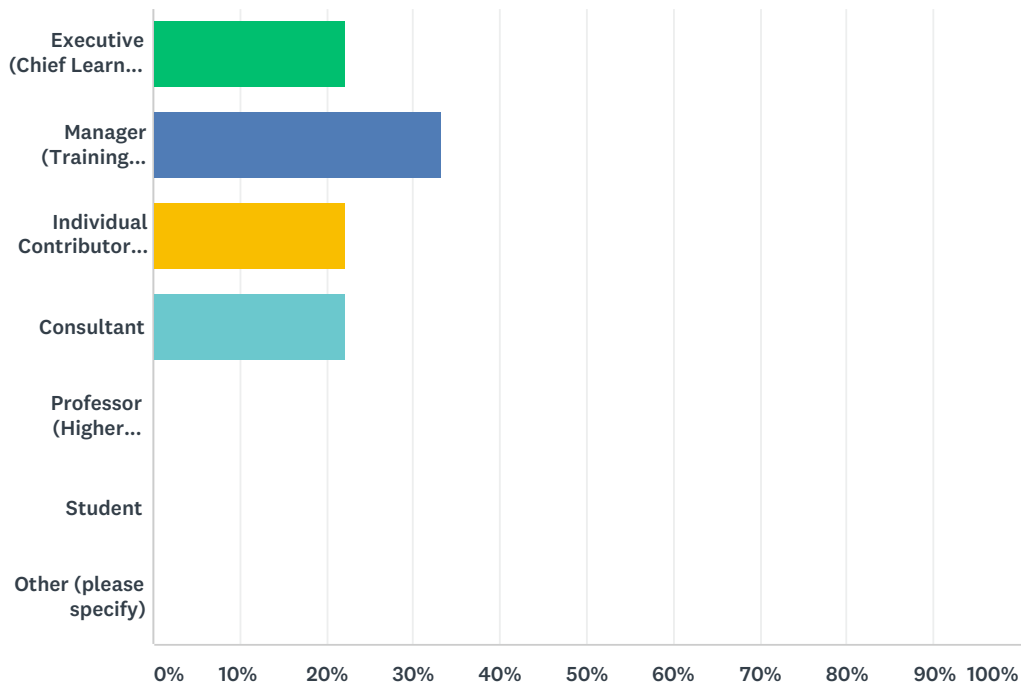
Answered: 18 Skipped: 0



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

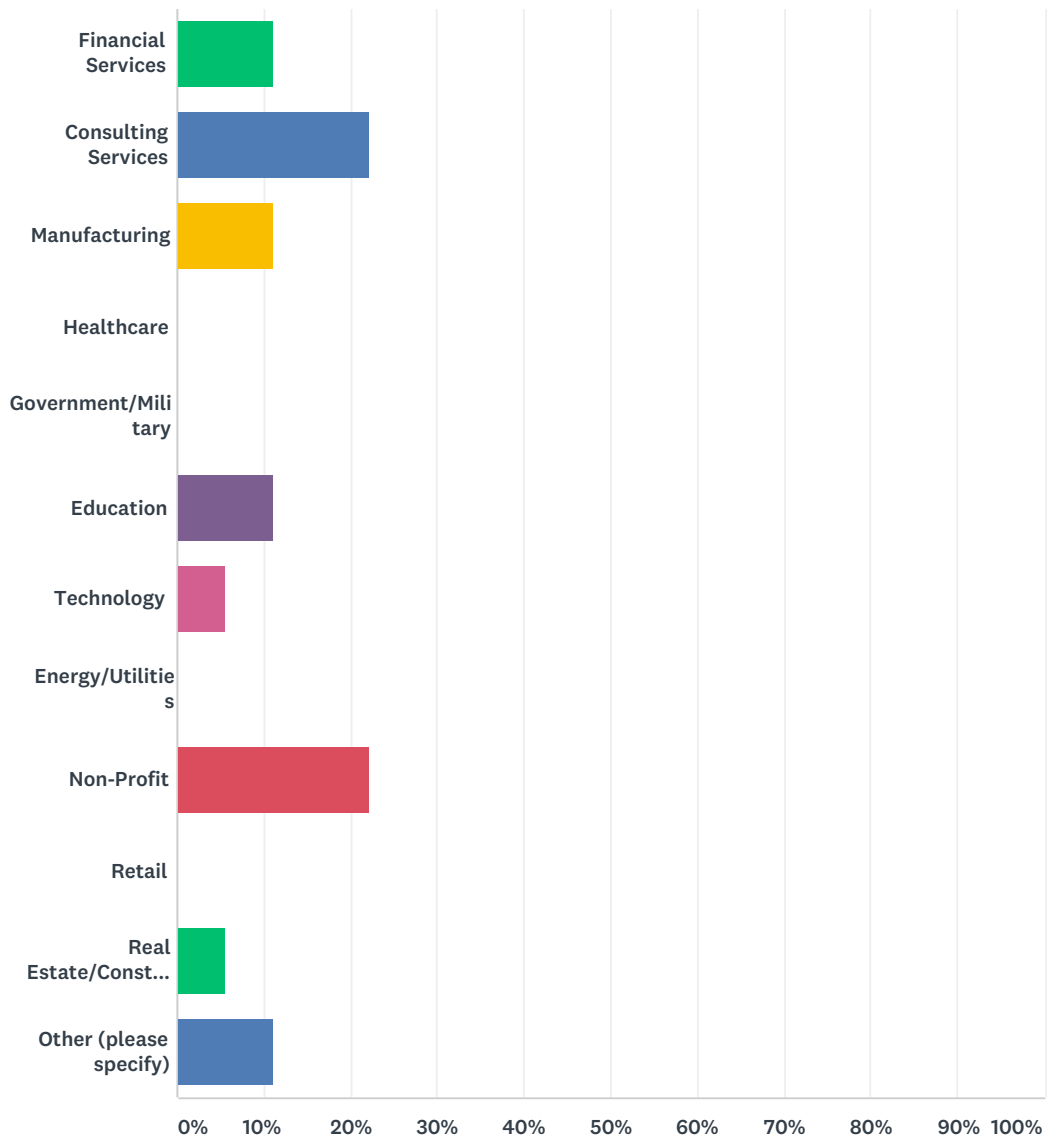


ANSWER CHOICES	RESPONSES
Executive (Chief Learning Officer, Director of Training, Human Resources Director, Chief Human Capital Officer)	22.22% 4
Manager (Training Manager, Manager of Sales Training, HR Manager, Learning and Development Manager, Manager of OD)	33.33% 6
Individual Contributor (Training 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



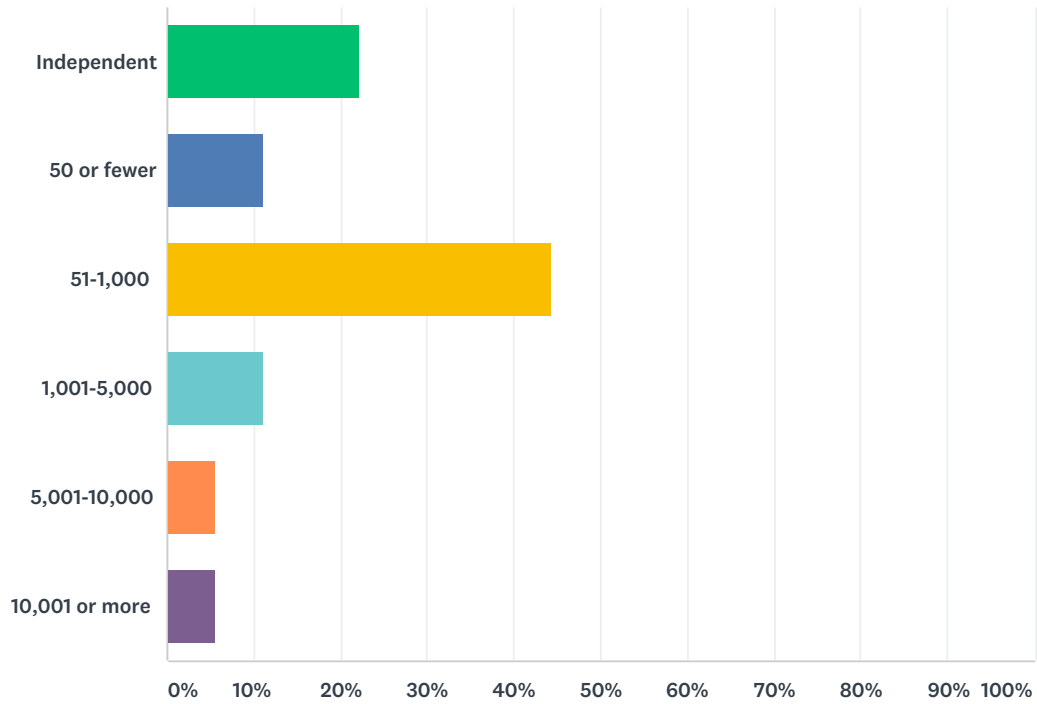
ANSWER CHOICES	RESPONSES
Financial Services	11.11% 2
Consulting Services	22.22% 4
Manufacturing	11.11% 2
Healthcare	0.00% 0
Government/Military	0.00% 0
Education	11.11% 2
Technology	5.56% 1

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?

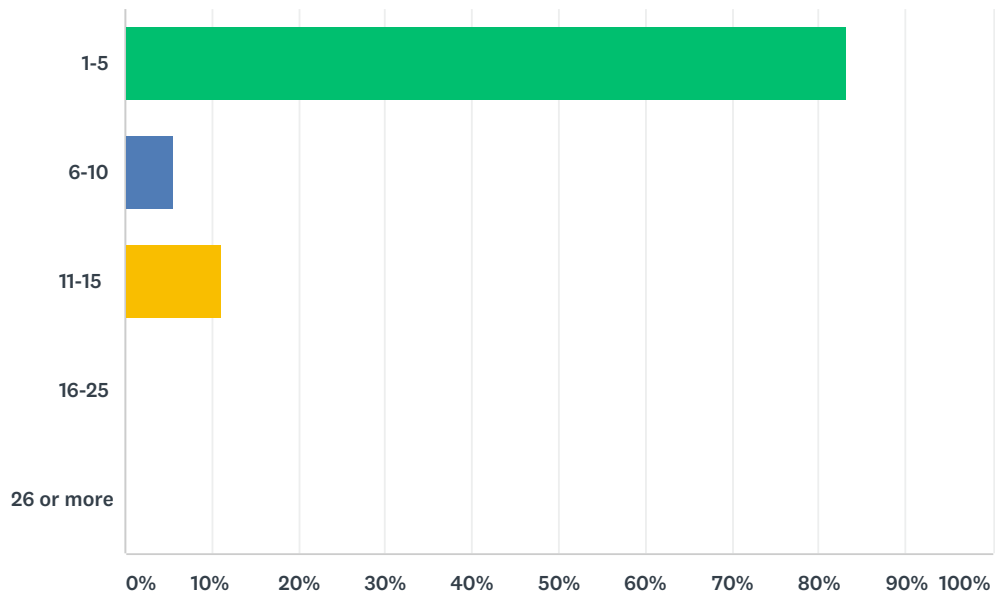
Answered: 18 Skipped: 0



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

2018 GOALS FOR ATD TULSA

Board Goals for 2018: Achieve CARE Membership Superstar Status for ATD Tulsa

ATD Chapter Affiliation Requirements (CARE) are 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. <https://www.td.org/chapters/clc/care>

To be eligible for CARE Membership SUPERSTAR, your chapter must:

- Complete all the 18 CARE elements and submit required documents (chapter's 2019 operating plan, current membership roster, 2019 board roster, and the chapter's most recent balance sheet and income statement)
- Achieve greater than 50 percent joint membership by December 31, 2018. *Note: ATD Tulsa is currently at 40% joint membership.*

Chapters that achieve this status will receive a 100% CARE logo and a membership SUPERSTAR logo for the chapter website, a letter from Tony Bingham, ATD President and CEO, and recognition in the LCN and on the CLC website.

Complete CARE Requirements:

A. Administrative

1. Review vision, mission, bylaws: adjust if needed

- A. *Per SECTION 5.9 of the bylaws establish Bylaws & Policies Committee at February Board Meeting. Per Section 5.9 – “There shall be a Bylaws & Policies Committee, which shall consist of the Immediate Past President, the President, and three members of the Board of Directors appointed by the President. The Bylaws & Policies Committee shall be responsible for reviewing the Bylaws and Policies of the Corporation and for recommending proposed changes to the Bylaws and Policies of the Corporation.”*
- B. Proposed bylaws change to consider re Board Member Removal: The board has clear procedures for removing board members who are unable to fulfill their responsibilities and enforces the procedures.
 - i. Attendance at board meetings is mandatory.
 - ii. Two unexcused absences during a year constitute resignation from the board.
 - iii. The board establishes criteria for determining excused and unexcused absences. For example, excused absences include notification of inability to attend before the meeting begins for an exceptional and unavoidable reason such as out-of-town, illness, family misfortune or logistical reasons beyond a member's control.
 - iv. Board determines for notification procedures to confirm excused absences.

2. Create annual operational plan – *Completed at the January 20, 2018 board retreat.*

3. Schedule board meetings (ensure minutes are available to members)

- a. Need to review calendar and determine if we will not have a quorum available to conduct any meetings at 12 PM on the 1st Friday of the month. If yes, work to reschedule them when majority of board members can attend, and quorum can be achieved.

- b. Provide *draft* of board meetings minutes to board members via email within one week after meeting held.
 - 4. Conduct risk management assessment
 - a. Should be completed during 3rd quarter of 2018 with board review by the October 2018 board meeting.
 - b. Prefer that it be conducted with input by all board members in some way.
 - c. Lead responsibility - VP – Administration with assistance from President-Elect
 - 5. Review board descriptions and elect new board (create roster for ATD)
 - a. Responsibility – President & President-Elect
 - b. Create timeline for actions related to nomination and election activities at the beginning of the calendar year – see calendar
 - c. Need to develop the procedures for the online voting process – it should have two administrators with access to online system – Needs to be completed by mid-April, 2018
 - d. Update Board Member Nomination Forms (*completed*)
 - 6. Create membership roster for ATD – this is done automatically because we use Wild Apricot and we have designated ATD staff member with full membership rights.
- B. Financial
- 1. Ensure chapter complies with federal and state reporting
 - a. Must File 990 online by May 15th annually – after filing, copy of it needs to be presented in VP – Finance report to board
 - b. Date on IRS determination letter is 2014 to reflect name change to ATD Tulsa
 - c. Date on Certificate of Incorporation is 2014 to reflect name change to ATD Tulsa
 - 2. Develop annual operating budget – needs to be approved prior to beginning of fiscal year and make available to members
 - a. Need to renew ATD membership for 2018 board members prior to March 31, 2018 to lock in 2017 rate for 1 year (2018).
 - b. New Budget items:
 - 1. SurveyMonkey account for ATD Tulsa online surveys \$34/month or \$408 annually (approved at December 2017 board meeting) - completed
 - 2. Email addresses for board members in addition to VP – Administration and VP – Finance (approved at December 2017 board meeting)
 - 3. Conduct annual financial review (internal or external but not a board member) – Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.
- C. Membership
- a. Conduct annual member survey to assess member needs and satisfaction levels – crafted in May and distributed in June 2018
 - b. The chapter achieves by 12/31/18 a minimum of 20 chapter/ATD members (the original chapter chartering requirement) or 35 percent of the chapter’s membership, whichever is greater.

- c. Conduct joint membership activities (3 foundational and 10 additional)
 - 1. Foundational 1: Power Member page on chapter website
 - 2. Foundational 2: Highlight Power Membership in chapter email communications
 - 3. Foundational 3: Send quarterly email to prospective members promoting Power Membership
 - 4. Additional 1: Mention Power Membership at the start of chapter event
 - 5. Additional 2: Power Member benefits using rotating PowerPoint at events
 - 6. Additional 3: Printed Power Member collateral at each event
 - 7. Additional 4: Power Member section in newsletter
 - 8. Additional 5: Power Member logos on chapter website
 - 9. Additional 6: Power Member testimonials on website, newsletter, etc.
 - 10. Additional 7: Power Member messages on social media
 - 11. Additional 8: Promote Power Membership SIG and GIG meetings
 - 12. Additional 9: Request list of ATD members quarterly: identify prospects
 - 13. Additional 10: Request joint membership calculation from CRM quarterly
 - 14. Additional 11: Promote Power Membership at chapter special events
 - 15. Additional 12: Create group/corporate Power Membership offering
 - 16. Additional 13: Talk about Power Membership at each board meeting
 - 17. Additional 14: Customize activities for your chapter

D. Professional Development

- 1. Conduct professional development activities for members (six minimum)
- 2. Chapter provides professional development opportunities in the following categories:
 - a. A partnership with another membership organization
 - b. A partnership with another ATD chapter - *ATD Oklahoma state conference will fulfill this opportunity*
 - c. A job listing
 - d. A CPLP study group (not including an information session on the CPLP)
 - e. Special Interest Groups (SIG) – *E-Learning Group with Quarterly meetings*
 - f. Geographic Interest Groups
 - g. Employee Learning Week events or activities – Employee Learning Week is December 3 through 7, 2018 – Review Employee Learning materials from ATD to develop a plan for celebrating – may include changing the date for the monthly program meeting, or acquiring a resolution from the Mayor’s office
 - 1. *Goal: Schedule Professional Development Activities through December 2018 by March 30, 2018.*
 - 2. Dates for Monthly Program Meetings Confirmed with OSU-Tulsa – location is Room 140 which holds 44 people unless otherwise noted
 - a. Friday, January 12, 2018
 - b. Friday, February 9, 2018
 - c. Friday, March 9, 2018
 - d. Friday, April 13, 2018
 - e. Friday, May 11, 2018

- f. Friday, June 8, 2018 – BS Roberts Room - tentative topic: highlights from ICE (Linda, Myra and Skip are confirmed to attend ICE)
 - g. Friday, July 13, 2018
 - h. Friday, August 10, 2018
 - i. Friday, September 14, 2018
 - j. Friday, October 12, 2018
 - k. Friday, November 9, 2018
 - l. Friday, December 14, 2018 – BS Roberts Room – tentative topic: Trainer Throw Down & Distinguished Service Awards
3. Create and distribute to members a calendar for professional development activities to include the following information:
- a. Date
 - b. Time
 - c. Location
 - d. Program Topic
 - e. Program Speaker
 - f. TD Areas of Expertise and/or Communities of Practice addressed by Program
4. Chapter distributes online post-meeting surveys and collectively reviews the survey results to improve chapter professional development activities
5. Policy 15.1.7.7 Guest Passes to Monthly Meetings (Adopted 05-01-2015): Each ATD Tulsa Board Member has two (2) guest passes to be used for regular chapter meetings and meals only. Skip will include reports on use of the Guest Passes in the monthly financial reports.
6. Ensure board maintains joint membership and participates in both annual chapter and ATD leadership development opportunities
- 1. Annual chapter budget line item to pay for joint memberships for board members
 - 2. Annual chapter budget line item to pay for 2 board members to attend ATD Chapter Leaders Conference (ALC) – ALC will be on October 11 – 13, 2018 in Arlington, VA. Note: Since Linda and Walt are planning to submit proposals to conduct workshops at ALC, approved budget to send 3 board members to ALC. ALC registration is free for workshop presenters. If the workshop proposals are not accepted, Linda will not attend ALC.

E. Communication

- 1. The chapter maintains a current website with up-to-date information.
- 2. Conduct quarterly communication to members that includes chapter and ATD programs and initiatives
 - a. Need dates for communications and topics
 - b. Information on content and topics is available on the Chapter Leaders Community website
 - 1. Possible Topic: List of new members with welcome message.
 - 2. Possible Topic: Recognize members that have been with ATD Tulsa for specified periods of time e.g. 5 years, 10 years, 15 years

- 3. Possible Topic: Feature on a board member e.g. 5 questions with our VP – Administration
- 4. Possible Topic: Favorite Tool from ATD or favorite book from the ATD bookstore or TD book you just finished reading
- 3. Chapter board creates and distributes and annual report that includes but is not limited to: membership numbers, financial performance, and progress toward annual goals.
 - 1. Need distribution date – possible to use CARE information – possible to review at Feb. 2 board meeting and distribute to members at Feb. 9 Program Meeting
 - 2. Content must include list of board members and their positions

Member Experience Goals for 2018:

- 1. Every member will attend at least two (2) chapter events

2017 ATD Tulsa Member Participation Chart			
Activities Hosted by ATD Tulsa in 2017	# of ATD Tulsa Members That Participated	% of Total Participating	# of Members/Activity # That Were Active ATD Tulsa 2017 and/or 2018 Board Members
0 Activity	15	14.42%	0
1 Activity	25	24.04%	0
2 Activities	13	12.5%	0
3 Activities	6	5.77%	0
4 Activities	8	7.69%	0
5 Activities	12	11.54%	2
6 Activities	7	6.73%	1
7 Activities	2	1.92%	0
8 Activities	7	6.73%	3
9 Activities	1	0.96%	1
10 Activities	3	2.88%	3
11 Activities	1	0.96%	0
12 Activities	1	0.96%	1
13 Activities	0	0.00%	0
14 Activities	3	2.88%	3
15 Activities	0	0.00%	0
Total # of Members Participating	89	85.58%	
Total # of Members	104	100%	

- a. Identify methods to help achieve this goal e.g.:
 - i. Give people advance notice of event logistics and content
 - ii. Offer events at different times of the day and month
 - iii. Offer content that addresses top expectations for chapter members: networking and skill building for trainers and facilitators

2. Average ratings for event experiences will be 4 out of 5, with 5 being highest
 - a. Need to distribute online evaluation that includes evaluation 1 to 5 ratings scale questions and open-ended questions
 - b. Identify methods to help achieve this goal e.g.:
 - i. Provide warm, welcoming environment for all attendees

ATD Tulsa Board Member Calendar of Events

ATD Events/Actions are highlighted in **Red**

Date	Time	Location	Event Title	Action Item(s)	Board Leader(s)
Friday, January 5, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	2018 Budget: Review and approve budget. ATD Membership for Board Members: Need to renew ATD membership for 2018 board members prior to March 31, 2018 to lock in 2017 rate for 1 year (2018).	President
Friday, January 12, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Tuesday, January 16, 2018			ATD Chapter Support	Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform . Chapter may request marketing box twice per year.	President
Friday, January 19, 2018			2017 Chapter Affiliations Requirements - Early Submission Deadline	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	Past President
Saturday, January 20, 2018	9:00 AM – 3:00 PM	St. Dunstan's Church	ATD Tulsa Board Planning Meeting	Meeting objective: Review CARE Report for 2017 & Adopt 2018 Operating Plan for ATD Tulsa	President
Friday, January 26, 2018	11:30 AM – 1:00 PM	Nordam	e-Learning Meeting	1 st Quarter Meeting	VP - Admin
Wednesday, January 31, 2018			Marketing Plan	Submit Plan for review at February 2, 2018 board meeting	VP - Marketing
Wednesday, January 31, 2018			2017 CARE Submission Deadline	https://www.td.org/chapters/clc/care	Past President
Friday, February 2, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	Annual Report: membership numbers, financial performance, and progress toward annual goals –	President – Lorinda

2018 OPERATING PLAN

2018				Taken from information provided in CARE report. (VP – Marketing)	will not attend meeting
Friday, February 9, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	Annual Report: Present/distribute Annual Report to membership at meeting and via email.	VP - Program
Friday, March 2, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting		President
March 4-5, 2018		Dallas, TX	ATD & South Central Chapters 2018 Regional Conference	https://events.td.org/Chapter-Regional-Conference-2018?_ga=2.155475832.2115868622.1512932317-1820044942.1483069392	
Friday, March 9, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Friday, April 6, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting		President
Friday, April 13, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Friday, April 27, 2018			Board Meeting Agenda	Elections: President submits a list of nominees to serve on 5-member Elections Committee.	President
Friday, May 4, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	Elections: 1) Board selects 5 members to serve on the Elections Committee. 2) Board determines which board positions will be filled for 2019.	President <i>Linda and Skip out of town</i>
Sunday, May 6, 2018	9:00 AM – 1:00 PM Estimate	San Diego, CA	Chapter Leader Day @ ICE	Chapter Leader Day is an opportunity for chapter leaders from around the country to network, share ideas, and learn about ATD resources. Chapter Leader Day programming focuses on addressing common chapter challenges, identifying best practices for running a chapter, and provides face-to-face networking opportunities for chapter leaders. https://www.td.org/chapters/clc/chapter-leader-day	Chapter Leaders Attending ICE
May 6-9, 2018	12:00 PM Sunday – 4:00 PM Wednesday (Estimate)	San Diego, CA	ATD 2018 International Conference & Exposition (ICE)	ATD ICE will provide you with the knowledge, strategies, and solutions you need to effectively attract, develop, and retain top talent. You'll gain insights into the latest trends, best practices, and new solutions for designing, delivering, implementing, and measuring learning programs. ATD 2018 covers all industry subjects, and provides in-depth guidance for what you need to know now	Chapter Leaders Attending ICE

				to be successful. Come away with an outlook of what the future holds, and be prepared to address new challenges. Keynotes: President Barack Obama, Marcus Buckingham & Connie Podesta http://www.atdconference.org/	
Friday, May 11, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
May 14, 2018 – May 23, 2018			Elections for 2019 Board Members	Elections Committee meets to finalize timelines and establish any necessary election rules including nomination forms and affidavit of eligibility. The Committee provides forms to the VP of Administration for posting on the ATD website after their approval at the June 1, 2018 board meeting.	Elections Committee Chair
Tuesday, May 15, 2018			IRS Form 990 or 990N Filing Deadline	Due every year by the 15th day of the 5th month after the close of your tax year. ATD Tulsa tax year = calendar year	VP - Finance
Thursday, May 31, 2018			ATD Chapter Leaders Conference (ALC) Proposal Deadline	Proposals for workshops to be presented during ALC. https://events.td.org/Events/chapter-leaders-conference	President
Friday, June 1, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> Elections: 1) Review and approve elections regulations submitted by the Elections Committee. 2) Authorize VP – Administration to publish notification to the membership that nominations are being accepted for board positions to be filled for 2019. Annual Membership Engagement Survey: Survey content presented for review & approval prior to distribution. (VP – Membership) 	President
Monday, June 4, 2018			Elections for 2019 Board Members	Via email - VP – Administration publishes notification to the membership that nominations are being accepted until July 13, 2018 for board positions to be filled for 2019.	VP - Admin
Monday, June 11, 2018			Elections for 2019 Board Members	Elections: Board approved regulations for the election are published and distributed to each board member (10 days after their board approval).	Elections Committee Chair
Friday, June 8, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting	Tentative topic: highlights from ICE (<i>Linda, Myra and Skip are confirmed to attend ICE</i>)	VP - Program
Friday, June 29, 2018			Board Meeting Agenda	Elections: President submits a list of nominees to serve on 3-member Credentials Committee.	President
Friday, July	12:00 PM -	Roka	Board	<ul style="list-style-type: none"> Elections: Board approves 3-member 	President

2018 OPERATING PLAN

6, 2018	1:30 PM		Meeting	<p>Credentials Committee</p> <ul style="list-style-type: none"> Bylaws Amendments: All proposed bylaws amendments are reviewed and approved for placement on the July 19th ballot. Annual Membership Engagement Survey: Review Survey results and identify opportunities for action. (VP – Membership) Annual Risk Management Assessment Begins (VP- Administration) 	
Friday, July 13, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	Annual Membership Engagement Survey: Share Survey results and intended actions based on results. (VP Membership)	VP - Program
Friday, July 13, 2018	11:59 PM		Elections for 2019 Board Members	Candidate Eligibility Forms and Affidavit of Eligibility are due to the Elections Committee Chair.	Elections Committee Chair
Sunday, July 15, 2018			Eligibility for Voting	Only paid members of ATD Tulsa as of July 15, 2018 will be eligible to vote in the upcoming election.	VP - Admin
Monday, July 16, 2018			Eligibility for Voting	The Credentials Committee pulls the list of ATD Tulsa Members-in-Good-Standing (dues are currently paid as of July 15, 2018) and that list shall be provided to the board member designated to manage the elections and voting via SurveyMonkey.	Credentials Committee Chair
Monday, July 16, 2018			Elections for 2019 Board Members	Elections Committee meets to review Candidate eligibility forms and verify candidates eligible to run for offices. After verification, submits appropriate information to the board member designated to manage the elections and voting via SurveyMonkey.	Elections Committee Chair
Thursday, July 19, 2018	12:00 AM		Electronic Voting	Electronic voting window opens until August 8, 2018 (20 days)	Electronic Voting Manager
Friday, August 3, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting		President
Tuesday, August 7, 2018	11:59 PM		Electronic Voting	Electronic voting window closes	Electronic Voting Manager
Wednesday, August 8, 2018			Electronic Voting Results	The Elections Committee receives the results of the voting from the board member designated to manage the elections and voting via SurveyMonkey, counts, certifies and sends the results to the Board of Directors.	Elections Committee Chair
Friday, August 10, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	Elections Results & Voting Results: 1) Results announced at beginning of meeting. 2) Thank you to members of the Elections and Credentials Committees 3) Dismissal of members of the Elections and Credentials Committees.	VP - Program
Friday,	After 1:15		Electronic	Elections Results & Voting Results: 1) Results	VP - Admin

August 10, 2018	PM and before 5:00 PM		Voting Results	announced to all members via email. 2) Thank you to members of the Elections and Credentials Committees. 3) Dismissal of members of the Elections and Credentials Committees.	
Friday, September 7, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting		President
Monday, September 10, 2018			ATD Chapter Support	Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform . Chapter may request marketing box twice per year.	President
Friday, September 14, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Friday, October 5, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	Review Risk Management Assessment (VP-Administration)	President
October 11-13, 2018		Arlington, VA	ATD 2017 Chapter Leaders Conference (ALC)	Current and incoming board members will network with fellow chapter leaders, share best practices for running an ATD chapter, and learn about new resources to support their chapter. https://events.td.org/Events/chapter-leaders-conference <i>Note: ATD Tulsa budget includes funding to send 2 board members to ALC.</i>	President-Elect
Friday, October 12, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Friday, October 26, 2018			Chapter Recognition Committee (CRC) and ALC Program Advisory Committee (ALCPAC) Application Deadline	Chapter Recognition Committee (CRC) An ATD advisory committee comprised of chapter leaders and charged with identifying, recognizing, and sharing chapter best practices. https://www.td.org/chapters/clc/chapter-recognition-committee ATD Chapter Leaders Conference Program Advisory Committee (ALC PAC) The ALC PAC, a national advisory committee comprised of chapter leaders, works with ATD staff to develop and execute the annual ATD Chapter Leaders Conference (ALC). https://www.td.org/chapters/clc/atd-chapter-leaders-conference-program-advisory-committee-alc-pac	
Friday, November 2, 2018	12:00 PM – 1:30 PM	Roka	Board Meeting	Present 2019 Budget for review (VP-Finance)	President
Friday,	11:30 AM –	OSU-	Program		VP -

November 9, 2018	1:15 PM	Tulsa, Rm 140	Meeting		Program
December 3-7, 2018			Employee Learning Week	A global campaign designed to promote the value of workplace learning. https://www.td.org/About/ATD-Employee-Learning-Week	
Friday, December 7, 2018	12:00 PM – 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> • Approve 2019 Budget (VP-Finance) • Appoint Audit Committee (Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.) 	President
Friday, December 14, 2018	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting	Tentative Topic: Trainer Throw Down & Distinguished Service Awards	VP – Program
Monday, December 17, 2018			CARE Requirement	Submit copy of 2019 Board Roster to Rep at ATD <i>(Chapters that submit their 2018 board rosters to chapter services by December 31, 2017, will be entered in a lottery to receive a complimentary ATD Professional Plus Membership)</i>	VP - Admin
TBD			Quarterly Networking Events		VP - Program
TBD			SIG's Meetings		VP - Program

Action Items from ATD Tulsa 2018 Board Retreat on Saturday, January 20, 2018
Prepared by Jeremy Smith, VP – Administration on January 26, 2018

1. We need to work out how we are going to handle pitches when we have more than one candidate running for a board position next year now that we are moving to electronic voting.
2. Need to turn registration on for the eLearning SIG so that participants can register online at the TDTulsa site.
3. Need to make a decision on whether or not to move the December programming meeting from the second Friday to the first Friday to coincide with Employee Learning Week.
4. We need to have the Annual Report completed in time for the February board meeting. Reference item E.3 in the 2018 Board Operating Plan for items to include in this report.
5. Linda is to provide Tammy an electronic copy of the Tulsa Member Participation Chart (pg. 5 of the Board Operating Plan).
6. Jeremy and Tammy will report out about the eLearning SIG meeting that took place today at the February board meeting.
7. Tammy will have sign-up sheets at the February board meeting asking for help with 2018 Membership activities.
8. Shelby is to provide a Marketing Plan to the board for 2018. (complete)
9. Message from Linda Jenkins, President re recommendation to submit a Sharing our Strengths form to ATD for sharing planning and hosting duties for our state conference with COC-ATD.

In 2017, COC-ATD submitted a SOS for the State Conference. Following is the summary of the submission:

SUMMARY: The Central Oklahoma and Tulsa chapters have created a partnership to hold a yearly state conference and alternate which chapter hosts the event. The Central Oklahoma Vice President and Past President gathered the conference knowledge, information, and tasks after hosting the conference to document and share with future conference planning teams. The idea is that the knowledge management for the conference will continue to improve this annual offering for the professionals in the area and will save an average of 120 hours in conference planning. The document extensively outlines all planning process steps. This will allow the team to continue to add value to the conference and grow the event's reach in the community.

**ATD Tulsa Chapter
Statement of Financial Position as of 02/01/2017**

Assets		Liabilities	
Checking	\$ 12,543.56	Accounts Payable	\$ -
PayPal	\$ 2,581.47	Taxes Payable	\$ -
Cash	\$ 100.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 434.00	Net Assets	
(Less doubtful accounts)*	\$ 20.00	Unrestricted Net Assets	\$ 15,679.03
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 15,225.03</u>	Total Net Assets	<u>\$ 15,679.03</u>
Total Assets	<u>\$ 15,679.03</u>	Total Liabilities Plus Net Assets	<u>\$ 15,679.03</u>

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

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 02/01/2018)

Category Description	2017 Actuals	2018 Budget	01/01/18 - 01/31/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
INCOME							
ATD CHIP	1,158.31	987.70	0.00	0.00	-987.70		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	850.00	850.00	-8,767.14		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	584.00	584.00	-5,316.00		115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	0.00	0.00	-1,750.00		7 Regular Meeting Sponsorships (\$250 each)
Special Event - Training	924.00	3,000.00	0.00	0.00	-3,000.00		One Special Event - Tentative (20 participants @ \$49 each)
Special Event - State Conference	11,882.00	0.00	0.00	0.00	0.00	State Conference + Approachable Leadership	NO CONFERENCE
<u>TOTAL INCOME</u>	33,762.31	21,254.84	1,434.00	1,434.00			
EXPENSES							
Board Expense							
National ATD Dues	2,235.00	1,611.00	1,341.00	1,341.00	-270.00		9 @ \$179: Gentleperson's agreement to pay ATD dues for board members
Retreat	0.00	250.00	0.00	0.00	250.00		Printing, Lunch for Jan. 20, 2018 board retreat 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.
ATD Leader's Conference	1,985.55	2,700.00	0.00	0.00	2,700.00	2nd Hotel / Food Expense (Walt)	Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
Treasurer Expense	48.25	441.00	321.00	321.00	120.00		Annual Financial Audit
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		
<u>TOTAL Board Expense</u>	4,268.80	6,002.00	1,662.00	1,662.00			
Communications Expense							
GoDaddy Domains	99.00	81.02	0.00	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	207.27	501.48	501.48	501.48	0.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	578.63	1,248.00	0.00	0.00	1,248.00		Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	425.00	408.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	0.00	64.00	0.00	0.00	64.00		Annual Expense - Next Due 02/18
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
<u>TOTAL Communications Expense</u>	884.90	2,569.50	909.48	909.48			
Meeting Expense							
Facility Charge	810.00	870.00	70.00	70.00	800.00	Overlooked past due invoice from 2017	10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	6,760.18	7,368.00	547.00	547.00	6,821.00	Roka - Meeting Income: 610.00 + 20 unpaid. \$13 income (w/ Room Charge)	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program			0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	0.00	850.00	0.00	0.00	850.00		See separate "Recognition Items Budget" tab for breakdown
<u>TOTAL Meeting Expense</u>	7,570.18	9,088.00	617.00	617.00			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
<u>TOTAL Membership Expense</u>	0.00	1,110.00					
Misc. Expenses							
Paypal Expense	794.96	400.00	32.38	32.38	367.62		High in 2017 due to conference
Oklahoma ATD State Conference	21,010.97	1,000.00	0.00	0.00	1,000.00	Speaker Gifts, Jim Smith, Doubletree, Books, Video	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	0.00	0.00	0.00	0.00		Moved to "Recognition Items" under "Meeting Expense" above
Insurance	960.12	1,000.00	0.00	0.00	1,000.00		Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
<u>TOTAL Misc Expense</u>	22,766.05	2,400.00	32.38	32.38			
<u>TOTAL EXPENSES</u>	35,489.93	21,169.50	3,220.86	3,220.86			
<u>OVERALL TOTAL</u>	<u>-1,727.62</u>	85.34	<u>-1,786.86</u>	<u>-1,786.86</u>			

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





TULSA CHAPTER
Association for
Talent Development

2017 CARE Report
Submitted January 18, 2018

Prepared by
Lorinda Schrammel, Immediate Past President,
ATD-Tulsa

Your responses can be found below.

 E-mail this Report  Send to Printer

Does your chapter pay for any administration help, such as a management firm, or other administrative services?

Response

No

If so, please provide the contact information for your chapter's administrative help below.

Response

Contact Name

Contact Company

City

State

Zip Code

Phone Number

Email

Mailing address currently on file with ATD:

Response

Chapter Name:

Tulsa

Mailing Address:

Suite, PO Box:

PO Box 33351

City:

Tulsa

State:

OK

Zip:

74153-3351

If the above address is incorrect, please provide your chapter's 2018 mailing address: **(Please note, for chapters that use a P.O. Box, please be sure you also provide a physical mailing address for your chapter)**

Response

Chapter Name:

Mailing Address:

Suite, PO Box:

City:

Response

State:

Zip:

If your chapter uses a P.O. box, please also include a physical mailing address. (This can be a chapter leader mailing address.)

Response

Chapter Name:

Tulsa

Contact Name:

Linda Jenkins, President

Physical Address:

3768 N. Lansing Place

Suite:

City:

Tulsa

State:

OK

Zip:

74106

As part of ATD's support of Power Membership, Chapter Services tries to connect chapter leaders to prospective members via TD.org. Through the Chapter Locator, a customer is able to request more information about the chapter, including membership benefits and programming. Please provide a contact for these inquiries.

Response

Contact Name:

Tammy Wise

Contact Email:

tammywise@thepersimmongroup.com

Does your chapter pay for ATD membership dues for one or more chapter board members?

Response

Yes

Does your chapter budget to send board members to the ATD Chapter Leaders Conference (ALC)?

Response

Yes

How many chapter leaders are budgeted to attend ALC in 2018?

Response

3

When do your incoming board members OFFICIALLY begin their terms?

Response

1st Quarter (January – March)

When are your chapter board meetings typically held?

Response

Monthly

What was your chapter's 2017 gross revenue from all sources (dues, programs, sponsorships, etc.)?

Response

33762.31

What is your chapter's Employer Identification Number (EIN)?

Response

23-7429563

Is your chapter incorporated?

Response

Yes

Is your chapter recognized by the IRS as a 501(c)(3) organization?

Response

Yes

Did your chapter file Form 990 or Form 990N with the IRS this year?

Response

Form 990N

Does your chapter have a current tax exemption status with the IRS?

Response

Yes

Did your membership numbers increase, decrease, or stay the same in 2017?

Response

Increase

Please Explain:

Response

We worked diligently to keep our current members and add new members in 2017.

What was your chapter's average membership number for 2017?

Response

90

As of December 31, 2017, how many chapter members did your chapter have?

Response

104

What **percentage** of your chapter's members are members of both ATD and your chapter as of December 31, 2017?

Response

40

What was the highest joint membership **percentage** achieved by the chapter in 2017?

Response

48

When your chapter achieved its highest joint membership percentage in 2017, what was the total number of **joint members**?

Response

34

When your chapter achieved its highest joint membership percentage in 2017, what was the total number of **chapter members**?

Note: this number should be greater than the answer given to the previous question.

Response

71

In what month did this occur?

Response

March

Did your chapter raise dues in 2017?

Response

No

Does your chapter plan to raise dues in 2018?

Response

Yes

What are your chapter's current dues?

Response

40

What will the chapter's new dues be?

Response

50

Which of the following dues categories does your chapter have? *Please select all that apply.***Response**

Regular/individual member, Student member

How much are your student membership dues?

Response

25

Does your chapter provide ATD members a discount on chapter membership?

Response

No

How many student members does your chapter have?

Response

3

Which of the following are requirements for a student to qualify for a chapter student membership rate? *Please select all that apply.*

Response

Attend an accredited university or college, 12 undergrad, 9 grad

Which of the following is true of your chapter? *Please select all that apply.*

Response

Has a connection with HRD/talent development faculty at a local college or university, Includes student members in professional chapter meetings and programs

How does your chapter recognize young/new professionals? *Please select all that apply.*

Response

We don't do anything special for young/new professionals

Contact 1

Response

Contact Name:

Susan McMurray

Title:

Assistant Professor for Communication

Academic Institution:

Oral Roberts University

Email:

smcmurray@oru.edu

Contact 2

Response

Contact Name:

Title:

Response

Academic Institution:

Email:

Contact 3

Response

Contact Name:

Title:

Academic Institution:

Email:

When are the majority of your regular programs held?

Response

Lunchtime

What is the average number of people at your regular monthly chapter meeting?

Response

35

What is the approximate registration fee for a **chapter member** to attend a **chapter program**?

Response

20

What is the approximate registration fee for a **chapter non-member** to attend a **chapter program**?

Response

30

What is the approximate registration fee for a **chapter member** to attend a **chapter-sponsored conference**?

Response

209

What is the approximate registration fee for a **chapter non-member** to attend a **chapter-sponsored conference**?

Response

239

Which of the following did your chapter do in 2017 or is planning for 2018?

Response

A conference, seminar or other large event	Did in 2017, but not planning for 2018
A community service project	Did in 2017 and planning for 2018
A partnership with another membership organization	Did not do in 2017 and not planned for 2018
A partnership with another ATD chapter	Did in 2017 and planning for 2018
A job listing	Did in 2017 and planning for 2018
A CPLP study group (not including an informational session on the CPLP)	Did not do in 2017 and not planned for 2018
Special Interest Groups (SIG)	Did in 2017 and planning for 2018
Geographic Interest Groups (GIG)	Did not do in 2017 and not planned for 2018
Employee Learning Week (ELW) events or activities	Did in 2017 and planning for 2018
An ATD regional chapter conference	Did not do in 2017, but planning for 2018

What type of conference, seminar, or other large event does your chapter hold?

Response

We alternate coordination of our Oklahoma State ATD conference with our sister chapter, Central Oklahoma Chapter. We hosted in 2017, they will host in 2018.

What type of community service event/project(s) does your chapter participate in?

Response

We had an ATD group serve during the United Way Day of Caring community-wide service day.

Approximately how many jobs were listed with your chapter in the past year?

Response

5

What Special Interest Groups (SIGs) does your chapter have?

Response

Response

E-Learning

What is the average number of participants in your chapter's SIGs?

Response

6

What did your chapter do to support Employee Learning Week (ELW)?

Response

Advertising, and our big Trainer Throwdown occurs that week each December.

With regard to the CPLP program (<https://www.td.org/certification>), does your chapter...*Please select all that apply.***Response**

Promote the benefits and value of CPLP certification, Recognize CPLP certified chapter members

Is your chapter currently hosting or planning to host an Associate Professional in Talent Development (APTD) study group in 2018?

Response

No

With regard to the ATD Competency Model (<https://www.td.org/Certification/Competency-Model>), does your chapter...*Please select all that apply.***Response**

Promote the benefits and value of the model, Align programs with its content, Use it to help develop members and leaders, Encourage chapter leaders/members to use it for career planning

Please describe how your chapter leverages the ATD Competency Model (<https://www.td.org/Certification/Competency-Model>) to the benefit of chapter members/leaders and the profession.**Response**

We tailor our monthly programs to address at least one competency from the ATD Competency Model. We ask our speakers to share how their content will address the ATD competencies on our speaker RFP.

Does your chapter have a succession plan?

Response

Response

Yes

Does your chapter review your succession plan annually?

Response

Yes

Which of the following does your chapter have? *Please select all that apply, and include your chapter's social media information.*

Response

<https://www.linkedin.com/groups/1539767>,<https://www.facebook.com/ATDTulsa>,<https://www.twitter.com/ATDTulsa>

Part 2 of the online submission is the CARE Survey. Remember, since CARE is chapter-reported, the achievement level is indicated through this self-evaluation. Chapters are encouraged to download the current CARE Element Matrix ([http://files.astd.org/ChapterServices/%21CLC New Website/Chapter Administration Landing Page/CARE/2018/2017 CARE Element Matrix.pdf?_ga=2.28611580.1916273754.1511185649-1857768100.1507670847](http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/CARE/2018/2017%20CARE%20Element%20Matrix.pdf?_ga=2.28611580.1916273754.1511185649-1857768100.1507670847)) for a comprehensive list of CARE elements including information and resources on how chapters can successfully achieve each element.

Answer	Response
The chapter's mission, vision, and bylaws align with those of ATD. Additionally, the chapter meets the ATD brand identity guidelines.	True
The chapter maintains written position descriptions for elected chapter board members.	True
The chapter members participate in the nomination and election of the chapter board.	True
The chapter creates an operational plan that includes but is not limited to: annual goals, communication/marketing strategy, recruitment/retention strategy, and succession planning strategy. <i>NOTE: Chapter must upload a 2018 operational plan through the survey submission site by January 31, 2018.</i>	True
The chapter submits a 2018 board roster in Excel format with CARE submission and updates ATD Chapter Services as changes occur. <i>NOTE: Template is available at www.td.org/care (http://www.astd.org/CORE). Chapter must upload a 2018 board roster through the survey submission site by January 31, 2018.</i>	True

Answer	Response
The chapter submits a 2017 membership roster in Excel format to ATD Chapter Services with CARE submission. <i>NOTE: If your chapter is on Wild Apricot and has provided administrative access to ATD Chapter Services, please respond "True" to this section. If you respond "True," no further documents are needed. Template is available at www.td.org/care (http://www.astd.org/CORE). Chapters not using Wild Apricot or on Wild Apricot but not providing administrative access to ATD Chapter Services, must upload a current membership roster through the survey submission site by January 31, 2018.</i>	True
The chapter board meets at least once per quarter and makes meeting minutes available to members.	True
The chapter board completes a risk management assessment (http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/CARE/Chapter%20Risk%20Assessment%20Guide%202015.pdf?_ga=1.92625181.1290299145.1439931167).	True

Answer	Response
The chapter complies with federal and state reporting requirements.	True
The chapter board develops and approves an annual operating budget and makes it available to members.	True
The chapter board ensures an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the chapter's finances. <i>NOTE: All chapters are required to file annually Form 990 or Form 990N with the IRS. Chapter must upload its most recent balance sheet and income statement through the survey submission site by January 31, 2018.</i>	True

Answer	Response
The chapter board assesses its members' needs and satisfaction levels at least once per year.	True

Answer	Response
The chapter achieves by 12/31/2017 a minimum of 20 chapter/ATD members (the original chapter chartering requirement) and 35 percent of the chapter's membership. The chapter also completes the three foundational joint membership activities and 10 additional activities of the chapter's choice, listed below. For support review the joint membership job aid (http://files.asted.org.s3.amazonaws.com/ChapterServices/%21CLCNew Website/Chapter Administration Landing Page/CARE/2018/2017 CARE Joint Membership Job Aid.pdf).	True

Chapter completed the three required foundational joint membership activities...*Please select all that apply.*

Response

Hosts a Power Member page on chapter website, Highlights Power Member membership in chapter emails, Sends a targeted email to prospective members promoting Power Member membership once a quarter

Chapter completed at least 10 of the additional activities listed below or customized activities for the chapter...*Please select all that apply.*

Response

Mentions Power Membership at the beginning of each chapter event, Uses PowerPoint slides at each event highlighting Power Membership, Has printed Power Membership collateral displayed at each event, Power Membership section in chapter newsletter, Displays Power Membership logos on chapter website, Posts Power Membership messages on social media, Promotes Power Membership at Special Interest Group (SIG)/Geographical Interest Group (GIG) meetings, Requests list of ATD members quarterly to identify prospects, Requests joint membership percentage from your CRM quarterly, Promotes Power Membership at chapter conference(s), Promotes Power Membership at chapter special event, including an information table with both chapter and ATD materials, Discusses Power Membership at each board meeting, Conducts a membership drive, Holds a program on the value of membership, Conducts new member orientations, Holds an event to recruit ATD members to chapter membership, Publicizes the special "Power Member" rate (e.g. Professional: \$199 or Professional Plus: \$319 for chapter members)

Answer	Response
The chapter board members maintain joint chapter/ATD membership and participate in both annual chapter and ATD leadership development opportunities.	True
The chapter provides at least six (6) professional development activities per year for members.	True

Answer	Response
--------	----------

Answer	Response
The chapter maintains a current website with up-to-date information.	True
The chapter disseminates a communication piece to members at least once per quarter that includes chapter and ATD programs and initiatives.	True
The chapter board produces, and shares with members, an annual report that includes but is not limited to: membership numbers, financial performance, and progress toward annual goals.	True

How many hours did it take to gather the information to complete the CARE survey?

Response

8

How many hours did it take to actually take the CARE survey once you compiled the appropriate information?

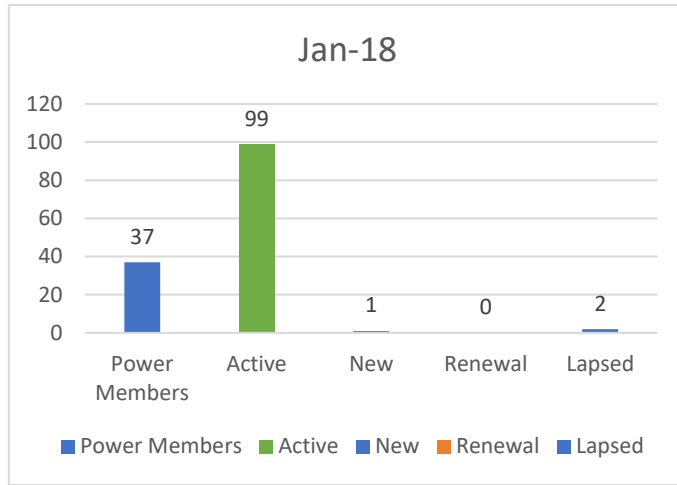
Response

2

[td.org/CARE](https://survey.td.org/CARE)

Membership Report

February 2018



Membership Status

January 2018

New/Renewal Members in January 2018: 4

First	Last	Company	Membership level	Status	Notes
Jill	Almond	Saint Francis Health System	ATD Tulsa Power Member	New	
Ashley	Whitfield	The Persimmon Group	ATD Tulsa Power Member	New PM	Joined national to become a Power Member
Cathy	Fox	1 Million Cups	ATD Tulsa Power Member	Renewal	
Linda	Jenkins	Jenkins Consulting Group	ATD Tulsa Power Member	Renewal	

Membership Report

February 2018

Lapsed Members in January 2018: 3

First	Last	Company	Membership level	Renewal due	Notes
Ana	Vaqueiro	Matrix Service Company	ATD Tulsa Associate Member (Annual)	January 9 th , 2018	Contacted with no reply.
James	McKenzie	University of Oklahoma College of Continuing Education	ATD Tulsa Associate Member (Annual)	January 17 th , 2018	No longer a Student member. Has not paid invoice for Associate member.
Peyton	VanLandingham	Spartan College of Aeronautics and Technology	ATD Tulsa Student Associate Member (Annual)	January 18 th , 2018	No longer a student and does not wish to join as an Associate.

Members Lapsing in February 2018: 9

First	Last	Company	Membership Type	Renewal Date
Steven	Oliver	TCC	ATD Tulsa Associate Member (Annual)	February 04, 2018
Zac	Davis	MetLife	ATD Power Member PLUS	February 06, 2018
Dan	King	EHI	ATD Power Member PLUS	February 06, 2018
Shelby	Morris	Oklahoma State University	ATD Power Member PLUS	February 07, 2018
Cecilia	Martin-Smith	CAP Tulsa	ATD Power Member PLUS	February 07, 2018
Sondra	Whitt	Goodwill Industries of Tulsa	ATD Tulsa Associate Member (Annual)	February 22, 2018
Michael	Horton	The Coffee Bunker	ATD Power Member PLUS	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)	February 28, 2018

Membership Report

February 2018

Members Lapsing in March 2018: 9

First	Last	Company	Membership Type	Renewal Date
David	Norris	TRU Simulation + Training	ATD Tulsa Chapter Associate Member (Local Chapter Only)	March 01, 2018
Tammy	Wise	The Persimmon Group	ATD Tulsa Chapter Associate Member (Local Chapter Only)	March 07, 2018
Chantel	Gray	Truity Credit Union	ATD Power Member PLUS	March 14, 2018
William	Eller	Manhattan Construction Co.	ATD Power Member PLUS	March 19, 2018
Keri	Sullivan	Whole Foods Market	ATD Tulsa Chapter Associate Member (Local Chapter Only)	March 20, 2018
Alyssa	Post	Equian	ATD Tulsa Chapter Associate Member (Local Chapter Only)	March 20, 2018
Garland	McWatters	INPowered2 LEAD	ATD Tulsa Chapter Associate Member (Local Chapter Only)	March 22, 2018
Phillip	Wilson	Labor Relations Institute	ATD Power Member PLUS	March 26, 2018
Daniel	Walczak	Tulsa Federal Credit Union	ATD Power Member PROFESSIONAL	March 29, 2018

Membership Report

February 2018

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.

March Membership Drive:

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.

February To-Do List

- Create a membership committee
- Request members update their membership profiles
- Reach out to the national only members
- Prep for March membership drive
- With committee, start reaching out to those members who are local only

News and Noteworthy

- Emailed with David Norris, who has not attended any functions. He stated he lives in Kansas and maintains his membership for certification purposes. He would be very interested in webinars and recorded/broadcasted meetings.
- New member, Jill Almond, thinks very highly of Skip and is excited to get involved in our chapter.

Increase Power Membership to 50% and maintain throughout the year by implementing the following plan and showing the value of being an ATD member.

Initially

Wild Apricot Emails	➤ Update auto-emails to make more personal
Membership Analysis	➤ Review existing members for industry, job title ➤ Determine areas of potential growth
Membership Directory	➤ Send email to members to request they update their membership profile
ATD Member Report	➤ Obtain the ATD membership report ➤ Create a marketing campaign ➤ Contact all members who are not chapter members ➤ How can we bring in members who are located outside of Tulsa? Webinar or record the meeting?

Weekly

Post on Social Media (LinkedIn, Twitter, Facebook) Don't just post, but check/follow-up on all posts. All chapter board members must be active.	➤ Links to articles ➤ Chapter news ➤ Power Member benefit showcase ➤ Videos
Create learning moments	➤ Post thought provoking questions online ➤ Challenge members to share their knowledge
Address different industries represented within chapter	➤ Provide value to each member ➤ Recognize industries through online articles, social media posts ➤ How ATD benefits can help each industry
Review Membership Reports	➤ Check for lapsed or near lapsed members and contact personally ➤ Contact new members personally ➤ Obtain proof of status for student members

Monthly

Chapter Meetings	<ul style="list-style-type: none"> ➤ Demonstrate a Power Member feature ➤ Announce new members ➤ Acknowledge Power Members present ➤ Write personal notes to all guests
Membership Drive	<ul style="list-style-type: none"> ➤ Advertise Power Membership via social media ➤ Use videos with challenges
Advertise ATD for New Members	<ul style="list-style-type: none"> ➤ Speak at colleges, organizations where potential members reside ➤ Use Student resources on ATD site
Board Meetings	<ul style="list-style-type: none"> ➤ Provide updated membership report ➤ Membership plan for the month ➤ Review ATD Power Member report
Review ATD Membership Reports	<ul style="list-style-type: none"> ➤ Add Power Members who registered through ATD site to Wild Apricot

Budget Needs

New Member Luncheon	\$600
Welcome Kits <ul style="list-style-type: none"> ○ Bag or Folder ○ Pen ○ Notepad ○ Printed papers 	\$450

New Members

<p>Provide a Welcome Kit</p>	<ul style="list-style-type: none"> ➤ Provide information on benefits of chapter ➤ Provide information on benefits to Power Members ➤ Directions on how to enroll as a Power Member ➤ Identify chapter structure and key players ➤ Showcase annual conferences
<p>Quarterly Luncheon</p>	<ul style="list-style-type: none"> ➤ Organize quarterly lunch meeting ➤ Multiple ATD board members attend
<p>Send Personal Emails</p> <p>Emails are to ensure new member is happy with organization and to determine if any expectations have not been met.</p> <p>What can we do to improve as an organization? Have you taken advantage of the existing benefits?</p>	<ul style="list-style-type: none"> ➤ Thanking them for joining ➤ 30 day check-in ➤ 60 day check-in ➤ 90 day check-in
<p>Get New Members Active</p>	<ul style="list-style-type: none"> ➤ Get members active in meetings/specialized groups ➤ Provide knowledge and opportunities for getting involved

Existing Members

<p>Send Personal Emails</p> <p>Emails are to ensure member is happy with organization and to determine if any expectations have not been met.</p> <p>What can we do to improve as an organization? Have you taken advantage of the existing benefits?</p>	<ul style="list-style-type: none"> ➤ Thanking them for being a member for x amount of years ➤ Quarterly check-in ➤ Email 90 days before renewal ➤ Email 60 days before renewal ➤ Email 30 days before renewal
<p>Contact Members Who Have Lapsed</p>	<ul style="list-style-type: none"> ➤ Weekly review of Wild Apricot membership stats ➤ Personally contact members who have not renewed
<p>Get New Members Active</p>	<ul style="list-style-type: none"> ➤ Get members active in meetings/specialized groups ➤ Provide knowledge and opportunities for getting involved
<p>Create Members Only Discussion Board</p>	<ul style="list-style-type: none"> ➤ Private area where members can post
<p>Recognize Long Standing Members</p>	<ul style="list-style-type: none"> ➤ Monthly recognize members who have been active for a set number of year ➤ Post their testimonials on social media

Non-Members

Encourage Power Membership	<ul style="list-style-type: none"> ➤ Reach out to ATD members who are not local chapter members ➤ Provide benefit of joining
Encourage/Invite Non-Members to Attend Meetings	<ul style="list-style-type: none"> ➤ Get non-members active in meetings/specialized groups ➤ Show the value ➤ Assign member to sit with and guide non-member throughout meeting

Specialized Groups

Build on Specialized Groups	<ul style="list-style-type: none"> ➤ Determine what groups we have (i.e. CBT User Group) ➤ Encourage new group formations ➤ Advertise at meetings and social media
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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

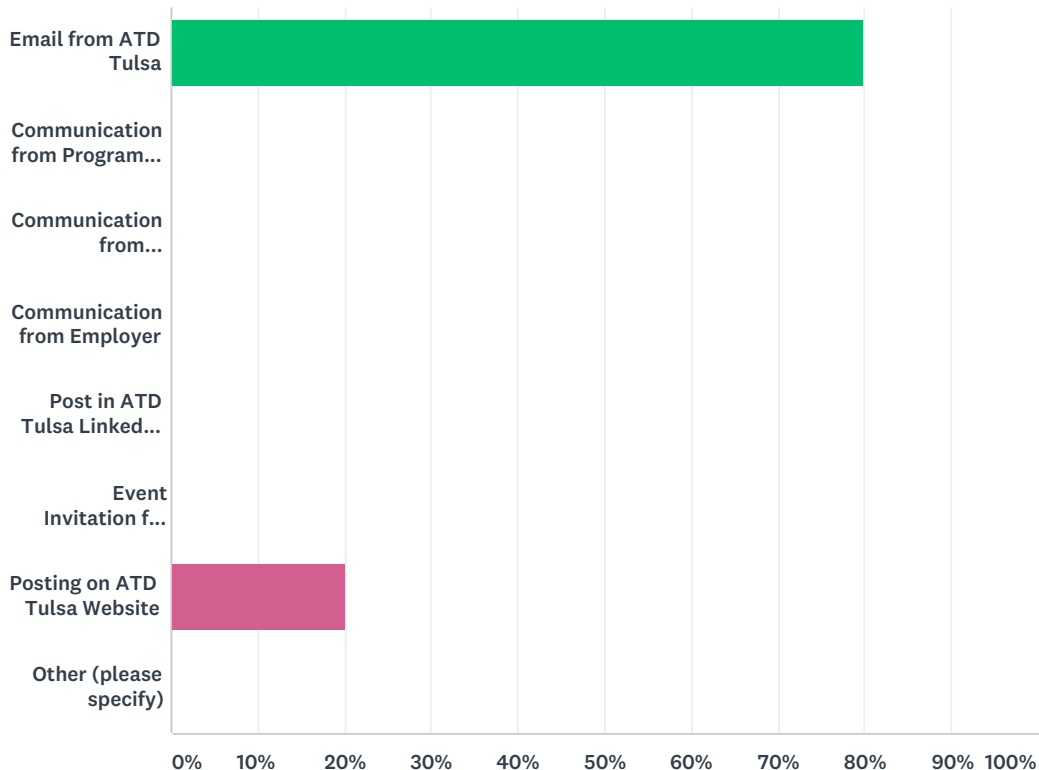
		the Power of 2 promotion.
December	Feel the Power	Highlight benefits of Power Membership. Have testimonials from Power Members on how they have used their membership. Add testimonials to social media.

Other considerations:

- Offer discounted chapter membership rates to ATD only members.
- Conduct a drawing for one free meeting for members who bring someone new to a meeting.
- Host a networking event focused on inviting non-members/ATD only members. Offer discounted membership if they join that night.

Q1 How did you hear about this ATD Tulsa program meeting?

Answered: 15 Skipped: 0

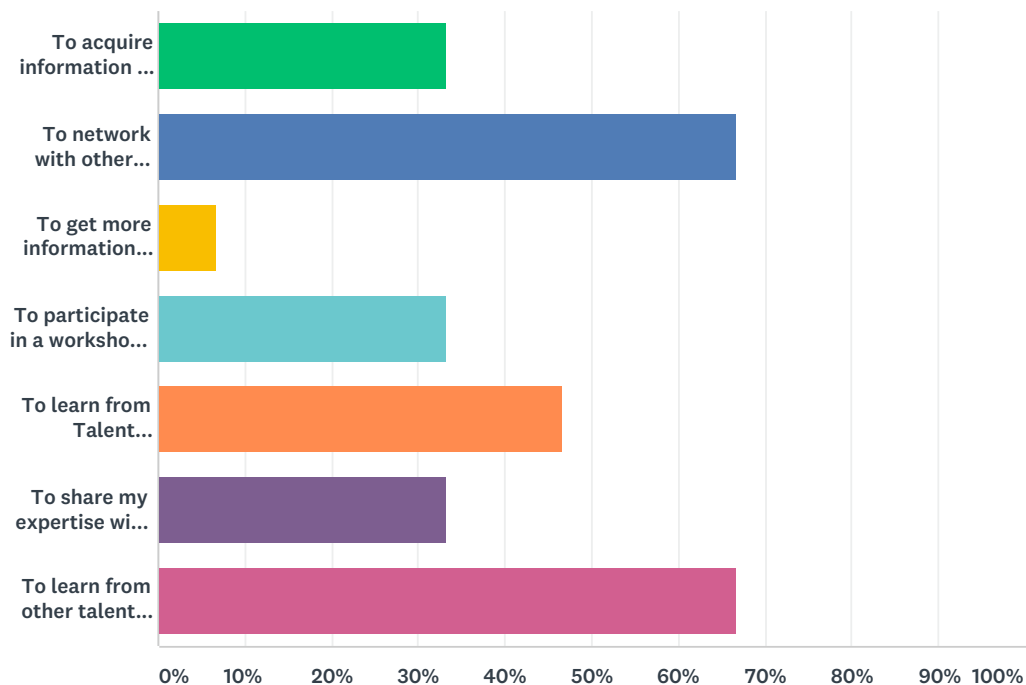


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	80.00%	12
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	20.00%	3
Other (please specify)	0.00%	0
TOTAL		15

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

Q2 Why did you attend this ATD Tulsa Program Meeting? Check all that apply.

Answered: 15 Skipped: 0

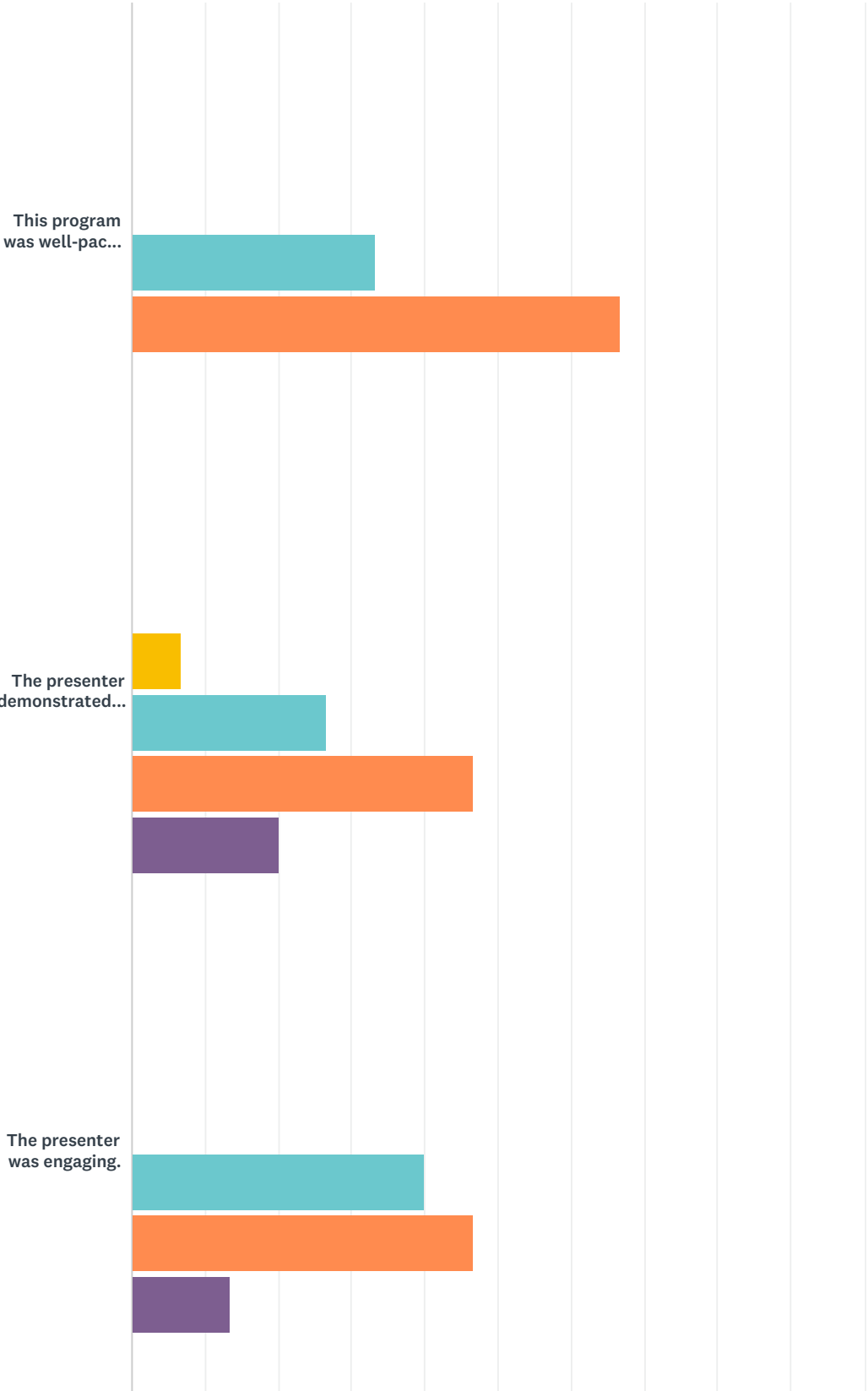


ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	33.33% 5
To network with other talent management professionals.	66.67% 10
To get more information about ATD Tulsa.	6.67% 1
To participate in a workshop presented by the speaker.	33.33% 5
To learn from Talent Management industry leaders.	46.67% 7
To share my expertise with other talent management professionals.	33.33% 5
To learn from other talent management professionals attending the program meeting.	66.67% 10
Total Respondents: 15	

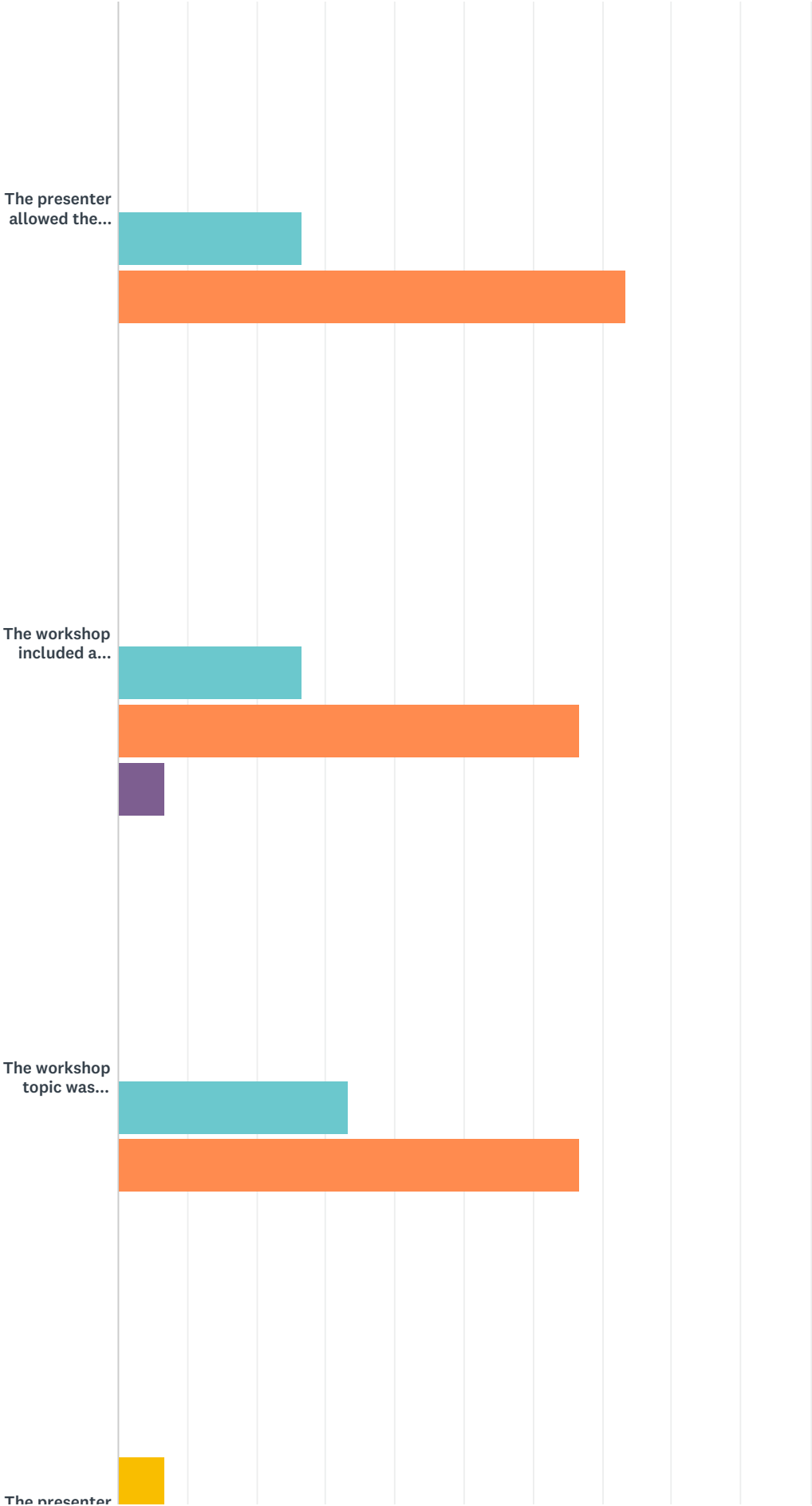
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q3 Please indicate your level of agreement with the following aspects of the presenter and workshop content.

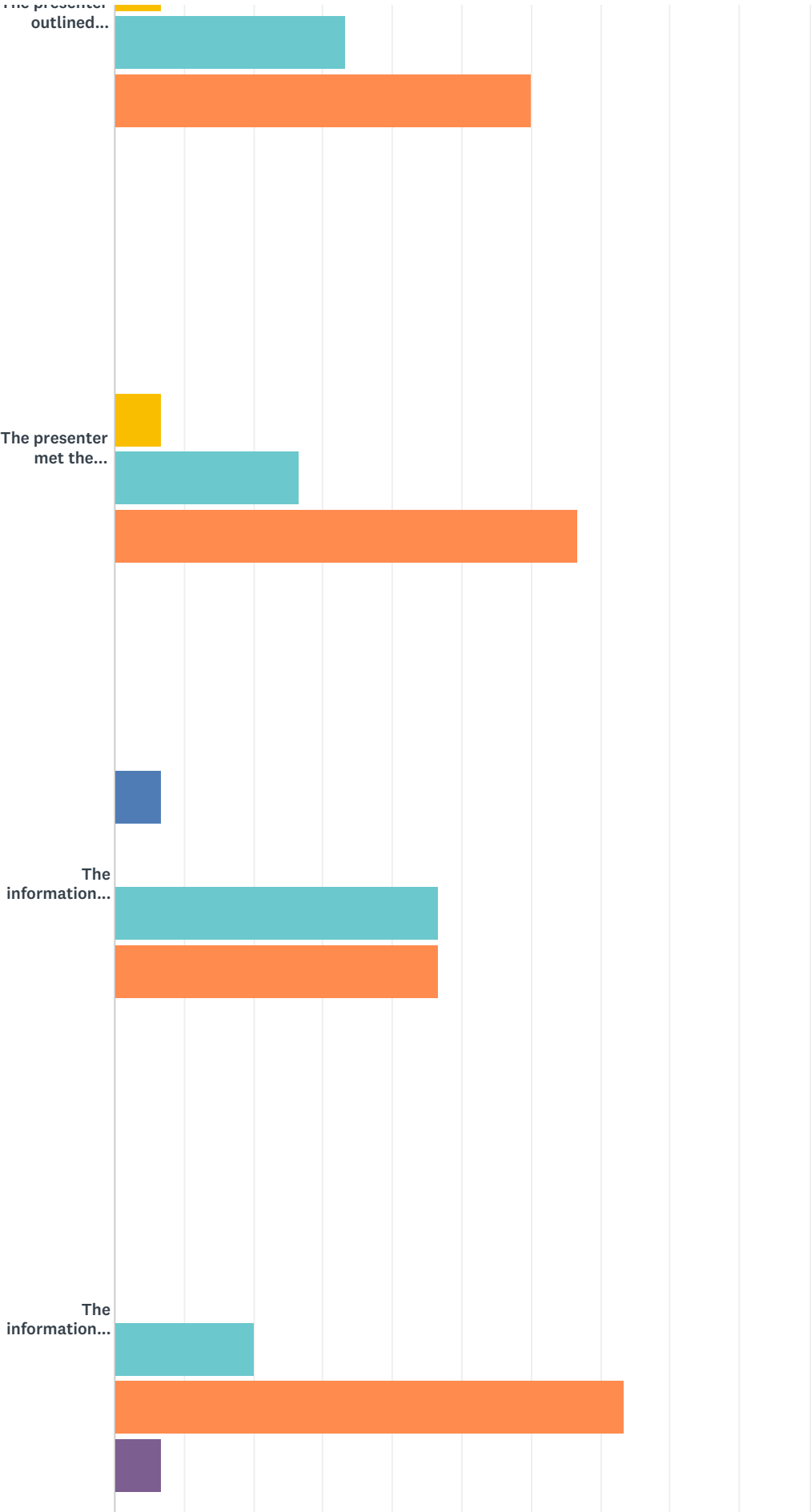
Answered: 15 Skipped: 0



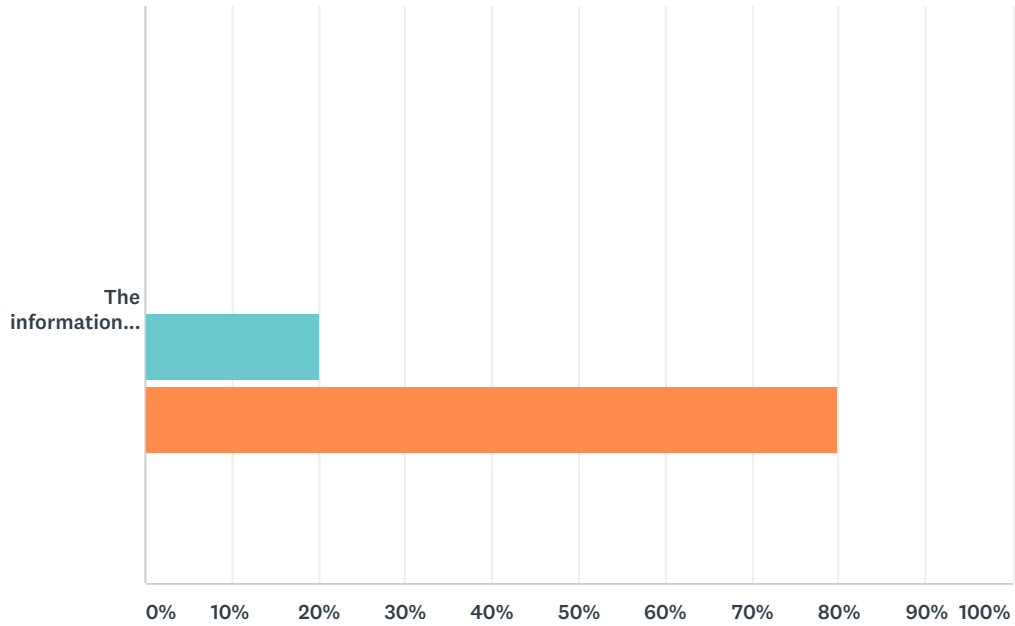
ATD Tulsa – January 12, 2018 Program Meeting Survey



ATD Tulsa – January 12, 2018 Program Meeting Survey



ATD Tulsa – January 12, 2018 Program Meeting Survey



■ Strongly Disagree
 ■ Disagree
 ■ Neither Agree nor Disagree
 ■ Agree
■ Strongly Agree
 ■ Not Applicable

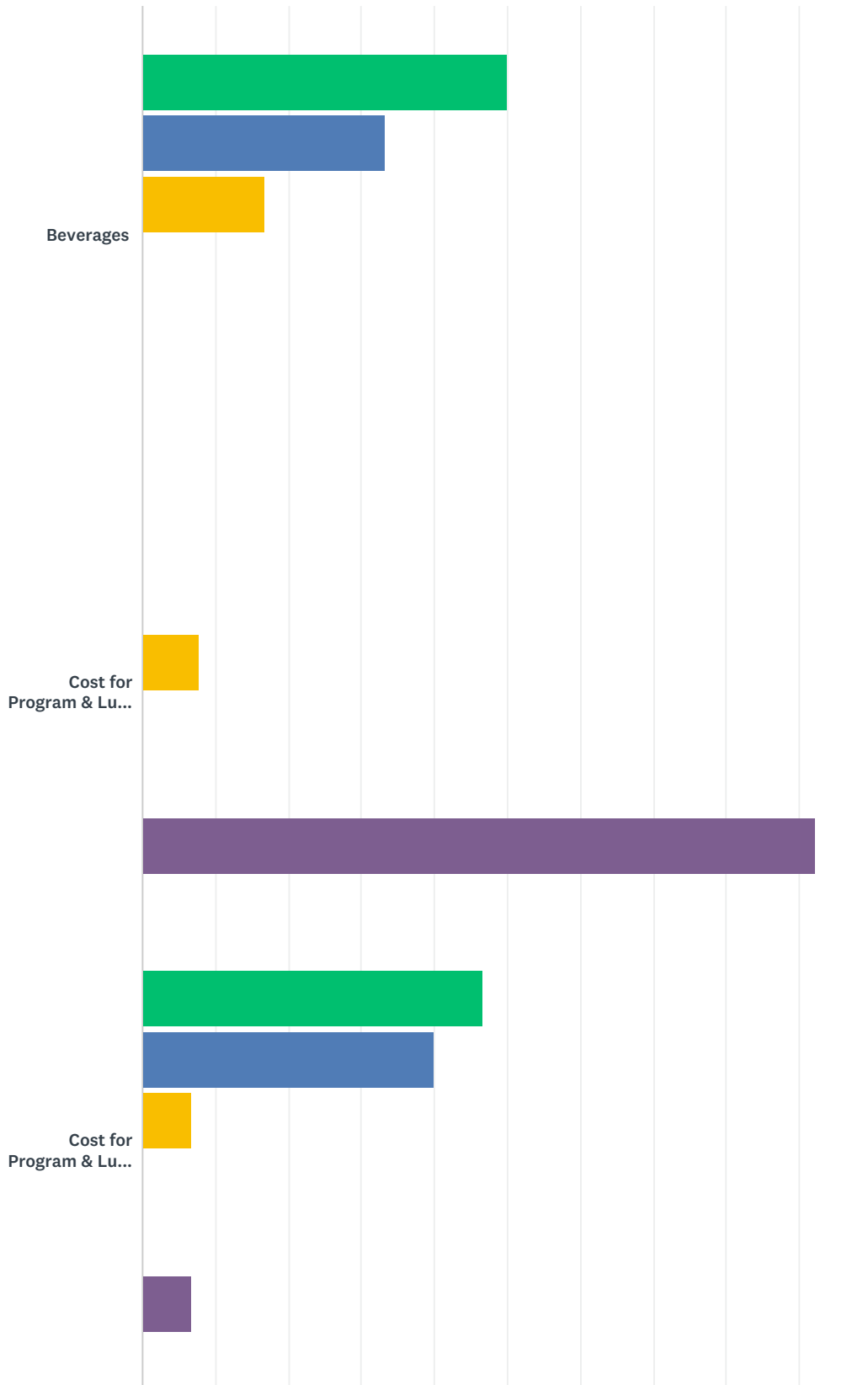
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	0.00% 0	33.33% 5	66.67% 10	0.00% 0	15
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	6.67% 1	26.67% 4	46.67% 7	20.00% 3	15
The presenter was engaging.	0.00% 0	0.00% 0	0.00% 0	40.00% 6	46.67% 7	13.33% 2	15
The presenter allowed the right amount of time for discussion.	0.00% 0	0.00% 0	0.00% 0	26.67% 4	73.33% 11	0.00% 0	15
The workshop included a hands-on learning activity.	0.00% 0	0.00% 0	0.00% 0	26.67% 4	66.67% 10	6.67% 1	15
The workshop topic was delivered as promoted.	0.00% 0	0.00% 0	0.00% 0	33.33% 5	66.67% 10	0.00% 0	15
The presenter outlined objectives for the session.	0.00% 0	0.00% 0	6.67% 1	33.33% 5	60.00% 9	0.00% 0	15
The presenter met the objectives as outlined.	0.00% 0	0.00% 0	6.67% 1	26.67% 4	66.67% 10	0.00% 0	15
The information presented during this workshop was well organized.	0.00% 0	6.67% 1	0.00% 0	46.67% 7	46.67% 7	0.00% 0	15
The information presented during this workshop is useful to my job.	0.00% 0	0.00% 0	0.00% 0	20.00% 3	73.33% 11	6.67% 1	15
The information presented during this workshop can be applied to my business.	0.00% 0	0.00% 0	0.00% 0	20.00% 3	80.00% 12	0.00% 0	15

ATD Tulsa – January 12, 2018 Program Meeting Survey

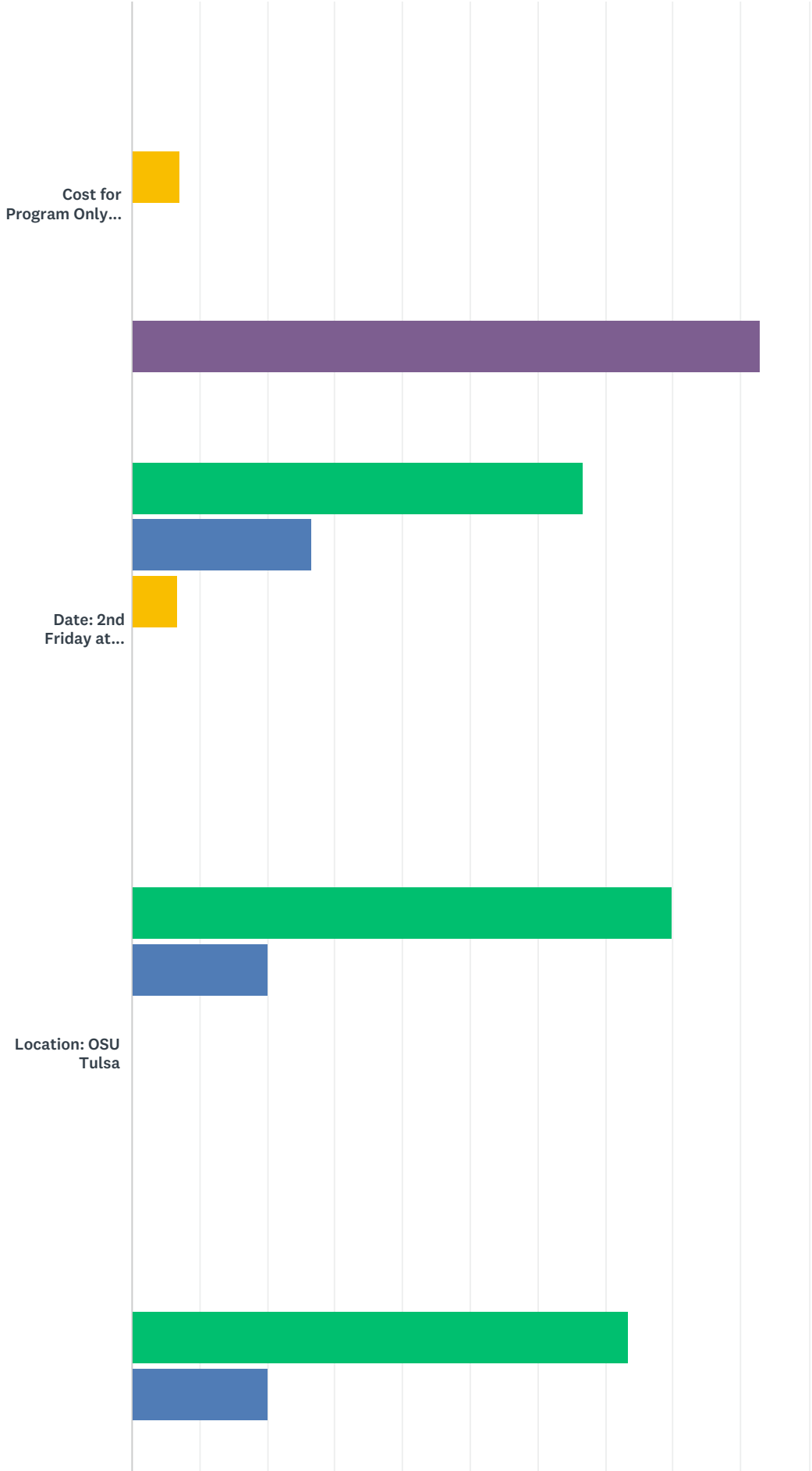
#	IF YOU RATED ANY STATEMENT(S) AS "SRONGLY DSAGREE" OR "DSAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO STRONGLY AGREE?"	DATE
1	We did not get through all of the topics. Maybe have tables combine so there are not 10 tables to work through feedback.	1/18/2018 10:16 AM
2	Stacie did a great job allowing the group engagement to flow naturally. I am glad she didn't stop the discussion and rush through the subjects. There was more learning from others in this session then I have experienced in previous meetings. I am looking forward to part 2.	1/18/2018 9:46 AM

Q4 Please rate the following aspects of the program as Excellent, Good, Fair, Poor or Terrible. Or if it does not apply to you, Not Applicable.

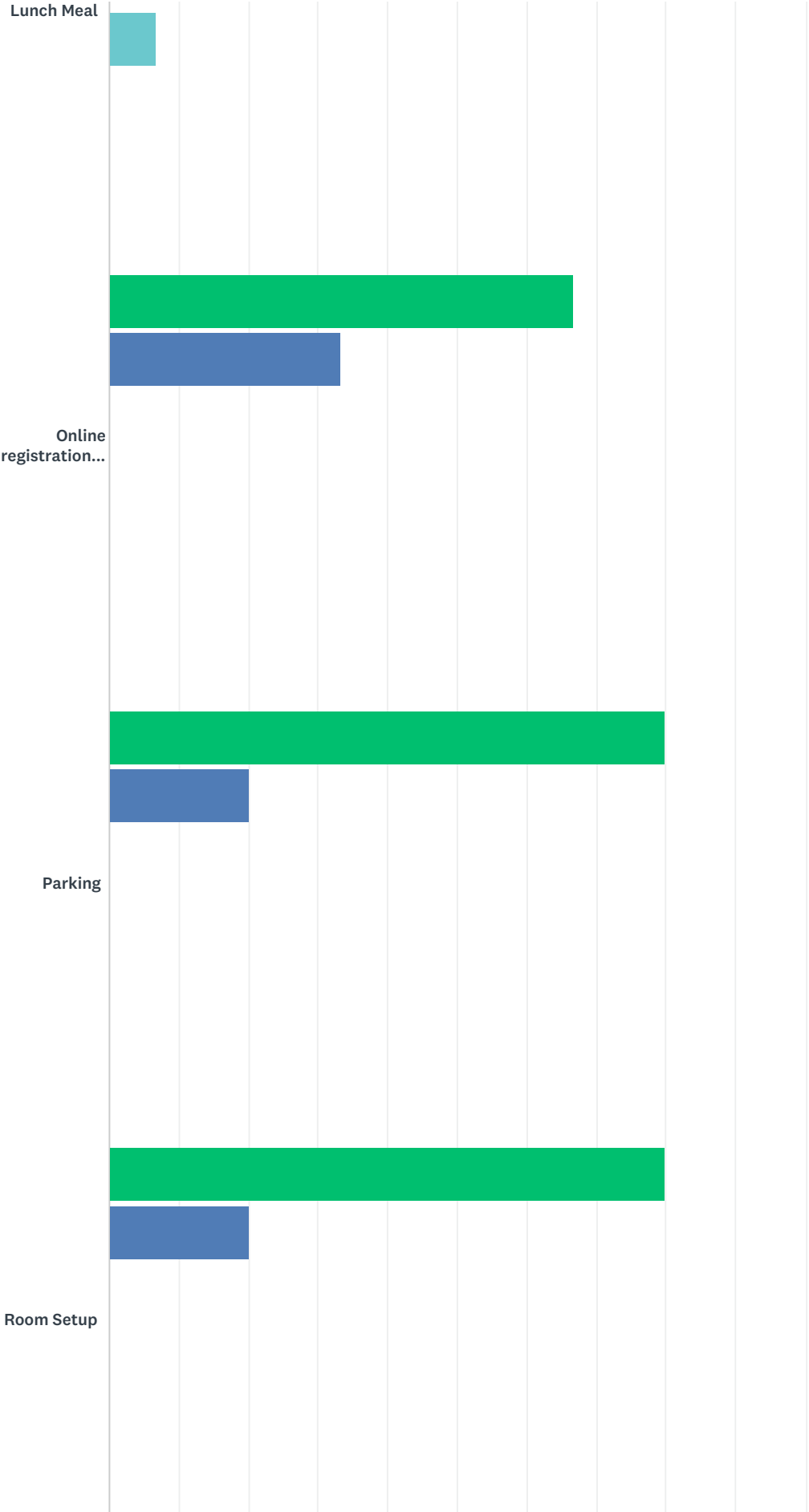
Answered: 15 Skipped: 0



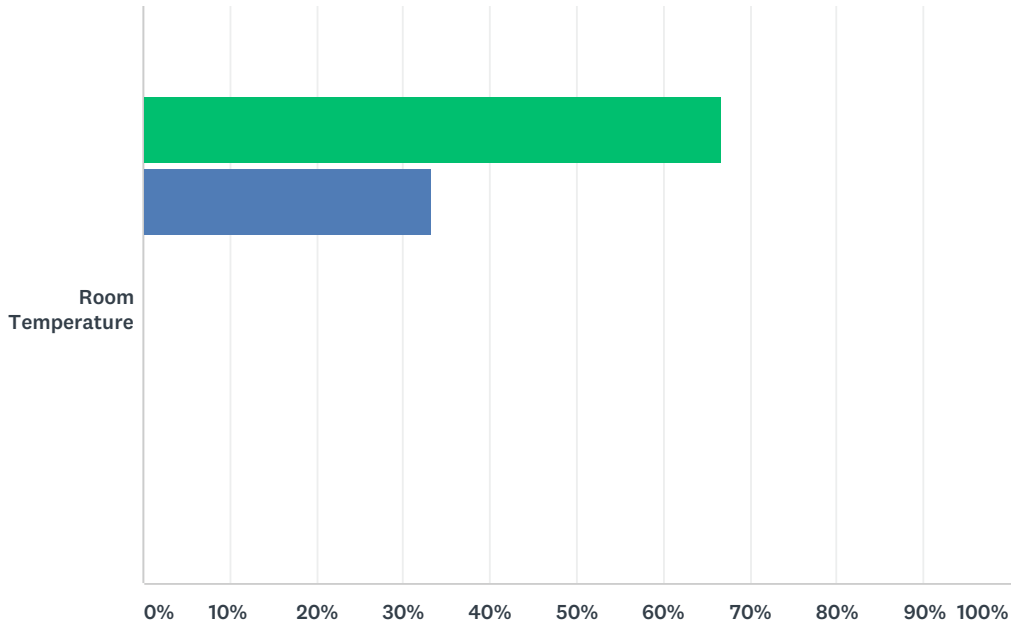
ATD Tulsa – January 12, 2018 Program Meeting Survey



ATD Tulsa – January 12, 2018 Program Meeting Survey



ATD Tulsa – January 12, 2018 Program Meeting Survey



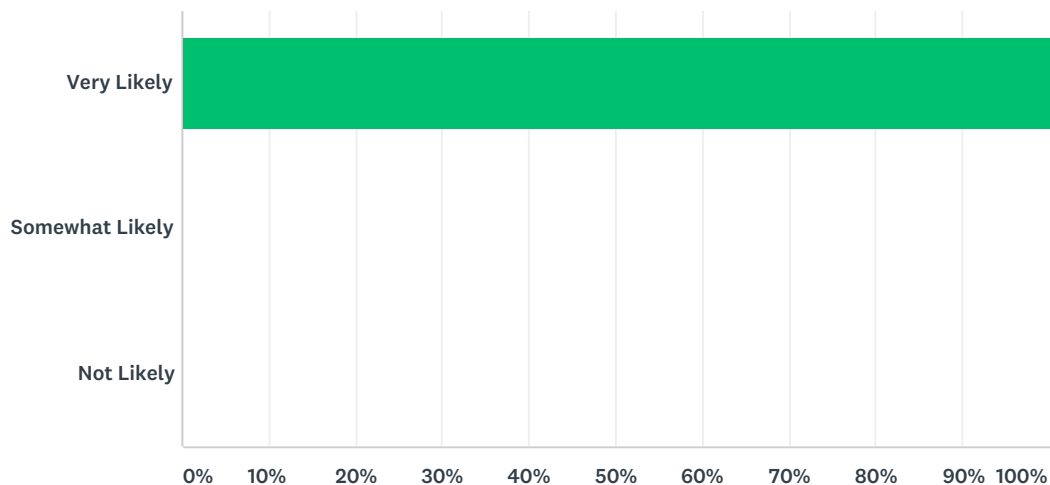
■ Excellent
 ■ Good
 ■ Fair
 ■ Poor
 ■ Terrible
 ■ Not Applicable

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	50.00% 6	33.33% 4	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12
Cost for Program & Lunch (Guest)	0.00% 0	0.00% 0	7.69% 1	0.00% 0	0.00% 0	92.31% 12	13
Cost for Program & Lunch (Member)	46.67% 7	40.00% 6	6.67% 1	0.00% 0	0.00% 0	6.67% 1	15
Cost for Program Only (Member or Guest)	0.00% 0	0.00% 0	7.14% 1	0.00% 0	0.00% 0	92.86% 13	14
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	66.67% 10	26.67% 4	6.67% 1	0.00% 0	0.00% 0	0.00% 0	15
Location: OSU Tulsa	80.00% 12	20.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
Lunch Meal	73.33% 11	20.00% 3	0.00% 0	6.67% 1	0.00% 0	0.00% 0	15
Online registration process	66.67% 10	33.33% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
Parking	80.00% 12	20.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
Room Setup	80.00% 12	20.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
Room Temperature	66.67% 10	33.33% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	The oriental meal is not something I like. But I can usually do fine with the sides etc. There was stuff I didn't know what they were and I tried but disliked it.	1/18/2018 9:46 AM

Q5 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	15
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		15

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

Q6 As decided at the end of the January meeting, our program meeting on February 9th will be "Sharing Our Strengths - Part 2" - a facilitated session in which attendees will share their expertise with other professionals in the room. We will be considering topic suggestions from the annual member survey and social media, as well as responses to our email communications and this survey. Please list any topic(s) you would like for us to consider, with your highest preference listed first.

Answered: 5 Skipped: 10

#	RESPONSES	DATE
1	How social media can assist learning. Best practices to test whether training translates to job performance.	1/21/2018 10:56 AM
2	Trainer games to involve participants; lessons learned from working with SMEs; designing learning.	1/18/2018 4:08 PM
3	I still like the idea of technology in training topic - how are we using it before, after, during and what are we using. This will give those who use tech an opportunity to network and share.	1/18/2018 10:16 AM
4	other activities others do for engagement that work.	1/18/2018 9:46 AM
5	Assessments Developing High Potentials Post-Learning Assessments	1/18/2018 8:42 AM

Q7 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 4 Skipped: 11

#	RESPONSES	DATE
1	Bob Pike on training the trainer; Ken Phillips on measuring and evaluating training.	1/18/2018 4:08 PM
2	I would love to hear from Quik Trip!	1/18/2018 10:16 AM
3	This is group is a fun active group!	1/18/2018 9:46 AM
4	QuikTrip Love's	1/18/2018 8:42 AM

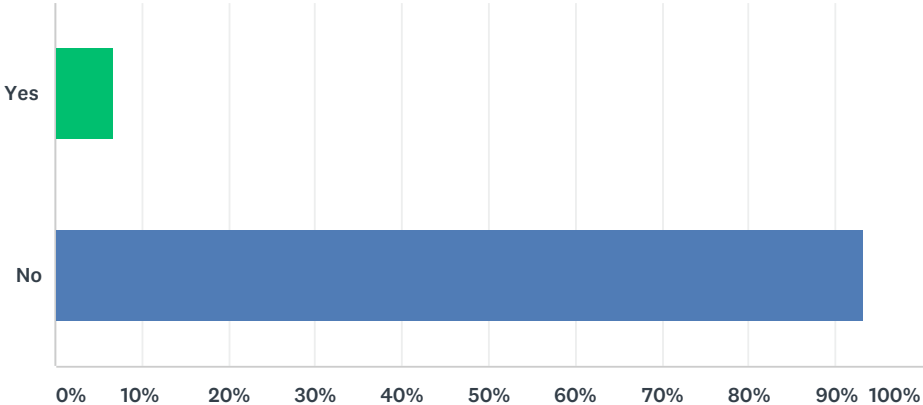
Q8 Do you have any questions, comments or concerns?

Answered: 1 Skipped: 14

#	RESPONSES	DATE
1	Great job!	1/18/2018 8:42 AM

Q9 Was this the first time you have attended an ATD Tulsa program meeting?

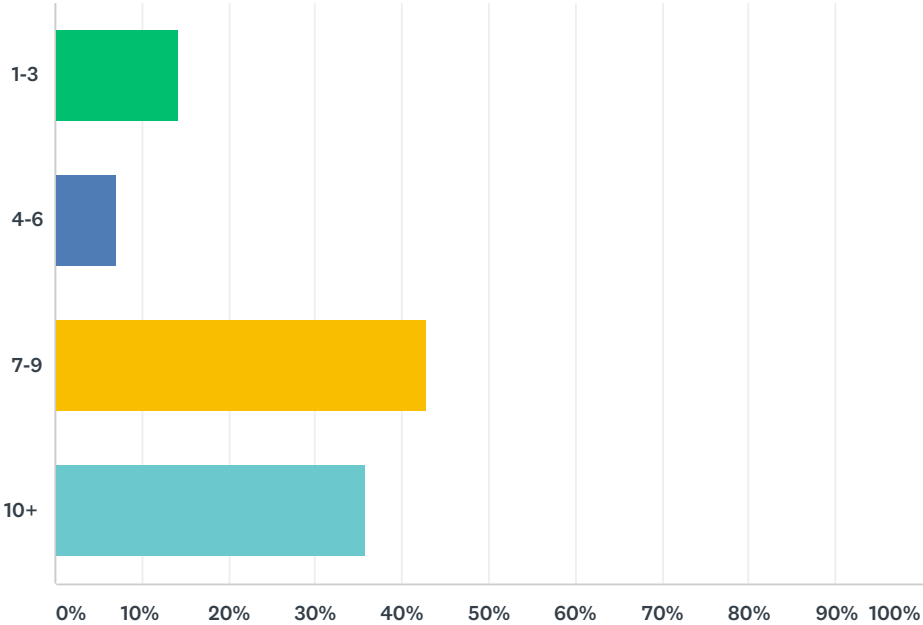
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	6.67%	1
No	93.33%	14
TOTAL		15

Q10 If no, how many ATD Tulsa program meetings have you attended in the last year?

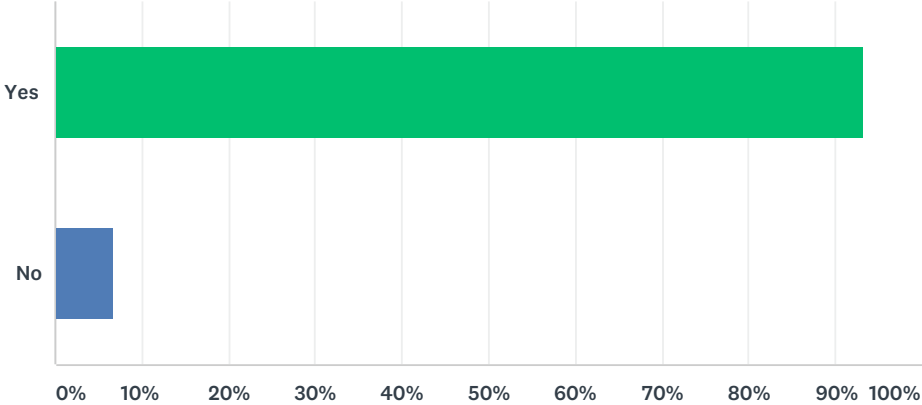
Answered: 14 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3	14.29%	2
4-6	7.14%	1
7-9	42.86%	6
10+	35.71%	5
TOTAL		14

Q11 Are you an ATD Tulsa member?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	6.67%	1
TOTAL		15

**ATD TULSA 2018 PROGRAMS
WORKSHOP PROPOSAL FORM**

Workshop Information

1. Workshop Title:

How to Engage the Millennial Generation in Training

2. Describe How Your Workshop Fits our Program Objective (Theme):

This workshop will give training professionals valuable insight and concrete techniques to reach millennials in training. Training professionals will gain a better understanding of how the millennial generation learns, which will lead to increased engagement and training results.

3. Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:

The workshop will help attendees learn how to reach a generation that is hard to engage in the workforce and specifically in training. Attendees will be able to easily apply the techniques learned from the workshop in their business or organization, both in terms of delivering training programs and in other areas of working with millennials.

4. Workshop Description:

In the next five years, millennials will take over the workforce and will become a vital force as employees. How can training professionals engage a generation that is tech savvy and learns differently from previous generations? Understanding how to effectively engage the millennial workforce in training will be the difference between success and failure for many companies, which means the ability to reach this generation is vital to any training professional. In this session, participants will learn five techniques to better engage millennials in workforce training in order to create a dynamic and results-driven training program for all employees.

5. Target Audience and Level:

Intermediate

6. Learning Objectives:

After participating in this workshop, participants will be able to:

1. Identify and understand different learning styles of the millennial generation.
2. Develop unique training programs for the millennial workforce that are practical and relatable for high engagement.
3. Define millennials and how they contribute to the workforce.

7. Workshop Design Plan:

- Introduction (5 min)
- Who are millennials and why do they matter? (15 min)
- Five techniques and engagement tools/activities (15 min)
- How to incorporate these techniques in training (15 min)
- Q&A (10 min)

8. **Handout / Performance Tools:**

Each participant will be giving a handout during the activity to identify a millennial in their company. We will use this as a case study to incorporate that millennial in their training program.

9. **AV and / or Room Configuration Requirements:**

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). I will need internet access.

10. **Evidence of Professional Qualifications and Credentials:**

As the senior training specialist for the Oklahoma Department of Mental Health and Substance Abuse, I have trained more than 3,000 case managers and mental health practitioners for both certification and continuing education in the field. Topics include ethics, diversity and inclusion, mental health and addiction, case management, building effective relationships, and more. Many of these employees are just beginning in their professional careers and are new to the mental health field, so I have extensive experience training millennials in the workforce. Class sizes range from 25 to 60 people for these trainings. I am currently pursuing an MBA in Leadership and Organizational Development.

11. **Demonstration of Presenter Ability:**

- A. Provide evaluation results from a past presentation on that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
- B. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

12. **Biography:** 300 words or less per speaker

Michael A. Dickerson has extensive experience as a trainer, group facilitator, conference speaker and program developer. He is passionate about mental health and empowering individuals to grow in confidence, build interpersonal skills, develop healthy relationships and take care of themselves.

He is the senior training specialist for the Department of Mental Health and Substance Abuse. As the lead trainer in the department, he has trained more than 3,000 case managers and mental health practitioners for certification and continuing education. Michael is also a part-time educator for Family Expectations, a local nonprofit that teaches couples and parents about healthy relationships.

As the founder of Michael A. Dickerson Enterprises, Michael creates and delivers training programs focused on personal and professional improvement topics for small and large organizations.

Michael holds a Bachelor of Arts degree in Religion from Oklahoma City University and is currently pursuing an MBA in Leadership and Organizational Development from Oklahoma Christian University. He enjoys spending time with his wife, Vickie, and watching his daughter play college softball.

13. **Professional References:**

Keesha Davis **Education Services Supervisor Family Expectations** 405-848-2171 Keesha.Davis@PublicStrategies.com

Brittney Keck **Prevention Coordinator and Facilitator** 817-994-4104 Brittany_Keck@OCCHD.org

Donna Rynda **MakeitMatter** 405-921-4465 donnarynda@YAHOO.com

14. **Professional Photo:**

Submit a professional color headshot photo of the presenter(s) in JPEG format.

For workshop promotional/marketing materials

**ATD TULSA 2018 PROGRAMS
WORKSHOP PROPOSAL FORM**

Workshop Information

1. Workshop Title:

Leading from Where You Are: How Every Person Can Help or Hinder a Collaborative Culture

- 2. Describe How Your Workshop Fits our Program Objective (Theme):** We live a time of complexity where learning and development must move beyond behavioral modification or skill building in order to increase the capacity of people to enable workers who can thrive in an atmosphere that demands advanced personal and social skills. This work shop looks at capacity building and how to do it using collaboration as the container.

Per the ATD Competency Model, relevant topics include:

<i>Areas of Expertise</i>	
1. Change Management	2. Coaching
3. Evaluating Learning Impact	4. Instructional Design
5. Integrated Talent Management	6. Knowledge Management
7. Learning Technologies	8. Managing Learning Programs
9. Performance Improvement	10. Training Delivery
<i>Foundational Competencies</i>	
1. Business Skills	2. Interpersonal Skills
3. Global Mindset	4. Personal Skills
5. Industry Knowledge	6. Technology Literacy

- 3. Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** Attendees will be able to identify and strategize interventions for the complex issues that surface when trying to promote cross-functional collaboration.

4. Workshop Description: 200 words or less

We live a time of complexity where learning and development professionals will be called on to help increase the personal and social capacity of workers. Capacity building changes not only what we do and think but how we work and think. This work shop looks at capacity building and how to do it using collaboration as the container.

- 5. Target Audience and Level:** (novice – entry level, **intermediate – middle level** or **advanced – senior level**.)

6. Learning Objectives: 300 words or less

After participating in this workshop, participants will be able to...

- Define collaboration and identify barriers that prevent it
- Facilitate self-awareness at a level that increases the capacity of others.
- Identify formational elements in the organizations they work in or with.

7. Workshop Design Plan:

- Introductions and overview: 5 min.
- What is collaboration and why is it important (discussion) 5 minutes
- Building capacity to collaborate across organizational lines. (Model description) 20 minutes
- Facilitation to build capacity: Tool overview (if possible have a volunteer to practice with) 15 minutes
- Q & A 15 minutes

8. Handout / Performance Tools:

Facilitating Formational Conversations – a tool to help guide formational conversations.

9. AV and / or Room Configuration Requirements:

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

10. Evidence of Professional Qualifications and Credentials: 300 words or less

I have a Ph.D. in organizational behavior. I have published 5 books and multiple articles and book chapters. I have 20 years of consulting and coaching practice both as an internal and external consultant. I have presented at ATD chapters in Tulsa, Oklahoma City and Houston as well as the 2012 Oklahoma SHRM conference.

11. Demonstration of Presenter Ability:

A. I have presented twice at the ATD chapter in Tulsa and was well received.

12. Biography: 300 words or less per speaker

Greg Robinson is currently the Associate Professor of Outdoor Leadership at John Brown University and an adjunct Professor in the graduate school of business. He is also the Program Director for HoneyRock, the Outdoor Center for Leadership Development of Wheaton College.

Greg has a Ph.D. in Organizational Behavior and Leadership from The Union Institute and University in Cincinnati, Ohio. He also has a M.S. in Counseling from John Brown University.

Greg's professional career has concentrated in the areas of experiential learning, team development, leadership development, facilitation and consulting with organizational change efforts. He is the author of A Leadership Paradox: Influencing Others by Defining Yourself, Teams for a New Generation: A Facilitator's Field Guide Adventure and his newest book Leading From Where You Are: How Every Person Can Help or Hinder a Collaborative Culture.

13. **Professional References:**

- Ellen Ralph eralph@earthlink.net 918-857-4814
- Steve Beatie steve.beatie@williams.com 918-573-7361
- Heidi Hartman Luna Sol Consulting, heidi@109.199.111.153 918-381-2449

14. **Professional Photo:**

Submit a professional color headshot photo of the presenter(s) in JPEG format.

For workshop promotional/marketing materials

2017 Annual Report

Annual Goals

- 1) Coordinate 2017 ATD State Conference in October with a goal of 175 participants.

Had a fantastic Oklahoma State Conference. We fell a bit short of the projected 175 participants with 97 total attendance the day of the event, but the feedback was overall extremely positive. One main takeaway was the conference processes developed by chair Linda Jenkins which will assist the conference committee for years to come.

- 2) Increase Power Membership through increased exclusive power member opportunities.

Our chapter had a high of 48% Power Membership in March, 2017. Power members were offered special pricing for the special “Approachable Leadership” learning opportunity in August, and were notated as Power Members with ribbons on their chapter badges.

- 3) Offer at least 3 networking opportunities outside of chapter meetings at no cost to members.

We had a blast with our two new Networking Events held this year at Consumer Affairs in June and The Persimmon Group in September. We learned much about how these organizations provide talent development and enjoyed tours of their facilities and some great food & drink. Plans are to continue more networking events in 2018 with more great companies.

- 4) Create and offer at least one development workshop.

In August, Phil Wilson presented “Approachable Leadership” for our chapter. This was a great half-day workshop that was attended by members and non-members alike.

- 5) Create a scholarship program for students enrolled in a talent development-related educational plan.

A program was developed with structure and added to our chapter’s bylaws.

- 6) Offer opportunities to visit local organizations to see how they manage the talent development function within their organization.

These opportunities were combined with our afore-mentioned Networking events, which created much interest.

Communication/Marketing Strategy –

- 1) Maintain consistent communication with members and contacts through our website, emails, and social media channels as well as announcements during chapter meetings.
- 2) Provide a chapter newsletter each quarter highlighting programs and events, as well as membership information and value of Power Membership.

2017 Annual Report

- 3) Follow the established timeline for marketing pieces and utilize the automated functions available in Wild Apricot.
- 4) The VP of Marketing and the VP of Digital Media will partner to keep each other informed of all marketing related to the chapter for combined efforts.

Through the leadership of our VP of Marketing, a marketing timeline was created and managed which aided in great information for our members and website visitors, as well as contacts who regularly receive our chapter correspondence. At any given time, our chapter calendar was up to date with meeting information to include upcoming speakers and catering information, as well as special event information such as our Networking events, special learning opportunity and of course, our State Conference web page.

A quarterly electronic newsletter was established, which helped us meet our CARE requirements.

We also decided to move social media marketing under the VP of Marketing umbrella to create a consistent message.

Recruitment/Retention Strategy –

- 1) Continue the quarterly new member lunches.

Our quarterly lunches were unsuccessful in 2017. There are many suggestions as to why this is, but our goal for 2018 is to reestablish the success we saw with these lunches in 2016.

- 2) Create a new volunteer program to provide opportunities for members to get involved and learn more about our chapter.

This did not occur. We are all trying to be more open to member opportunities to serve in any capacity, which ultimately helps us with succession planning.

- 3) Provide opportunities for our chapter to serve the community such as the United Way Day of Caring in September, which builds team/chapter unity.

Our chapter served at Harvard Ave. Baptist Church during the United Way Day of Caring. It was an incredible amount of hard work, from outdoor tree and branch removal to indoor carpet cleaning throughout the church, but our small chapter team was mighty and we made great new friends at the church.

- 4) Continue to frequently inform of the value of membership and participation in the local chapter and international organization.

2017 Annual Report

Power membership is regularly communicated to our chapter via our website, newsletter, chapter meeting slides, printed information at meetings and in announcements at all of our chapter events and meetings.

Succession Planning Strategy –

- 1) Build from our new volunteer program to identify persons who would be interested in and make good additions to our leadership team.

As mentioned above, a new volunteer program was not established and we are working directly with members to identify areas of interest for service within our chapter and leadership team.

- 2) Encourage current board members to add team members in their area of responsibility.

All team leads have been encouraged to add team members to aid them in their role and to help develop new leaders for our organization. We did reduce the number of positions on the leadership board to 9, which should help us build an effective succession plan for our future.

- 3) Create awareness during chapter meetings and the chapter newsletter that leadership opportunities exist within our chapter.

We express needs to our chapter through our regular communication strategies, announcements and conversations within our chapter.

Special Recognitions

- 100% CARE Achievement for 2016; we have fulfilled and submitted the requirements to earn the Care Membership Star designation for 2017.
- ATD Champion of Learning Award for our Employee Learning Week “Trainer Throwdown” Event
- 2017 Distinguished Service Award - Skip Eller
- 2017 Excellence in People Development Award - Labor Relations Institute, Phil Wilson

Final Comments

2016 was a difficult year for our chapter. Our membership and attendance numbers were indicative of this. After the 2017 board was elected in the fall of 2016, we gathered for a board retreat where we lined out goals and direction for our chapter for the upcoming year. In 2017, we experienced highs and lows in our membership. At our lowest point, we had 71 members. At our highest point we had 104 members. We hit a high of 48% joint membership (Power Members!) in March, and finished the year at 40%.

2017 Annual Report

We made necessary changes to our by-laws to help us be more efficient and effective as an organization. After more than 25 years, we decided on a chapter dues increase for 2018. Our state conference was very well-received, and we are set up nicely with processes for future conferences.

We saw the need for more intentional connections among members, so we worked diligently to create more opportunities for networking at meetings and events. My personal opinion is this is a significant reason we have seen the growth in our membership numbers. We are finding our talent development tribe, and we are branching out to include more in our industry and beyond.

We have a phenomenal board of directors who worked so hard in their elected roles. I am proud to be associated with them and thank them each for their tireless dedication and commitment to our Tulsa ATD chapter. Without their energy, and hard work, we could never have attained all we did in 2017.

Respectfully submitted,



Lorinda Schrammel
Immediate Past President, ATD-Tulsa Chapter

Leadership – 2017 Board of Directors

Lorinda Schrammel, President
Larry Straining, CPLP, Immediate Past President
Linda Jenkins, President-Elect
Walt Hansmann, CPLP, VP of Administration
Skip Eller, VP of Finance
Kara Schatz, VP of Membership
Lewana Harris, VP of Programming
Cathy Fox, VP of Accommodations
Shelby Morris, VP of Marketing
Mary Parker, VP of SIGs and GIGs
Zac Davis, VP of Digital Media
Greg Kittinger, At-Large Director
Jeremy Smith, At-Large Director
Adam Barrow, At-Large Director
Jim Spradlin, At-Large Director

2017 Annual Report

Membership – ATD Tulsa and ATD

The ATD Tulsa Chapter began the year with 88 members and ended the year with 104 members, a net increase of 16 members.

As required by the ATD Chapter Operating Requirements (CARE), the chapter must maintain at least 35% joint membership (members of both ATD and the ATD Tulsa Chapter). As of December 31, 2018, our joint membership was 40%. We achieved a peak of 48% joint membership in March.

Financial Performance

Category Description	2017 Budget	2017 Actuals
INCOME		
ATD CHIP	200.00	1,158.31
Meeting Fees	8,500.00	7,299.00
Membership Dues	4,520.00	4,249.00
State Conference Sponsorships	5,349.00	8,250.00
ATD Meeting Sponsorships	0.00	0.00
Special Event-Training	0.00	924.00
Special Event- State Conference	26,840.00	11,882.00
<u>TOTAL INCOME</u>	45,409.00	33,762.31
EXPENSES		
Board Expense		
Board Expenses	5,810.00	4,268.80
Communications Expenses	759.00	884.90
Meeting Expenses	8,527.50	7,570.18
Meeting Expenses	660.00	0.00
Miscellaneous Expenses	29,189.00	22,766.05
<u>TOTAL EXPENSES</u>	44,285.50	35,489.93
<u>OVERALL TOTAL</u>	1,123.50	-1,727.62

Marketing Plan 2018

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.

Initially

Social Media	<ul style="list-style-type: none"> ➤ Learn more about Twitter, Facebook and LinkedIn ➤ Work with Zac to get all log-in info
Create marketing plan	<ul style="list-style-type: none"> ➤ Share with board ➤ Establish timeline with Programming and Membership (set-up meeting)

Daily

Post on Social Media (LinkedIn, Twitter, Facebook)	<ul style="list-style-type: none"> ➤ Remind board members to share or retweet ➤ Links to articles ➤ Chapter news ➤ TD National articles and posts ➤ Use **Membership Push to provide topics
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Weekly

Review tdtulsa.org website	<ul style="list-style-type: none"> ➤ Review for updates ➤ Review for trends in registrations ➤ Update events, menus and links
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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 <ul style="list-style-type: none"> 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
Quarterly Newsletter Newsletter dates are flexible due to Holidays, etc.	<ul style="list-style-type: none"> ➤ Communicate newsletter deadlines with board – submissions due Friday before <ul style="list-style-type: none"> 1st Newsletter – March 12 2nd Newsletter – June 11 3rd Newsletter – September 17 4th Newsletter – December 17 ➤ 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.