

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, February 3, 2017

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

This meeting was held at the Doubletree by Hilton Downton Tulsa in the Regency Boardroom.

Call to Order

President Lorinda Schrammel called the meeting to order at 12:20 p.m.

Roll Call

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

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

Approval of the Agenda

Skip moved, Greg seconded approval of the agenda. MOTION CARRIED.

Approval of the Minutes of Previous Meetings

Greg moved, Shelby seconded approval of the meeting minutes from January 6, 2017. A typo was corrected. MOTION CARRIED.

Treasurer's Report

Walt moved, Jim seconded approval of the treasurer's report, including the revised 2017 budget. MOTION CARRIED.

Old Business

There was no Old Business.

New Business

- A. Jim moved, Lewana seconded to upgrade the chapter's level in Wild Apricot from the Community level of 500 Active Contacts, to the Professional Level of 2000 Active Contacts. Walt explained the need to upgrade. Currently we are at 461 of 500 Active Contacts with the State Conference Registration beginning in March, we will need the additional contacts potential. Our current contract runs through April 2018. The upgrade cost is figured on a daily basis at the time of upgrade. Wild Apricot estimates the expense to be about \$595. MOTION CARRIED.

Reports

Each Board Member present presented an update on their area of responsibilities.

Linda reported that the 2017 State Conference will be at the Doubletree by Hilton Downtown Tulsa. She explained the process that led to the determination. Linda also covered the conference budget, sponsorships, and the registration fees.

Walt reported he and Larry completed the CARE submission and its receipt was acknowledged by ATD.

Skip distributed the chapter financial reports along with the updated budget reflecting the State Conference income and expense. Skip and Adam have a plan in place for the accounts collectible.

Walt reported that the Bylaws and Policies committee has not been able to meet, but would schedule time to work remotely. Their first order of business is the Electronic Voting Bylaws and related Policies.

Lewana reported that the March and April program speakers have been secured.

Cathy reported that there are 15 people registered so far for the February meeting.

Shelby reported that a newsletter is in progress for distribution this month. Topics will include ICE, the State Conference, Power Memberships, NM ATD call for presenters, and the President's message.

In Mary's absence, Shelby reported that the Articulate SIG met. Trudy Bohanon is retiring, so Mary will need to provide leadership to the group.

Greg suggested a topic for a future program covering the 4 areas of training failure, something his company presents to their clients.

Jim visited the ORU Global Learning Center and is excited about its potential.

Lorinda distributed the initiatives list from the retreat, along with a board member contact list.

Immediately following the board meeting, any interested can participate in a tour of the hotel conference area in preparation for the upcoming state conference.

Adjournment

Walt moved, Greg seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:41 p.m.