

Date & Time: Monday, February 25, 2019 from 3:30 PM to 5:00 PM
Location: Matrix Service Company – 5100 E Skelly Drive, Suite 100 (Meridian Tower)

Call Meeting to Order

- Meeting called to order by Walt Hansmann at 3:32pm
- Roll Call performed by Michael Chancey
 - Walt Hansmann, President via Skype
 - Lewana Harris, President-Elect
 - Linda Jenkins, Immediate Past President via Skype
 - Michael Chancey, VP Administration via Skype
 - Skip Eller, VP Finance via Skype
 - Stacy Davis, VP Programming via Skype
 - Kim Boggs, VP Marketing
- Excused Absences
 - Ashley Whitfield, VP Membership
- Michael Chancey declared a quorum present

Agenda for February 25th Board Meeting

- Motion to approve agenda for February 25th Board Meeting – Boggs moves; 2nd Jenkins;
MOTION CARRIES

Administrative

- Minutes from January 28, 2018 Meeting
 - Motion to approve – Harris moves; 2nd Boggs; MOTION CARRIES
- Bylaws and Policies Committee Next Meeting Date and Location
 - Michael to invite Walt, Linda and Lawana
 - Invite other board members as an optional attendee

Financial

- Financial Reports for January to-date
 - Great month in income
 - Eller to email reports by end of day
 - Eller to email March reports next week
- Jenkins Consulting Group has sponsored June and December meetings
- Exceptional Leaders Lab sponsored newsletter for February
- Wild Apricot Payment process changing
 - Will be rolled out on April 1
 - If using a third-party payment system, Wild Apricot will charge an additional 20% of the annual service charge

- Payment processor is AffiniPay
- Process to enroll is easy (based on Walt's experience with another organization using Wild Apricot)
- No need to go to a separate payment site to process payment
- Credit card information is not maintained by Wild Apricot or AffiniPay
- Recommendation is to use the Wild Apricot / AffiniPay to avoid additional fees, resolve issues from past payment concerns, and align with non-profit best practices
- Motion to move to AffiniPay within the next 45 days – Eller moves; 2nd Boggs; MOTION CARRIES

Membership

- Membership Report for February 2019
 - Sondra Witt retired in 2018
 - Heather Garcia is no longer with Tulsa County, may not be in Tulsa any longer
 - Steven Oliver is in the system twice. This account noted in the report is an old account. Walt is archiving the account in Wild Apricot.
 - Investigate Skip Eller's account to make sure that the correct email is tied to his Power Member account
 - Investigate Jeff Wilke's account to ensure ATD lists him as a Power Member

Professional Development

- January Program Evaluation Results
 - Stacy will send by end of day via email
- February Program Evaluation Results
 - Stacy will send by end of day via email
- Additional RFPs will be sent on upcoming programming
- Programming Scheduled – March 8 - Content & Logistics:
 - Program Speaker:
 - Speaker agreement and session description for March
 - Accommodations: Team Effort
 - Meal – Meal & Room @ OSU-Tulsa – Stacy and Cathy ordering; Ashley doing nametags
 - Check In – Skip and Michael
 - Board Member Attendance & Participation
 - Board Communications for Attendees:
 - Opening Welcome – Walt Hansmann
 - Check-In to Program Meeting on Facebook – Kim Boggs
 - Tweet During Meeting – Kim Boggs
 - Welcome Guests – Ashley Whitfield
 - Acknowledge New Members and Power Members and Power Member Minute – Ashley Whitfield
 - Power Member Minute – Michael Chancey

- ATD 2019 ICE Team Pitch – Linda Jenkins
 - Sponsor Pitch for 2019 Programs – Lewana Harris
 - Pitch for Future Programs – Stacy Davis
- Program – Teri Aulph: Coaching with Confidence! – Stacy Davis
- At end of Program:
 - Guest Presenter Thank You – Stacy Davis
 - Door Prizes – Stacy Davis & Walt Hansmann
- Post February Meeting Evaluation Online Distribution by Tuesday, March 12, 2019
- eLearning SIG (Special Interest Group)
 - Date/Location for 1st Quarter eLearning SIG (looking for host) – Kim Boggs
- April 26th Workshop – Kristine Sexter – Location TBD, Need Lunch Sponsor
 - Room location will be finalized by the end of March
- Stacy to submit April speaker to Walt before the March Chapter Meeting

Communications

- March Newsletter deadline for articles – Tuesday, March 12.
- Board member feature for March – Walt Hansmann
- Lawana and Kim to discuss social media advertising for requests for sponsorships

Old Business

- State Conference
 - Dates
 - Pre-Conference Networking Event – Thursday, October 24
 - Conference – Friday, October 25
 - Location
 - Lawana will start researching venue locations to confirm availability
 - Kirkpatrick Proposal
 - Pike Proposal
 - Walt will confirm logistics with speakers
- 2018 Audit
 - Needs to be complete by June 30

New Business

- Consider moving Board Meeting dates when we move the Chapter Meeting dates in May

Adjourn Meeting

- Confirm Action Items – Michael Chancey and Walt Hansmann
- Next Board Meeting: Monday, April 1 – 3:30-5:00 PM @ Matrix
- Meeting adjourned by Walt Hansmann at 4:59pm

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1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for February 25th Board Meeting – **Review and Approve** – Walt Hansmann

2. Administrative
 - a. Minutes from January 28, 2018 Meeting – **Review and Approve** – Michael Chancey
 - b. Bylaws and Policies Committee Next Meeting Date and Location – Michael Chancey

3. Financial
 - a. Financial Reports for January to-date – **Review and Accept** – Skip Eller
 - b. Wild Apricot Payment process changing

4. Membership
 - a. Membership Report for February 2019 – **Review & Accept** – Ashley Whitfield

5. Professional Development
 - a. January Program Evaluation Results
 - b. February Program Evaluation Results
 - c. Programming Scheduled – March 8 - Content & Logistics:
 - i. Program Speaker:
 1. Speaker agreement and session description for March – **Review & Discuss** - Stacy Davis
 - ii. Accommodations: Team Effort
 1. Meal – Meal & Room @ OSU-Tulsa – Stacy and Cathy ordering; Ashley doing nametags
 2. Check In – Skip and Michael
 - iii. Board Member Attendance & Participation
 - iv. Board Communications for Attendees:
 1. Opening Welcome – Walt Hansmann
 2. Check-In to Program Meeting on Facebook – Kim Boggs
 3. Tweet During Meeting – Kim Boggs
 4. Welcome Guests – Ashley Whitfield
 5. Acknowledge New Members and Power Members and Power Member Minute (**Need to Identify Power Member to Provide**) – Ashley Whitfield
 6. ATD 2019 ICE Team Pitch – Linda Jenkins
 7. Sponsor Pitch for 2019 Programs – Lewana Harris
 8. Pitch for Future Programs – Stacy Davis
 - v. Program – Teri Aulph: Kristine Sexter: Coaching with Confidence! – Stacy Davis
 - vi. At end of Program:
 1. Guest Presenter Thank You – Stacy Davis
 2. Door Prizes – Stacy Davis & Walt Hansmann

- vii. Post February Meeting Evaluation Online Distribution by Tuesday, March 12, 2019
 - d. eLearning SIG (Special Interest Group)
 - i. Date/Location for 1st Quarter eLearning SIG (looking for host) – Kim Boggs
 - e. April 26th Workshop – Kristine Sexter – Location TBD, Need Lunch Sponsor
6. Communications
- a. March Newsletter deadline for articles – Tuesday, March 12.
7. Old Business
- a. State Conference
 - i. Dates
 - ii. Location
 - iii. Kirkpatrick Proposal
 - iv. Pike Proposal
8. New Business
9. Confirm Action Items – Michael Chancey and Walt Hansmann
10. Next Board Meeting: Monday, March 25 – 3:30-5:00 PM @ Matrix
11. Adjourn Meeting – Walt Hansmann



**Board Meeting Minutes
January 28, 2019**

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

Call Meeting to Order

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

Roll Call

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

Agenda for January 28, 2019 Board Meeting

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

Administrative

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

Financial

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

Membership

- Membership Report for January 2019

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

Professional Development

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

Old Business

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

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

Adjourn Meeting

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



Agenda

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1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - i. Linda Jenkins – Excused Absence
 - ii. Ashley Whitfield – Excused Absence
 - iii. Stacy Davis – will be late arriving
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for January 28 Board Meeting – **Review and Approve** – Walt Hansmann

2. Administrative
 - a. Minutes from January 12, 2018 Meeting – **Review and Approve** – Michael Chancey
 - b. Bylaws and Policies Committee Next Meeting Date and Location – Michael Chancey
 - c. Need to identify VP of Accommodations Candidates – Walt Hansmann
 - d. ATD Chapter Leader Regional Conference (email) – Walt Hansmann

3. Financial
 - a. Financial Reports for January to-date – **Review and Accept** – Skip Eller

4. Membership
 - a. Membership Report for January 2019 – **Review & Accept** – Ashley Whitfield

5. Professional Development
 - a. Programming Scheduled – February 8 - Content & Logistics:
 - i. Program Speaker:
 1. Speaker agreement and session description for March – **Review & Discuss** - Stacy Davis
 - ii. Accommodations: TBD
 1. Meal – Meal & Room @ OSU-Tulsa - TBD to setup arrangements
 2. Check In – TBD
 - iii. Board Member Attendance & Participation
 - iv. Board Communications for Attendees:
 1. Opening Welcome – Walt Hansmann
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- v. Program – Kristine Sexter: Secrets of World-Class, Transformational Trainers, Presenters and Facilitators! – Stacy Davis
- vi. At end of Program:
 - 1. Guest Presenter Thank You – Stacy Davis
 - 2. Door Prizes – Stacy Davis & Walt Hansmann
- vii. Post February Meeting Evaluation Online Distribution by Tuesday, February 12, 2019
- b. eLearning SIG (Special Interest Group)
 - i. Date/Location for 1st Quarter eLearning SIG – Kim Boggs
- 6. Communications
 - a. Marketing Plan for 2019 – Kim Boggs **Review & Accept**
- 7. Old Business
 - a. State Conference
- 8. New Business
- 9. Confirm Action Items – Michael Chancey and Walt Hansmann
- 10. Next Board Meeting: Monday, February 25 3:30-5:00 PM @ Matrix
- 11. Adjourn Meeting – Walt Hansmann



Communications

Marketing Plan 2019

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

Weekly

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

****Membership Push**

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



Membership Report

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

Summary of Memberships as of 1/28/19

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

New Members Joined in January

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

Members Renewed Since January 2019

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

Members DID NOT Renew as of 1/28/19

Renewal Date	First Name	Last Name	Company	Email	Member Type
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ATD Tulsa VP of Membership Report for Board Meeting 1/28/19

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

Lapsed Membership and Follow Up is Needed

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

Members Due for Renewal January 2019

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

Members Due for Renewal February 2019

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

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

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

Members Due for Renewal March 2019

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

Members Due for Renewal April 2019

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

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

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

Association for Talent Development Tulsa Chapter

2019 Budget/Income Statement (As of 02/01/2019)

Category Description	2018 Actuals	2019 Budget	01/01/19 - 01/31/19	2019 Year To Date	VARIANCE	Special Notes	FY19 Notes
INCOME							
ATD CHIP	1,237.27	500.00	9.76	9.76	-490.24	Total Rec'd in January 2019 = \$69.76	Variable - Using 2 year Average
Meeting Fees	8,130.00	7,920.00	1,140.00	1,140.00	-6,780.00		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,214.00	5,000.00	860.00	860.00	-4,140.00		115 @ \$50 standard memberships; 6 @ \$25 student
Local Dues Received from ATD Website	0.00	0.00	60.00	60.00	0.00	Received January 2019	
ATD Meeting Sponsorship	1,000.00	1,000.00	500.00	500.00	-500.00	Linda Jenkins (June, December 2019)	7 Regular Meeting Sponsorships (\$250 each)
ATD Newsletter Sponsorship	0.00	0.00	100.00	100.00	100.00	Tracy Spears	
Special Event - Training	5,840.00	3,000.00	0.00	0.00	-3,000.00		One Special Event
Special Event - State Conference	0.00	14,500.00	0.00	0.00	-14,500.00		
Special Event- State Conference Sponsorships	0.00	8,000.00	0.00	0.00	-8,000.00		
TOTAL INCOME	20,421.27	39,920.00	2,669.76	2,669.76			
EXPENSES							
Board Expense							
National ATD Dues	1,341.00	358.00	129.00	129.00	229.00		2 Dues paid as requested
Retreat	53.05	100.00	66.14	66.14	33.86	WalMart for Groceries	
ATD Leader's Conference	3,346.00	3,500.00	0.00	0.00	3,500.00		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	347.70	400.00	0.00	0.00	400.00		Stamps, Envelopes, Accounting Expenses
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
TOTAL Board Expense	5,087.75	5,358.00	195.14	195.14			
Communications Expense							
GoDaddy Domains	80.68	100.00	0.00	0.00	100.00		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00		0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	501.48	525.00	0.00	0.00	525.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	1,536.00	1,600.00	0.00	0.00	1,600.00		Annual Expense - Next Due 04/27/18
Survey Monkey	408.00	425.00	0.00	0.00	425.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	70.00	75.00	0.00	0.00	75.00		Annual Expense - Due Each February
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
TOTAL Communications Expense	2,596.16	2,975.00	0.00	0.00			
Meeting Expense							
Facility Charge	915.00	870.00	0.00	0.00	870.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	5,981.58	5,200.00	596.98	596.98	4,603.02	\$1010 Received - \$596.98 Food - \$70 Room Charge = \$343.02	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program	0.00	0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	246.02	750.00	0.00	0.00	750.00		See separate "Recognition Items Budget" tab for breakdown
TOTAL Meeting Expense	7,142.60	6,820.00	596.98	596.98			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	158.60	660.00	0.00	0.00	660.00		(40@16.50) New Member Lunches
TOTAL Membership Expense	158.60	1,110.00					
Misc. Expenses							
Paypal Expense	490.86	850.00	71.92	71.92	778.08		High in 2017 due to conference
Oklahoma ATD State Conference	1,000.00	20,000.00	0.00	0.00	20,000.00		In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	1,237.98	1,500.00	0.00	0.00	1,500.00		Moved to "Recognition Items" under "Meeting Expense" above
Insurance	992.55	1,300.00	0.00	0.00	1,300.00		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
TOTAL Misc Expense	3,721.39	23,650.00	71.92	71.92			
TOTAL EXPENSES	18,706.50	39,913.00	864.04	864.04			
OVERALL TOTAL	1,714.77	7.00	1,805.72	1,805.72			

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

**ATD Tulsa Chapter
Statement of Financial Position as of 02/01/2019**

Assets		Liabilities	
Checking	\$ 12,995.65	Accounts Payable	\$ -
PayPal	\$ 5,640.67	Taxes Payable	\$ -
Cash	\$ 170.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 865.00	Net Assets	
(Less doubtful accounts)*	\$ (685.00)	Unrestricted Net Assets	\$ 18,986.32
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 18,806.32</u>	Total Net Assets	<u>\$ 18,986.32</u>
Total Assets	<u>\$ 18,986.32</u>	Total Liabilities Plus Net Assets	<u>\$ 18,986.32</u>

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

ATD Tulsa VP of Membership Report for Board Meeting 2/25/19

Summary of Memberships as of 2/25/19

Membership Type	Number of Members
Student	2
Members	99
	Total = 101
Power Members (as of 2/7/19)	47 joint members out of 97 yielding a rate of 48%.

New Members Joined in January

Renewal Date	First Name	Last Name	Company	Email	Member Type
January 28, 2019	Nora	Morris	WPX Energy	nora.morris@wpxenergy.com	Power Member 1/31/2020
February 14, 2019	Kimberly	Butler	CareATC	KimberlyButler@Careatc.com	Chapter
February 22, 2019	Chris	Evenson	Helmerich and Payne Inc	chris.evenson@hpidc.com	Chapter
February 25, 2019	Thamara	Barthelus	LEAD NORTH	tbarthelus@gmail.com	Chapter

Members Renewed Since February 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
	Michael	Horton	The Coffee Bunker	mhorton1221@att.net	Power Member 2/28/2019
January 29, 2019	Rachel	Wagner	Rachel Wagner Etiquette & Protocol	rachel@etiquettetainer.com	ATD Tulsa Chapter Associate Member (Local Chapter Only)
February 05, 2019	Kim	Kelsay	Gateway Mortgage Group	kim.kelsay@gatewayloan.com	Chapter
February 08, 2019	Ashley	Whitfield	The Persimmon Group	ashleywhitfield@thepersimmongroup.com	Power Member
February 12, 2019	Dan	King	EHI	daniel.b.king@ehi.com	Chapter
February 13, 2019	Candace	Nees	Williams	candace.jones@cox.net	
February 17, 2019	Aba	Hammond	ONE Gas Inc.	aba.hammond@onegas.com	Power Member 11/30/2019
February 17, 2019	Shelby	Morris	Oklahoma State University	shelby.morris@okstate.edu	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 2/25/19

February 19, 2019	Bethany	O'Donnell Elkin	BOK Financial	belkin@bokf.com	Chapter
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Lapsed Membership and Follow Up is Needed

First Name	Last Name	Company	Who Owns Follow Up	Status of Follow Up

Members Due for Renewal February 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
February 04, 2019	Steven	Oliver	TCC	s*****9@cox.net	Chapter
February 12, 2019	Marcia	Bruno-Todd	Leadership Tulsa	marcia@leadershiptulsa.org	Chapter
February 12, 2019	Steve	Hughes	Hughes Training and Development Solutions	shughes@hughestrainingsolutions.com	Chapter
February 20, 2019	Heather	Garcia	Tulsa County	hgarcia@tulsacounty.org	Power Member Due on 10/31/19
February 22, 2019	Sondra	Whitt	Goodwill Industries of Tulsa	sondra@purposeunlimited.com	Chapter

Members Due for Renewal March 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
March 05, 2019	Nancy	Gunter	YMCA of Greater Tulsa	nancy.gunter@rocketmail.com	Power Member Due March 31, 2019
March 07, 2019	Tammy	Wise	The Persimmon Group	tammywise8@gmail.com	Power Member Due January 31, 2019
March 09, 2019	Jeff	Wilkie	Hogan Taylor	jwilkie@hogantaylor.com	Chapter
March 19, 2019	William	Eller	Manhattan Construction Co.	seller@manhattanconstruction.com	Chapter
March 22, 2019	Garland	McWatters	INPowered2 LEAD	garland@inpoweredtolead.com	Chapter
March 26, 2019	Phillip	Wilson	Labor Relations Institute	pbwilson@Irimis.com	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 2/25/19

March 28, 2019	Lawrence	Gray	AT&T	graylarryl0803@gmail.com	Chapter
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Members Due for Renewal April 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
April 05, 2019	Brian	Beisly	AT&T	bb8044@att.com	Chapter
April 12, 2019	Deanna	Bolton	Walmart, Inc.	deannanwa@gmail.com	Chapter
April 04, 2019	James	Collinsworth	BOKF	jascollinsworth@aol.com	Power Member DUE March 31, 2019
April 12, 2019	Stacy	Davis	Bayshore Consulting	stacydavis1209@gmail.com	Power Member DUE January 31, 2019
April 05, 2019	Cecilia	Martin-Smith	CAP Tulsa	martin.cecilia.s@gmail.com	Power Member DUE April 30, 2019
April 20, 2019	Lorinda	Schrammel	Oklahoma State University	lorinda.schrammel@okstate.edu	Power Member DUE February 28, 2019

Members Due for Renewal May 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
May 14, 2019	Mitchell	Clark	Hilti, Inc.	mitch.clark@hilti.com	Chapter
May 10, 2019	Cynthia	Dehner	ZERO TO THREE	cindydehner@gmail.com	Chapter
May 12, 2019	Greg	Kittinger	Approachable Leadership / Labor Relations Institute	gkittinger@lirms.com	ATD Power Member 2/28/2019

**WorkWise Productions and ATD Tulsa
Program Agreement**

Secrets of World-Class, Transformational Trainers Presenters and Facilitators

This agreement is between **Kristine Sexter (WorkWise Productions)**, and the **Tulsa ATD Chapter (Client)**. The **Client** wishes to retain the services of **Workwise Productions** to deliver a workshop as follows:

(No Fee) Monthly Program Date: February 8, 2019

Split-Revenue Workshop Date: April 26, 2019

Program Time: 9:00 a.m. 4:00 p.m.

Program Title: Secrets of World-Class, Transformational Trainers, Presenters and Facilitators

Number of Participants: 13 (minimum of 3 "coachees" and 10 observers) – 30 (maximum, maximum of 4 of which can be "coachees")

**Program Location: Monthly Program - OSU Tulsa
Workshop – TBD**

Kristine agrees to present to the best of her ability the information and material contained in the program described above. She also agrees to coordinate the details of this program with the Client in order to achieve the outcomes that the Client has stated.

In exchange for the products and services provided, the Client agrees to the following Revenue Share Program:

For this event for ATD Tulsa, there will be a reduced fee and Revenue Share Program for members and guests.

Member type	Participant Type	Registration Fee
Power member	Coachee Registration	\$250
Chapter Member	Coachee Registration	\$300
Non-Member	Coachee Registration	\$350
Power member	Observer Registration	\$150
Chapter Member	Observer Registration	\$200
Non-Member	Observer Registration	\$250

Revenue Share:

- The Client and Workwise Productions will split the **net revenues of all registration fees 50/50 based on the above prices.** If the Client decides to offer reduced pricing or wishes to comp attendees, Workwise Productions will still be compensated 50% of the expected fee unless otherwise discussed and agreed upon.
- Should the minimum number of 13 paid participants (3 coachees and 10 observers) not be met, terms will be renegotiated.
- Payment of the 50% revenue share is due on **April 26** and is payable by check or credit card to the Workwise Productions.

Handwritten note:
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2+ including
ATD chapter
#6
Responsibility

WorkWise Productions and ATD Tulsa
Program Agreement
Secrets of World-Class, Transformational Trainers Presenters and Facilitators

ATD Chapter Responsibilities (Client):

1. Register a minimum of 13 participants, 3 coachees and 10 observers
2. Provide a venue for the workshop
3. Provide a projector, screen
4. Provide a sound system (for groups larger than 20 registrants)
5. Order/provide snacks and lunch
6. Provide 1 free observer-type registration to WorkWise Productions.
7. The **Client** may cancel the certification program on or before **April 12** with no penalty. If the program is cancelled by the chapter for any reason after this date, the **Client** agrees to pay Workwise Productions \$500 to cover ~~travel cancellation~~ and administrative fees.
PRE-WORK preparation



Workwise Productions Responsibilities:

1. Provide 1 free registration for an ATD Chapter Member.
2. Provide a pre-workshop monthly program for the chapter February 8, 2019 as a combined educational introduction to **Secrets of World-Class, Transformational Trainers Presenters and Facilitators**, and as a marketing tool for the workshop.
3. Provide pre-workshop preparation and coaching for at least 3, up to 4 participants during the session, including facilitation of peer coaching.
4. Provide all content, including handouts and tools, related to **Secrets of World-Class, Transformational Trainers Presenters and Facilitators**.
5. Provide analysis and feedback regarding the presentations given by minimum 3, maximum 4 coachee-type attendees with all attendees, incorporating effective peer coaching method in which observer-type attendees can participate.

Support Materials: Please note that speaker's materials, written, oral or visual, are copyrighted and may not be used or reproduced without the written consent of the speaker.

Audio/Visual: No recording, audio or visual, may be made without the prior written agreement between ATD Tulsa and Workwise Productions.

This constitutes the entire agreement between the parties.

By: Kristine Sexter
Co: WorkWise Productions
Title: Senior Consultant, Speaker and Trainer
Signature: _____
Date: _____

By: Walt Hansmann
Co: ATD Tulsa
Title: Chapter President
Signature: _____
Date: _____