

MINUTES OF THE MAY 2018 ATD TULSA CHAPTER BOARD MEETING

**MINUTES OF THE ATD CHAPTER BOARD MEETING**

Friday, April 27, 2018

12:00 PM to 1:30 PM

This meeting was held at Roka Asian Flavors Restaurant, 1616 S. Utica Ave., Tulsa, OK 74101

**Call to Order**

Linda Jenkins 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 (Arrived at 12:16 p.m.)

Stacy Davis, CPLP, VP of Programming

Cathy Fox, VP of Accommodations (Left at 1:45 p.m.)

Shelby Morris, VP of Marketing (Arrived at 12:11 p.m.)

**Absent**

Lorinda Schrammel, Immediate Past President (Excused)

5 members were present at the time of roll call. A quorum was established.

**Approval of the Agenda**

Jeremy moved, Stacy seconded the approval of the May board meeting agenda. MOTION CARRIED.

**Approval of Minutes of Previous Meeting**

Walt moved, Cathy seconded the approval of the April Board meeting minutes. MOTION CARRIED.

**Administrative**

1. Review Nominations and Appoint New VP of Membership (Nomination Forms attached)
  - a. President received completed Nomination and Eligibility Forms from Ashley Whitfield and Michael Chancey by April 20, 2018 at 6 PM.
  - b. VP of Administration reviewed the Eligibility Forms and confirmed both candidates are eligible to be appointed VP of Membership on April 24, 2018.
  - c. Board had discussion about the two candidates.
  - d. After discussion, Walt moved and Jeremy seconded that we appoint Ashley Whitfield as Membership Vice President effective May 1, 2018 through December 31, 2018. MOTION CARRIED.
2. Actions Needed to Initiate Election of 2019 Board of Directors
  - a. President Linda Jenkins has nominated 7 members to serve on the elections committee for the 2019 Board of Directors. Four of these will be selected to serve on the committee with Linda.



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- c. Jeremy moved, Stacy seconded keeping positions 1 – 7 above for the 2019 board. MOTION CARRIED.

### **Financial**

1. Financial Reports as of April 26, 2018 – Review and Accept
2. Update on Wild Apricot. We paid the annual rate instead of the price lock rate (which was approved by the board. Skip paid the invoice that was sent, which was just the annual rate, which is higher than the price lock rate. Walt will follow up to see if we can get this fixed.

### **Professional Development**

1. Update on ATD ICE – We Have an 8-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Shelby Morris, Lorinda Schrammel, Michael Chancey and Sunilyn Hertt
2. April 13, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement
  - a. It was discussed about comments that the speaker has not been given enough time to present because of how long our beginning slides take to get through. The board will work harder to ensure we get to the speaker sooner.
3. Programming Scheduled – May 11, 2018 - Content & Logistics:
  - a. Note: Walt Hansmann, President-Elect will be chairing the meeting
  - b. Program Speaker: Leaders Create Space with Steve Laswell, President, Next Level Executive Coaching, LLC
  - c. Program Sponsor: Bayshore Consulting (Stacy Davis)
4. Stacy discussed the Schedule for Remainder of 2018 including logistics for July and September Workshops

### **Old Business**

No old business was discussed.

### **New Business**

The 990 was submitted, received, and posted on ATD. Jeremy will post on Wild Apricot.

### **Confirm Action Items**

1. Walt will contact wild apricot about price lock vs. annual rate.
2. Skip will pay OKC for sponsorship for the State Conference.
3. Jeremy will post the 990 in Wild Apricot.

### **Confirm Date for Next Board Meeting**

The next board meeting will be Friday, June 1, 2018 at 12 PM at Roka Asian Flavors Restaurant.

Linda adjourned the meeting at 1:48 p.m.

Respectfully submitted by Jeremy Smith, MBA

Date & Time: Friday, April 27, 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
    - i. Lorinda Schrammel, Past President will not be able to attend the meeting.
  - b. Confirm Quorum – Declare if Quorum is or is not Present
  - c. Agenda for April 27, 2018 Board Meeting – Review and Approve
  
2. Administrative
  - a. Minutes from April 6, 2018 Board Meeting – Review and Approve (attached)
  - b. Review Nominations and Appoint New VP of Membership (Nomination Forms attached)
    - i. President received completed Nomination and Eligibility Forms from Ashley Whitfield and Michael Chancey by April 20, 2018 at 6 PM.
    - ii. VP of Administration reviewed the Eligibility Forms and confirmed both candidates are eligible to be appointed VP of Membership on April 24, 2018.
  - c. Actions Needed to Initiate Election of 2019 Board of Directors
    - i. President’s Nomination of 5 Members to Serve on the Elections Committee – Review and Approve (attached)
    - ii. Elections Timeline and Elections Committee Tasks (attached)
    - iii. Video Submission for Board Candidates – Review and Discuss (attached)
    - iv. Proposal for ATD Tulsa Board Election Candidate Speeches – Review and Discuss (attached)
    - v. Determine Which Board Positions Will Be on the 2019 Ballot – Review and Approve
      - i. Eligible Positions per the Bylaws
        1. President-Elect
        2. VP of Finance
        3. VP of Administration
        4. VP of Accommodations
        5. VP of Programming
        6. VP of Marketing
        7. VP of Membership
        8. VP of Digital Media
        9. VP of Special Interest Groups (SIGs)
        10. At-Large Members (up to 6)
      - ii. Note: Past President and President Have Already Been Determined So They Will Not Be on the Ballot
  - d. Update from Bylaws and Policies Committee Meeting held on April 18, 2018
    - i. Bylaws (Section 5.5 Removal of Board Members) and Policies additions to Accommodate Board Member Removal for Failure to Attend Two Consecutive Board Meetings Without Requesting Excused Absences
    - ii. Change from “shall” to “may” in Section 5.6.B. of the Bylaws: The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the

Corporation and shall may have served or shall may be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation can be elected to fill such vacancies.

- iii. Update on Revisions to Sponsorship Policy
  - e. Status of Request to Integrate ATD Tulsa website to the ATD International Store
3. Financial
- a. Financial Reports as of April 26, 2018 – Review and Accept
  - b. Update on Filing 2017 Form 990 with the IRS by May 15, 2018
  - c. Update on Utilization of QuickBooks
  - d. Update on Reconciliation Being Conducted by Woodrum Tate & Associates
  - e. Update on Use of Annual Guest Passes by Board Members
4. Membership
- a. Membership Reports for May 2018 as of April 24, 2018 – Review & Accept (attached)
  - b. Update on Networking Dinner for Oklahomans Attending ICE Hosted by ATD Tulsa on May 7, 2018 – 25 RSVP's as of 4-24-18
5. Professional Development
- a. ATD ICE – We Have an 8-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Shelby Morris, Lorinda Schrammel, Michael Chancey and Sunilyn Hertt
  - b. April 13, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement
  - c. Programming Scheduled – May 11, 2018 - Content & Logistics:
    - i. Note: Walt Hansmann, President-Elect will be chairing the meeting
    - ii. Program Speaker: *Leaders Create Space* with Steve Laswell, President, Next Level Executive Coaching, LLC
    - iii. Program Sponsor: Bayshore Consulting (Stacy Davis)
    - iv. Accommodations: Meal & Check In
    - v. Board Member Attendance & Participation
    - vi. Board Communications for Attendees:
      - 1. Check In to Program Meeting on Facebook
      - 2. Networking Activity (5-minute activity lead by Ashley Whitfield)
      - 3. Acknowledge Guests, New Members and Power Members
      - 4. Pitch for Attend Future Events including *ICE Insider* (June meeting) and Oklahoma State Conference on November 13, and Pitch for Hosting Networking Events
      - 5. Pitch for eLearning SIG Meeting on May 28, 2018 hosted by Gateway
      - 6. Recognition of Sponsors & Pitch for Sponsorships
      - 7. Pitch for ATD Tulsa Membership
      - 8. Pitch for Power Membership – Walt re CPLP
      - 9. Guest Speaker Thank You and Door Prize Drawing
    - vii. Post Meeting Evaluation Online Distribution by May15, 2018
  - d. Future Programming – Needs & Opportunities

- i. Schedule for Remainder of 2018 including logistics for July and September Workshops
  - ii. Other Programming Options
- 6. Communications
  - a. Communications Needs & Opportunities
    - i. Are Program Meeting Check Ins on Facebook helping drive traffic to page?
    - ii. Ideas for 2<sup>nd</sup> Quarter newsletter
- 7. Old Business
- 8. New Business
- 9. Confirm Action Items
- 10. Confirm Date for Next Board Meeting: Friday, June 1, 2018 at 12 PM at Roka
- 11. Adjourn Meeting

## Nomination for the Office of Vice President of Membership

**Note:** All nominees must be current members of ATD Tulsa at the time of nomination. Description of the open board position –Vice President of Membership - is available online at [www.tdtulsa.org/chapterdocuments](http://www.tdtulsa.org/chapterdocuments). If you have questions about the position description, contact Linda Jenkins, President by email at [president@tdtulsa.org](mailto:president@tdtulsa.org) or by call or text at 918-808-6935.

The following information will be reviewed by the Board of Directors:

I wish to nominate (first/last) **Ashley Whitfield**

*Self-nominations are encouraged!*

**For the Board of Directors role of Vice President of Membership.**

Please include contact information for the nominee below, so the President may confirm acceptance of the nomination:

Phone: (work) ( 918-392-7118 ) (mobile) ( 918-231-0662 )

Email: (work) ashleywhitfield@thepersimmongroup.com (personal) medlock1431@gmail.com

How long have you been a member of ATD Tulsa? ( about 3 years )

What benefits have you received from your ATD Tulsa membership? (Learning from experienced trainers and sharing best practices and tips to make my work more efficient and effective.)

Have you served on the board of ATD Tulsa?  YES or  NO If yes, list years and positions held.

Are you a CPLP or APTD?  YES or  NO If yes, when did you become a CPLP or APTD? ( Type Answer )

What are your talent development Areas of Expertise? Instructional design, content management, and managing all content development projects and team members.

Are you currently a **Power Member** (ATD + ATD Tulsa)?  YES or  NO If yes, how long have you been a **Power Member**? 3 months

What benefits have you received from being a Power Member? I take as many free webinars and review articles and case studies from ATD. Also I received a discount on my ICE registration.

What is your current professional role and employer/company? Consultant, Lead Content Developer and Manager, and Product Owner for CD Kanban efforts for The Persimmon Group.

What professional roles have you held in the field of Training and Development? Consultant, Trainer, Lead Content Developer, and Content Manager.

How many years' experience do you have in the field of Training and Development? 4 years

**In the space below, please answer the following question in 500 words or less: How will you or your nominee contribute to the ATD-Tulsa chapter leadership as Vice President of Membership?**



## Nomination for the Office of Vice President of Membership

**Over the past 4 years working at The Persimmon Group, I have had the privilege of being a member of ATD. Because of my passion for training, development, learning and mentorship I believe I would be a great candidate for the VP of Membership. Not only am I approachable, but I find joy in making others feel welcome. Organization is something I pride myself on and something I enjoy. A couple of other things that I am passionate about are event planning, project management, recruiting and communication which I believe all bode well for this position. Thank you for taking the time to consider my candidacy for Vice President of Membership.**



## Nomination for the Office of Vice President of Membership

**Note:** All nominees must be current members of ATD Tulsa at the time of nomination. Description of the open board position –Vice President of Membership - is available online at [www.tdtulsa.org/chapterdocuments](http://www.tdtulsa.org/chapterdocuments). If you have questions about the position description, contact Linda Jenkins, President by email at [president@tdtulsa.org](mailto:president@tdtulsa.org) or by call or text at 918-808-6935.

The following information will be reviewed by the Board of Directors:

I wish to nominate (first/last) **Michael J. Chancey**

*Self-nominations are encouraged!*

For the Board of Directors role of Vice President of Membership.

Please include contact information for the nominee below, so the President may confirm acceptance of the nomination:

Phone: (work) **918-234-4742** (mobile) **918-934-9448**

Email: (work) **Michael.Chancey@johnzink.com** (personal) **chancey29@gmail.com**

How long have you been a member of ATD Tulsa? **1 month**

What benefits have you received from your ATD Tulsa membership? **Great networking, excellent learning opportunities, attending the upcoming ATD ICE 2018**

Have you served on the board of ATD Tulsa?  YES or  NO If yes, list years and positions held. **Not applicable**

Are you a CPLP or APTD?  YES or  NO If yes, when did you become a CPLP or APTD? ( **Type Answer** )

What are your talent development Areas of Expertise? **Leadership, human resources, coaching, technology**

Are you currently a **Power Member** (ATD + ATD Tulsa)?  YES or  NO If yes, how long have you been a **Power Member**? **1 month**

What benefits have you received from being a Power Member? **Excellent webinars, training facilitation materials, TD magazine, online research in developing new training and development opportunities**

What is your current professional role and employer/company? **Western Hemisphere HR & Talent Manager @ John Zink Hamworthy Combustion**

What professional roles have you held in the field of Training and Development? **Current role, HR Manager, HR Generalist**

How many years' experience do you have in the field of Training and Development? **10+ years**

In the space below, please answer the following question in 500 words or less: How will you or your nominee contribute to the ATD-Tulsa chapter leadership as Vice President of Membership?

**I hope to bring a new voice to the role being new to the organization. Creating a welcoming environment is key to a successful program and organization. In my 10+ years of human resource development, I have spent many years**

Nomination for the Office of Vice President of Membership

recruiting new employees for the organizations that I have had the pleasure to work with and I plan to utilize this experience to expand the membership of the ATD Tulsa chapter.

As a member of the Tulsa business community for the past decade, I was unaware of the ATD Tulsa chapter so I believe there is a lot of work to make our organization known. I would like to develop a strategic plan to systematically work through the local business community to encourage new visitors, not only from the traditional talent development roles, but from management and small business owners as well. We have such great technology in place to reach the greater community and to build those relationships that are needed for a healthy organization. We have such a talented workforce in Tulsa and bringing together the professionals who dedicate their careers to enhancing the capability of the Tulsa workforce will only lead to greater success.

In reviewing the 2018 membership plan, the area that excites me the most is addressing different industries that are represented. While Tulsa has traditionally been known as an oil and gas city (and which my company is a representative), there are so many active and growing industries that have their own areas of development needs. By connecting with key organizations in each of these industries, we can gain insight into the needs of the greater Tulsa area. Another huge area for me is Power Member recruitment. My entry into the local chapter is flipped from the normal manner because I was an international ATD member first. I visit the ATD site several times per week and gain so much from the resources and learning that is available. If it weren't for the Power Membership, I would not have the benefits and exposure to the international organization in addition to the local connection of my peers nearby. While enjoying the learning and network opportunities in the ATD Tulsa chapter is exciting, an ATD member does not get the full experience without the resources and benefits of the international organization.

I look forward to the opportunity to grow this organization and appreciate the opportunity to be considered for this role.

**ATD Tulsa Members Recommended for Service on the Elections Committee by  
Linda Jenkins, President on April 27, 2018**

<b>First Name</b>	<b>Last Name</b>	<b>Company</b>
Andrew	Engelbrecht	Arrowhead Consulting
Chantel	Gray	Truity Credit Union
Amie	Haar	OSU Foundation
Sunilyn	Hertt	Tulsa County
Paula	Ketron	theChurch.at
Laurie	Rosenbaum	ONE Gas
Bob	Schooley	Schooley & Associates

## Elections Timeline and Elections Committee Responsibilities per Bylaws

Friday, April 27, 2018			Board Meeting Agenda	Elections: President submits a list of nominees to serve on 5-member Elections Committee.	President
Friday, April 27, 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
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
Friday, June 1, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Annual Membership Engagement Survey: Survey content presented for review &amp; approval prior to distribution. (VP – Membership)</li> </ul>	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 29, 2018			Board Meeting Agenda	Elections: President submits a list of nominees to serve on 3-member Credentials Committee.	President
Friday, July 6, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> <li>• Elections: Board approves 3-member Credentials Committee</li> <li>• Bylaws Amendments: All proposed bylaws amendments are reviewed and approved for placement on the July 19<sup>th</sup> ballot.</li> <li>• Annual Membership Engagement Survey: Review Survey results and identify opportunities for action. (VP – Membership)</li> <li>• Annual Risk Management Assessment Begins (VP- Administration)</li> </ul>	President
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

### Elections Timeline and Elections Committee Responsibilities per Bylaws

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, August 10, 2018	After 1:15 PM and before 5:00 PM		Electronic Voting Results	Elections Results & Voting Results: 1) 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.	VP - Admin
Friday, September 7, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	Newly Elected Officers are Invited (and encouraged) to attend monthly Board Meetings through the remainder of the current year.	President
TBD			2019 Board Retreat	TBD	President-Elect
Tuesday, January 1, 2019	12:01 AM		2019 Board of Director's Assume Offices		All

## Elections Timeline and Elections Committee Responsibilities per Bylaws

TBD			Oath of Office Administered	TBD	2018 Past-President
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### SECTION 6.2 ELECTIONS COMMITTEE

There shall be an Elections Committee of five (5) Individual Members who shall be appointed by the President and confirmed by a majority of the Board of Directors from a list of nominees submitted by the Board of Directors. A person to be appointed to the Elections Committee must have attended no less than four (4) monthly meetings in the preceding twelve (12) months prior to nomination to the Elections Committee. The President shall appoint a chair and secretary of the committee from its membership. All vacancies shall be filled in the same manner as prescribed for appointment.

### SECTION 6.3 DUTIES AND RESPONSIBILITIES

- A. The Elections Committee shall consider only those members for the various offices who are so recommended.
- B. The Elections Committee shall examine the qualifications and place in nomination the names of all eligible candidates for the office of President-Elect; and for other board offices as described in these bylaws.
- C. The Elections Committee shall verify that it has received and reviewed the statement of acknowledgement of nomination, and attestation of compliance with all rules and regulations from each candidate for every office, as described in SECTION 6.5 below.
- D. The Elections Committee shall be responsible for verifying that any candidate for President-Elect shall have attended six (6) or more of the previous twelve (12) ATD Tulsa Chapter meetings.
- E. The Elections Committee shall have the duty of formulating and publishing regulations to the elections rules, interpreting and enforcing such regulations and the elections rules, including regulations adopted by the Board of Directors.

### SECTION 6.4 ELECTION RULES

Rules and regulations adopted by the Board of Directors for the conduct of the election shall be published and distributed to each member of the Board of Directors not later than ten (10) days following the adjournment of the meeting at which they were adopted. Regulations by the Elections Committee shall be forthwith published and distributed to each member of the Board of Directors.

### SECTION 6.5 ELECTION RULES INFORMATION

- A. Every candidate for the elective offices of the Corporation shall submit to the Elections Committee a statement acknowledging that the candidate has been nominated for one or more specific office.
- B. No candidate for any elective office shall be considered as eligible for office until such candidate submits to the Elections Committee a statement, signed and sworn to by the candidate, attesting that the candidate complied with all rules and regulations.

## Video Submission for Board Candidates

Candidates may supply a video recording of up to 2 minutes in length to be posted on ATD-Tulsa's web page and/or social media sites which may include Facebook, LinkedIn and/or Twitter. The video recording should be in a MP4 format, and High Definition (HD) is not necessary. A professional recording is not required. Any video captured by a smart phone or tablet saved in MP4 format is acceptable. (Note: Recording in 640x480 resolution saves memory space and greatly reduces the time for uploading and downloading, however, many phones and tablets do not allow you adjust the resolution.)

## Proposal for ATD Tulsa Board Election Candidate Speeches Absent and Present Candidate Procedures and Voting

### Absent Candidates

1. May supply a video recording of up to 2 minutes in length to be posted on ATD-Tulsa's web page and/or social media sites which may include Facebook, LinkedIn and/or Twitter.
2. The video recording should be in a MP4 format, and High Definition (HD) is not necessary. A professional recording is not required. Any video captured by a smart phone or tablet saved in MP4 format is acceptable. (Note: Recording in 640x480 resolution saves memory space and greatly reduces the time for uploading and downloading, however, many phones and tablets do not allow you adjust the resolution.)
3. Posted videos for absent candidates will be played at the chapter meeting after present candidates have given their speech.

### Present Candidates (at chapter meeting when voting occurs)

1. A video will be taken of each candidate's live speech and posted on all social media pages that submitted videos are also posted for absent candidates.

### Post-presentations and Voting

1. Electronic voting links will be sent before the meeting. After all live or video presentations have been executed, time will be given at the meeting for members to access their personal link and vote.
2. Absent members will be given \_\_\_\_ days to watch all videos online and vote.



Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 05/01/2018)

Category Description	2017 Actuals	2018 Budget	04/01/18 - 04/30/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
<b>INCOME</b>							
ATD ChIP	1,158.31	987.70	0.00	153.10	-834.60		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	600.00	2,580.00	-7,037.14	April Note: Need to make ~\$880/mo to make budget	12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	71.00	1,884.00	-4,016.00	April Note: \$300 - \$229 for Power Membership	115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	250.00	500.00	-1,250.00	2nd Sponsorship - Linda Jenkins	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	2017: State Conference + Approachable Leadership	NO CONFERENCE
<b>TOTAL INCOME</b>	<b>33,762.31</b>	<b>21,254.84</b>	<b>921.00</b>	<b>5,117.10</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	2,235.00	1,611.00	0.00	1,341.00	-270.00		9 @ \$179: Gentleperson's agreement to pay ATD dues for board members
Retreat	0.00	250.00	53.05	53.05	196.95		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		Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
Treasurer Expense	48.25	441.00	0.00	321.00	120.00		Annual Financial Audit
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		
<b>TOTAL Board Expense</b>	<b>4,268.80</b>	<b>6,002.00</b>	<b>53.05</b>	<b>1,715.05</b>			
<b>Communications Expense</b>							
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	0.00	501.48	0.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	578.63	1,248.00	1,536.00	1,536.00	-288.00	Extended renewal (price lock)	Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	0.00	64.00	0.00	70.00	-6.00	Reimbursed to Walt on 03/09	Annual Expense - Next Due 02/18
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communication
<b>TOTAL Communications Expense</b>	<b>884.90</b>	<b>2,569.50</b>	<b>1,536.00</b>	<b>2,515.48</b>			
<b>Meeting Expense</b>							
Facility Charge	810.00	870.00	0.00	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	472.57	1,966.45	5,401.55	Qdoba - \$670 paid - \$472.57 - \$70 = +\$127.43	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	53.20	53.20	796.80	53.20 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,570.18</b>	<b>9,088.00</b>	<b>525.77</b>	<b>2,089.65</b>			
<b>Membership Expense</b>							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	108.28	108.28	551.72	\$108.28 to Linda Jenkins (Roka)	(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>0.00</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	794.96	400.00	40.84	143.66	256.34		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	992.55	992.55	7.45	Hartford (\$532) and Chicago Lockton (\$460.55)	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
<b>TOTAL Misc Expense</b>	<b>22,766.05</b>	<b>2,400.00</b>	<b>1,033.39</b>	<b>1,136.21</b>			
<b>TOTAL EXPENSES</b>	<b>35,489.93</b>	<b>21,169.50</b>	<b>3,148.21</b>	<b>7,456.39</b>			
<b>OVERALL TOTAL</b>	<b>-1,727.62</b>	<b>85.34</b>	<b>-2,227.21</b>	<b>-2,339.29</b>			

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 05/01/2018**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 8,764.13	Accounts Payable	\$ -
PayPal	\$ 6,072.41	Taxes Payable	\$ -
Cash	\$ 90.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 75.00		
(Less doubtful accounts)*	\$ -	<b>Net Assets</b>	Unrestricted Net Assets \$ 15,001.54
			Temporarily Restricted Net Assets \$ -
			Permanently Restricted Net Assets \$ -
<b>Total Cash Assets</b>	<u>\$ 14,926.54</u>	<b>Total Net Assets</b>	<u>\$ 15,001.54</u>
<b>Total Assets</b>	<u>\$ 15,001.54</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 15,001.54</u>

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

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 06/01/2018)

Category Description	2017 Actuals	2018 Budget	05/01/18 - 05/30/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
<b>INCOME</b>							
ATD ChIP	1,158.31	987.70	80.00	233.10	-754.60		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	590.00	2,580.00	-7,037.14	April Note: Need to make ~\$880/mo to make budget	12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	150.00	1,884.00	-4,016.00	April Note: \$300 - \$229 for Power Membership	115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	250.00	750.00	-1,000.00	Sponsorship - Stacy Davis paid 05/09	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	2017: State Conference + Approachable Leadership	NO CONFERENCE
<b>TOTAL INCOME</b>	<b>33,762.31</b>	<b>21,254.84</b>	<b>1,070.00</b>	<b>5,447.10</b>			
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	2,235.00	1,611.00	0.00	1,341.00	-270.00		9 @ \$179: Gentleperson's agreement to pay ATD dues for board members
Retreat	0.00	250.00	0.00	53.05	196.95		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		Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
Treasurer Expense	48.25	441.00	0.00	321.00	120.00		Annual Financial Audit
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		
<b>TOTAL Board Expense</b>	<b>4,268.80</b>	<b>6,002.00</b>	<b>0.00</b>	<b>1,715.05</b>			
<b>Communications Expense</b>							
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	0.00	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	1,536.00	-288.00	Extended renewal (price lock)	Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	0.00	64.00	0.00	70.00	-6.00	Reimbursed to Walt on 03/09	Annual Expense - Next Due 02/18
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communication
<b>TOTAL Communications Expense</b>	<b>884.90</b>	<b>2,569.50</b>	<b>0.00</b>	<b>2,515.48</b>			
<b>Meeting Expense</b>							
Facility Charge	810.00	870.00	410.00	480.00	390.00	Paid invoices from Q1 2018 + \$200 hold to TiAmo	10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	6,760.18	7,368.00	485.77	2,452.22	4,915.78	Roka - \$ 650 - \$485.77 - \$70 = +\$94.23	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	53.20	796.80	53.20 to Stacy Davis	See separate "Recognition Items Budget" tab for breakdown
<b>TOTAL Meeting Expense</b>	<b>7,570.18</b>	<b>9,088.00</b>	<b>895.77</b>	<b>2,985.42</b>			
<b>Membership Expense</b>							
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	108.28	551.72		(40@16.50) New Member Lunches
<b>TOTAL Membership Expense</b>	<b>0.00</b>	<b>1,110.00</b>					
<b>Misc. Expenses</b>							
Paypal Expense	794.96	400.00	29.96	173.62	226.38		High in 2017 due to conference
Oklahoma ATD State Conference	21,010.97	1,000.00	1,000.00	1,000.00	0.00	In-kind Sponsorship of State Conference	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	992.55	7.45	Hartford (\$532) and Chicago Lockton (\$460.55)	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
<b>TOTAL Misc Expense</b>	<b>22,766.05</b>	<b>2,400.00</b>	<b>1,029.96</b>	<b>2,166.17</b>			
<b>TOTAL EXPENSES</b>	<b>35,489.93</b>	<b>21,169.50</b>	<b>1,925.73</b>	<b>9,382.12</b>			
<b>OVERALL TOTAL</b>	<b>-1,727.62</b>	<b>85.34</b>	<b>-855.73</b>	<b>-3,935.02</b>			

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

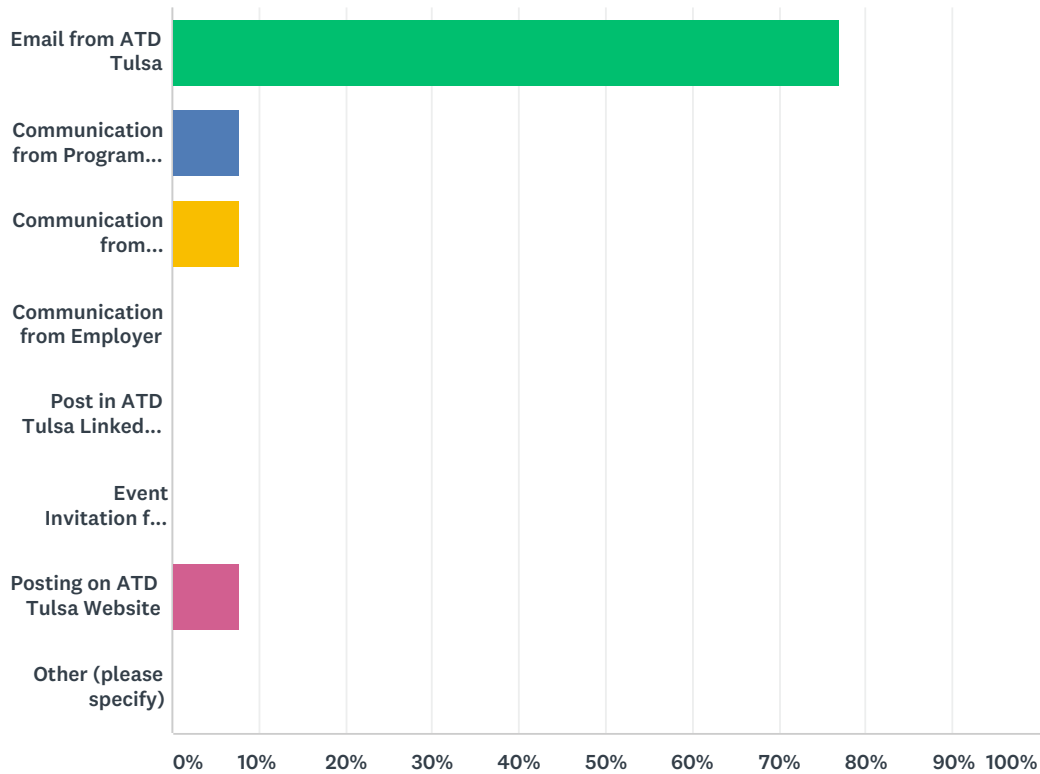
**ATD Tulsa Chapter  
Statement of Financial Position as of 06/01/2018**

<b>Assets</b>		<b>Liabilities</b>	
Checking	\$ 6,948.36	Accounts Payable	\$ -
PayPal	\$ 7,022.45	Taxes Payable	\$ -
Cash	\$ 120.00	<b>Total Liabilities</b>	<u>\$ -</u>
Accounts Receivable	\$ 75.00	<b>Net Assets</b>	
(Less doubtful accounts)*	\$ -	Unrestricted Net Assets	\$ 14,165.81
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 14,090.81</u>	<b>Total Net Assets</b>	<u>\$ 14,165.81</u>
<b>Total Assets</b>	<u>\$ 14,165.81</u>	<b>Total Liabilities Plus Net Assets</b>	<u>\$ 14,165.81</u>

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

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

Answered: 13 Skipped: 0

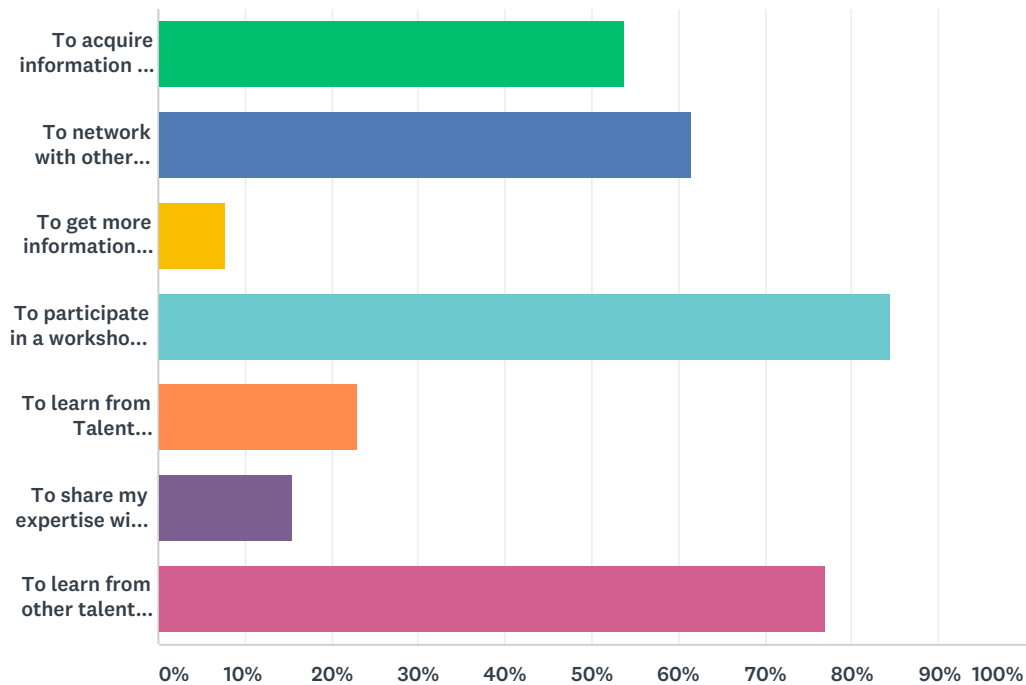


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	76.92%	10
Communication from Program Presenter	7.69%	1
Communication from Colleague/Friend	7.69%	1
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	7.69%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>13</b>

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

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

Answered: 13 Skipped: 0

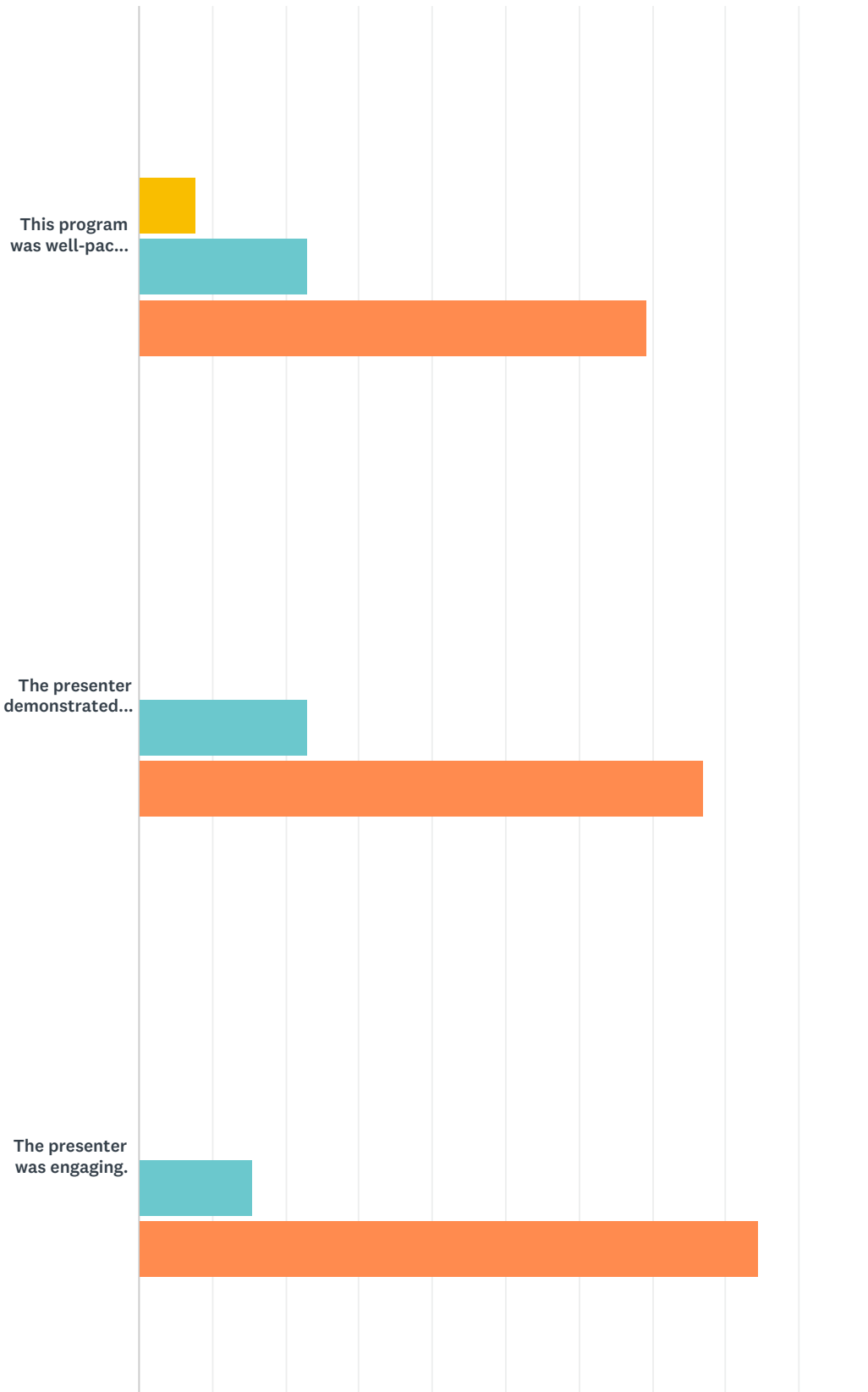


ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	53.85% 7
To network with other talent management professionals.	61.54% 8
To get more information about ATD Tulsa.	7.69% 1
To participate in a workshop presented by the speaker.	84.62% 11
To learn from Talent Management industry leaders.	23.08% 3
To share my expertise with other talent management professionals.	15.38% 2
To learn from other talent management professionals attending the program meeting.	76.92% 10
Total Respondents: 13	

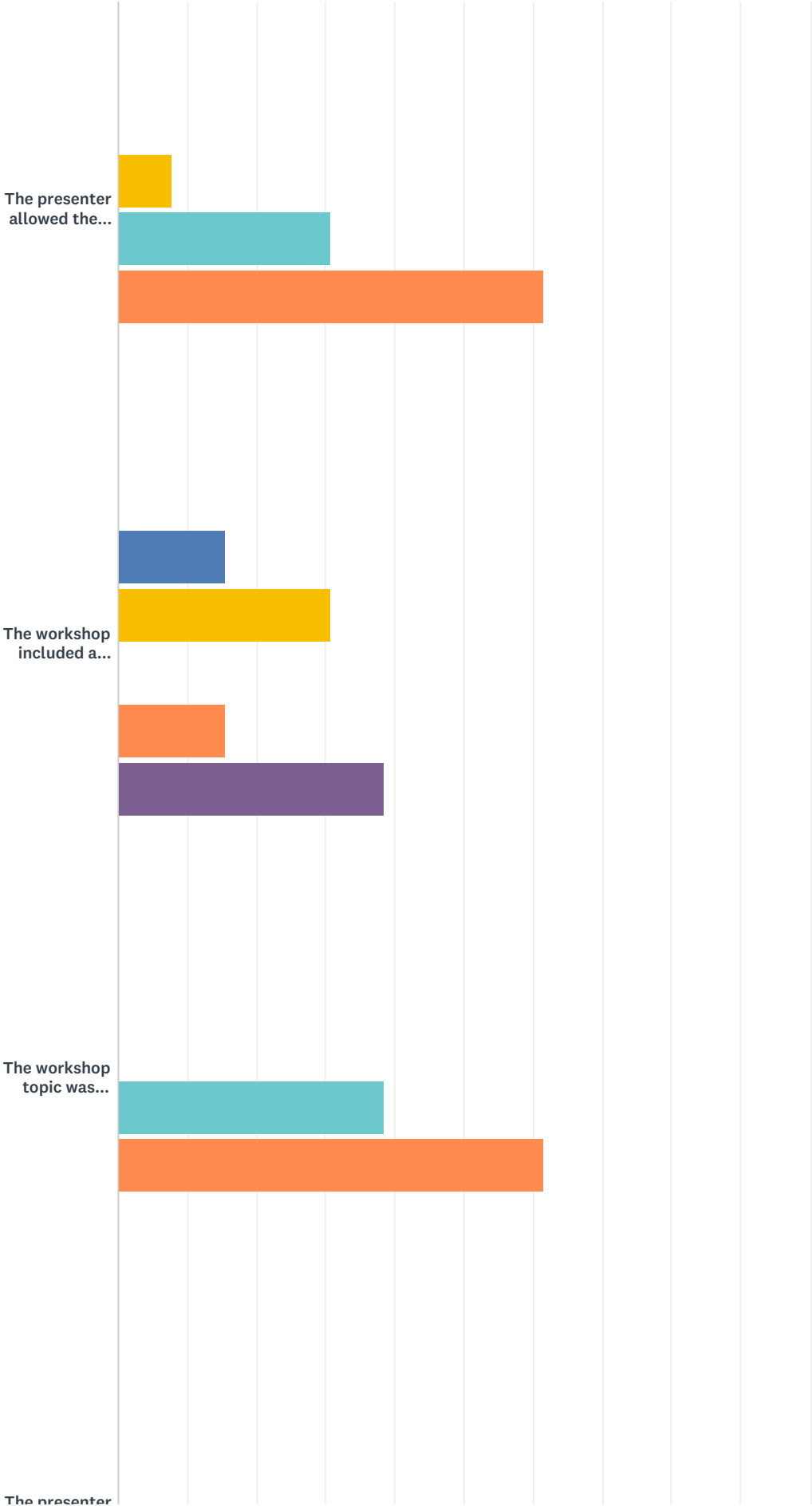
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

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

Answered: 13 Skipped: 0

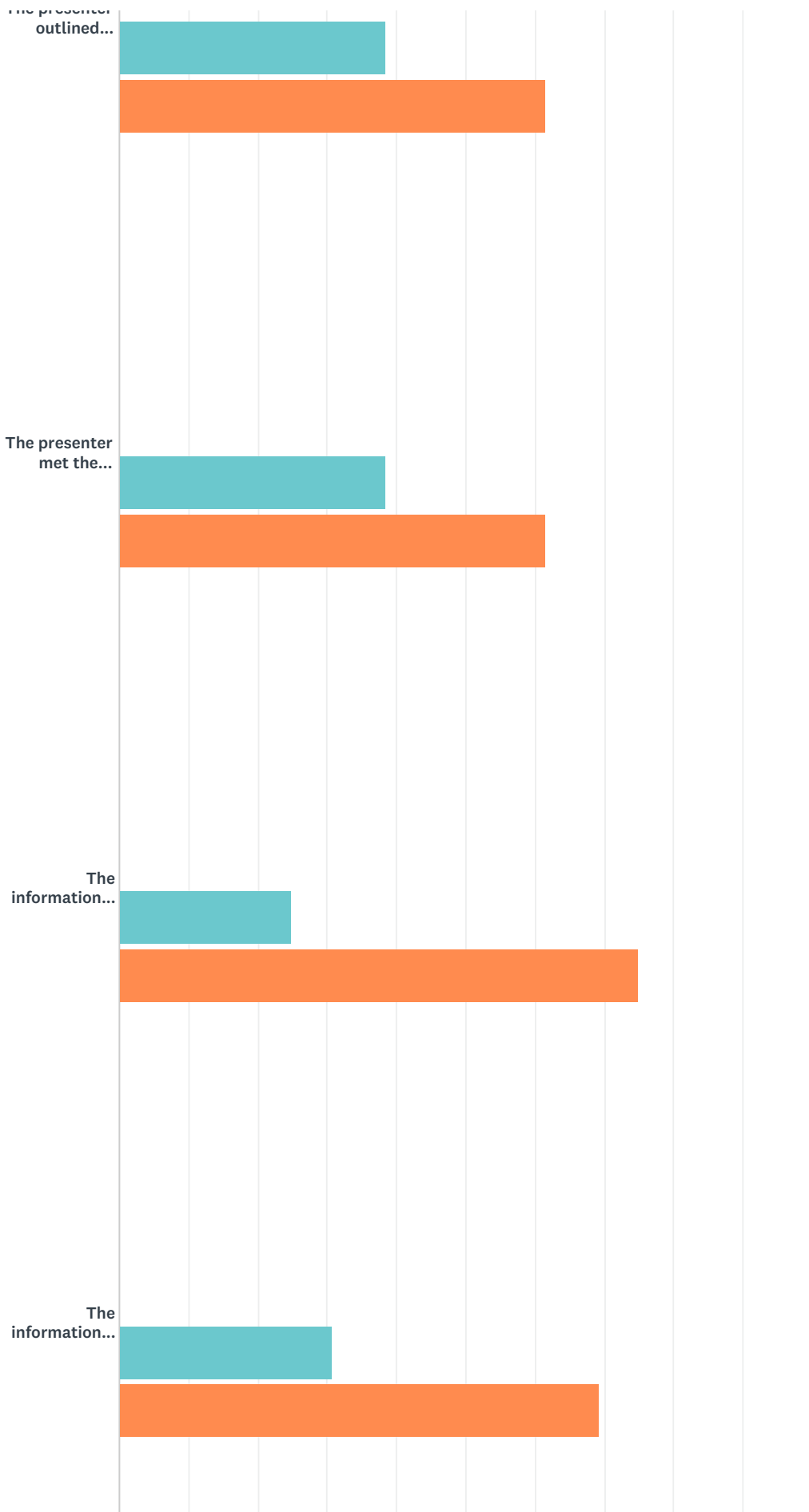


ATD Tulsa – April 13, 2018 Program Meeting Survey

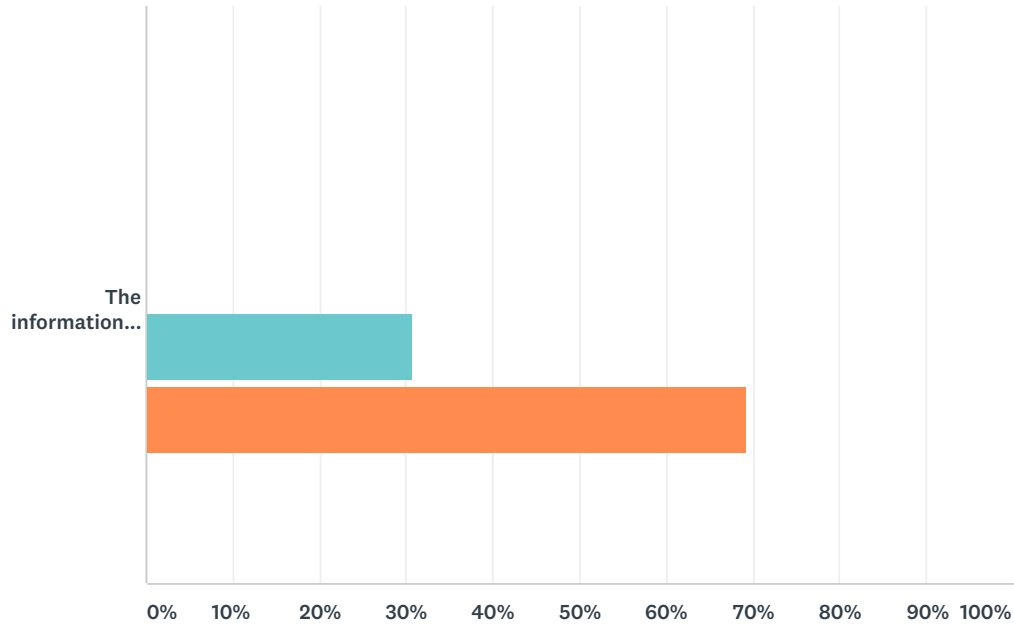




ATD Tulsa – April 13, 2018 Program Meeting Survey



## ATD Tulsa – April 13, 2018 Program Meeting Survey



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

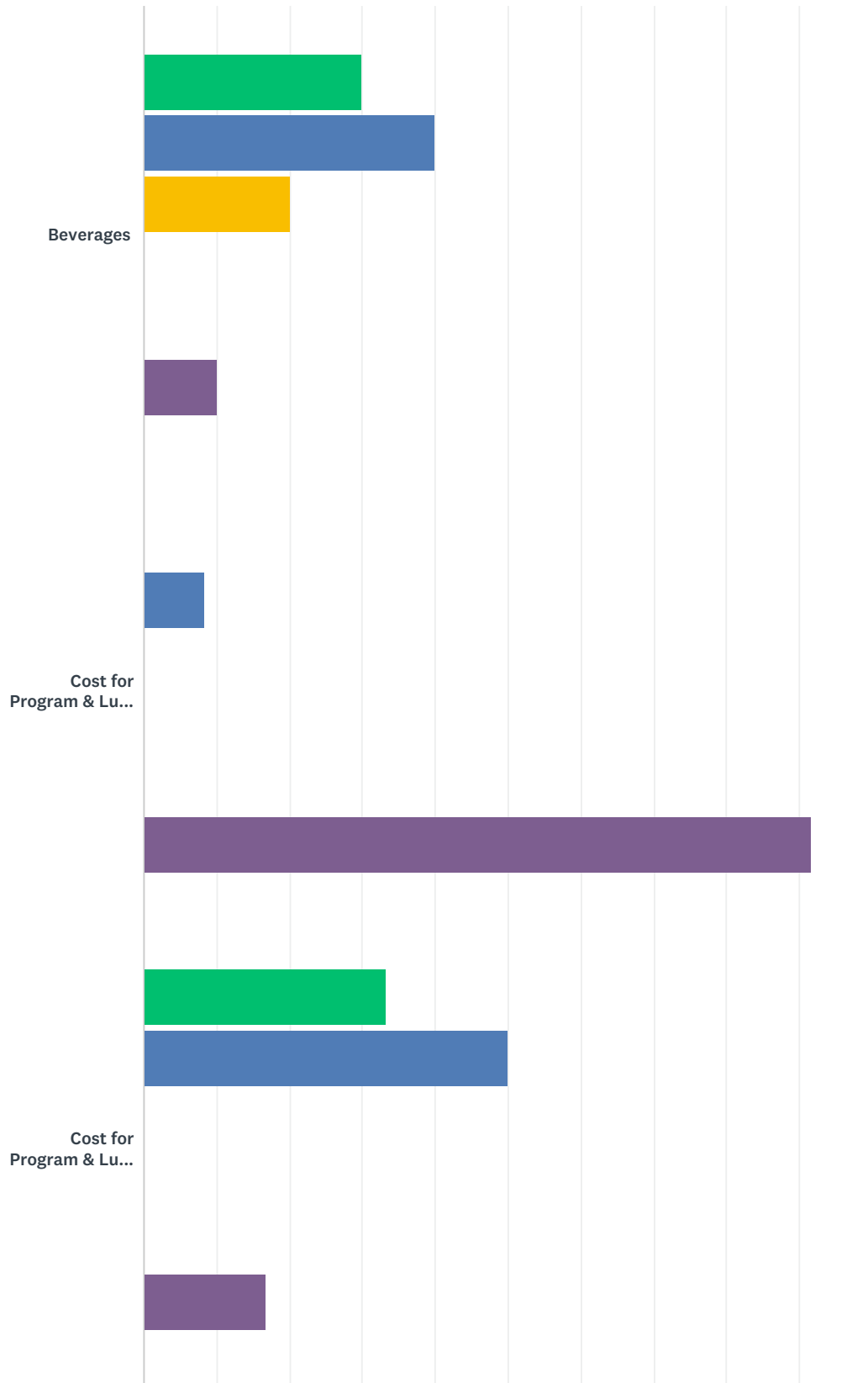
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	7.69% 1	23.08% 3	69.23% 9	0.00% 0	13
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	0.00% 0	23.08% 3	76.92% 10	0.00% 0	13
The presenter was engaging.	0.00% 0	0.00% 0	0.00% 0	15.38% 2	84.62% 11	0.00% 0	13
The presenter allowed the right amount of time for discussion.	0.00% 0	0.00% 0	7.69% 1	30.77% 4	61.54% 8	0.00% 0	13
The workshop included a hands-on learning activity.	0.00% 0	15.38% 2	30.77% 4	0.00% 0	15.38% 2	38.46% 5	13
The workshop topic was delivered as promoted.	0.00% 0	0.00% 0	0.00% 0	38.46% 5	61.54% 8	0.00% 0	13
The presenter outlined objectives for the session.	0.00% 0	0.00% 0	0.00% 0	38.46% 5	61.54% 8	0.00% 0	13
The presenter met the objectives as outlined.	0.00% 0	0.00% 0	0.00% 0	38.46% 5	61.54% 8	0.00% 0	13
The information presented during this workshop was well organized.	0.00% 0	0.00% 0	0.00% 0	25.00% 3	75.00% 9	0.00% 0	12
The information presented during this workshop is useful to my job.	0.00% 0	0.00% 0	0.00% 0	30.77% 4	69.23% 9	0.00% 0	13
The information presented during this workshop can be applied to my business.	0.00% 0	0.00% 0	0.00% 0	30.77% 4	69.23% 9	0.00% 0	13

ATD Tulsa – April 13, 2018 Program Meeting Survey

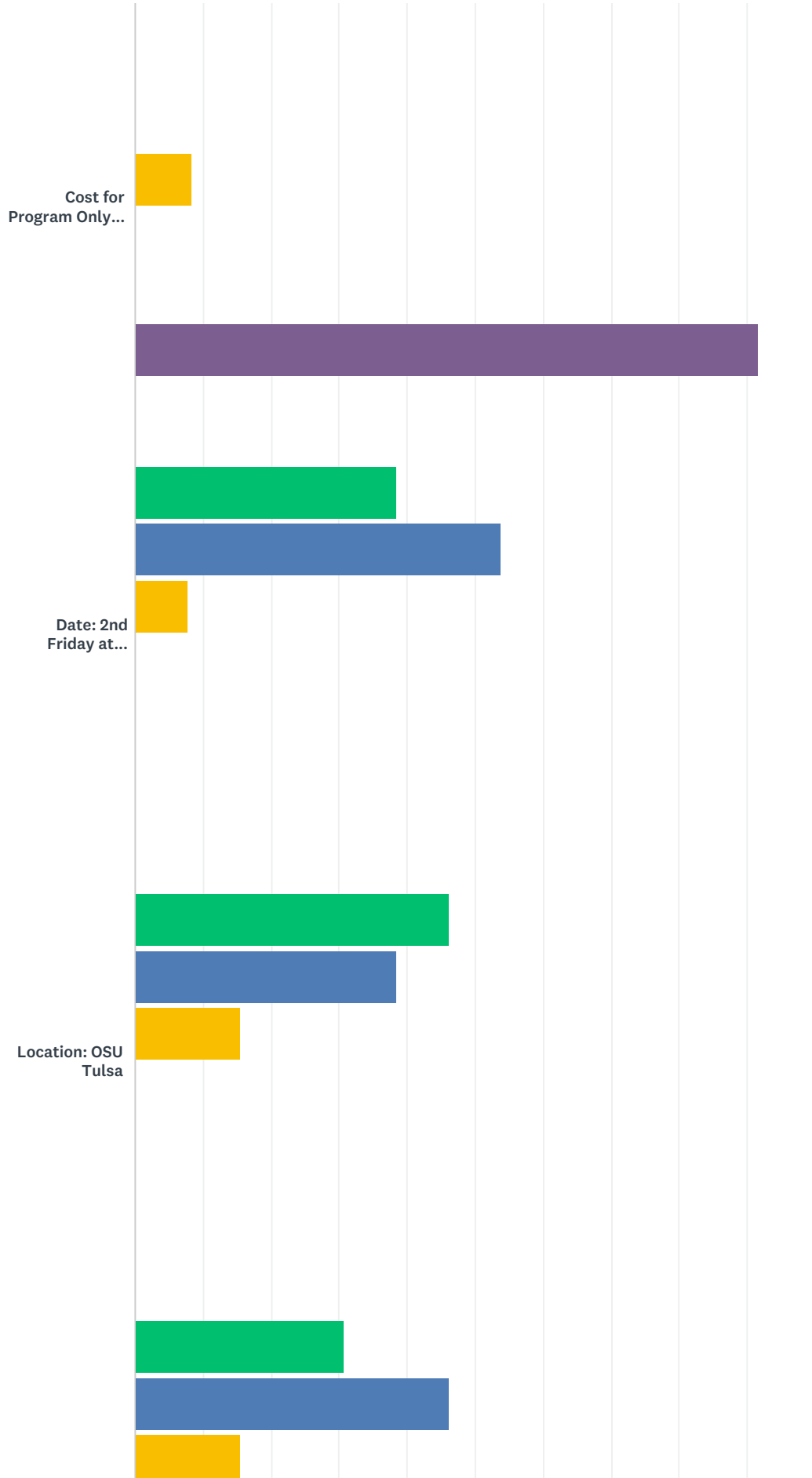
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	There could have been more hands-on activities	4/17/2018 4:27 PM
2	Although I didnt answer this way, it seemed rushed due to announcements, etc.	4/17/2018 11:44 AM
3	Great speaker, used excellent presentation skills. I liked how he chimed in a co-worker. Thanks for the tip on the Spotlight remote.	4/17/2018 11:36 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.

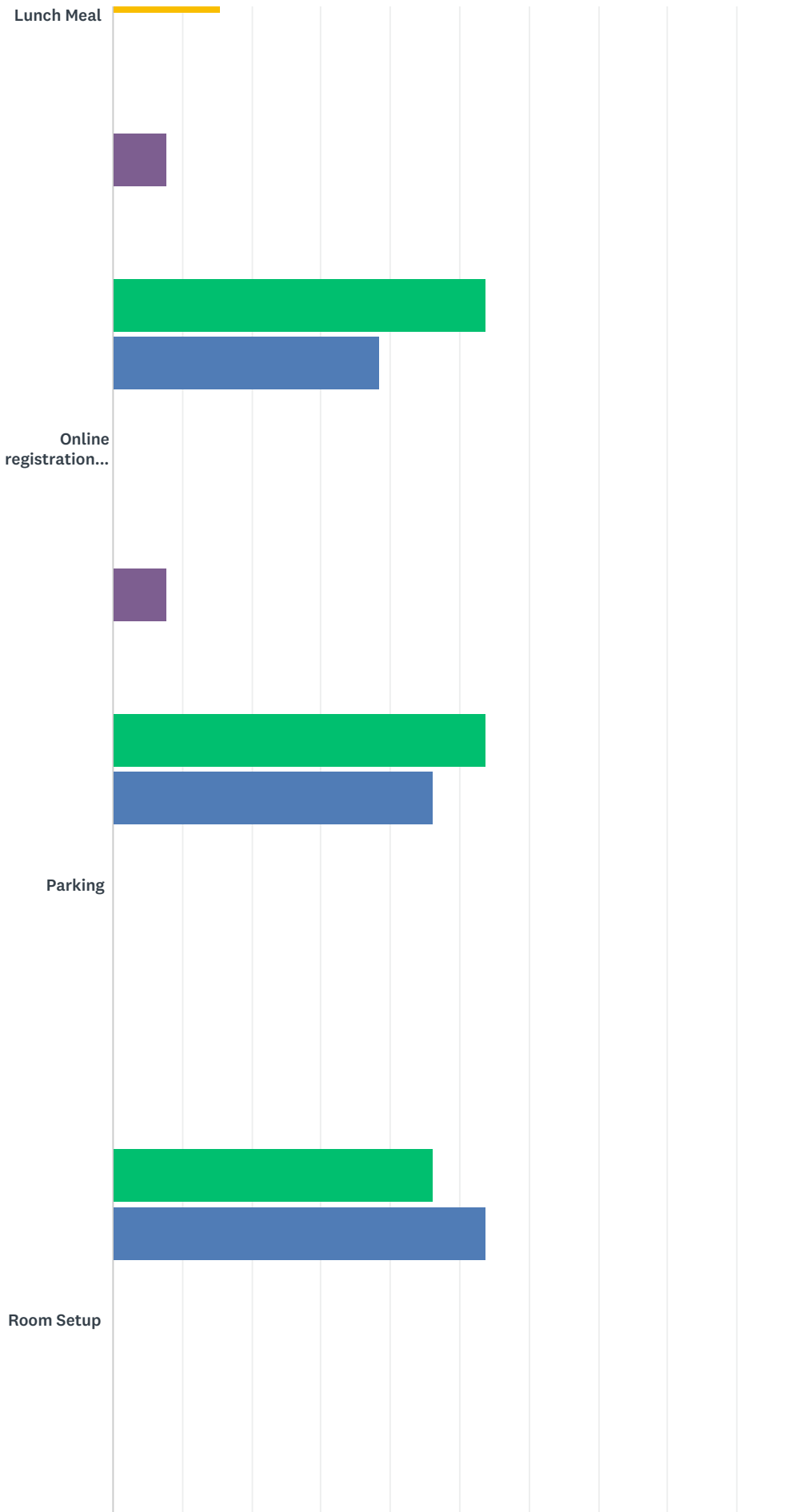
Answered: 13 Skipped: 0



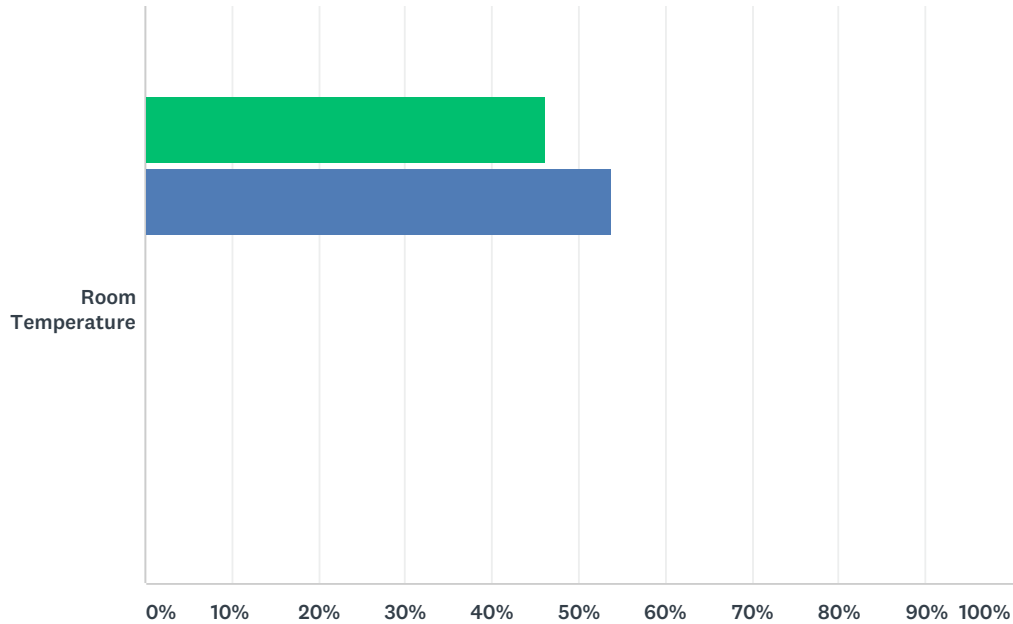
ATD Tulsa – April 13, 2018 Program Meeting Survey



ATD Tulsa – April 13, 2018 Program Meeting Survey



## ATD Tulsa – April 13, 2018 Program Meeting Survey



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

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	30.00% 3	40.00% 4	20.00% 2	0.00% 0	0.00% 0	10.00% 1	10
Cost for Program & Lunch (Guest)	0.00% 0	8.33% 1	0.00% 0	0.00% 0	0.00% 0	91.67% 11	12
Cost for Program & Lunch (Member)	33.33% 4	50.00% 6	0.00% 0	0.00% 0	0.00% 0	16.67% 2	12
Cost for Program Only (Member or Guest)	0.00% 0	0.00% 0	8.33% 1	0.00% 0	0.00% 0	91.67% 11	12
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	38.46% 5	53.85% 7	7.69% 1	0.00% 0	0.00% 0	0.00% 0	13
Location: OSU Tulsa	46.15% 6	38.46% 5	15.38% 2	0.00% 0	0.00% 0	0.00% 0	13
Lunch Meal	30.77% 4	46.15% 6	15.38% 2	0.00% 0	0.00% 0	7.69% 1	13
Online registration process	53.85% 7	38.46% 5	0.00% 0	0.00% 0	0.00% 0	7.69% 1	13
Parking	53.85% 7	46.15% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13
Room Setup	46.15% 6	53.85% 7	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13
Room Temperature	46.15% 6	53.85% 7	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13

#	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 flavor of the food was not as tasty as when I go directly to the restaurant itself. The cost of the program is reasonably fair, especially in comparison to other chapters outside of the state.	4/18/2018 1:08 AM

## ATD Tulsa – April 13, 2018 Program Meeting Survey

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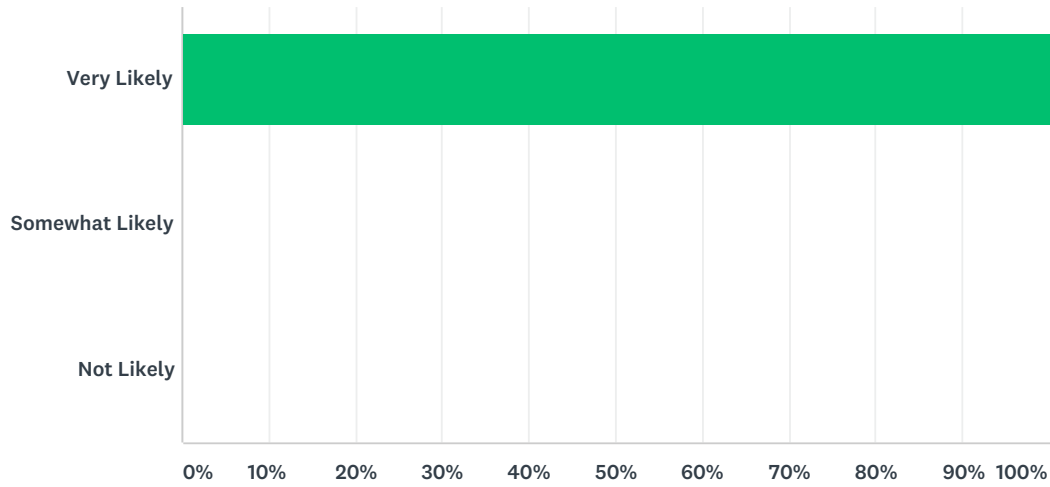
2	Would ideally prefer meetings be more centrally located in Tulsa vs. downtown; however, great location if having to go downtown. :)	4/17/2018 3:31 PM
3	Don't forget the queso when ordering from Qdoba. Then the bowl isn't so dry. Needed moisture/liquid to tie it all together. Not everyone eats the hot salsa that more of a liquid.	4/17/2018 11:36 AM

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

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	13
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
<b>TOTAL</b>		<b>13</b>

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
1	Keep up the good work 2018 board members!	4/17/2018 11:36 AM

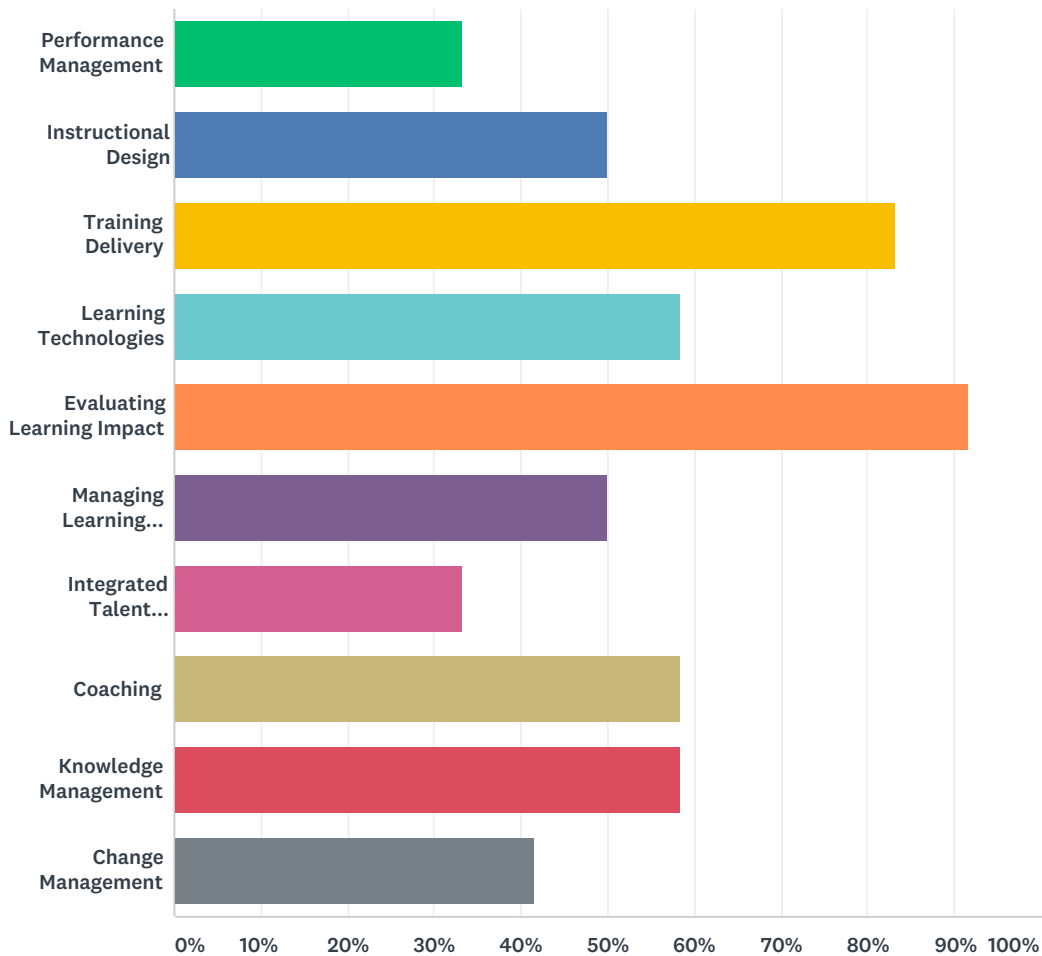
**Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.**

Answered: 0 Skipped: 13

#	RESPONSES	DATE
	There are no responses.	

### Q7 Which of the following ATD Competency Model Areas of Expertise are you interested in seeing presented? Check all that apply.

Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
Performance Management	33.33%	4
Instructional Design	50.00%	6
Training Delivery	83.33%	10
Learning Technologies	58.33%	7
Evaluating Learning Impact	91.67%	11
Managing Learning Programs	50.00%	6
Integrated Talent Management	33.33%	4
Coaching	58.33%	7
Knowledge Management	58.33%	7
Change Management	41.67%	5

Total Respondents: 12

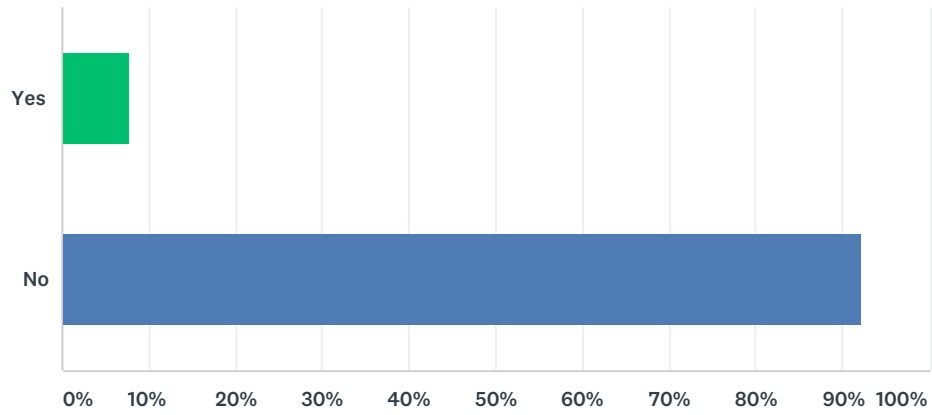
**Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)**

Answered: 3 Skipped: 10

#	RESPONSES	DATE
1	None	4/18/2018 1:08 AM
2	Is there any way the announcements can be condensed or started earlier to give the speakers their full time? Also, I tend to have to get back to work so 1:15 is a stretch when the speaker doesn't even start until 12:20. I do not fee like I get my money's worth in that situation.	4/17/2018 11:44 AM
3	The introduction of each meeting is getting longer and longer. It really creeps into the speaker's presentation time, causing them to have to hurry at the end. Can you please shorten all the "advertisements" at the beginning down to save more time for the speaker who I am paying to hear? Thank you.	4/17/2018 11:36 AM

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

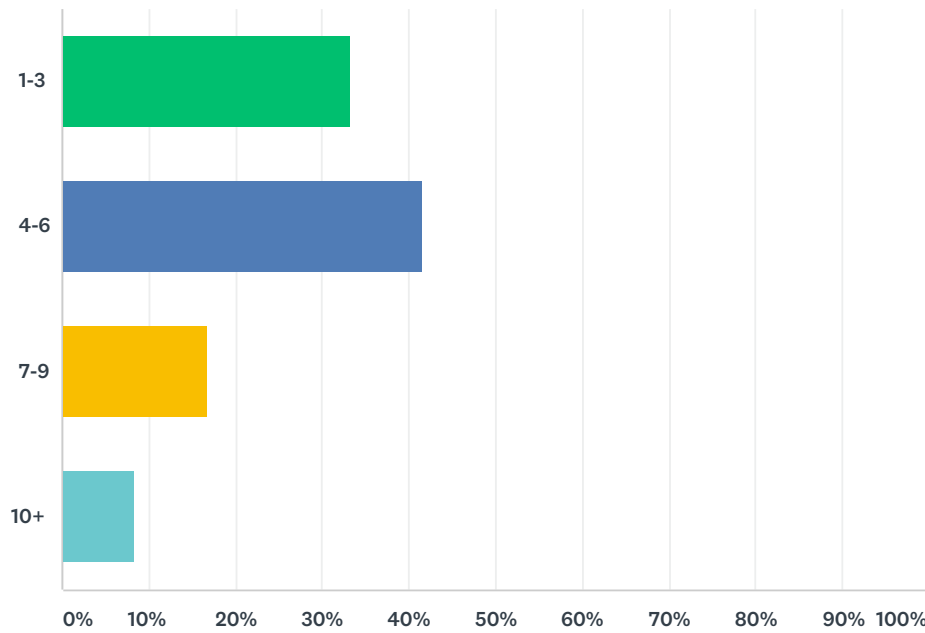
Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	7.69%	1
No	92.31%	12
TOTAL		13

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

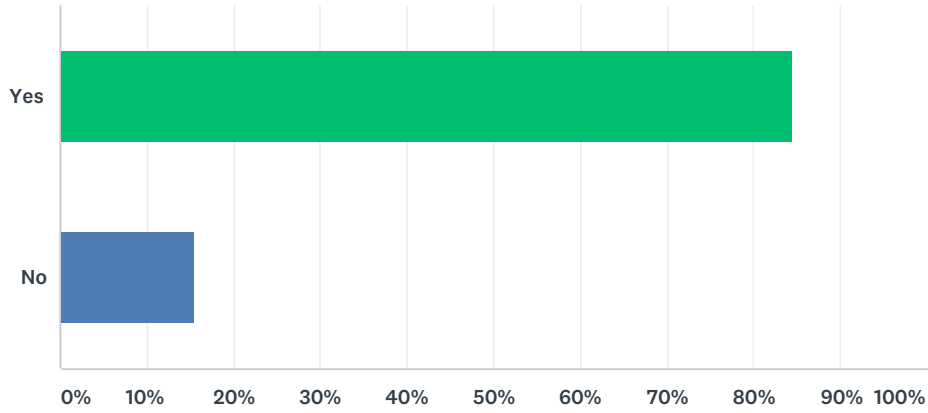
Answered: 12 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3	33.33%	4
4-6	41.67%	5
7-9	16.67%	2
10+	8.33%	1
TOTAL		12

### Q11 Are you an ATD Tulsa member?

Answered: 13 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.62%	11
No	15.38%	2
TOTAL		13



## ATD Tulsa Membership Report as of April 24, 2018

As of April 24, 2018, ATD Tulsa has 2 Student Members and 106 Regular Members, for a **total of 108**.  
44 of our 108 members are Power Members – **40.7%**. We have met the CARE Requirement for 2018.

### **Members who Joined or Renewed Since April 4, 2018 (5/1) (3/3)**

Brian Beisly – AT&T – 4/5/2018 (Renewal)

Jim Collinsworth – BOKF – 4/9/2018 (Renewal) – Power Member

Stacy Davis, CPLP – Bayshore Consulting – 4/13/2018 – (Renewal) – Power Member

Cecelia Martin-Smith – CAP Tulsa – 4/5/2018 (Renewal)

Lorinda Schrammel – Oklahoma State University – 4/17/2018 (Renewal) – Power Member

DeAnna Bolton – Walmart, Inc. – 4/13/2018 (New)

### **Members who DID NOT Renew Since April 4, 2018 (11/1)**

Eva Cantrell – Cherokee Nation Businesses 4/7/2018

Angela Drueppel – Cherokee Nation Businesses 4/7/2018

Kelly Ferguson – Cherokee Nation Businesses 4/30/2018

Angela Flax – Consultant 4/21/2018

Nancy Haase – New York Life 4/26/2018

Susan Hays – Jack C. Montgomery VAMC 4/18/2018 – Power Member

Susan Hefner – Cherokee Nation Entertainment 4/4/2018

Sherri Jackson – Cherokee Nation Businesses 4/7/2018

Susan McMurray – Oral Roberts University 4/30/2018

Rachelle Renfrow – Cherokee Nation Entertainment 4/7/2018

Nathan Smith – Cherokee Nation Entertainment 4/7/2018

Thomas Stone – Oklahoma State University 4/27/2018

### **Members who are Due for Renewal in May (3/3)**

Adam Barrow – Cherokee Nation Entertainment 5/8/2018 – Power Member

Greg Kittinger – Approachable Leadership / Labor Relations Institute 5/12/2018 – Power Member

Barbara Ware – AAA Club Alliance 5/12/2018

Ashley Rossi – InsideOut Development 5/30/2018

Eugene Harris – ONE Gas 5/30/2018 – Power Member

Mary Sirkel – Tulsa Community College 5/31/2018

## ATD Tulsa Membership Report as of April 24, 2018

### Members who are due for renewal in June (8/7)

Kim Boggs – Nordam Group – 6/29/2018

Candace Byington – Paragon Films – 6/9/2018 (Power Member)

Jackie Cleary – Cleary Consulting – 6/10/2018

Scott Cooksey – ConsumerAffairs – 6/28/2018

Myra Fanning – John Zink Institute – 6/30/2018 (Power Member)

Amie Harr – OSU Foundation – 6/27/2018 (Power Member)

Lewana Harris – ONEOK – 6/8/2018 (Power Member)

Paula Ketron – theChurch.at – 6/9/2018 (Power Member)

Ed Miller – Miller Sales Group – 6/27/2018

Brae Riley – BOK Financial – 6/21/2018 (Power Member)

Kristine Sexter – WorkWise Productions – 6/26/2018

Jeremy Smith – Nordam Group – 6/7/2018 (Power Member)

David Wagner – Schnake Turnbo Frank – 6/11/2018

Gary Walker – Cherokee Nation Businesses – 6/5/2018

Phil Winfield – Cherokee Nation Businesses – 6/12/2018

The following pages  
include minutes and  
attachments from the  
April 2018 ATD Tulsa  
Board Meeting.

**Minutes of the ATD Tulsa Chapter Board Meeting**

Friday April 6, 2018

12:00 p.m. – 1:30 p.m.

This meeting was held at Roka Asian Flavors Restaurant 1616 S. Utica Ave., Tulsa, OK 74101

**Call to Order**

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

Stacy Davis, CPLP, VP of Programming (arrived at 12:10 p.m.)

Cathy Fox, VP of Accommodations

Shelby Morris, VP of Marketing

**Absent**

Tammy Wise, VP of Membership (excused)

7 members were present. A quorum was established.

**Approval of the Agenda**

Jeremy moved, Lorinda seconded the approval of the April board meeting agenda. MOTION CARRIED.

**Approval of the Minutes of Previous Meetings**

Walt moved, Skip seconded the approval of the March board meeting minutes. MOTION CARRIED.

**Administrative**

1. Resignation of Tammy Wise as VP of Membership, Board Ability to Appoint New VP of Membership and Process to Recruit and Appoint New VP of Membership
  - a. Tammy Wise moved to a different job and is not able to carry on her duties as VP of Membership. She submitted written notification of her resignation, as of March 30, 2018, to the President.
  - b. Walt moved, Cathy seconded approval of Tammy Wise resignation. MOTION CARRIED.
  - c. Linda plans to send a notice of vacancy to the chapter, job description, membership plan
  - d. Applications for the vacant position will need to be received by April 20 so that we have time to review and appoint at the May Board Meeting.
  - e. The board will appoint a new VP of Membership at the May board meeting from the qualified candidates of whose applications were received per Bylaw section 5.6.
  
2. Update from Bylaws and Policies Committee Meeting held on March 13, 2018
  - a. Proposed Electronic Voting Policy – Review and Approve (attached)
    - i. Stacy asked if the board could use this policy for board meeting voting when we need to meet virtually. Walt explained that this is for the membership only. We already have a policy that would allow the board to vote between board meetings.

- ii. Walt explained why we need to be able to vote electronically – it is because there is not a provision for “absentee voting”. This gives all members a better chance of being able to vote on chapter business.
  - iii. It was noted that the Candidate Nomination Form has been revised to include more information so that members can get a better idea of who that person is. This is to help those who cannot attend the chapter meetings so that they are more informed to be able to vote.
  - iv. Cathy asked about how the candidates will present themselves to the chapter and if we could vote electronically at that same meeting. Walt explained that each member in good standing will receive a one-time use link that is only for them, and the time period that votes will be accepted will be per the policy.
  - v. Lorinda asked about why the vote line is a one-time link. The reason is so that members cannot forward the link to others. It was noted that we are not capturing any personal information or IP addresses from the link that is sent, so there is not a chance of us figuring out who voted or not.
  - vi. There was discussion about if we should do presentations before the vote. There is value in the membership seeing who they are electing. Walt said we could put something together that addresses how we can do those presentations for contested races so that it is fair for everyone (i.e. recording a presentation, etc.). This will be further discussed during the May Board Meeting.
  - vii. Jeremy moved, Shelby second the approval of the Policy. MOTION CARRIED
3. Update on Revisions to Sponsorship Policy
- a. Walt discussed the updates to the Sponsorship Policy. We added \$500 for sponsorship of two meetings and \$750 for sponsorship of three meetings.
  - b. Sponsorship information was sent to NextThought.com for their interest in sponsoring the May meeting.
4. Status of Updates to the Website for Power Membership to Integrate to the ATD International Store
- i. Walt mentioned that most members had updated their personal information, but he need to follow up with 12 members.
  - ii. All data is now updated. Walt has called Erin Murphy to see what the next steps are in the process.

### **Financial**

- 1. Financial Reports as of February 28, 2018 and March 31, 2018 – Review and Accept
  - a. Skip reviewed the financial reports from both February and March.
- 2. Wild Apricot Prices Increase and Renewal Options – Review, Discuss and Determine Payment
  - a. Our renewal date is April 27, 2018 and we have two renewal options:
    - i. Renew for a single year at the new rate of \$1,536 for 12 months. We budgeted \$1,248 based on the previous rate. Renewing for a single year at the new rate will put us \$288 over budget.
    - ii. Renew for 2 years and receive a 15% discount and pay \$2,612 for 24 months. This is \$1,364 over budget. It also saves us 15% off the new rate for 2018 and 2019 through April 27, 2020.
    - iii. Discussion about the two options took place. Skip moved, Shelby seconded that we pay for the 2 year plan to receive the discount. MOTION CARRIED

3. Update on Utilization of QuickBooks
  - a. Skip discussed finding someone to help with QuickBooks. He has not had time to learn the new software due to it not communicating with Wild Apricot. It is a lot of manual work, though it does communicate with Paypal.
  - b. Discussion about what software other chapters may use that could integrate with Wild Apricot. Linda will reach out to other chapters to get information.
4. Update on Reconciliation Being Conducted by Woodrum Tate & Associates
  - a. Linda contacted Woodrum Tate & Associates. No update yet.
5. Update on Use of Annual Guest Passes by Board Members
  - a. Board discussed the guest passes already used and how many remain.
6. Membership
  - a. Membership Reports for March 2018 – Note that we have achieved CARE standard for 40% Power Membership - Review & Accept (attached)
    - i. The board reviewed and accepted the membership reports.
  - b. Report on New Member 1<sup>st</sup> Quarter Luncheon Held on Wednesday, March 28, 2018 – Review and Discuss (report attached)
    - i. The board reviewed and discussed the luncheon report provided.
  - c. Chapter and Power Membership Promotional Activities for April - Review and Discuss
    - i. Board members split the list of ATD Tulsa members only and call each person to discuss Power Membership benefits.
    - ii. Linda suggested we do not have the membership activity this month since our VP of membership position is vacant. Board agreed.

### **Professional Development**

1. ATD ICE – We Have a 7-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Shelby Morris, Lorinda Schrammel and Sunilyn Hertt
2. March 2, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement (attached)
3. Programming Scheduled – April 13, 2018 - Content & Logistics:
  - a. Workshop Program: Working Effectively with Subject Matter Experts: Dwain Starks, M.Ed., OGE Supervisor of Learning Services
  - b. Program Sponsor for the April Chapter Meeting: Jenkins Consulting Group
  - c. Accommodations: Meal & Check In
    - i. Cathy will not be at the meeting, so we will need assistance with set-up. Several board members volunteered to show up early to help.
4. Future Programming – Needs & Opportunities
  - a. Schedule for Remainder of 2018 including Employee Learning Week Options
  - b. RFP from Kris Reynolds – Review & Discuss (attached)
  - c. RFP from Amber Vanderburg - Review & Discuss (attached)
  - d. RFP from Greg Robinson – Review & Discuss (attached)
  - e. Note ATD Tulsa has its 70th Anniversary in 2019 – May want to schedule recognition type events in the 1<sup>st</sup> quarter or half of 2019 rather than end of 2018 to tie into anniversary celebration

5. SIG: eLearning - Date/Time/Location Confirmed for 2<sup>nd</sup> Quarter Group Meeting: May 28, 2018, 11:30 AM to 1:00 PM at gateway Mortgage Group, 244 South Gateway Place, Jenks, OK 74037 (on the southeast corner of Rte. 75 and Main Street in Jenks). Pizza will be provided by Gateway.
  - a. Announcement to the chapter at the April Chapter Meeting
  - b. Registration is now available on TDTulsa.org
6. Employee Learning Week
  - a. An idea was presented that we ask the members "What is it you do at your organizations to promote learning: and then take those ideas and have a promotion every day during learning week.
  - b. The possibility of an awards banquet during Employee Learning Week was discussed. It was also mentioned that we could still have the trainer throw down. The throw down will be on December 7. Cathy will look at different locations/costs.
  - c. Cathy mentioned the idea that we do the awards banquet during ATD's 70<sup>th</sup> anniversary in January. Further discussion will take place later. Ti Amo's would be a great location at a great price for the event.

### **Old Business**

1. Update on CARE – ATD Tulsa is doing a great job at staying on top of the requirements.
2. A member is looking for customer service training for their organization. It was mentioned that we could put this on LinkedIn

### **New Business**

1. Members are asking if we are going to do any networking events in 2018. The board will ask members for anyone that could host. We can also see if there is any interest in doing networking lunches
2. We need to look into creating a geographical SIG in Stillwater.
3. Board Meeting Scheduled for Friday, May 4 from 12:00 PM to 1:30 PM at Roka. Linda asked if we could move the meeting date/time to Friday, April 27<sup>th</sup> at noon or Friday, May 11<sup>th</sup> after chapter program meeting? See scheduled agenda items for meeting – note Linda and Skip cannot attend the meeting if it's on May 4<sup>th</sup>
  - a. Board agreed to have the meeting on Friday, April 27, 2018 from 12:00 – 1:30 at Roka.

Linda adjourned the meeting at 1:49 P.M.

Respectfully submitted by Jeremy Smith, MBA

Date & Time: Friday, April 6, 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 April 6, 2018 Board Meeting – Review and Approve
  
2. Administrative
  - a. Minutes from March 2, 2018 Board Meeting – Review and Approve (attached)
  - b. Resignation of Tammy Wise as VP of Membership, Board Ability to Appoint New VP of Membership and Process to Recruit and Appoint New VP of Membership
  - c. Update from Bylaws and Policies Committee Meeting held on March 13, 2018
    - i. Proposed Electronic Voting Policy – Review and Approve (attached)
    - ii. Update on Revisions to Sponsorship Policy
  - d. Status of Updates to the Website for Power Membership to Integrate to the ATD International Store
  
3. Financial
  - a. Financial Reports as of February 28, 2018 and March 31, 2018 – Review and Accept
  - b. Wild Apricot Prices Increase and Renewal Options – Review, Discuss and Determine Payment
    - i. Our renewal date is April 27, 2018 and we have two renewal options:
      1. Renew for a single year at the new rate of \$1,536 for 12 months. We budgeted \$1,248 based on the previous rate. Renewing for a single year at the new rate will put us \$288 over budget.
      2. Renew for 2 years and receive a 15% discount and pay \$2,612 for 24 months. This is \$1,364 over budget. It also saves us 15% off the new rate for 2018 and 2019 through April 27, 2020.
  - c. Update on Utilization of QuickBooks
  - d. Update on Reconciliation Being Conducted by Woodrum Tate & Associates
  - e. Update on Use of Annual Guest Passes by Board Members
  
4. Membership
  - a. Membership Reports for March 2018 – *Note that we have achieved CARE standard for 40% Power Membership* - Review & Accept (attached)
  - b. Report on New Member 1<sup>st</sup> Quarter Luncheon Held on Wednesday, March 28, 2018 – Review and Discuss (report attached)
  - c. Chapter and Power Membership Promotional Activities for April - Review and Discuss
    1. *Board members split the list of ATD Tulsa members only and call each person to discuss Power Membership benefits.*



5. Professional Development

- a. ATD ICE – We Have a 7-Person Team Attending – Linda Jenkins, Skip Eller, Myra Fanning, Ashley Whitfield, Shelby Morris, Lorinda Schrammel and Sunilyn Hertt
- b. March 2, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement (attached)
- c. Programming Scheduled – April 13, 2018 - Content & Logistics:
  - i. Workshop Program: Working Effectively with Subject Matter Experts: Dwain Starks, M.Ed., OGE Supervisor of Learning Services
  - ii. Program Sponsor: Jenkins Consulting Group
  - iii. Accommodations: Meal & Check In
  - iv. Board Member Attendance & Participation
  - v. Board Communications for Attendees:
    - 1. Check In to Program Meeting on Facebook
    - 2. Networking Activity (5-minute activity lead by Ashley Whitfield)
    - 3. Acknowledge Guests, New Members and Power Members
    - 4. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
    - 5. Pitch for Sponsorships
    - 6. Pitch for Membership highlighting member only website features (directory and job postings)
    - 7. Pitch for Power Membership
    - 8. Pitch for ATD 2018 International Conference & Exposition (ICE)
    - 9. Pitch for ATD Oklahoma State Conference on Tuesday, November 13 at Moore Norman Technology's Pennsylvania Ave. Campus
    - 10. Guest Speaker Thank You and Door Prize Drawing
  - vi. Post Meeting Evaluation Online Distribution by April 17, 2018
- d. Future Programming – Needs & Opportunities
  - i. Schedule for Remainder of 2018 including Employee Learning Week Options
  - ii. RFP from Kris Reynolds – Review & Discuss (attached)
  - iii. RFP from Amber Vanderburg - Review & Discuss (attached)
  - iv. RFP from Greg Robinson – Review & Discuss (attached)
  - v. *Note ATD Tulsa has its 70th Anniversary in 2019 – May want to schedule recognition type events in the 1<sup>st</sup> quarter or half of 2019 rather than end of 2018 to tie into anniversary celebration*
  - vi. Other Programming Options
- e. SIG: eLearning - Date/Time/Location Confirmed for 2<sup>nd</sup> Quarter Group Meeting: May 28, 2018, 11:30 AM to 1:00 PM at gateway Mortgage Group, 244 South Gateway Place, Jenks, OK 74037 (on the southeast corner of Rte. 75 and Main Street in Jenks). Pizza will be provided by Gateway.

6. Communications

- a. Communications Needs & Opportunities
  - i. Any Increases in Social Media Traffic?
  - ii. Any feedback on Quarterly newsletter?

7. Old Business

8. New Business

9. Confirm Action Items

10. Confirm Date for Next Board Meetings

- a. Board Meeting Scheduled for Friday, May 4 from 12:00 PM to 1:30 PM at Roka (tentatively confirm attendance) – Could we move meeting date/time to Friday, April 27<sup>th</sup> at noon or Friday, May 11<sup>th</sup> after chapter program meeting? See scheduled agenda items for meeting – note Linda and Skip cannot attend the meeting if it's on May 4<sup>th</sup>

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>

11. Adjourn Meeting

## **ARTICLE III – MEMBERSHIP**

### **SECTION 3.12 VOTING**

#### **POLICY 3.12.1 ELECTRONIC VOTING**

To facilitate equal access to all members, voting by the membership shall be conducted electronically. This includes elections of officers; amendments to the Bylaws; and any other item of business requiring consideration by the membership.

#### **PROCEDURE 3.12.1.1 ELECTRONIC VOTING PROCESS**

- A. The Board of Directors may appoint a member of the board to serve as the administrator of its Survey Monkey account for the purposes of electronic voting.
  - 1. The duly appointed board member may select a committee from members of the board to assist with the electronic voting process.
- B. The ATD Tulsa chapter shall use its Survey Monkey account to create voting ballots.
- C. A customized link to the electronic ballot shall be sent via electronic mail (email) to the email address on file for each Member in Good Standing.
- D. Each Member in Good Standing shall be limited to a single vote for each office or issue under consideration.
- E. The link to the electronic ballot shall have a set period at which the link is no longer active and no further voting is permitted.
- F. The voting data collected shall not include the member's name nor IP Address.
- G. The President shall have administrative rights to the application used to create, send, store, retrieve and report on the results of the voting. Results of the voting (a report) shall be secured by the President after the voting period has ended.
  - 1. Election results shall be provided to the members of the Elections Committee.
    - a. The Elections Committee shall count and certify the results to the Board of Directors
    - b. The Board of Directors shall announce the results to all members via email and by posting the results on the tdtulsa.org website.
  - 2. Bylaw Amendment results shall be provided to the Board of Directors who shall count and certify the results at a meeting of the Board of Directors at which a quorum is established.
    - a. The Board of Directors shall announce the results to all members via email and by posting the results on the tdtulsa.org website.

#### **POLICY 3.12.2 VOTING PERIOD FOR ELECTIONS**

There shall be a specific period in which members shall be able to cast their votes for candidates seeking election to an ATD Tulsa office. The voting window shall be eight (8) days. The final day of voting shall be no less than four (4) days prior to the August meeting of the Board of Directors.

#### **POLICY 3.12.3 VOTING PERIOD FOR BYLAW AMENDMENTS**

There shall be a specific period in which members shall be able to cast their votes for proposed amendments to the Bylaws of the Corporation. The voting window shall be eight (8) days. The final day of voting shall be no less than four (4) days prior to a meeting of the Board of Directors.

## ATD Tulsa Membership Report as of April 4, 2018

As of April 4, 2018, ATD Tulsa has 2 Student Members and 105 Regular Members, for a **total of 107**. 43 of our 107 members are Power Members – **40%**. We have met the CARE Requirement for 2018.

### Members who Joined or Renewed in March (4/5)

Michael Chancey -- John Zink Hamworthy Combustion 3/13/2018 (New) – Power Member

Lawrence Gray – AT&T 3/29/2018 (New)

Nancy Gunter – YMCA of Greater Tulsa 3/6/2018 (New) – Power Member

Jeff Wilkie – Hogan Taylor 3/9/2018 (New) – Power Member

Skip Eller – Manhattan Construction 3/20/2018 (Renewal) – Power Member

Chantel Gray – Truity Credit Union 2/13/2018 (Renewal) – Power Member

Garland McWatters – INPowered2 LEAD 3/6/2018 (Renewal)

Phillip Wilson – Labor Relations Institute 4/2/2018 (Renewal)

Tammy Wise – The Persimmon Group 3/2/2018 (Renewal) – Power Member

### Members who DID NOT Renew in March (3)

Alyssa Post – Equian 3/20/2018

Keri Sullivan – Whole Foods Market 3/20/2018

Daniel Walczak – Tulsa Federal Credit Union 3/29/2018

### Members who are Due for Renewal in April (14)

Susan Hefner – Cherokee Nation Entertainment 4/4/2018

Jim Collinworth – BOKF 4/4/2018 – Power Member

Sherri Jackson – Cherokee Nation Businesses 4/7/2018

Angela Druempel – Cherokee Nation Businesses 4/7/2018

Rachelle Renfrow – Cherokee Nation Entertainment 4/7/2018

Eva Cantrell – Cherokee Nation Businesses 4/7/2018

Nathan Smith – Cherokee Nation Entertainment 4/7/2018

Susan Hays – Jack C. Montgomery VAMC 4/18/2018 – Power Member

Lorinda Schrammel – Oklahoma State University 4/20/2018 – Power Member

**ATD Tulsa Membership Report as of April 4, 2018**

**Members who are Due for Renewal in April (continued)**

Angela Flax – Consultant 4/21/2018

Nancy Haase – New York Life 4/26/2018

Thomas Stone – Oklahoma State University 4/27/2018

Susan McMurray – Oral Roberts University 4/30/2018

Kelly Ferguson – Cherokee Nation Entertainment 4/30/2018 – Power Member

**Members who are Due for Renewal in May (6)**

Adam Barrow – Cherokee Nation Entertainment 5/8/2018 – Power Member

Greg Kittinger – Approachable Leadership / Labor Relations Institute 5/12/2018 – Power Member

Barbara Ware – AAA Club Alliance 5/12/2018

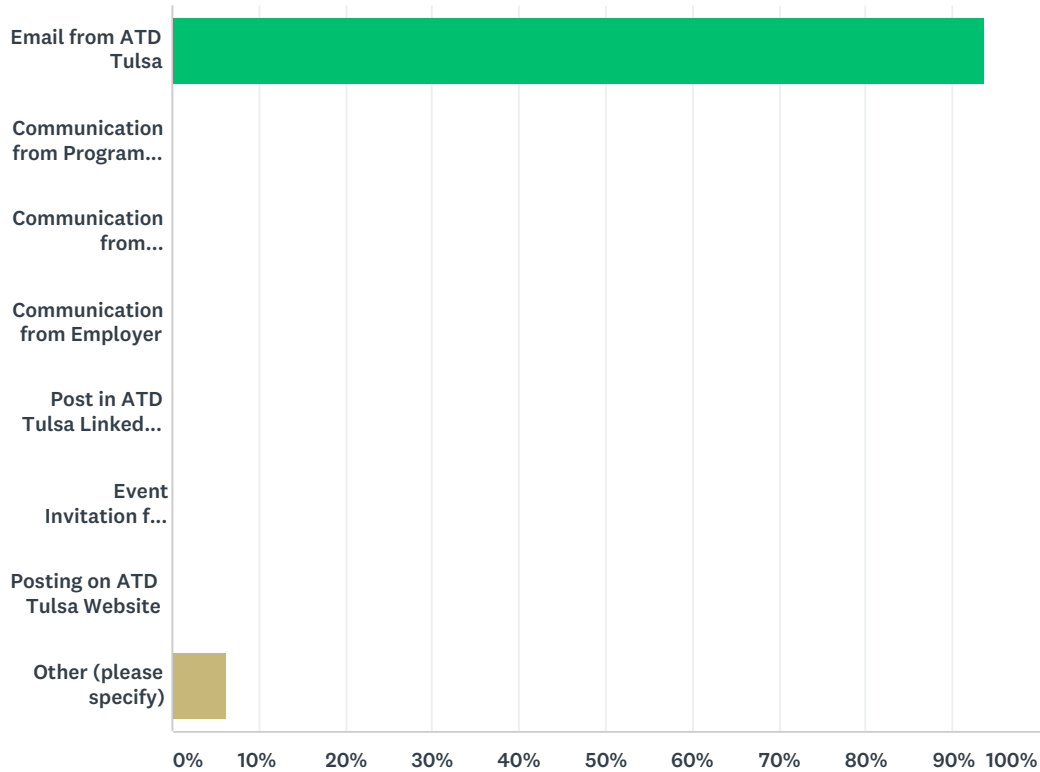
Ashley Rossi – InsideOut Development 5/30/2018

Eugene Harris – ONE Gas 5/30/2018 – Power Member

Mary Sirkel – Tulsa Community College 5/31/2018

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

Answered: 16 Skipped: 0

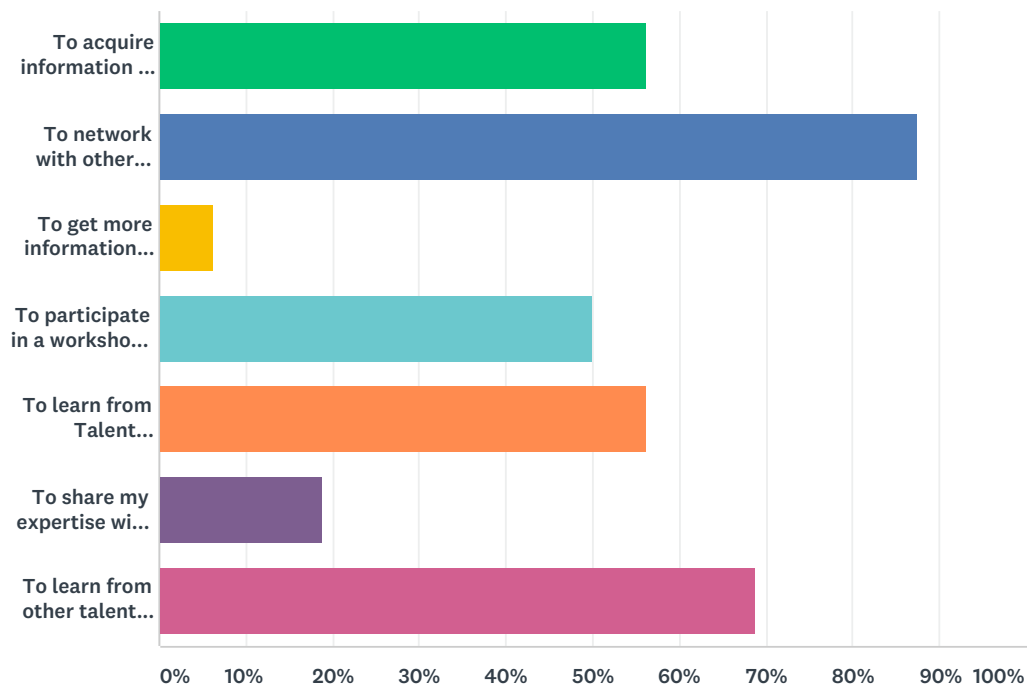


ANSWER CHOICES	RESPONSES
Email from ATD Tulsa	93.75% 15
Communication from Program Presenter	0.00% 0
Communication from Colleague/Friend	0.00% 0
Communication from Employer	0.00% 0
Post in ATD Tulsa LinkedIn Group	0.00% 0
Event Invitation from ATD Tulsa's Facebook Page	0.00% 0
Posting on ATD Tulsa Website	0.00% 0
Other (please specify)	6.25% 1
<b>TOTAL</b>	<b>16</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	ATD email and a personal invitation by a member	3/14/2018 12:06 PM

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

Answered: 16 Skipped: 0

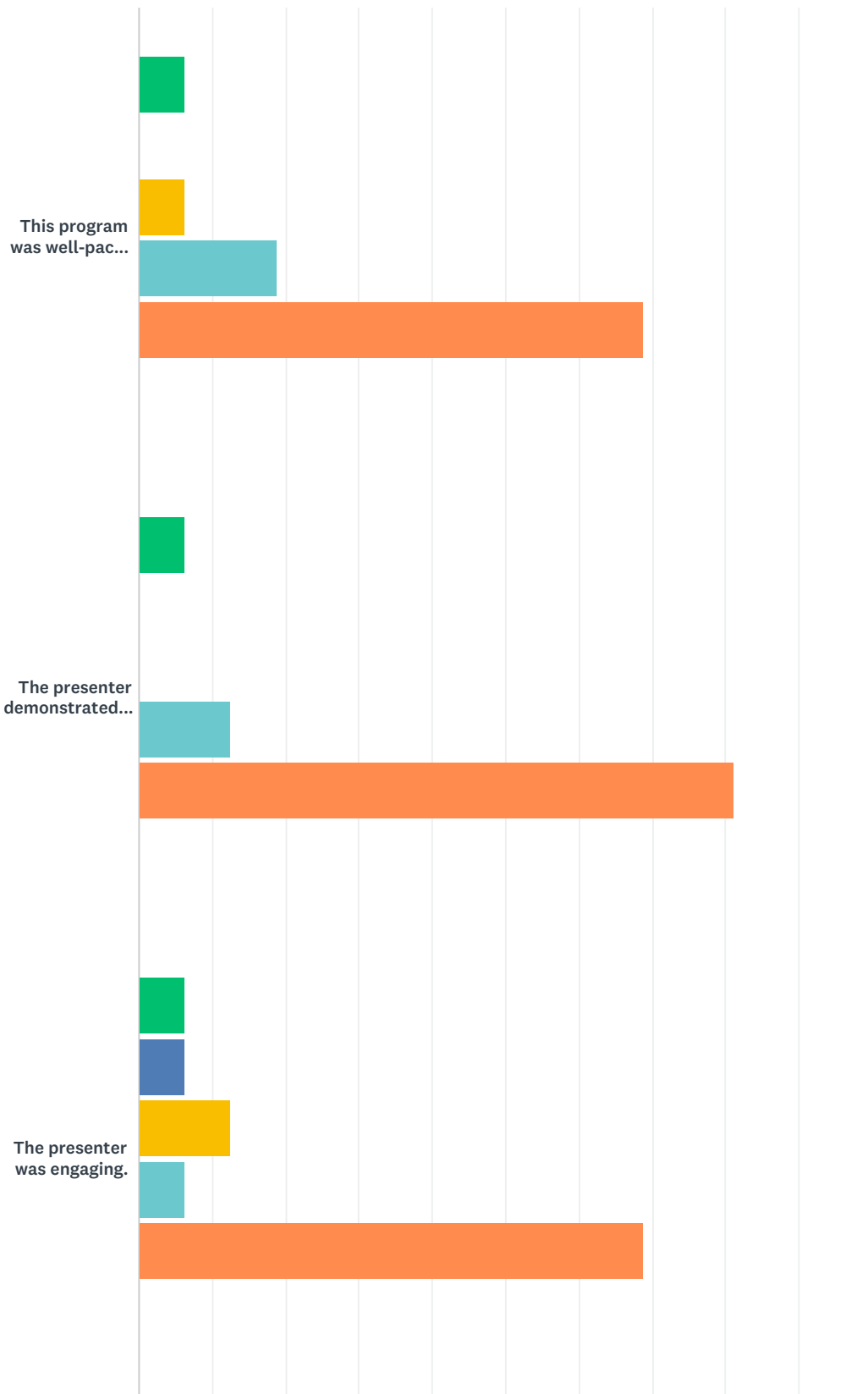


ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	56.25% 9
To network with other talent management professionals.	87.50% 14
To get more information about ATD Tulsa.	6.25% 1
To participate in a workshop presented by the speaker.	50.00% 8
To learn from Talent Management industry leaders.	56.25% 9
To share my expertise with other talent management professionals.	18.75% 3
To learn from other talent management professionals attending the program meeting.	68.75% 11
Total Respondents: 16	

#	OTHER (PLEASE SPECIFY)	DATE
1	Opportunity to win the ATD membership	3/26/2018 10:29 AM
2	Big fan of Greg	3/14/2018 7:42 PM

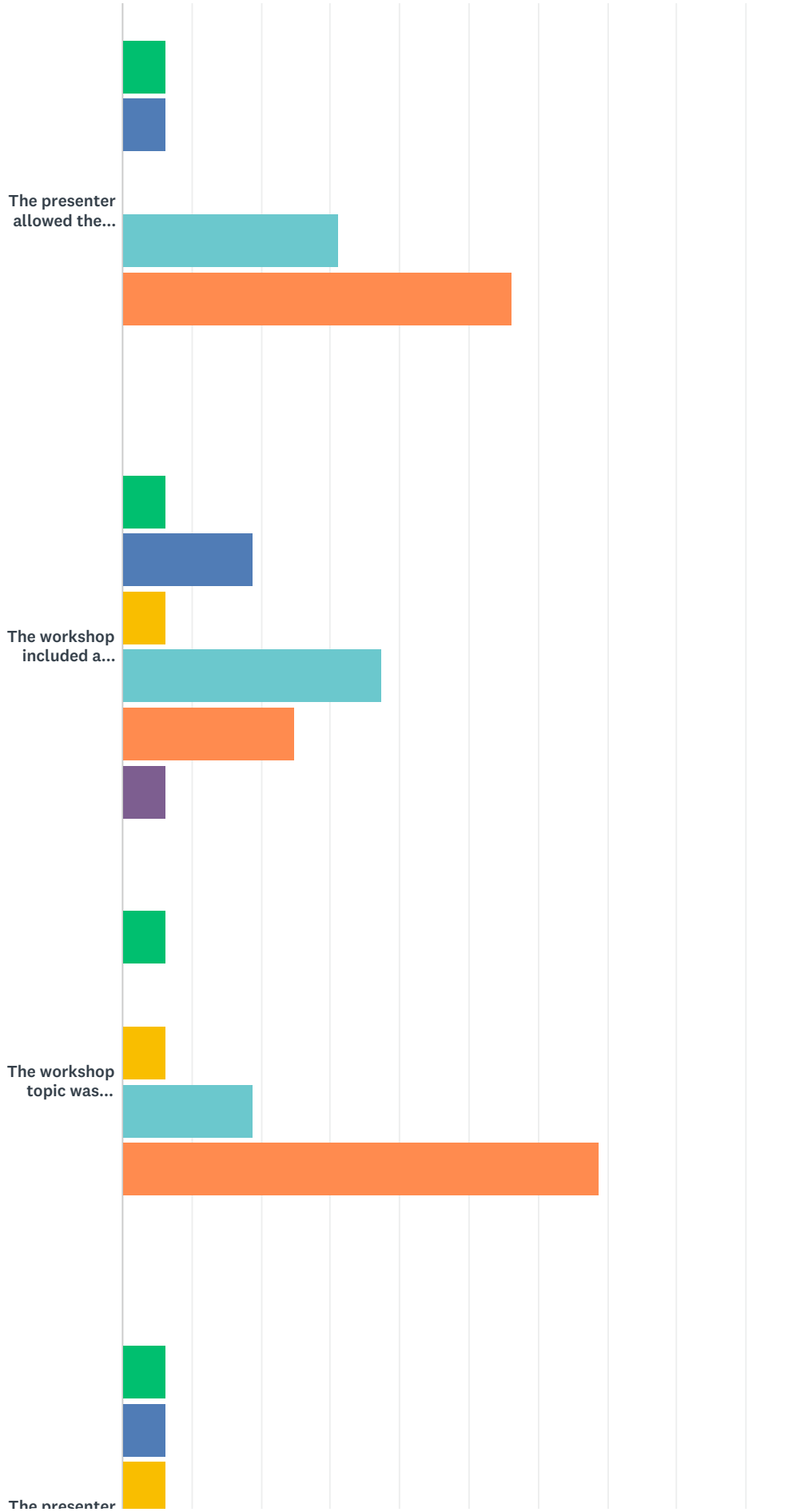
### Q3 Please indicate your level of agreement with the following aspects of the facilitator and workshop content.

Answered: 16 Skipped: 0

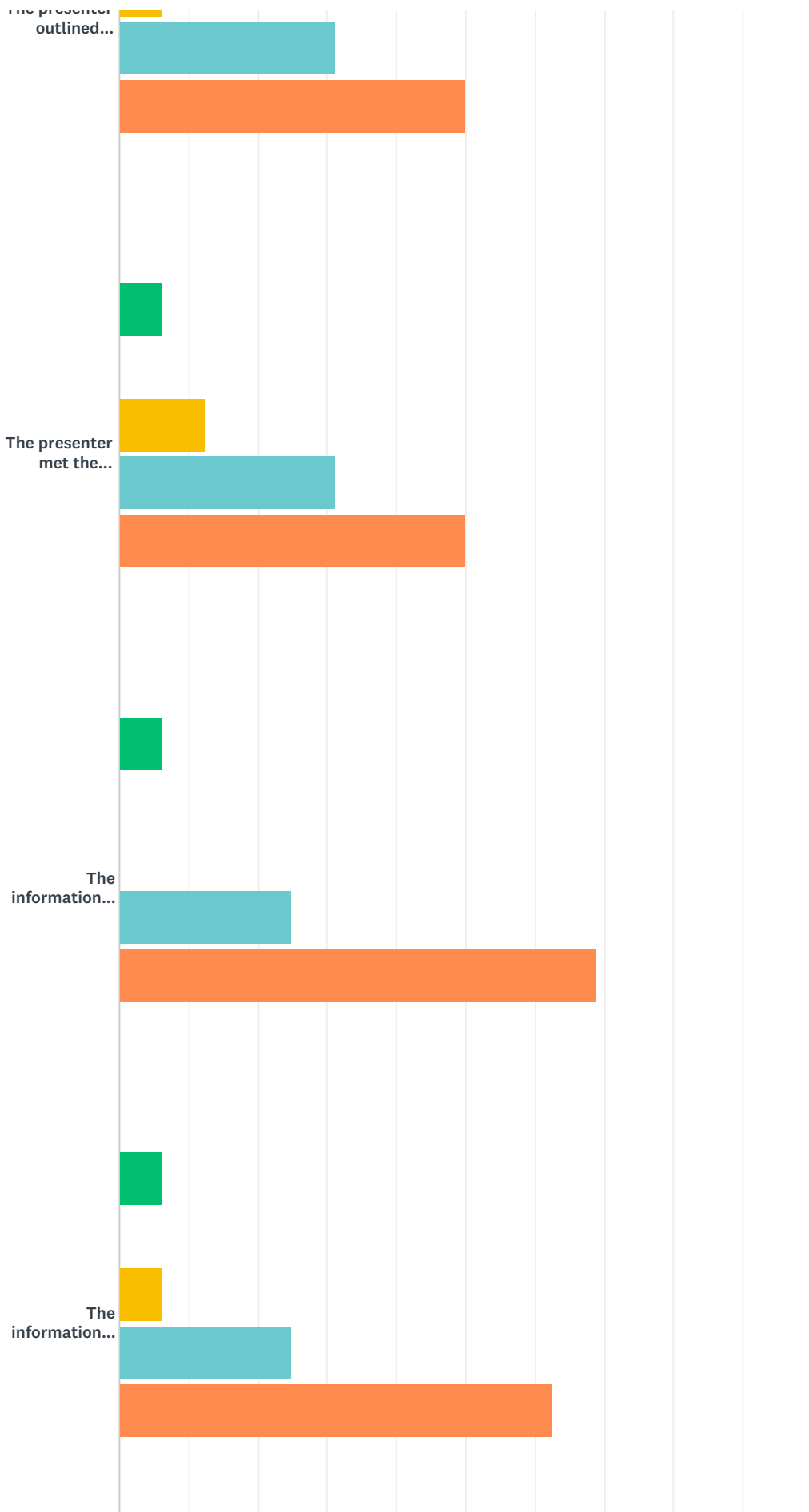




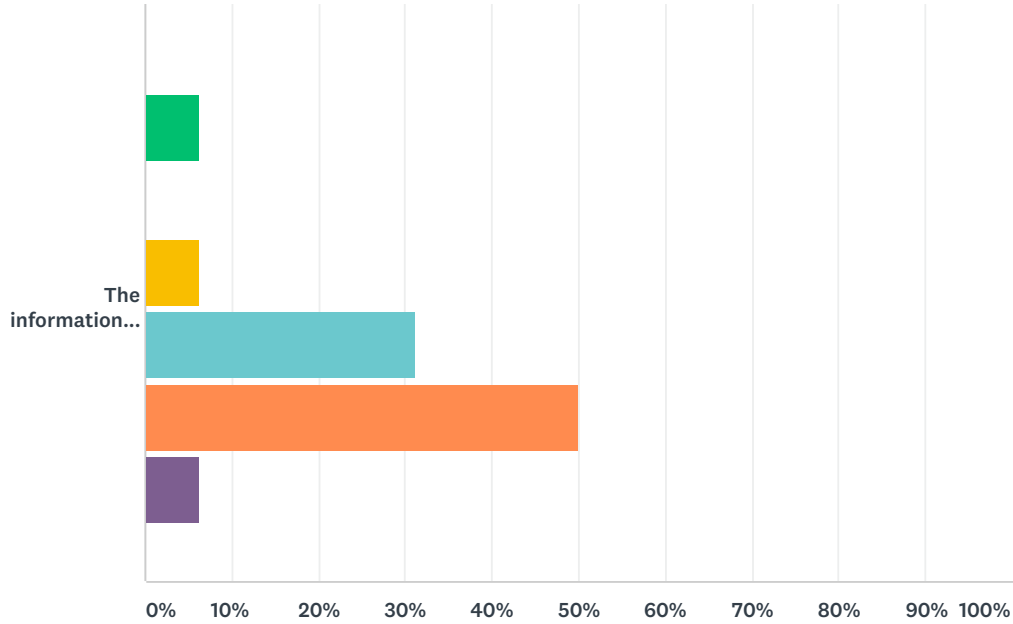
ATD Tulsa – March 9, 2018 Program Meeting Survey



ATD Tulsa – March 9, 2018 Program Meeting Survey



ATD Tulsa – March 9, 2018 Program Meeting Survey



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

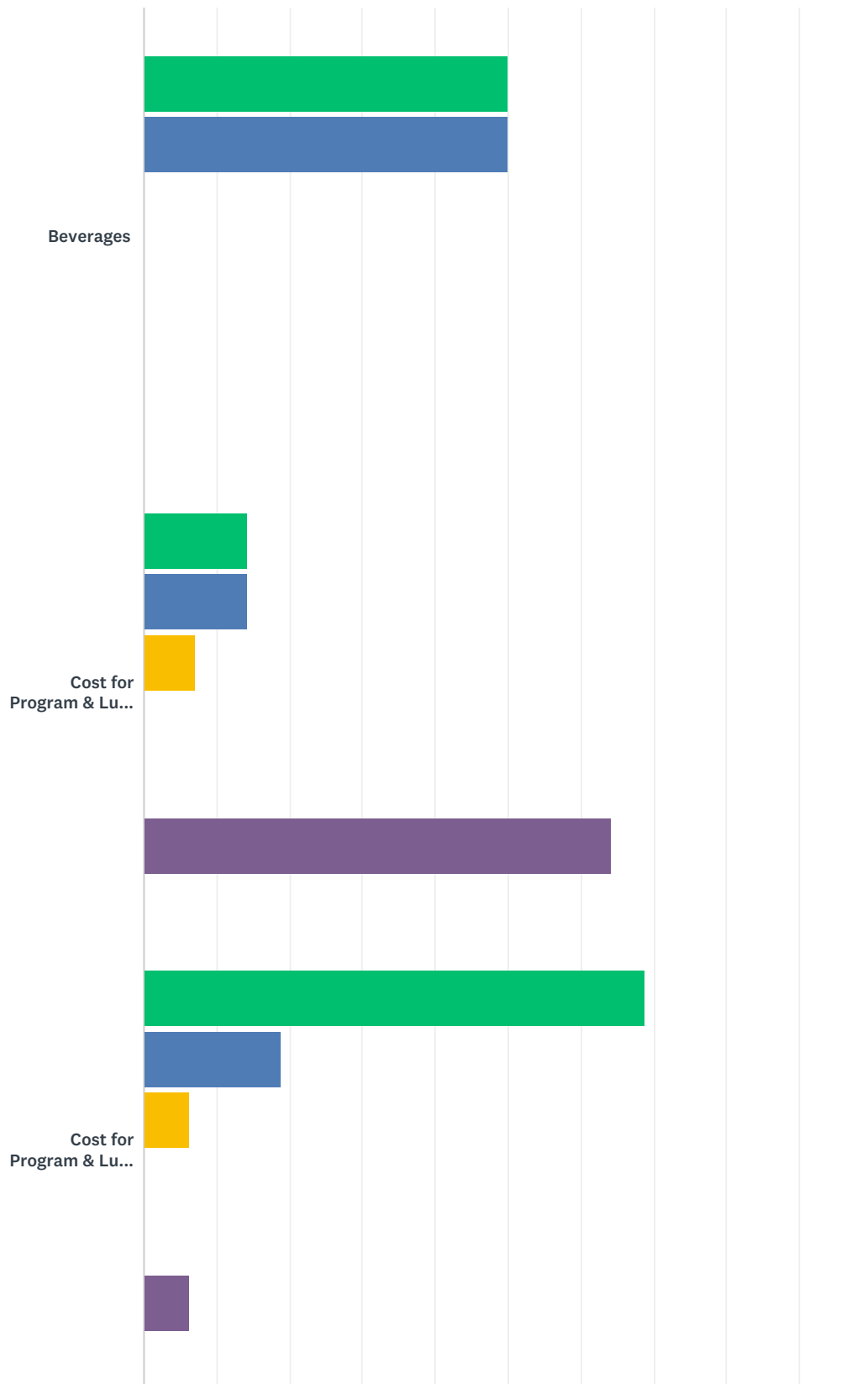
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	6.25% 1	0.00% 0	6.25% 1	18.75% 3	68.75% 11	0.00% 0	16
The presenter demonstrated subject matter expertise and knowledge.	6.25% 1	0.00% 0	0.00% 0	12.50% 2	81.25% 13	0.00% 0	16
The presenter was engaging.	6.25% 1	6.25% 1	12.50% 2	6.25% 1	68.75% 11	0.00% 0	16
The presenter allowed the right amount of time for discussion.	6.25% 1	6.25% 1	0.00% 0	31.25% 5	56.25% 9	0.00% 0	16
The workshop included a hands-on learning activity.	6.25% 1	18.75% 3	6.25% 1	37.50% 6	25.00% 4	6.25% 1	16
The workshop topic was delivered as promoted.	6.25% 1	0.00% 0	6.25% 1	18.75% 3	68.75% 11	0.00% 0	16
The presenter outlined objectives for the session.	6.25% 1	6.25% 1	6.25% 1	31.25% 5	50.00% 8	0.00% 0	16
The presenter met the objectives as outlined.	6.25% 1	0.00% 0	12.50% 2	31.25% 5	50.00% 8	0.00% 0	16
The information presented during this workshop was well organized.	6.25% 1	0.00% 0	0.00% 0	25.00% 4	68.75% 11	0.00% 0	16
The information presented during this workshop is useful to my job.	6.25% 1	0.00% 0	6.25% 1	25.00% 4	62.50% 10	0.00% 0	16
The information presented during this workshop can be applied to my business.	6.25% 1	0.00% 0	6.25% 1	31.25% 5	50.00% 8	6.25% 1	16

ATD Tulsa – March 9, 2018 Program Meeting Survey

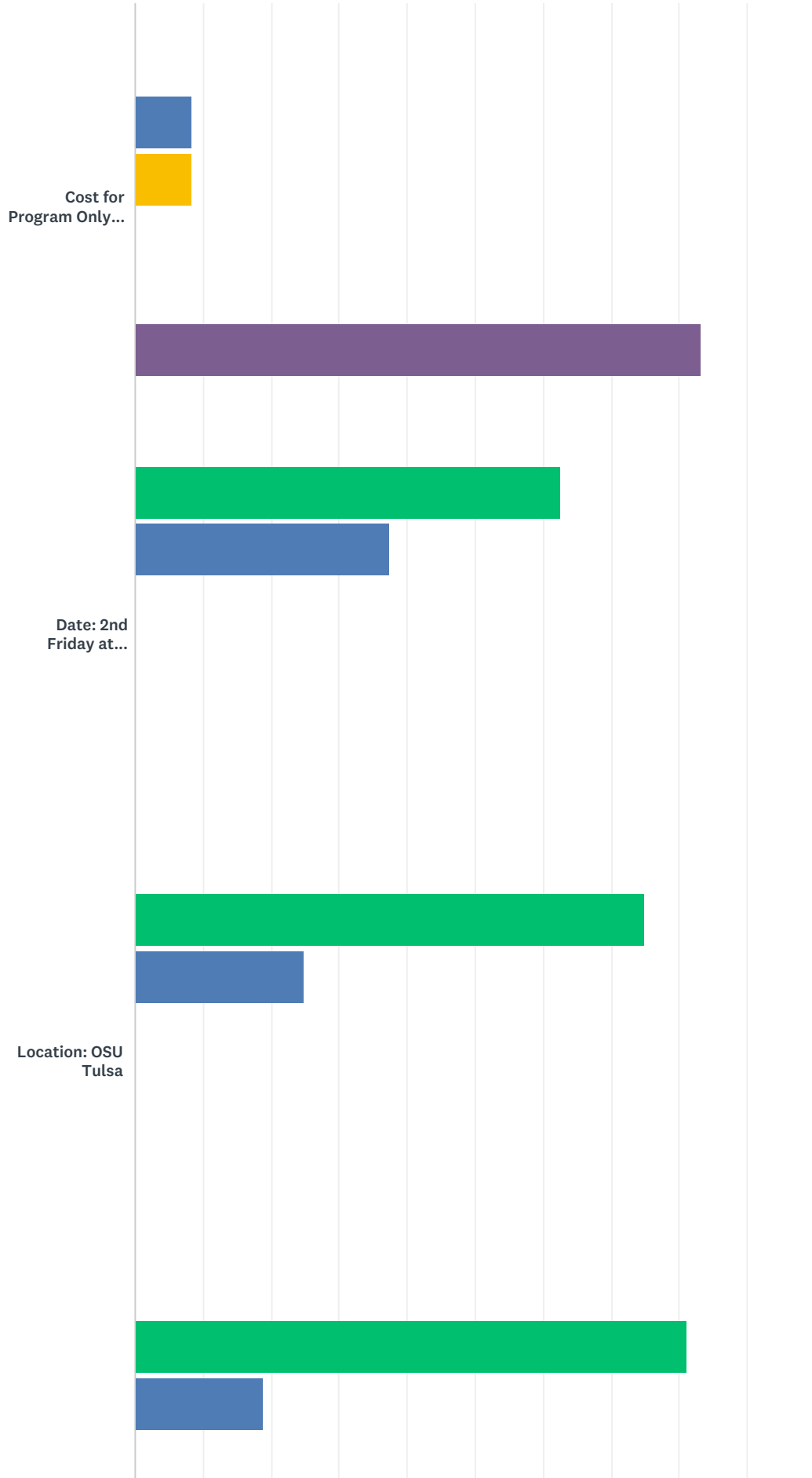
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	I enjoyed the information. But the presenter is a college professor and lecturer, so he delivered as I expected.	3/14/2018 9:33 AM
2	It was a lecture. We didn't do a hands-on activity and we didn't have discussion. I don't consider Q & A at the end of the presentation discussion.	3/13/2018 10:11 PM

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.

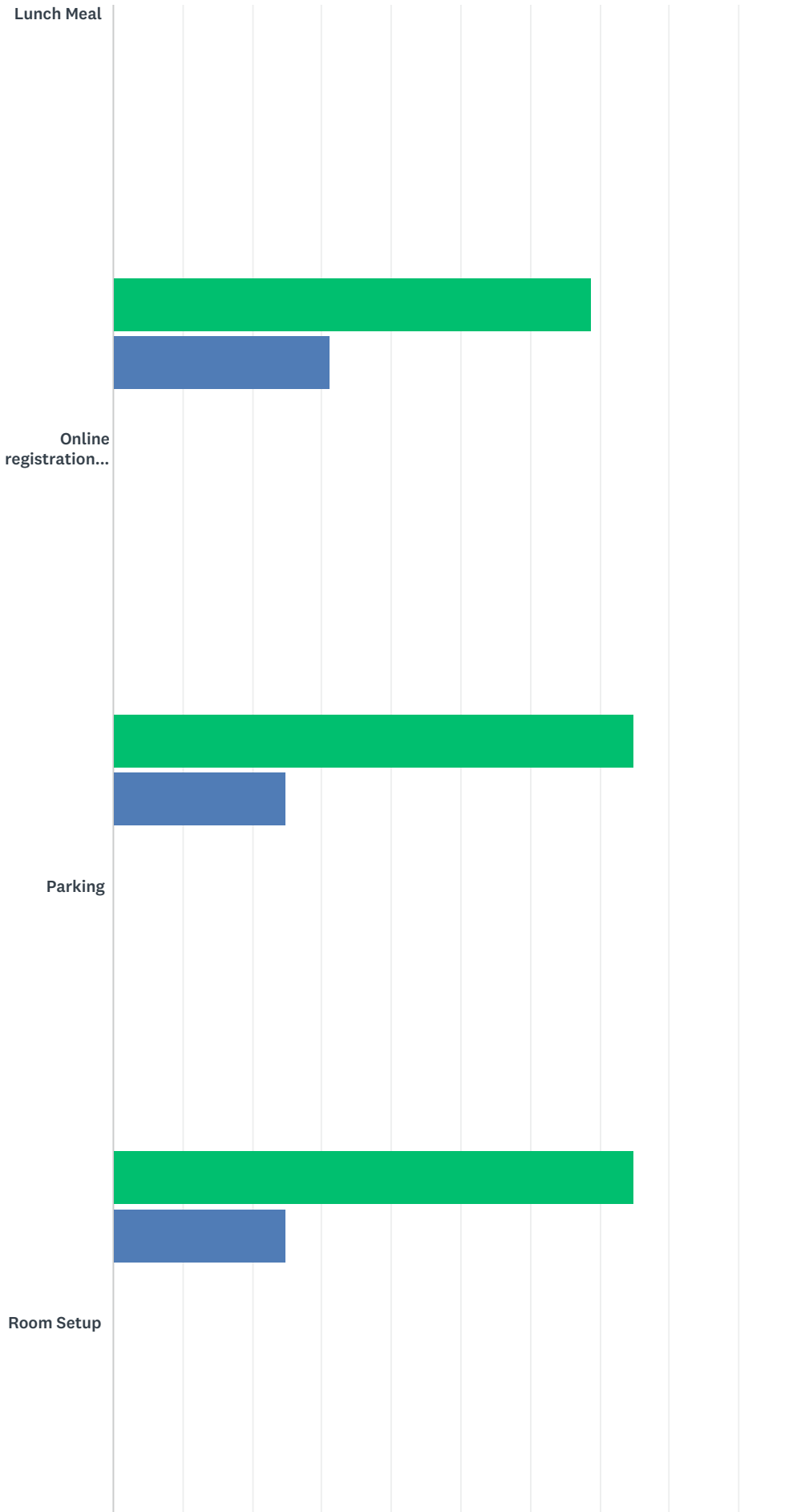
Answered: 16 Skipped: 0



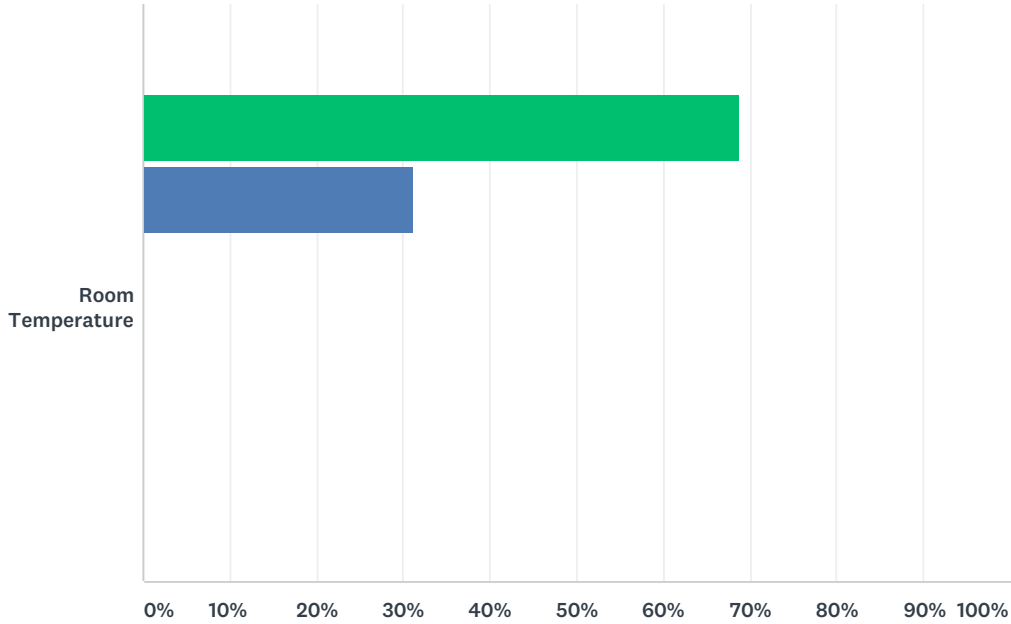
ATD Tulsa – March 9, 2018 Program Meeting Survey



ATD Tulsa – March 9, 2018 Program Meeting Survey



ATD Tulsa – March 9, 2018 Program Meeting Survey



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

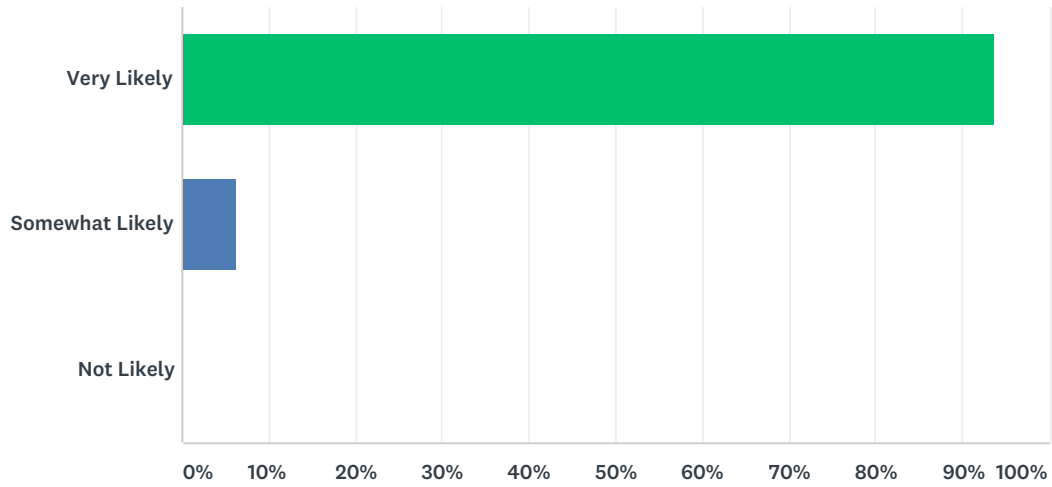
	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	50.00% 7	50.00% 7	0.00% 0	0.00% 0	0.00% 0	0.00% 0	14
Cost for Program & Lunch (Guest)	14.29% 2	14.29% 2	7.14% 1	0.00% 0	0.00% 0	64.29% 9	14
Cost for Program & Lunch (Member)	68.75% 11	18.75% 3	6.25% 1	0.00% 0	0.00% 0	6.25% 1	16
Cost for Program Only (Member or Guest)	0.00% 0	8.33% 1	8.33% 1	0.00% 0	0.00% 0	83.33% 10	12
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	62.50% 10	37.50% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Location: OSU Tulsa	75.00% 12	25.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Lunch Meal	81.25% 13	18.75% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Online registration process	68.75% 11	31.25% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Parking	75.00% 12	25.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Room Setup	75.00% 12	25.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16
Room Temperature	68.75% 11	31.25% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	16

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	Not that it's horrible, but there seem to be a LOT of clicks to register. If there's a way to streamline it, that would be great.	3/26/2018 10:29 AM



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

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	93.75%	15
Somewhat Likely	6.25%	1
Not Likely	0.00%	0
<b>TOTAL</b>		<b>16</b>

#	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 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: 1 Skipped: 15

#	RESPONSES	DATE
1	Dan Regouby, DiscussibleGaps.com Dr. Frank Wantland, Wantland & Associates	3/14/2018 1:57 PM

**Q7 Are there any specific Talent Development/Learning and Development topics you are interested in seeing presented? If so, please list them.**

Answered: 1 Skipped: 15

#	RESPONSES	DATE
1	Talent Development for Professional and Personal for Collaborative Goals	3/14/2018 1:57 PM

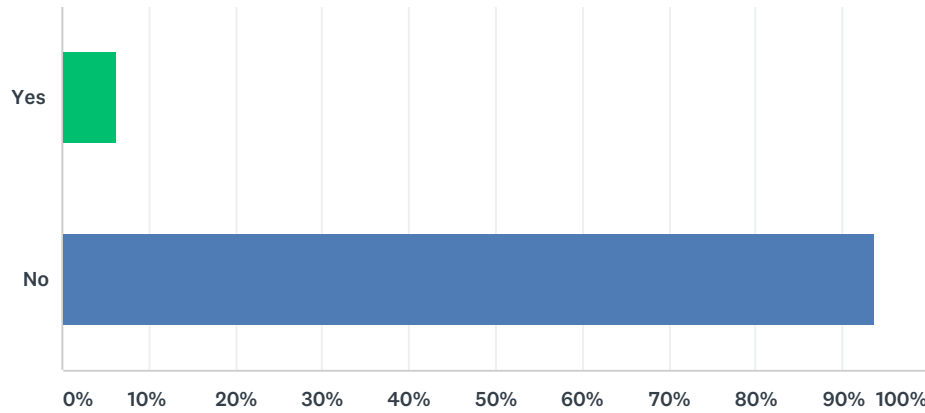
## Q8 Do you have any questions, comments or concerns?

Answered: 3 Skipped: 13

#	RESPONSES	DATE
1	This was one of the best I've attended! I'll buy his book.	3/16/2018 9:22 AM
2	The meeting structure continues to get better. I like the PPT slides listing new members, etc. Nice touch.	3/14/2018 5:44 PM
3	For activities, you may want to consider activities that do not use existing table seating. Actions that cause folks to mingle with people from other tables might be even better. People tend to sit by people that they already know so you would increase the odds of meeting someone new by forcing them to meet people at other tables.	3/14/2018 12:06 PM

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

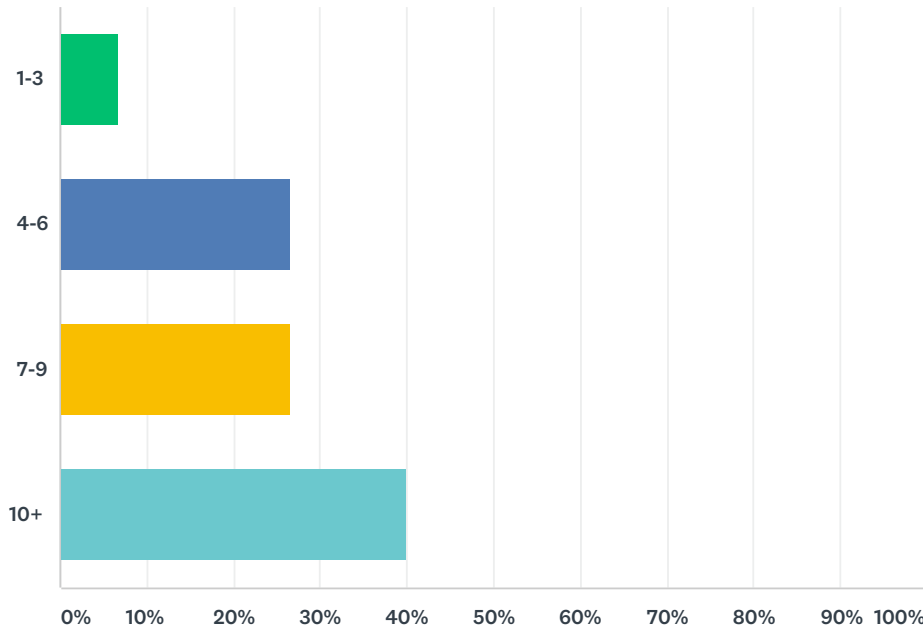
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	6.25%	1
No	93.75%	15
TOTAL		16

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

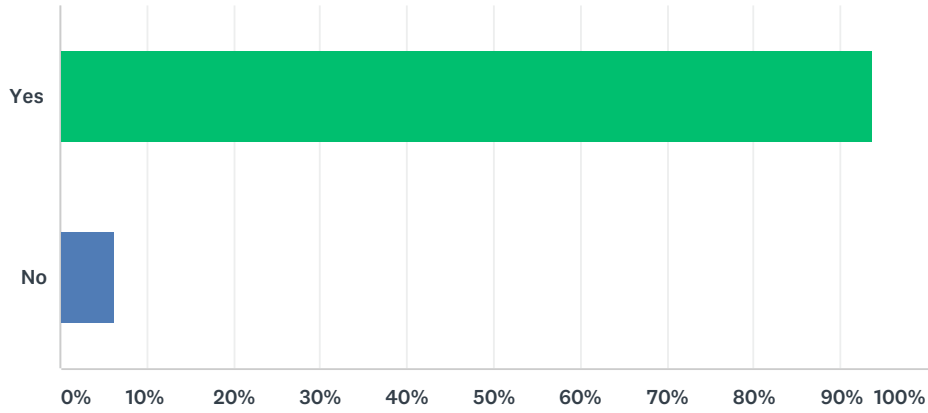
Answered: 15 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3	6.67%	1
4-6	26.67%	4
7-9	26.67%	4
10+	40.00%	6
TOTAL		15

### Q11 Are you an ATD Tulsa member?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	93.75%	15
No	6.25%	1
TOTAL		16

**ATD TULSA 2018 PROGRAMS  
WORKSHOP PROPOSAL FORM**

**Workshop Information**

1. **Name/Title/Credentials:***(to appear in promotional/marketing materials):*  
Kris Reynolds, PMP, Managing Partner at Arrowhead Consulting
  
2. **Workshop Title:**  
Seeing the Forest for the Trees: Enhancing Your Strategic Thinking
  
3. **Describe How Your Workshop Fits our Program Objective (Theme):** To advance ATD’s mission to “empower professionals to develop talent in the workplace”. 100 words or less
  - The skills and information taught in this workshop apply directly to ATD’s mission by teaching participants the best practices for strategic thinking both personally and professionally. Creating a heads-up environment that leads to a proactive, forward looking focus is not just for executives. The financial success and speed of execution of projects drastically increases when employees are encouraged to bring strategic thinking to their daily lives. Unfortunately, most self-survey results indicate that employees score below average on the competencies necessary for strategic thinking. This engaging, activity-based presentation will remedy that problem with quick wins and actionable items for better strategic thinking.

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

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less

ATD attendees will gain knowledge about best practices that will inevitably improve their bottom line. They will learn that by rigorously challenging conventional thinking they can find and develop unique opportunities to create value. Furthermore, attendees will be equipped with the skills necessary to anticipate trends at the periphery of their respective industry, reframe problems with critical thinking and interpret multiple sources of data to question assumptions regarding a problem’s root cause.



5. **Workshop Description:** 200 words or less

*It should be written in a format that will help us market your workshop to program attendees.*

Innovation: Everybody says you must have it to succeed, but where do you find the time?

Unfortunately, with most people following the mantra of “doing more with less”, they become so bogged down in day-to-day tactics, that they over focus on implementing conventional solutions to conventional problems. Innovative problem solving takes a backseat to daily firefighting.

In this presentation, Kris Reynolds will help you step back from the trees to see the forest. He'll help you understand your ruts or “Circle of Habit” and discuss how to break free and unleash the strategic thinker within. Audience members will leave the presentation understanding a new approach to strategic thinking in both their personal and professional lives.

This session is designed to help participants change their focus from day-to-day issue management to a long-term, strategic perspective. The session involves the use of a case study from a well-known organization as well as real-world examples, videos and exercises that encourage non-linear thinking and help participants “look around the corner.” Furthermore, participants will not only have a chance to implement the strategic thinking tactics, but also develop a collective sense of ownership of the company's strategic direction.

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

Strategic Thinking is necessary to the growth of the big picture from the novice level through the senior level.

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to...”

- a) Understand the difference between Strategic Thinking and its often confused with terms: Problem Solving, Strategic Planning, Creative Thinking.
- b) Recognize the ad hoc building blocks of strategic thinking allowing for the creation of an actionable plan that they can be accountable for.
- c) Implement daily quick win activities that will get them on the path towards better/more consistent strategic thinking.
- d) Recognize those things that keep us from thinking strategically on a regular basis and find ways to break out of that rut.
- e) Learn how a well-known company turned themselves around with strategic thinking, leading them to become one of the most profitable and respected companies in the world.

8. **Workshop Design Plan:**

Include a workshop outline with timeframes and delivery methods for all activities. Each workshop timeframe is 60 minutes including time for questions and answers.

- I. Introduction to the Concept of Strategic Thinking – 5 minutes
- II. What Strategic Thinking is (and is not) – 10 minutes
- III. Generational Strategic Thinking – 10 minutes
- IV. What Keeps Us from Thinking Strategically on a Regular Basis? – 7 minutes
- V. How to Become Better Strategic Thinkers – 13 minutes
- VI. Making a Case (Study) for Strategic Thinking – 10 minutes
- VII. Questions and Answers – 5 minutes

9. **Handout / Performance Tools:**

Include a title and description of each handout or item that will be given to participants.

Doodle – A visual riddle presented on a single sheet of paper will be handed out to each participant. This exercise in creativity requires each participant to create as many titles for the abstract pictorial element as possible.

10. **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.

- Computer audio projection required for video streaming

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

I have spoken nearly three dozen times, locally, nationally and internationally. Most of my speaking was done through my previous company who is the only one that has access to the specific organizations and dates of my engagements. I do know those included two Project Management Global Congresses, the National Car Wash Show, the International Club Management Association Conference and numerous Project Management Chapter Meetings. Local companies I have spoken for include: Creek Nation, WPX Energy, Swagelok, Mid-Continent Group, Williams etc. The topics for most of these were around Project Management or Strategic Thinking.

I am a certified Project Management Professional (PMP), Six-Sigma Black Belt and ITIL Foundations instructor. The Project Management Office (PMO) I created for TV Guide was named one of the top 25 Outstanding Organizations in the world in 2008. I have a published white paper on Strategic Thinking that I can make available to audience members after the session.

12. **Demonstration of Presenter Ability:**

- A. I presented on this topic at February's PMI Tulsa meeting. We inquired as to the post session evaluation but apparently they did not send one out. However, it was a standing room only presentation with many positive comments. Feel free to reach out to Linda at [programs@pmitulsa.org](mailto:programs@pmitulsa.org) for specific feedback.



- B. Link of me presenting the Strategic Thinking workshop.  
<https://www.youtube.com/watch?v=sojacoYCMVA&feature=youtu.be>

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

*To appear in workshop promotional/marketing materials*

Kris Reynolds is an International speaker and trainer, having presented on a myriad of topics to multiple companies and non-profit organizations in numerous industries both domestically and abroad since 2011. His areas of focus include Project Management, Innovation, Leadership, Process Improvement and Strategic Thinking. Kris teaches as an adjunct professor for the University of Tulsa teaching Project Management, in both the undergraduate and graduate programs within the school's Energy Business tracks. Kris created PM for Youth (PM4Y™), a program which prepares today's students for tomorrow's challenges through teaching practical life skills in the areas of Time Management, Public Speaking, Leadership, Communication and Project Management. The program has been implemented in numerous middle schools, high schools and youth organizations throughout the region to help underserved student populations succeed. Kris is committed to serving Tulsa. He has been on the board of the Oklahoma Special Olympics and the Tulsa Chapter of the Project Management Institute where he led several volunteer projects to benefit the community. He has also been a volunteer soccer coach since 1998.

#### 14. **Professional References:**

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. Please ensure that each is aware he/she may be contacted for feedback on the primary speaker's presentation style and technique. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

- Karen Pennington, Managing Director  
Tulsa Community WorkAdvance (TCW)  
402-310-9665 / [kpennington@madisonstrategies.org](mailto:kpennington@madisonstrategies.org)
- Jeremy Smith, Training and Development rep  
NORDAM  
918-408-5828 / [jeremysmith213@gmail.com](mailto:jeremysmith213@gmail.com)
- Amy Ratliff, HR Professional  
TD Williamson  
918-764-0570 / [amy.ratliff@tdwilliamson.com](mailto:amy.ratliff@tdwilliamson.com)
- Tim Coburn, Director – School of Energy  
University of Tulsa  
325-201-8624 / [tim-coburn@utulsa.edu](mailto:tim-coburn@utulsa.edu)
- Wendy Thomas, Executive Director  
Leadership Tulsa  
918-477-7079 / [wendy@leadershiptulsa.org](mailto:wendy@leadershiptulsa.org)
- Rick Simpson, VP Human Resources  
Mid-Continent Group (MCG)  
918-605-9478 / [rsimpson@mcg-ins.com](mailto:rsimpson@mcg-ins.com)

#### 15. **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:**

Cultivating a Culture of Creativity, Collaboration, and Captainship

**2. Describe How Your Workshop Fits our Program Objective (Theme):** To advance ATD’s mission to “empower professionals to develop talent in the workplace”. 100 words or less

Lines, laps, and lectures may be a common way to train teams to perform, but there is a better way. In this engaging and comical chat, I discuss how I travelled from corporate America to the muddy fields of Bangalore, India and how our sports Academy transformed from a command-obey dynamic to cultivating and developing an Academy culture of creativity, collaboration, and captainship. Through vision casting and increased ownership, through intentional and effective team building, and through specific and tailored captainship training; we transformed our training to better develop a high performing championship team.

Per the ATD Competency Model, relevant topics include:

<i>Areas of Expertise</i>	
1. Change Managementx	2. Coachingx
3. Evaluating Learning Impact	4. Instructional Designx
5. Integrated Talent Management	6. Knowledge Managementx
7. Learning Technologies	8. Managing Learning Programs
9. Performance Improvementx	10. Training Deliveryx
<i>Foundational Competencies</i>	
1. Business Skillsx	2. Interpersonal Skillsx
3. Global Mindsetx	4. Personal Skillsx
5. Industry Knowledgex	6. Technology Literacy

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

This program provides attendees with a valuable knowledge and practical takeaways to transform their organization to better develop and train their team. This workshop will equip attendees with the skills to identify areas of improvement and provide a foundation upon which to build. This program will contribute to the professional training and leadership development of Tulsa ATD members and will allow them to take applications from a global transformation and apply them to their team in their organization.

**4. Workshop Description:** 200 words or less

Why teams underperform? What can you proactively do in your organization to build a culture of high performance within your teams? Have you laid the foundation for creativity, collaboration, captainship of high performance within your organization?

In June of 2016 I traded the office for a muddy field and my heels for a pair of dirty cleats as I went to become the only female, only American, only Christian, and only blonde football coach for the Adidas Gameday Academy/Paris Saint Germain Academy to coach widely the first generation of athletes in Bangalore, India on both an elite and grassroots level.

Our Academy had embraced a command-obey philosophy of lines, laps, and lectures that transferred poorly in game and development scenarios. This is a tale of how we transformed our Academy from lines, laps, and lectures to cultivating a culture of creativity, collaboration, and captainship. Throughout this program, attendees will engage in a series of activities and challenges to relate the applications to their organization. In this engaging and memorable program attendees will learn how to build a culture with a foundation of a high performing team.

5. **Target Audience and Level:** intermediate or advanced level target audience

6. **Learning Objectives:** 300 words or less

1. After participating in this workshop, participants will have the resources to transform their organization and team to reach a higher level of performance.
2. After participating in this workshop, participants will have the resources to cultivate a more creative and collaborative culture.
3. After participating in this workshop, participants will have the resources to build an effective and sustainable leadership development program.
4. After participating in this workshop, participants will have the resources to address diverse and multi layered organizational change.

7. **Workshop Design Plan:**

Introduction: Anecdote 2 minutes

Cultivating creativity: lecture 8 minutes

Activity One: 5 Seconds Game 7 minutes

Cultivating collaboration: lecture 5 minutes

Activity Two: Soccer Knots and Crosses 10 minutes

Cultivating Captainship: lecture 7 minutes

Activity Three: How does it apply to you? Game 3 minutes

Wrap Up: 4 minutes

Q&R: 10 minutes

8. **Handout / Performance Tools:**

Participants will be given 10 flashcards with words for Activity One. Two balls, nine cones, and six markers will be used in Activity Two. Participants will be given a blank sheet of paper to answer questions in Activity Three.

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

Only the provided desktop computer, projector, screen will be needed for this presentation.

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

Educationally, I have a BA in Organizational Interpersonal Communications from Oral Roberts University and a MA in Organizational Dynamics from the University of Oklahoma, I am a 3X TAHRA scholarship award winner, Whole Person Scholar, and the former President of OU-Tulsa Student Government.

My leadership experience in large teams include executive leadership in Oklahoma Intercollegiate Legislature as an associate justice for the state, leading a Lean Six Sigma project at OU Head and Neck Oncology Clinic for a 3,000% improvement in OKC for green belt certification, and founding Tours of Tulsa in 2011 that has led to more than 1,000 international students touring the city.

I have five years working experience in HR and was named one of Tulsa's "40 Under 40" in business. In this time, I spoke at ATD previously in a member survey conducted by ODYN.

I spent 2016-17 in Bangalore, India where I was the keynote speaker for the Indian Sports Conference in Bangalore featuring about 150 people about player pathways and the future of sport in the country. I spoke at a breakout session at the National Sports Conference in Hyderabad, India featuring about 300 people about the international player development model. I spoke with several teams and organizations in Chennai, Kerala, Karnataka, and the Andaman Islands about team motivation and purpose each averaging about 15 people. I also coached various team dynamics six days a week.

I have been the guest university speaker on intercultural communications and global perspectives several times at Oral Roberts University for their communications and international development colleges.

I will be speaking on this topic of cultivating culture at the OKHR conference this April 24<sup>th</sup>, 2018.

**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.

a. **<https://youtu.be/IPXLQsebpPo>**

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

*Amber Vanderburg is an international businesswoman, leader, public speaker, and coach. In 2016, Amber went to become the only American and only female academy coach for Paris Saint Germain Football Academy and Adidas Gameday Academy in Bangalore, India to coach players on an elite and grassroots level. Amber also worked closely within the strategic organizational development of the academy and had many opportunities to speak with other sports academies, sports conferences and conventions, and sport organizations throughout India. Amber is passionate about the growth of sport in Asia and continues to work with companies throughout India and Southeast Asia*

*including the launch of an international student-athlete consulting company based in Bangalore, India.*

*Amber has earned a BA in Organizational Interpersonal Communications from Oral Roberts University and an MA in Organizational Dynamics from the University of Oklahoma-Tulsa where she was Student Government President. Amber has earned a green belt in Lean Six Sigma and is working towards her USSF D Coaching License.*

**13. Professional References:**

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. Please ensure that each is aware he/she may be contacted for feedback on the primary speaker's presentation style and technique. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

1. Alan Vanderburg:

Former ATD speaker, organizational leader, attendee at multiple presentations

Phone: 918-527-2427

[anaavan@cox.net](mailto:anaavan@cox.net)

2. Kristy Hoffman

Co presenter with ODYN program, attendee several presentations

Phone: 1-918-899-9328

[Email4kristy@yahoo.com](mailto:Email4kristy@yahoo.com)

3. Ashley Facio

ODYN classmate, attendee several presentations

Phone: 1-806-662-5386

[ashley.facio@gmail.com](mailto:ashley.facio@gmail.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. <b>Change Management</b>	2. <b>Coaching</b>
3. Evaluating Learning Impact	4. Instructional Design
5. Integrated Talent Management	6. Knowledge Management
7. Learning Technologies	8. Managing Learning Programs
9. <b>Performance Improvement</b>	10. Training Delivery
<i>Foundational Competencies</i>	
1. Business Skills	2. <b>Interpersonal Skills</b>
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 that will build collaborative capacity at all levels of the organization.

**4. Workshop Description:** 200 words or less

With the ability to access the collective intelligence of teams and organizations as a significant competitive advantage and a decade of less than acceptable progress, we must look beyond tricks, techniques and behavior modification. We need to improve the maturity and collaborative capacity of our people while at the same time understanding what is present in our organizational systems that work against this ideal. 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.
- Understand the use of Action Learning as a formational process.

**7. Workshop Design Plan:**

- Introductions and overview: 10 min.
- Expectation setting: What questions do you bring today that if we can answer for you will have the greatest value to you? 30 min
- What is collaboration and why is it important (discussion) 20 minutes
- The role of maturity and self-leadership to promote a collaborative culture. 30 min
- Action Learning as a formational process – 2 hours – 4 hours (depending on it being a full day or half day) (For a full day, we can practice more and deepen our skill.)
- Q & A and closing thoughts 30 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 three times 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](mailto:eralph@earthlink.net) 918-857-4814
- Steve Beatie [steve.beatie@williams.com](mailto:steve.beatie@williams.com) 918-573-7361
- Heidi Hartman Luna Sol Consulting, [heidi@109.199.111.153](mailto: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*