



Board Meeting Minutes
June 1, 2018 Board Meeting

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MINUTES OF THE JUNE 2018 ATD TULSA BOARD MEETING

Minutes of the ATD Chapter Board Meeting
Friday, June 1, 2018
12:00 PM to 1:30 PM

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

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 (attended virtually, arrived at 12:10 p.m.)

Lorinda Schrammel, Immediate Past President (attended virtually)

Jeremy Smith, VP of Administration

Skip Eller, VP of Finance

Ashley Whitfield, VP of Membership (arrived at 12:15 p.m.)

Stacy Davis, CPLP, VP of Programming

Shelby Morris, VP of Marketing (attended virtually)

Absent

Cathy Fox, VP of Accommodations (excused absence)

6 of the 9 board members were present at the time of roll call. A quorum was established.

Approval of the Agenda

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

Approval of Minutes of Previous Meeting

Stacy moved, Skip seconded the approval of the May board meeting minutes (attached) with the following revisions.

1. Add financials
2. Remove minutes and attachments from months prior to April

MOTION CARRIED

Administrative

1. Elections Committee
 - a. Linda reported on the elections committee and the meeting that was held. Meeting was very successful—lots of engagement and input from members Andrew Engelbrecht, Sunilyn Hertt, Paula Ketron, Laurie Rosenbaum (Chair) and Linda Jenkins (Secretary).
 - b. Linda reviewed the May 21, 2018 Committee Meeting Minutes and Elections Process Timeline (attached)
 - c. Linda reviewed the ATD Tulsa 2019 Board Nomination Form (attached). Linda noted that the calendar was adjusted so that the first day of voting coincides with the August Chapter Meeting.

MINUTES OF THE JUNE 2018 ATD TULSA BOARD MEETING

- d. Linda reviewed the ATD Tulsa 2019 Statement of Eligibility Form (attached).
 - e. Lorinda moved, Shelby seconded the approval of the Nomination form and the Board Eligibility form. MOTION CARRIED.
 - f. Jeremy and Walt will work with Linda to get the posting on website. Shelby will work with Linda to get the announcement to Membership.
2. Update from Policies and Procedures Committee Meeting held on May 29, 2018
 - a. Jeremy reviewed the minutes from the meeting.
 - b. Next meeting of the Policies and Procedures Committee will be Tuesday, June 19th from 6:00 p.m. to 8:00 p.m. at Panera (15th and Utica)
 3. Update on Integration of ATD Tulsa website to the ATD International Store
 - a. Walt updated the board on the integration. The website was updated with the proper membership pages.
 - b. ATD is working through a technical glitch where a member signed up for a Tulsa chapter only membership on the store. This should not be allowed.

Financial

1. Skip reported on the Financial Reports as of May 31, 2018
 - a. Skip shared the updated April finances (attached) because our May board meeting was on 4/27/2018, so the month was not yet complete.
 - b. Skip shared the finances as of June 1, 2018.
2. Skip updated the board on the utilization of QuickBooks. He is still working to learn the program.
3. Linda shared the report supplied by Woodrum Tate & Associates for the reconciliation for FY 17 and 16 (attached).
4. Linda mentioned that she had two extra Annual Guest Passes that Ashley could use for guests.

Membership

1. Ashley reviewed the Membership Reports for May 2018 as of April 24, 2018 (attached)
 - a. The board will follow-up with those that have not renewed since 4/24/2018. Ashley will contact Adam and Kelly. Stacy will contact Eugene, Susan, Mary, and Barbara.
 - b. Ashley reviewed members who will expire in June (not on report).
 - c. Per the report, Linda mentioned that we are at 44.4% Power Membership percentage and that we are currently at 99 members.
2. Membership Activities Scheduled for June 2018
 - a. We will be hosting a new member lunch at the end of June.
 - b. Ashley will begin drafting the questions for the Annual Member Survey.

Professional Development

1. Stacy reviewed the May 11, 2018 Program Survey Results (attached)
2. Stacy reviewed the programming scheduled – June 8, 2018
 - a. Program Speakers: ICE Insider with Skip Eller, Ashley Whitfield, Michael Chancey and Sunilyn Hertt
 - b. Board Member Attendance & Participation – Lorinda Schrammel and Shelby Morris will not be able to attend

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- c. Nominations Open for 2019 Board Members Announcement – Laurie Rosenbaum & Linda Jenkins
- 3. Stacy reviewed future programming
 - a. Hogan Taylor is going to sponsor Greg Robinson’s event on 7/27/18. They are going to provide breakfast and possibly lunch. Stacy is looking to see how many participants we are allowed to have. The cost of workshop is \$800 for the full day, so the board needs to discuss what the fee will be per person. This will depend on whether we provide lunch or not.
 - i. The board may vote next Friday after the chapter meeting if we can find out more details before then.
 - ii. Stacy mentioned that she would like to get sponsorships for giveaways. Linda said we have plenty of stuff from ICE to give-away.
 - b. Gamification Workshop on 9/28/18
 - i. Still working on the location for this. OSU Tulsa may be a good location. May want to check with BOK Financial (Chrissy Meddick). Lorinda will follow-up with Chrissy to see if we can get a discount on their location.
 - ii. The board discussed whether or not we can give BOK Financial a discount for giving us a good deal on the location. Will discuss further once Lorinda has an answer back.
 - iii. The Pre-gamification workshop will be on 8/10 at the chapter meeting.
 - c. Networking Events
 - i. Stacy indicated that David Wagner has offered to have a networking event at his location in November.
 - 1. Linda asked that it not be the week of November 13, as that is the week of the Oklahoma State Conference.
 - ii. Stacy mentioned that she is working on a networking lunch at some point. The lunch would be somewhere in Midtown Tulsa and said that maybe Charleston’s would be a good location. Stacy is going to get the networking lunch scheduled by the end of June.

Communications

- 1. Flyers to promote Monthly Program meetings and workshops
 - a. Linda will print flyers for the tables for the June Chapter Meeting since Shelby will not be in attendance.
- 2. Schedule, ideas and information needed for 2nd Quarter newsletter
 - a. Shelby will send out the newsletter on June 11. It will include information on elections, Greg Robinson’s workshop, and the Gamification workshop.
- 3. Shelby mentioned that she will not be seeking re-election for the Marketing VP next year.

Old Business

- 1. Shelby gave a report on the eLearning Special Interest Group (SIG)
 - a. The meeting was a great success. There were several new people and it was the largest attendance to date.
 - b. BOK Financial will be hosting the next meeting.

Confirm Action Items

MINUTES OF THE JUNE 2018 ATD TULSA BOARD MEETING

1. Jeremy and Walt will work with Linda to get information about the elections posted on the website. Shelby will work with Linda to get the announcement to the Membership.
2. The board will contact members that have not renewed as of 4/24/2018 (from the Membership report). Ashley will contact Adam and Kelly. Stacy will contact Eugene, Susan, Mary, and Barbara.
3. Lorinda will follow-up with Chrissy Meddick to see if we can get a discount at BOK Financial to use their location for the Gamification Workshop.
4. Stacy is going to get the networking lunch scheduled by the end of June.
5. Shelby will send out the 2nd Quarter Newsletter on June 11.
6. Ashley will begin drafting the questions for the Annual Member Survey.

Confirm Date for Next Board Meeting

The next Board Meeting is scheduled for Friday, July 6, 2018 at 12 PM at Roka.

Linda adjourned the meeting at 1:13 pm.

Respectfully submitted by Jeremy Smith, MBA

Date & Time: Friday, June 1, 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 – Jeremy Smith
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Jeremy Smith
 - c. Agenda for June 1, 2018 Board Meeting – Review and Approve – Linda Jenkins

2. Administrative
 - a. Minutes from April 27, 2018 Board Meeting – Review and Approve (Attached, All Files Without Financials) – Jeremy Smith
 - b. Elections Committee – Linda Jenkins
 - i. Committee Members - Andrew Engelbrecht, Sunilyn Hertt, Paula Ketron, Laurie Rosenbaum (Chair), and Linda Jenkins (Secretary)
 - ii. May 21, 2018 Committee Meeting Minutes and Elections Process Timeline – Review and Accept (attached)
 - iii. ATD Tulsa 2019 Board Nomination Form as of 5-21-18 – Review and Approve (attached)
 - iv. ATD Tulsa 2019 Statement of Eligibility Form as of 5-21-18 – Review and Approve (attached)
 - v. Posting on Website and Announcement to Membership on June 4, 2018 – Jeremy Smith, Walt Hansmann & Shelby Morris
 - c. Update from Bylaws and Policies Committee Meeting held on May 29, 2018 – Jeremy Smith
 - d. Update on Integration of ATD Tulsa website to the ATD International Store – Walt Hansmann

3. Financial
 - a. Financial Reports as of May 31, 2018 – Review and Accept – Skip Eller
 - b. Update on Utilization of QuickBooks – Skip Eller
 - c. Reconciliation for FY 17 and 16 Conducted by Woodrum Tate & Associates Completed – Review and Accept (attached) – Linda Jenkins
 - d. Update on Use of Annual Guest Passes by Board Members – Skip Eller

4. Membership
 - a. Membership Reports for May 2018 as of April 24, 2018 – Review & Accept – Ashley Whitfield
 - b. Membership Activities Scheduled for June 2018 – Ashley Whitfield

5. Professional Development
 - a. May 11, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement
 - b. Programming Scheduled – June 8, 2018 - Content & Logistics:
 - i. Program Speakers: *ICE Insider* with Skip Eller, Ashley Whitfield, Michael Chancey and Sunilyn Hertt

- ii. Accommodations: Meal & Check In – Cathy Fox
 - iii. Board Member Attendance & Participation – Lorinda Schrammel and Shelby Morris will not be able to attend
 - iv. Board Communications for Attendees:
 - 1. Check In to Program Meeting on Facebook – Linda Jenkins
 - 2. Networking Activity (5-minute activity led by Ashley Whitfield)
 - 3. Acknowledge Guests, New Members and Power Members – Linda Jenkins
 - 4. Nominations Open for 2019 Board Members Announcement – Laurie Rosenbaum & Linda Jenkins
 - 5. Pitch to Attend Future Events including July and September workshops and Oklahoma State Conference on November 13, and Pitch for Hosting Networking Events – Stacy Davis
 - 6. Recognition of Sponsors & Pitch for Sponsorships – Walt Hansmann
 - 7. Guest Speaker Thank You
 - v. Post Meeting Evaluation Online Distribution by June 12, 2018
 - c. Future Programming – Needs & Opportunities – Stacy Davis
 - i. Confirm Logistics for July and September Workshops
 - ii. Other Programming Items
6. Communications
- a. Communications Needs & Opportunities – Shelby Morris
 - i. Flyers to promote Monthly Program meetings and workshops
 - ii. Schedule, ideas and information needed for 2nd Quarter newsletter
 - iii. Other items
7. Old Business
8. New Business
9. Confirm Action Items
10. Confirm Date for Next Board Meeting: Friday, July 6, 2018 at 12 PM at Roka – Linda Jenkins

Friday, June 29, 2018			Board Meeting Agenda	Elections: President submits a list of nominees to serve on 3-member Credentials Committee.
Friday, July 6, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> • Elections: Board approves 3-member Credentials Committee • Bylaws Amendments: All proposed bylaws amendments are reviewed and approved for placement on the July 19th ballot.

11. Adjourn Meeting – Linda Jenkins

Post Meeting Notes

Elections Committee Meeting

Date & Time: Monday, May 21, 2018 from 4:00 PM to 5:30 PM

Location: Panera Bread at 1624 E 15th St, Tulsa, OK 74120

1. Members Present: Andrew Engelbrecht, Sunilyn Hertt, Paula Ketron, Laurie Rosenbaum, and Linda Jenkins
2. Selected Laurie Rosenbaum to be Committee Chair and Linda Jenkins to be Committee Secretary
3. Approved Eligibility and Nomination Forms as submitted (attached)
4. After discussing need to have attended 6 program meetings in prior 12 months eligibility requirement to be nominated for President-Elect, Committee suggested that Board consider establishing program meeting eligibility requirements for all nominees for all board positions in the future. Suggested three might be sufficient for other positions.
5. Reviewed Elections Process and suggested the board discuss/describe the following topics when Elections information is distributed:
 - a. Why ATD Tulsa moved to electronic voting – *to provide opportunity for all members to vote in elections and on bylaws changes*
 - b. Why ATD Tulsa holds its elections in August – *ATD requirement for chapters and opportunity for chapter leaders to attend ALC in October*
 - c. Why ATD Tulsa has expanded the amount and type of information requested on the Nomination and Eligibility Forms – *to provide sufficient and appropriate information for decision-making*
6. Confirm Action Items
 - a. Linda will present approved Eligibility and Nominations Forms and topics for discussion at ATD Tulsa board meeting on June 1, 2018
 - b. Laurie and Linda will represent the Elections Committee at the June 8th Program Meeting to announce Elections process and highlight the three items covered under #5
7. Date Set for Next Elections Committee Meeting: July 9th at 4 PM at Panera Bread on 15th Street

Notes Prepared by Linda Jenkins, Committee Secretary on May 22, 2018

2019 Board of Directors Nomination Form

Note: All nominees must be current members of ATD Tulsa at the time of nomination. Descriptions of the open board positions are available on pages 16-21 of the Chapter Bylaws. Chapter Bylaws are available online at www.tdtulsa.org/chapterdocuments.

DUE DATE: Completed Nomination and Eligibility Forms, photos (required) and videos (optional) **MUST** be received by **11:59 PM on Friday, July 6, 2018**. Materials **must** be submitted via email to president@tdtulsa.org. If you do not receive an email confirming receipt of your materials 48 hours after they are submitted, contact Linda Jenkins, President via call or text at 918-808-6935.

If you have questions, contact Linda Jenkins, President by email at president@tdtulsa.org or by call or text at 918-808-6935. The following 2019 positions are confirmed:

President (2019): Walt Hansmann

Past President (2019): Linda Jenkins

I wish to nominate (first/last) (_____ *Type Name* _____)
Self-nominations are encouraged!

For the Board of Directors role of:

President-Elect	Vice President of Marketing
Vice President of Administration (Secretary)	Vice President of Membership
Vice President of Finance (Treasurer)	Vice President of Accommodations
Vice President of Programming	

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

Phone: (work) (_____ *Type Phone Number* _____) (mobile) (_____ *Type Phone Number* _____)

Email: (work) (_____ *Type Work email* _____) (personal) (_____ *Type Personal email* _____)

How long have you been a member of ATD Tulsa? (_____ *Type Answer* _____)

What benefits have you received from your ATD Tulsa membership? (_____ *Type Answer* _____)

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

(_____ *Type Answer* _____)

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? (_____ *Type Answer* _____)

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

What benefits have you received from being a Power Member? (_____ *Type Answer* _____)

2019 Board of Directors Nomination Form

What is your current professional role and employer/company? (_____ *Type Answer* _____)

What professional roles have you held in the field of Talent Development? (_____ *Type Answer* _____)

How many years' experience do you have in the field of Talent Development? (_____ *Type Answer* _____)

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

(_____ *Type Answer (this area will expand to accommodate your response)* _____)

REQUIRED: Submit one headshot photo of the Nominee, suitable for posting on the ATD Tulsa website, with this Nomination Form. Max size is 110 x 110 pixels, larger images will be resized.

OPTIONAL: Nominees may submit a video recording of up to 2 minutes in length to be posted on ATD Tulsa's website and/or social media sites which may include Facebook, LinkedIn and/or Twitter with this Nomination Form. **VIDEO RECORDINGS LONGER THAN 2 MINUTES WILL NOT BE POSTED.** 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.)

NOTES ON THE ELECTIONS PROCESS: The 2018 Elections Committee will review all nominations to ensure eligibility and suitability for the board positions. Nomination Form information, photos and videos for all eligible nominees will be posted on the ATD Tulsa website for review by ATD Tulsa members by July 17, 2018. If two or more candidates are running for the same board position, each will have an opportunity to give a two-minute presentation in-person or have his/her two-minute video played during the August 10, 2018 Program Meeting. To promote equal access for all chapter members, presentations will be recorded by ATD Tulsa and posted, along with videos shown, on the ATD Tulsa website following the meeting. Elections will occur electronically (online) from Friday, August 10, 2018 until Friday, August 17, 2018 at 11:59 PM (8 days).

2019 Board of Directors Statement of Eligibility Form

1. I, (**Type Your Name**) do hereby acknowledge and accept the nomination for the office of (*print name of office*) _____ of the ATD Tulsa Board of Directors.

-- AND --

2. I hereby certify that I am a "Member-in-Good-Standing" of the ATD Tulsa Chapter. I have been an ATD Tulsa Member since (Enter Date). My ATD Tulsa Chapter Membership Expiration date is (Enter Date).

-- AND --

3. I currently am a paid "joint" member of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement; and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

I have been an ATD International Member since (Enter Date).

My ATD International Membership Number is (Enter ATD Member Number).

My ATD International Membership Expiration Date is (Enter Date).

-- OR --

- I am not currently a paid "joint" member of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement. However, I will become a paid member of ATD International no later than January 1, 2019; and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

-- AND --

4. **President-Elect Nominees Only:**

- I hereby attest that I have attended at least six (6) ATD Tulsa Program Meetings in the past 12 months.

-- AND --

5. I hereby attest that I have complied with all rules and regulations described within the ATD Tulsa Bylaws and Policies regarding my candidacy for the ATD Tulsa Board of Directors.

Signed (Type Your Full Name)

Date (Enter Date)

DUE DATE: Completed Nomination and Eligibility Forms, photos (required) and videos (optional) **MUST** be received by **11:59 PM on Friday, July 6, 2018**. Materials **must** be submitted via email to president@tdtulsa.org. If you do not receive an email confirming receipt of your materials 48 hours after they are submitted, contact Linda Jenkins, President via call or text at 918-808-6935. If you have questions, contact Linda Jenkins, President by email at president@tdtulsa.org or by call or text at 918-808-6935.

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
INCOME							
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
TOTAL INCOME	33,762.31	21,254.84	1,070.00	5,447.10			
EXPENSES							
Board Expense							
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		
TOTAL Board Expense	4,268.80	6,002.00	0.00	1,715.05			
Communications Expense							
GoDaddy Domains	99.00	81.02	0.00	0.00	81.02		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	207.27	501.48	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
TOTAL Communications Expense	884.90	2,569.50	0.00	2,515.48			
Meeting Expense							
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
TOTAL Meeting Expense	7,570.18	9,088.00	895.77	2,985.42			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	0.00	108.28	551.72		(40@16.50) New Member Lunches
TOTAL Membership Expense	0.00	1,110.00					
Misc. Expenses							
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
TOTAL Misc Expense	22,766.05	2,400.00	1,029.96	2,166.17			
TOTAL EXPENSES	35,489.93	21,169.50	1,925.73	9,382.12			
OVERALL TOTAL	-1,727.62	85.34	-855.73	-3,935.02			

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**

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

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

WOODRUM, TATE & ASSOCIATES, PLLC

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Clayton E. Woodrum
Thomas C. Tate
Shawna M. Robinson

Accountants' Compilation Report

To Linda Jenkins, President
ATD- Tulsa Chapter

Management is responsible for the accompanying financial statements of ATD- Tulsa Chapter (a nonprofit organization), which comprise the statement of financial position as of December 31, 2017 and 2016, and the related statements of activities for the years then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to ATD- Tulsa Chapter.

Woodrum Tate & Associates PLLC

Woodrum, Tate & Associates, PLLC
Tulsa, Oklahoma
May 18, 2018

ATD-TULSA CHAPTER
Statement of Financial Position
For the period Ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
<u>Assets:</u>		
Cash	18,197	19,537
Accounts receivable-Net of allowance	897	1,040
Total Assets	<u>19,094</u>	<u>20,577</u>
<u>Liabilities and Net Assets</u>		
Liabilities	-	-
Net assets without donor restrictions	19,094	20,577
Total Liabilities and Net Assets	<u>19,094</u>	<u>20,577</u>

ATD-TULSA CHAPTER
Statement of Activities
For the Year Ended December 31, 2017 and 2016

	<u>2017</u>	<u>2016</u>
<u>Revenues:</u>		
Special event-training	12,388	-
Meeting sponsorship	7,250	-
Meeting fees	7,745	7,990
Membership dues	3,820	3,520
Other	1,158	784
Total Revenue	<u>32,361</u>	<u>12,294</u>
<u>Expenses:</u>		
State conference	21,011	1,000
Meeting expenses	6,337	6,837
National dues	2,235	1,937
Leaders conference	1,531	2,672
Communications	885	60
Insurance	961	885
Other	884	886
Total expenses	<u>33,844</u>	<u>14,277</u>
Change in net assets	(1,483)	(1,983)
Net assets at beginning of year	20,577	22,560
Net assets at end of year	<u><u>19,094</u></u>	<u><u>20,577</u></u>

See Accountants' Compilation Report

ATD Tulsa Membership Report as of May 30, 2018

As of May 31, 2018, ATD Tulsa has 2 Student Members and 97 Regular Members, for a **total of 99**.
44 of our 99 members are Power Members – **44.4%**. We have met the CARE Requirement for 2018.

Members who Joined or Renewed Since April 24, 2018 (2/3) (3/2)

Mitchell Clark – Hilti, Inc. – 5/14/2018 (new) (Chapter Member)
Cynthia Dehner – Zero to Three – 5/2/2018 (new) (Chapter Member)
Amie Haar – OSU – 5/23/2018 (renewal) (Power Member)
Greg Kittinger – Labor Relations Institute – 4/25/2018 (renewal) (Power Member)
David Wagner – Schnake Turnbo Frank – 5/30/2018 (renewal) (Chapter Member)

Members who DID NOT Renew Since April 24, 2018 (5/2)

Adam Barrow – Cherokee Nation Businesses – 5/8/2018 (Chapter Member)
Kelly Ferguson – Cherokee Nation Businesses – 4/30/2018 (Power Member)
Eugene Harris – ONE Gas – 5/30/2018 (Power Member)
Susan McMurray – ORU – 4/30/2018 (Chapter Member)
Ashley Rossi – InsideOut Development – 5/30/2018 (Chapter Member)
Mary Sirkel – TCC – 5/31/2018 (Chapter Member)
Barbara Ware – AA Club Alliance – 5/12/2018 (Chapter Member)

Members who are Due for Renewal in July (3/3)

Debbie Butler, OSU – 7/10/2018 (Chapter Member)
Rick Coltman – Coltman Consulting Group -- 7/11/2018 (Chapter Member)
Rachelle Day – CP Kelco -- 7/18/2018 (Chapter Member)
James Spradlin -- Workplace Institute -- 7/13/2018 (Chapter Member)
Heidi Tindle – Consumer Affairs -- 7/21/2018 (Chapter Member)

Members who are due for renewal in August (7/6)

Catheryn Ackerhausen – CAP Tulsa -- 8/18/2018 (Power Member)
Emily Avants – Mill Creek Lumber & Supply -- 8/7/2018 (Chapter Member)
Andrew Engelbrecht – Arrowhead Consulting -- 8/4/2018 (Power Member)

ATD Tulsa Membership Report as of May 30, 2018

Melissa Fabian – Tulsa Tech -- 8/11/2018 (Chapter Member)

Sunilyn Hertt – Tulsa County -- 8/21/2018 (Power Member)

Teresa McKay – TTCU Federal Credit Union -- 8/11/2018 (Chapter Member)

Seth Osborn – University of Oklahoma - National Resource Center for Youth Services -- 8/6/2018 (Chapter Member)

Mikhelle Ross-Mulkey – Cherokee Nation Businesses -- 8/11/2018 (Chapter Member)

Kristen Saint – Tulsa Federal Credit Union -- 8/1/2018 (Power Member)

Bob Schooley – Schooley & Associates -- 8/26/2018 (Power Member)

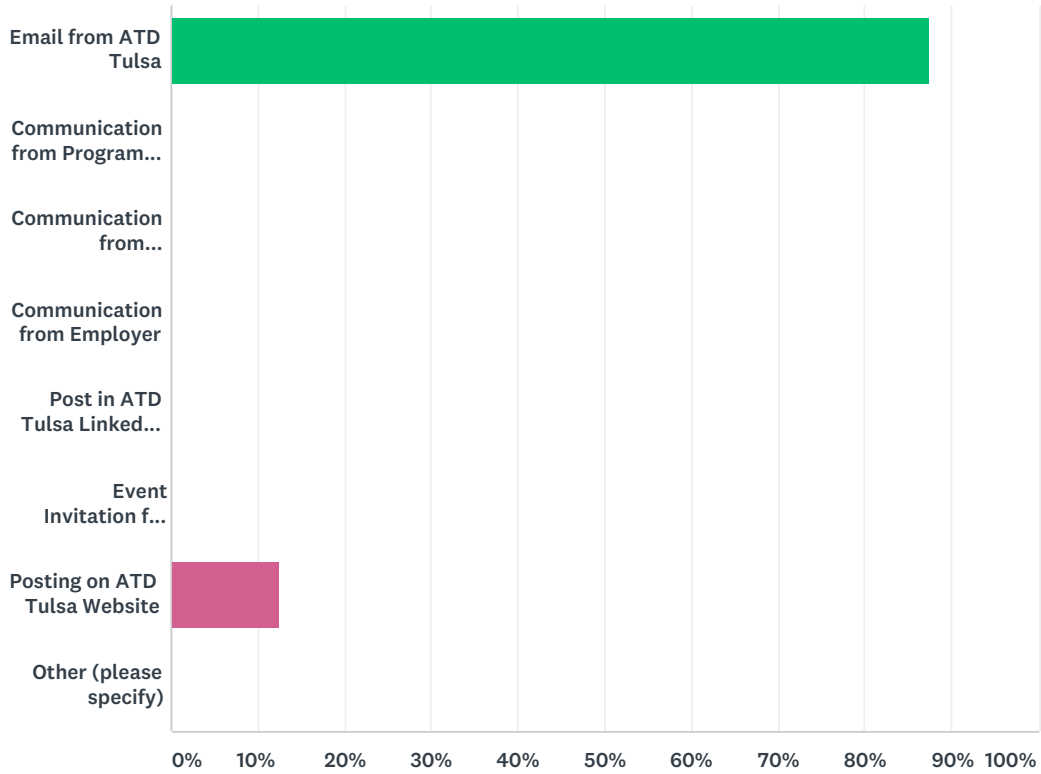
Azar Taufique – TechTrained.com -- 8/14/2018 (Chapter Member)

Matthew Walker – TTCU Federal Credit Union -- 8/22/2018 (Chapter Member)

Ashley Whitfield – Persimmon Group -- 8/11/2018 (Power Member)

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

Answered: 8 Skipped: 0

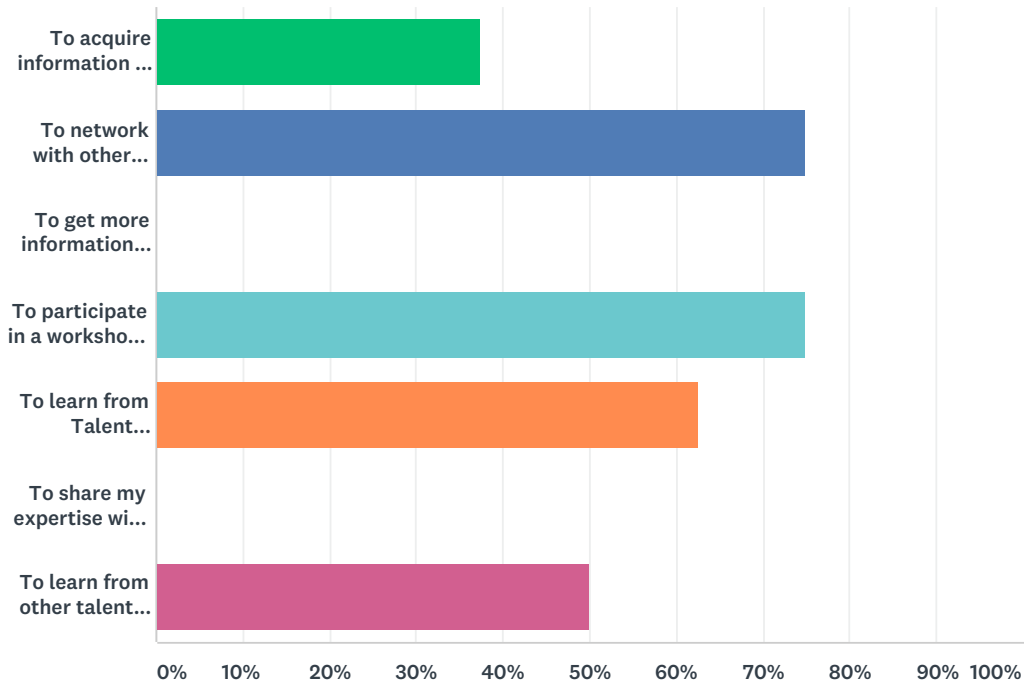


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	87.50%	7
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	12.50%	1
Other (please specify)	0.00%	0
TOTAL		8

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

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

Answered: 8 Skipped: 0

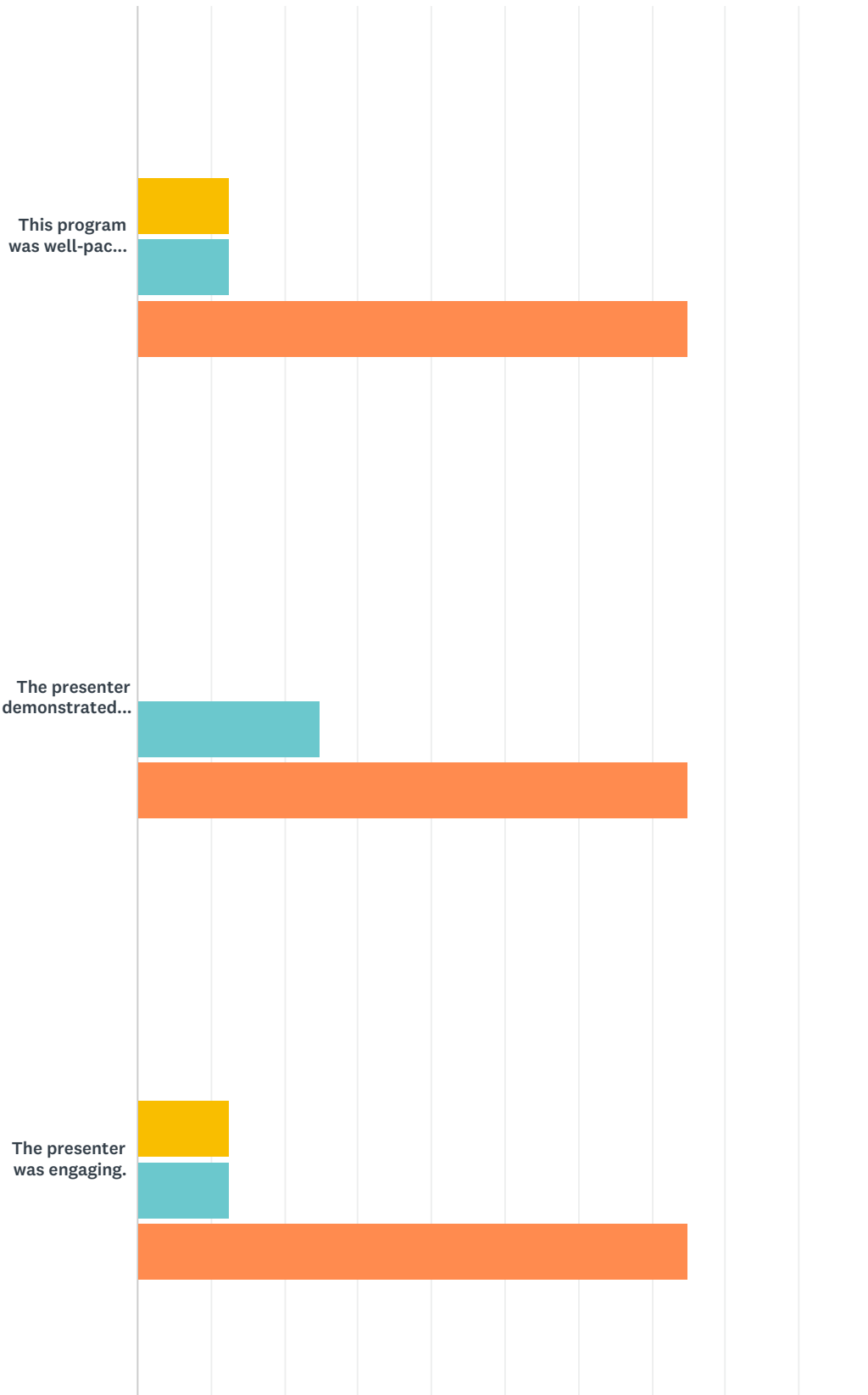


ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	37.50%	3
To network with other talent management professionals.	75.00%	6
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	75.00%	6
To learn from Talent Management industry leaders.	62.50%	5
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	50.00%	4
Total Respondents: 8		

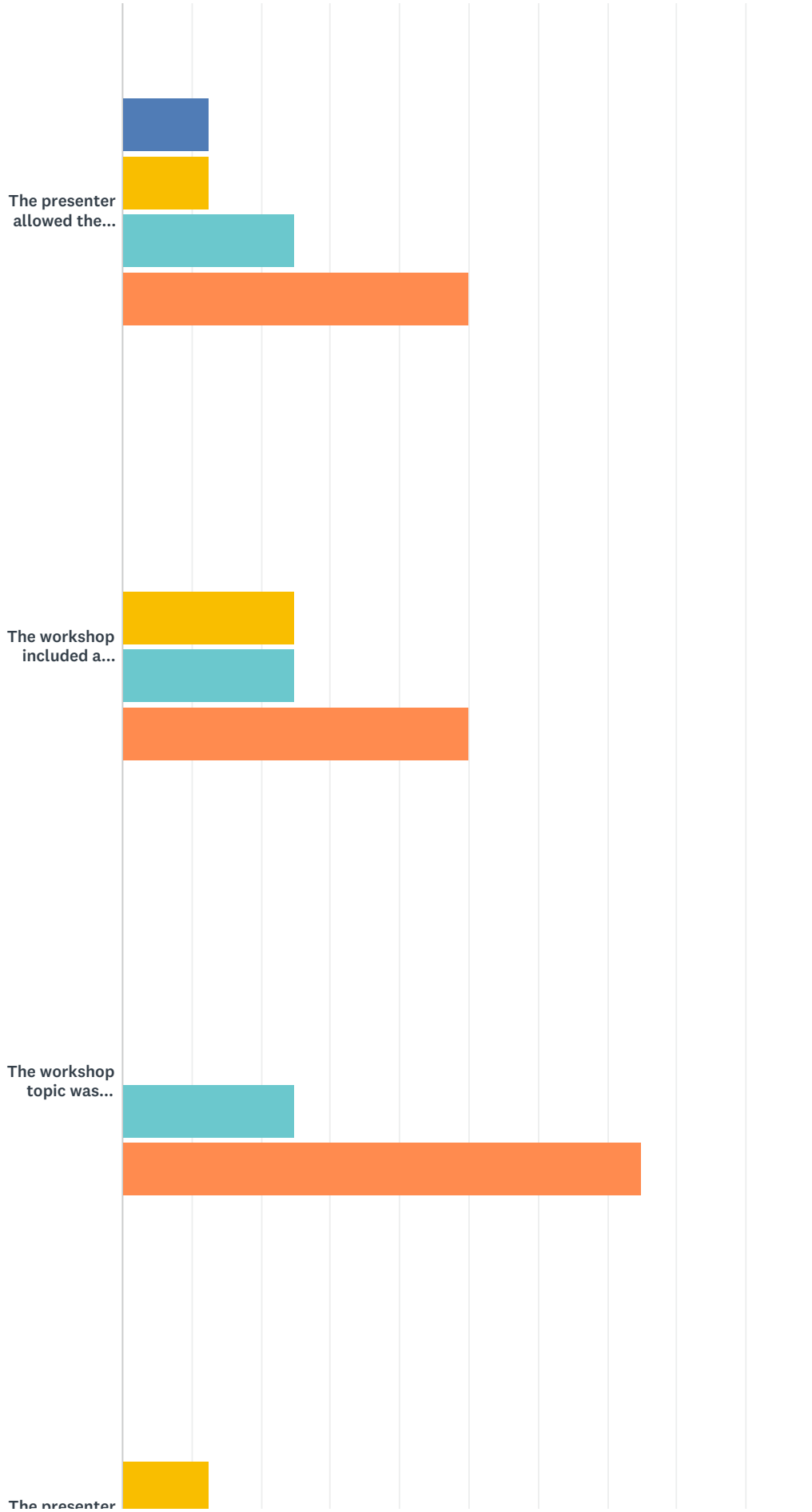
#	OTHER (PLEASE SPECIFY)	DATE
1	I always enjoy Steve's presentations.	5/18/2018 3:33 PM

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

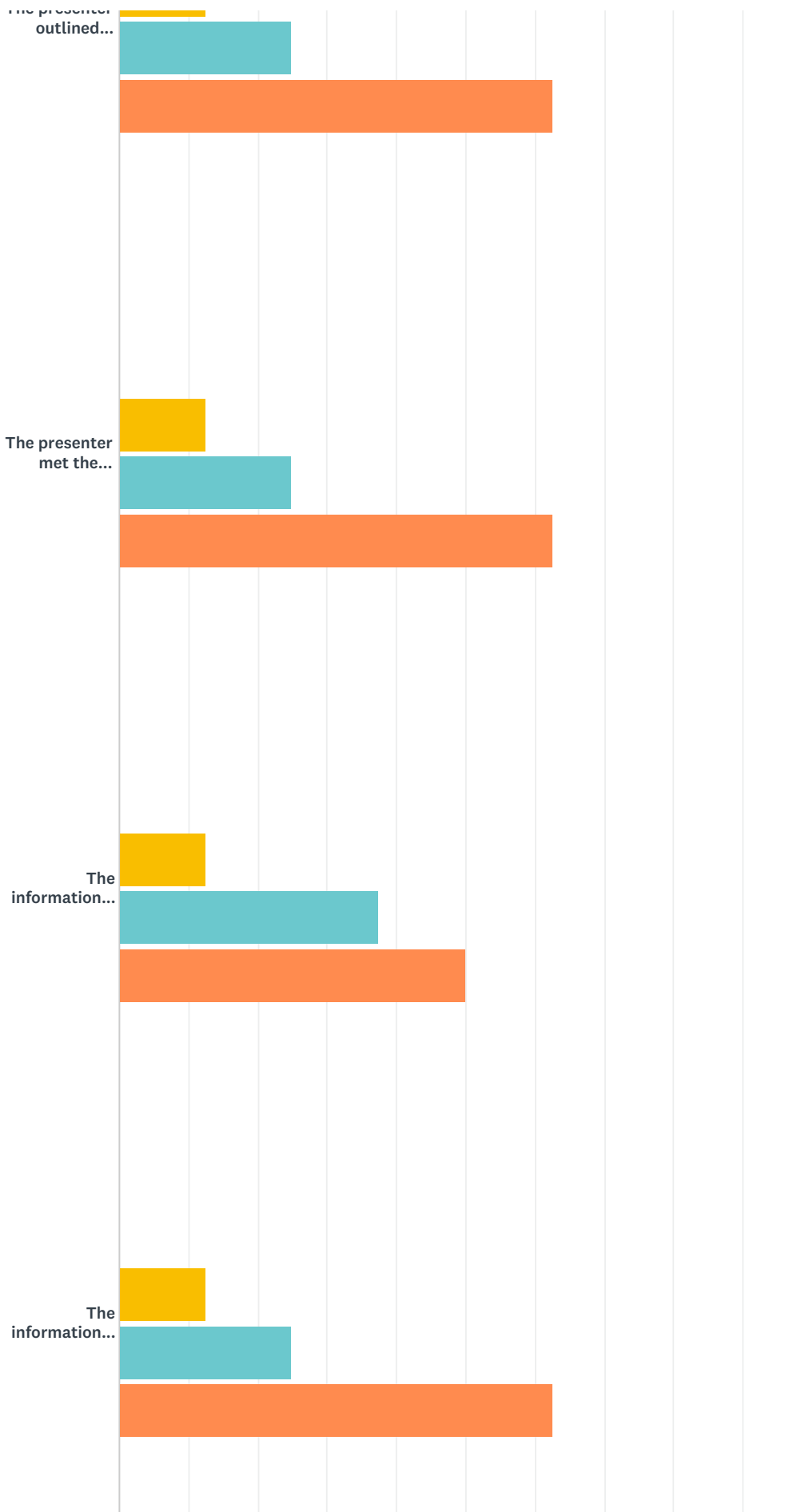
Answered: 8 Skipped: 0



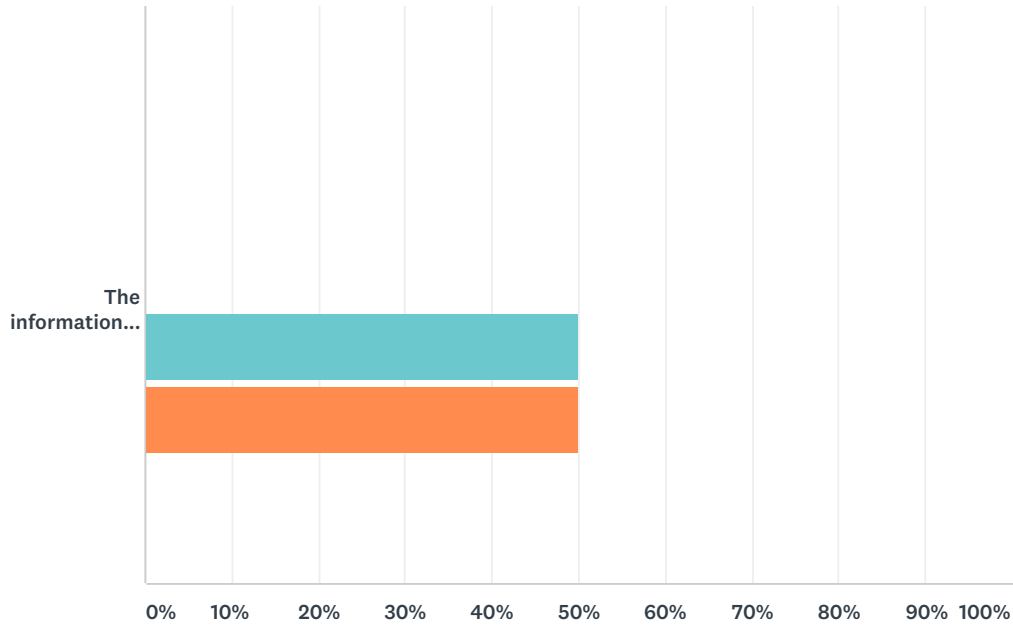
ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



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

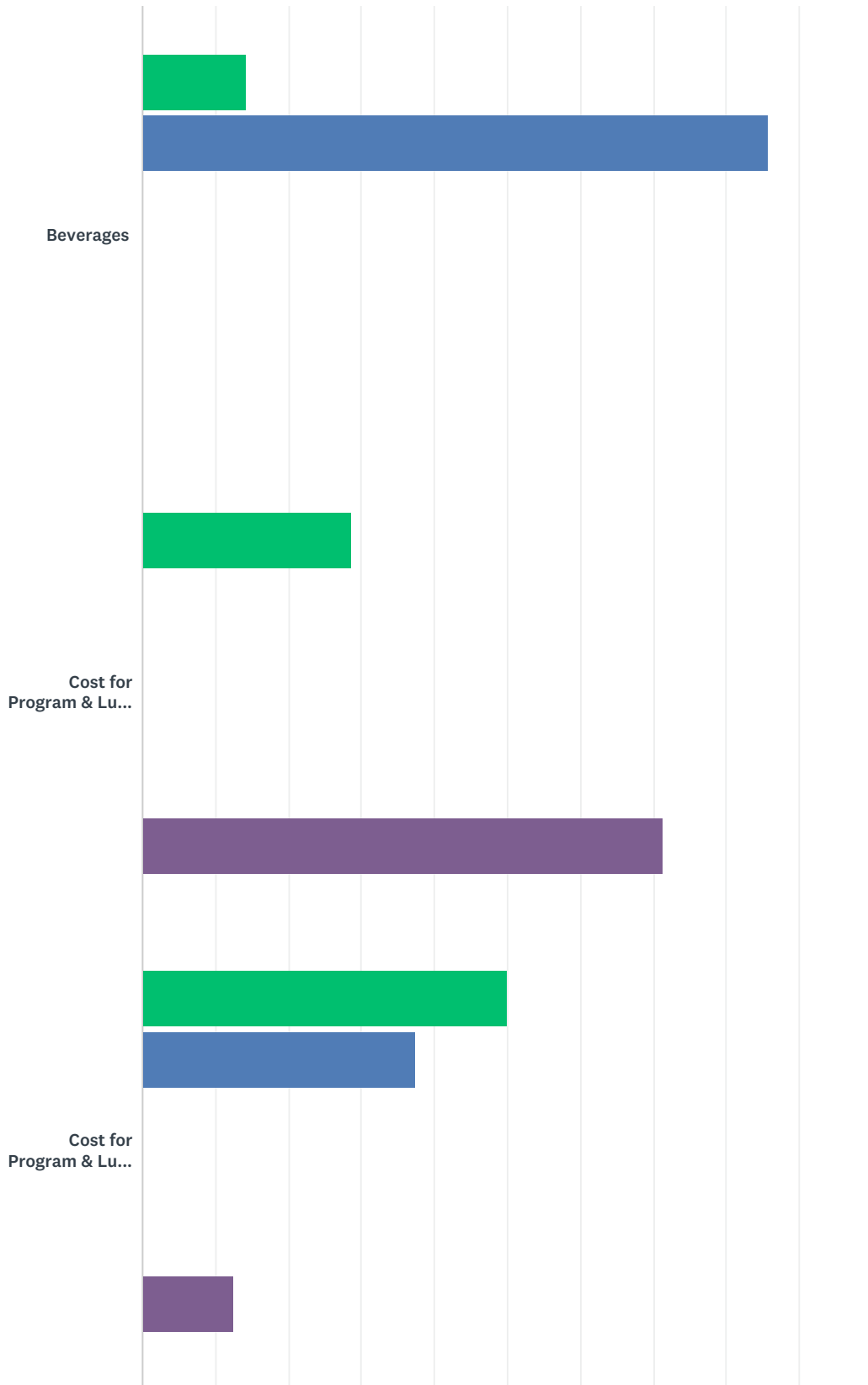
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	12.50% 1	12.50% 1	75.00% 6	0.00% 0	8
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	0.00% 0	25.00% 2	75.00% 6	0.00% 0	8
The presenter was engaging.	0.00% 0	0.00% 0	12.50% 1	12.50% 1	75.00% 6	0.00% 0	8
The presenter allowed the right amount of time for discussion.	0.00% 0	12.50% 1	12.50% 1	25.00% 2	50.00% 4	0.00% 0	8
The workshop included a hands-on learning activity.	0.00% 0	0.00% 0	25.00% 2	25.00% 2	50.00% 4	0.00% 0	8
The workshop topic was delivered as promoted.	0.00% 0	0.00% 0	0.00% 0	25.00% 2	75.00% 6	0.00% 0	8
The presenter outlined objectives for the session.	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8
The presenter met the objectives as outlined.	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8
The information presented during this workshop was well organized.	0.00% 0	0.00% 0	12.50% 1	37.50% 3	50.00% 4	0.00% 0	8
The information presented during this workshop is useful to my job.	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8
The information presented during this workshop can be applied to my business.	0.00% 0	0.00% 0	0.00% 0	50.00% 4	50.00% 4	0.00% 0	8

ATD Tulsa – May 11, 2018 Program Meeting Survey

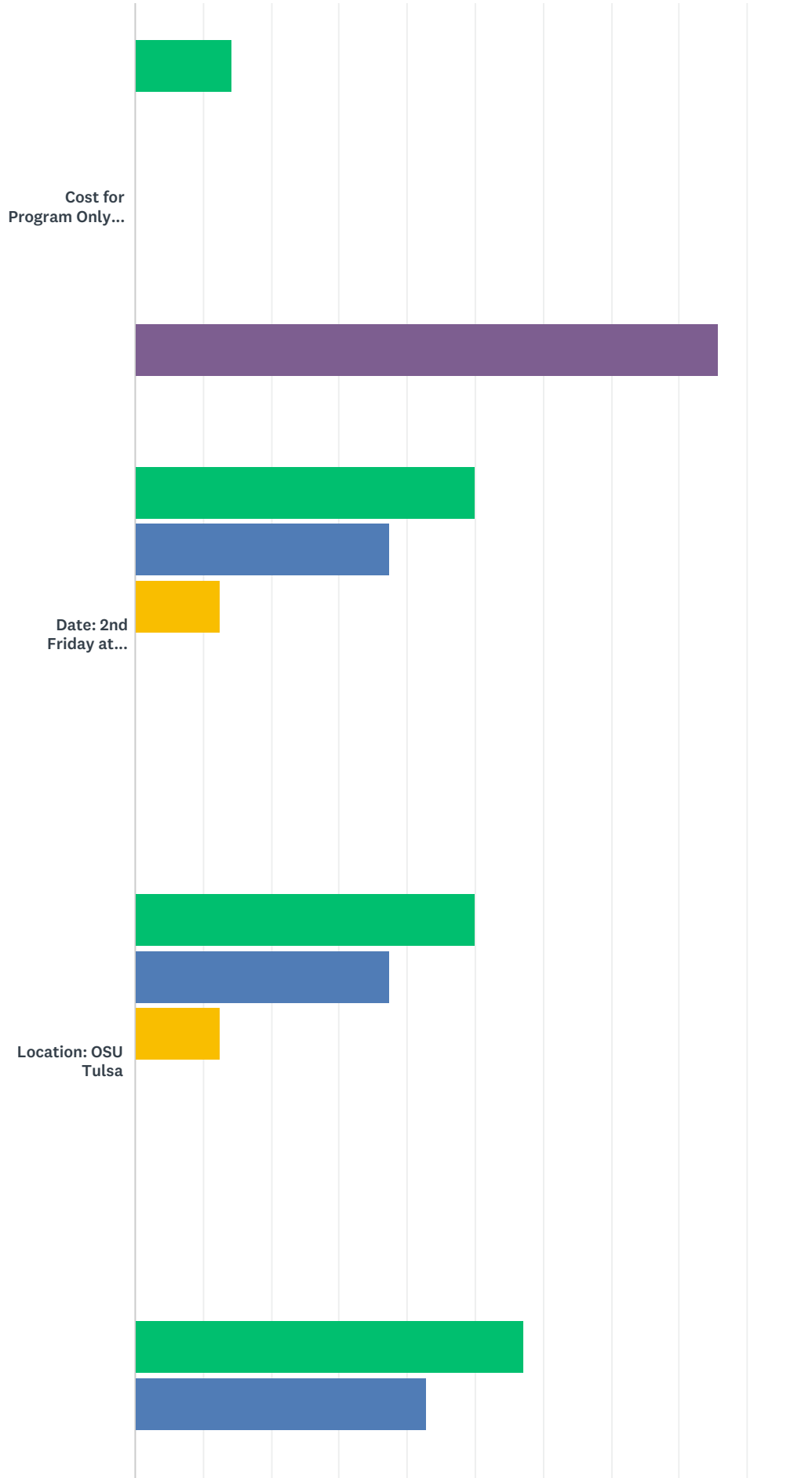
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	There could have been more discussion and the handout could have been better utilized as a participant tool.	5/22/2018 9:02 PM
2	Steve was an outstanding speaker. Best program this year!	5/21/2018 11:10 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.

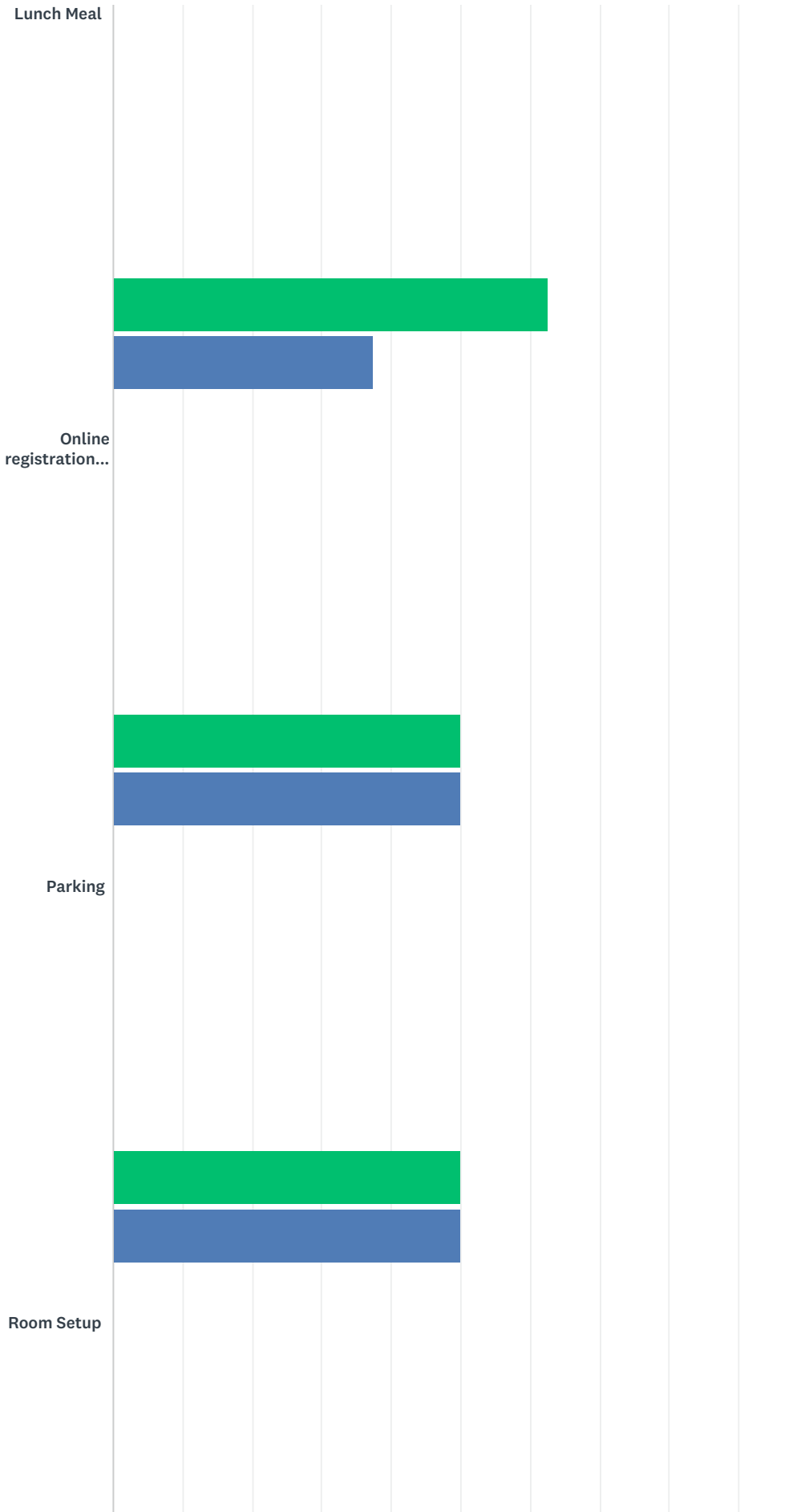
Answered: 8 Skipped: 0



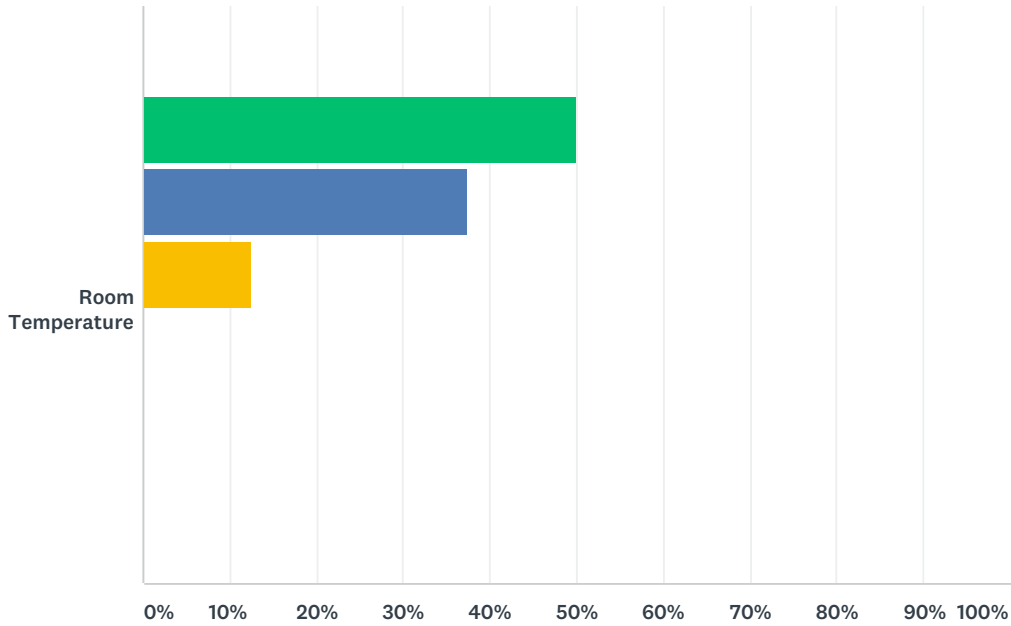
ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



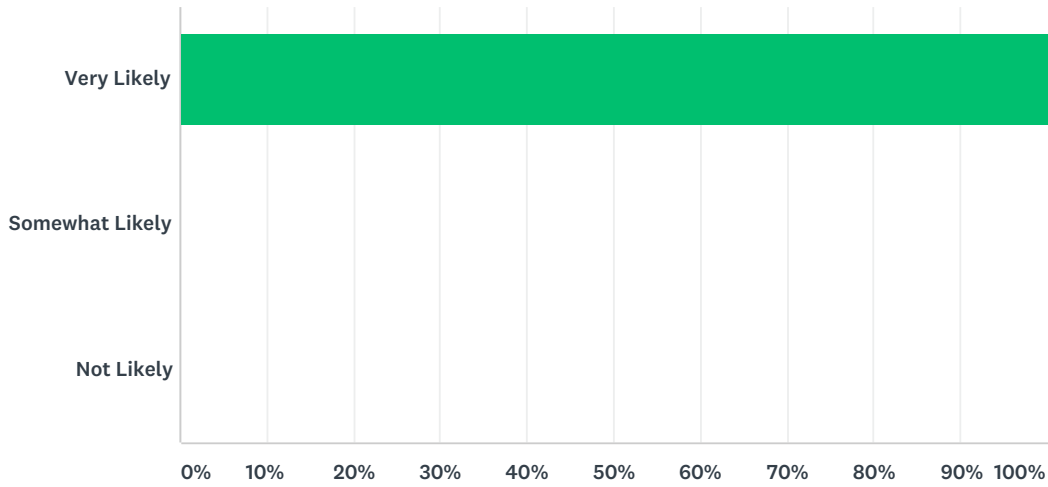
■ Excellent
 ■ Good
 ■ Fair
 ■ Poor
 ■ Terrible
 ■ Not Applicable

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	14.29% 1	85.71% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
Cost for Program & Lunch (Guest)	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	71.43% 5	7
Cost for Program & Lunch (Member)	50.00% 4	37.50% 3	0.00% 0	0.00% 0	0.00% 0	12.50% 1	8
Cost for Program Only (Member or Guest)	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	85.71% 6	7
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	50.00% 4	37.50% 3	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Location: OSU Tulsa	50.00% 4	37.50% 3	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Lunch Meal	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
Online registration process	62.50% 5	37.50% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
Parking	50.00% 4	50.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
Room Setup	50.00% 4	50.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
Room Temperature	50.00% 4	37.50% 3	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	Sometimes the 2nd Friday just doesn't work. I'd like to see monthly meetings on different days. The room started off very warm, and cooled down as the event progressed.	5/22/2018 9:02 PM

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

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	8
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		8

#	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.	

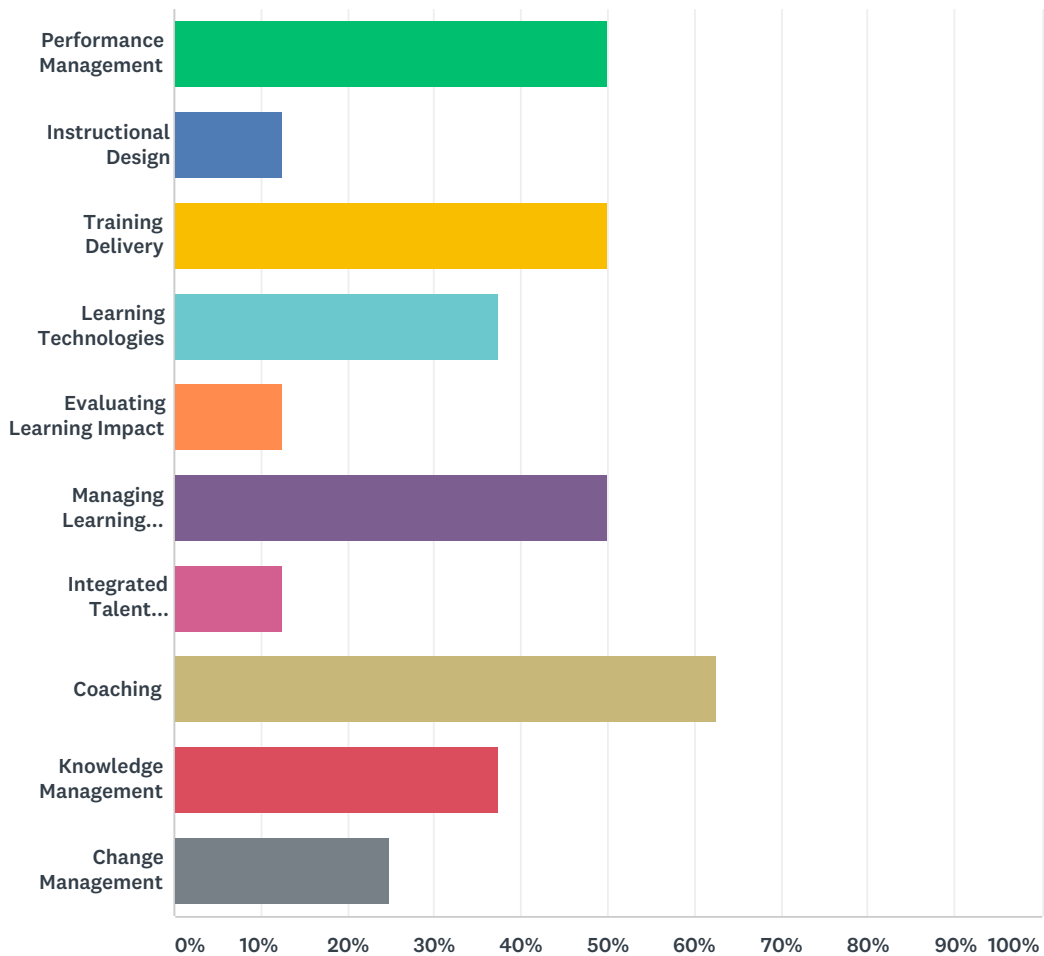
Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 0 Skipped: 8

#	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: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Performance Management	50.00%	4
Instructional Design	12.50%	1
Training Delivery	50.00%	4
Learning Technologies	37.50%	3
Evaluating Learning Impact	12.50%	1
Managing Learning Programs	50.00%	4
Integrated Talent Management	12.50%	1
Coaching	62.50%	5
Knowledge Management	37.50%	3
Change Management	25.00%	2

Total Respondents: 8

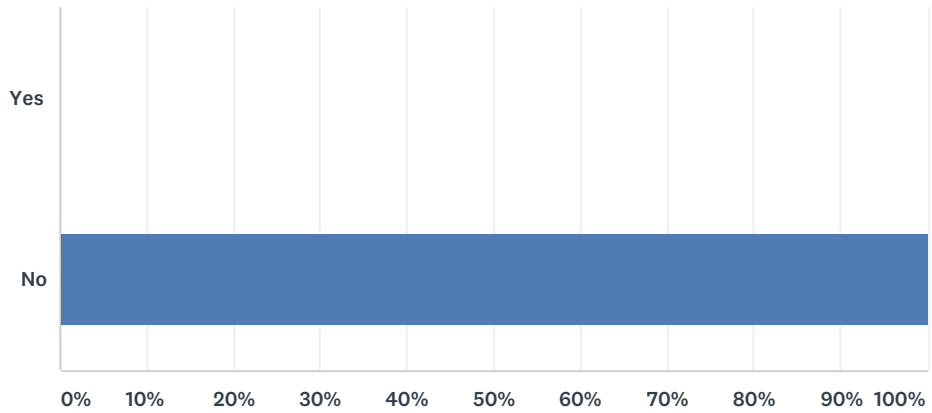
Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 1 Skipped: 7

#	RESPONSES	DATE
1	Having so many announcements at the beginning of the same information each time deter from the conversation, networking, and speakers. We may need to find a better way to deliver these types of announcements as not to take away from some of the other important things going on in the room.	5/18/2018 3:31 PM

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

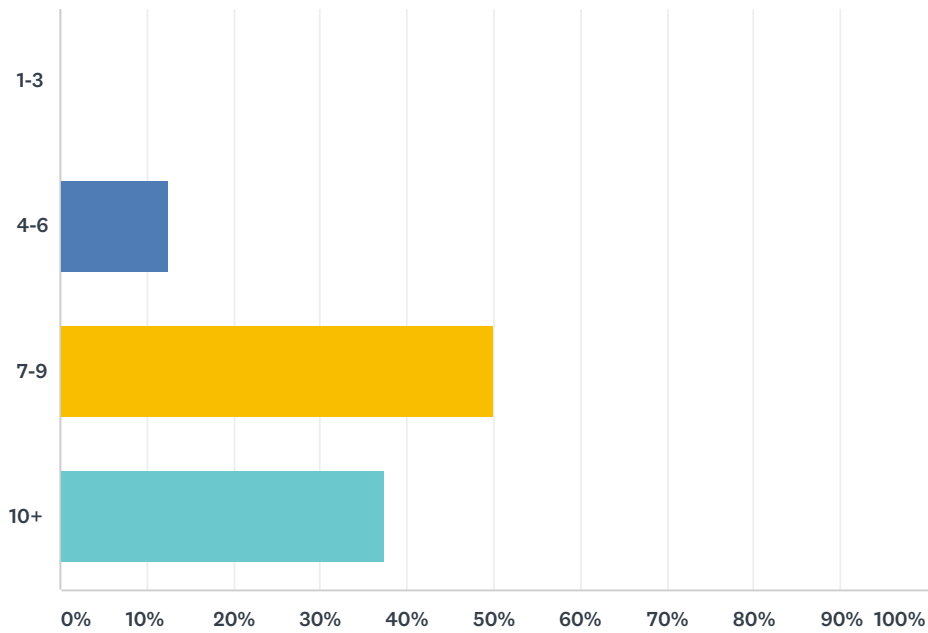
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	8
TOTAL		8

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

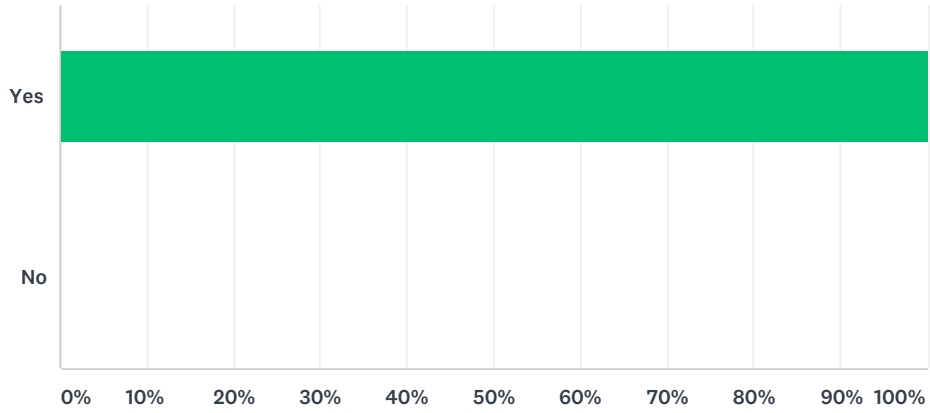
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
1-3	0.00%	0
4-6	12.50%	1
7-9	50.00%	4
10+	37.50%	3
TOTAL		8

Q11 Are you an ATD Tulsa member?

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
TOTAL		8

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

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.

MINUTES OF THE MAY 2018 ATD TULSA CHAPTER BOARD MEETING

- b. The members selected have all attended 4 or more chapter meetings in the past 12 months. In addition, they are all Power Members.
 - c. These members have not yet been contacted. Linda, as Chair of the committee, will use the list to choose the four and will contact these members.
 - d. Cathy moved and Stacy seconded that we approve these 7 members for Linda to choose from when forming the committee. MOTION CARRIED.
 3. Elections Timeline and Elections Committee Tasks (attached)
 - a. Video Submission for Board Candidates – Review and Discuss (attached) and Proposal for ATD Tulsa Board Election Candidate Speeches – Review and Discuss (attached)
 - i. Linda mentioned that we need to ensure we don't have a lot of discussions about elections during chapter meetings so that all members, present or not, get the same information.
 - ii. The board had discussion about how to keep it fair for members that were not able to be at the chapter meeting.
 1. It was agreed that each candidate will be given the option of a 2 minute video that would be posted online as part of their submission with the nomination form.
 2. It was agreed that each candidate in a contested race would be required to submit a 2 minute video. Once we determine there is a contested race, a member of the board or the elections committee would notify those members that they must submit a video.
 3. It was agreed that during the appropriate meeting, in a contested race, those members in the contested race would be given the option to have face to face communication to the chapter. The board would video tape those face to face communications and the board would be responsible to put them online if all members in the contested race are there in person. If all candidates are not in person, they would have the opportunity to create a 2 minute video that would be shown at meeting and online.
4. Determine Which Board Positions Will Be on the 2019 Ballot – Review and Approve
 - a. Eligible Positions per the Bylaws
 - i. President-Elect
 - ii. VP of Finance
 - iii. VP of Administration
 - iv. VP of Accommodations
 - v. VP of Programming
 - vi. VP of Marketing
 - vii. VP of Membership
 - viii. VP of Digital Media
 - ix. VP of Special Interest Groups (SIGs)
 - x. At-Large Directors (up to 6)
 - i. Note: Past President and President Have Already Been Determined So They Will Not Be on the Ballot
 - b. The board discussed the eligible positions.

MINUTES OF THE MAY 2018 ATD TULSA CHAPTER BOARD MEETING

- 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 2nd 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. If you have questions about the position description, contact Linda Jenkins, President by email at 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. If you have questions about the position description, contact Linda Jenkins, President by email at 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**

First Name	Last Name	Company
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"> • Elections: 1) Review and approve elections regulations submitted by the Elections Committee. 2) Authorize VP – Administration to publish notification to the membership that nominations are being accepted for board positions to be filled for 2019. • Annual Membership Engagement Survey: Survey content presented for review & approval prior to distribution. (VP – Membership) 	President
Monday, June 4, 2018			Elections for 2019 Board Members	Via email - VP – Administration publishes notification to the membership that nominations are being accepted until July 13, 2018 for board positions to be filled for 2019.	VP - Admin
Monday, June 11, 2018			Elections for 2019 Board Members	Elections: Board approved regulations for the election are published and distributed to each board member (10 days after their board approval).	Elections Committee Chair
Friday, June 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"> • Elections: Board approves 3-member Credentials Committee • Bylaws Amendments: All proposed bylaws amendments are reviewed and approved for placement on the July 19th ballot. • Annual Membership Engagement Survey: Review Survey results and identify opportunities for action. (VP – Membership) • Annual Risk Management Assessment Begins (VP- Administration) 	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
INCOME							
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
TOTAL INCOME	33,762.31	21,254.84	921.00	5,117.10			
EXPENSES							
Board Expense							
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		
TOTAL Board Expense	4,268.80	6,002.00	53.05	1,715.05			
Communications Expense							
GoDaddy Domains	99.00	81.02	0.00	0.00	81.02		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	207.27	501.48	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
TOTAL Communications Expense	884.90	2,569.50	1,536.00	2,515.48			
Meeting Expense							
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
TOTAL Meeting Expense	7,570.18	9,088.00	525.77	2,089.65			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	108.28	108.28	551.72	\$108.28 to Linda Jenkins (Roka)	(40@16.50) New Member Lunches
TOTAL Membership Expense	0.00	1,110.00					
Misc. Expenses							
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
TOTAL Misc Expense	22,766.05	2,400.00	1,033.39	1,136.21			
TOTAL EXPENSES	35,489.93	21,169.50	3,148.21	7,456.39			
OVERALL TOTAL	-1,727.62	85.34	-2,227.21	-2,339.29			

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**

Assets		Liabilities	
Checking	\$ 8,764.13	Accounts Payable	\$ -
PayPal	\$ 6,072.41	Taxes Payable	\$ -
Cash	\$ 90.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 75.00		
(Less doubtful accounts)*	\$ -	Net Assets	Unrestricted Net Assets \$ 15,001.54
			Temporarily Restricted Net Assets \$ -
			Permanently Restricted Net Assets \$ -
Total Cash Assets	<u>\$ 14,926.54</u>	Total Net Assets	<u>\$ 15,001.54</u>
Total Assets	<u>\$ 15,001.54</u>	Total Liabilities Plus Net Assets	<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
INCOME							
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
TOTAL INCOME	33,762.31	21,254.84	1,070.00	5,447.10			
EXPENSES							
Board Expense							
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		
TOTAL Board Expense	4,268.80	6,002.00	0.00	1,715.05			
Communications Expense							
GoDaddy Domains	99.00	81.02	0.00	0.00	81.02		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	207.27	501.48	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 Communcation
TOTAL Communications Expense	884.90	2,569.50	0.00	2,515.48			
Meeting Expense							
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
TOTAL Meeting Expense	7,570.18	9,088.00	895.77	2,985.42			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	0.00	108.28	551.72		(40@16.50) New Member Lunches
TOTAL Membership Expense	0.00	1,110.00					
Misc. Expenses							
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
TOTAL Misc Expense	22,766.05	2,400.00	1,029.96	2,166.17			
TOTAL EXPENSES	35,489.93	21,169.50	1,925.73	9,382.12			
OVERALL TOTAL	-1,727.62	85.34	-855.73	-3,935.02			

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

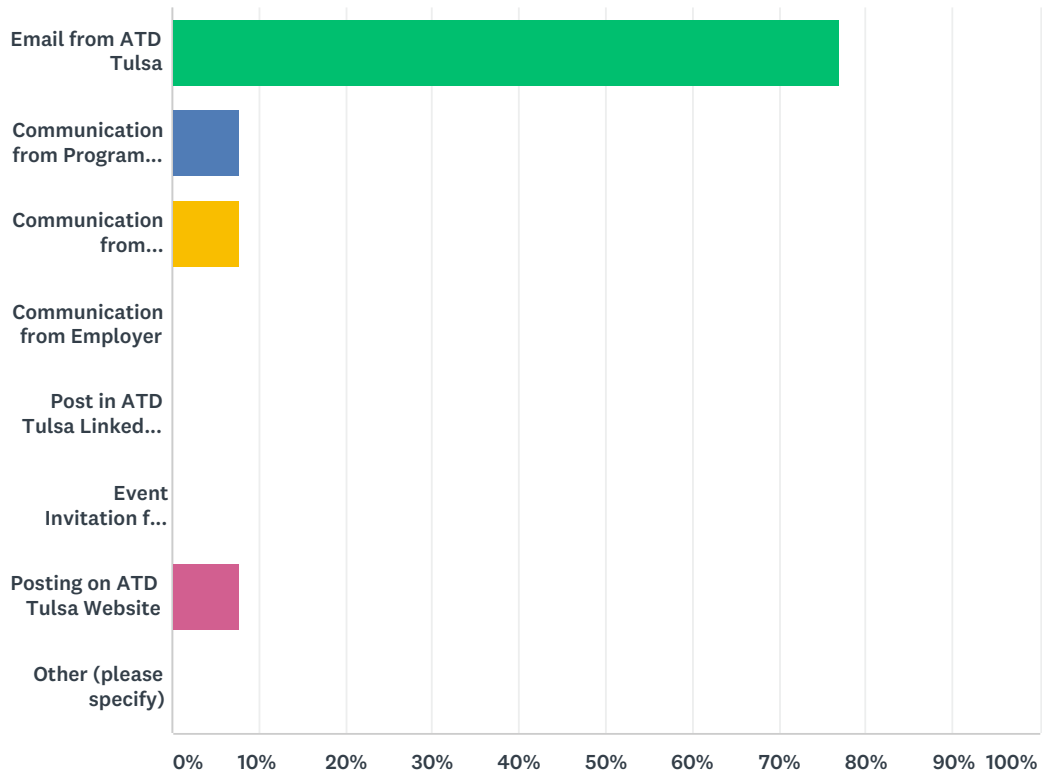
**ATD Tulsa Chapter
Statement of Financial Position as of 06/01/2018**

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

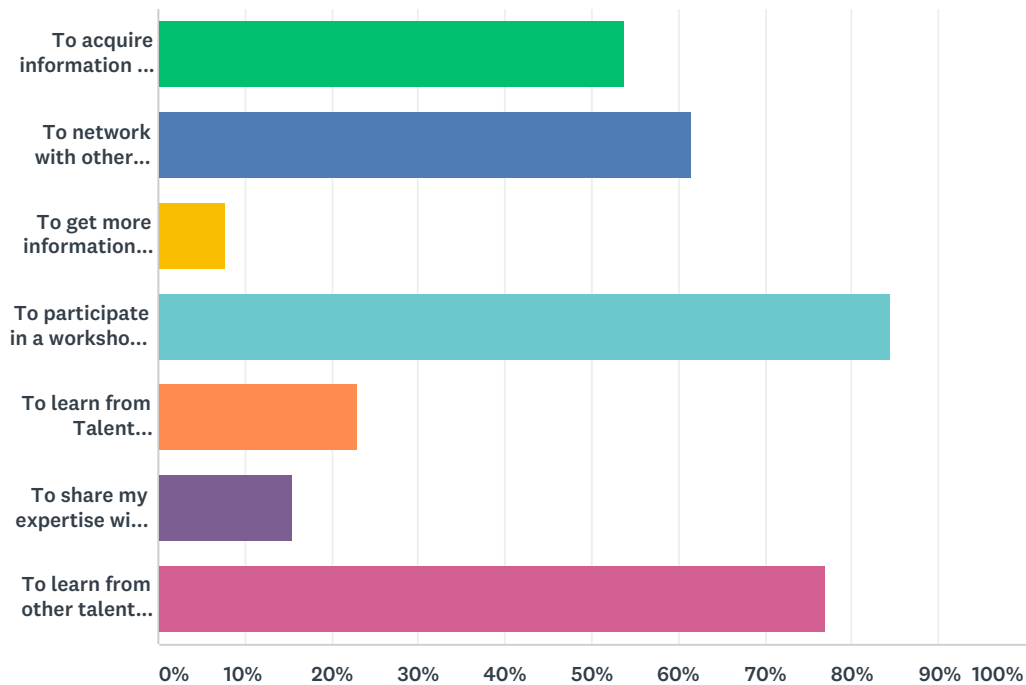


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	76.92%	10
Communication from Program Presenter	7.69%	1
Communication from Colleague/Friend	7.69%	1
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website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

#	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

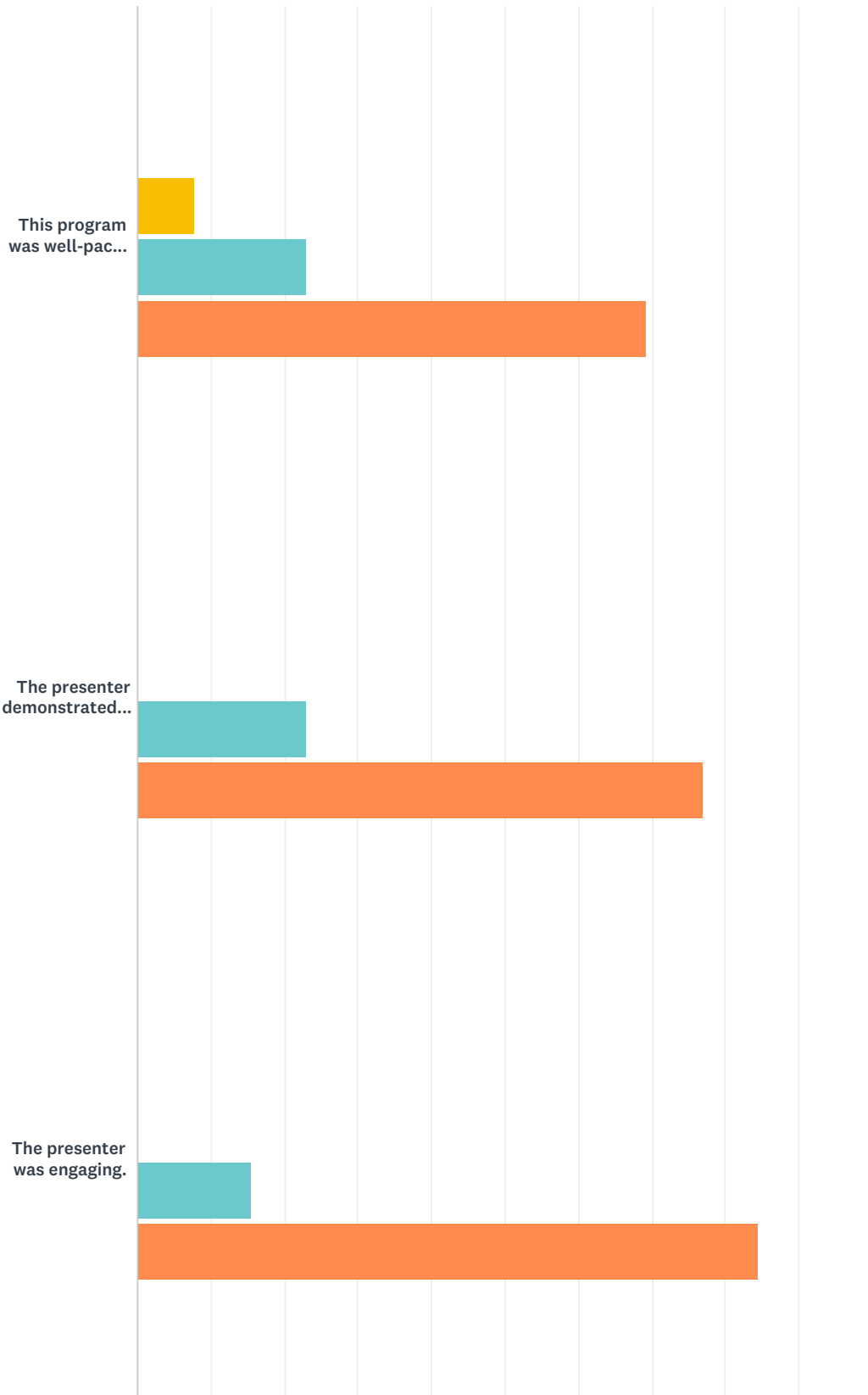


ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	53.85% 7
To network with other talent management professionals.	61.54% 8
To get more information about ATD Tulsa.	7.69% 1
To participate in a workshop presented by the speaker.	84.62% 11
To learn from Talent 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	

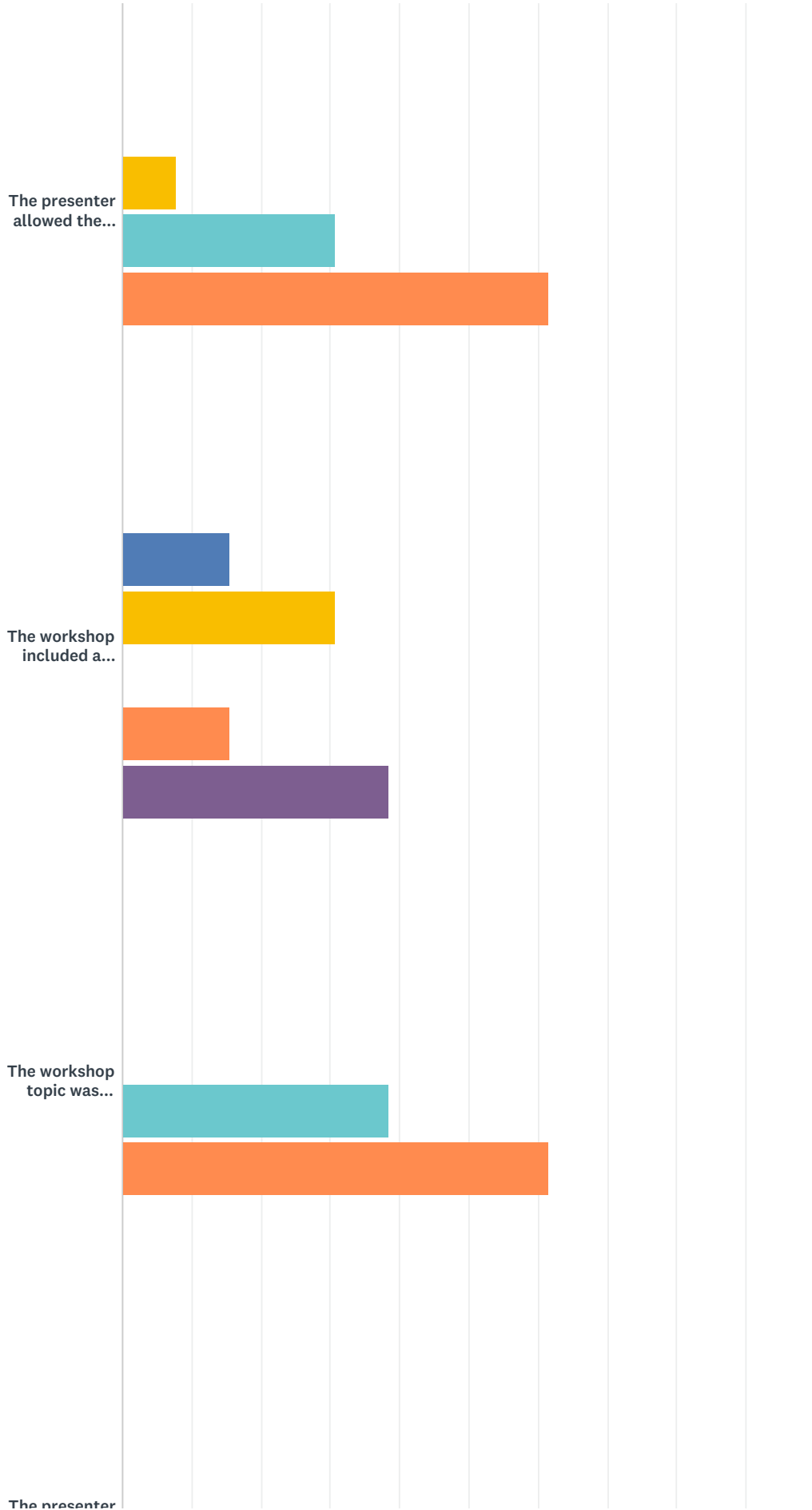
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

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

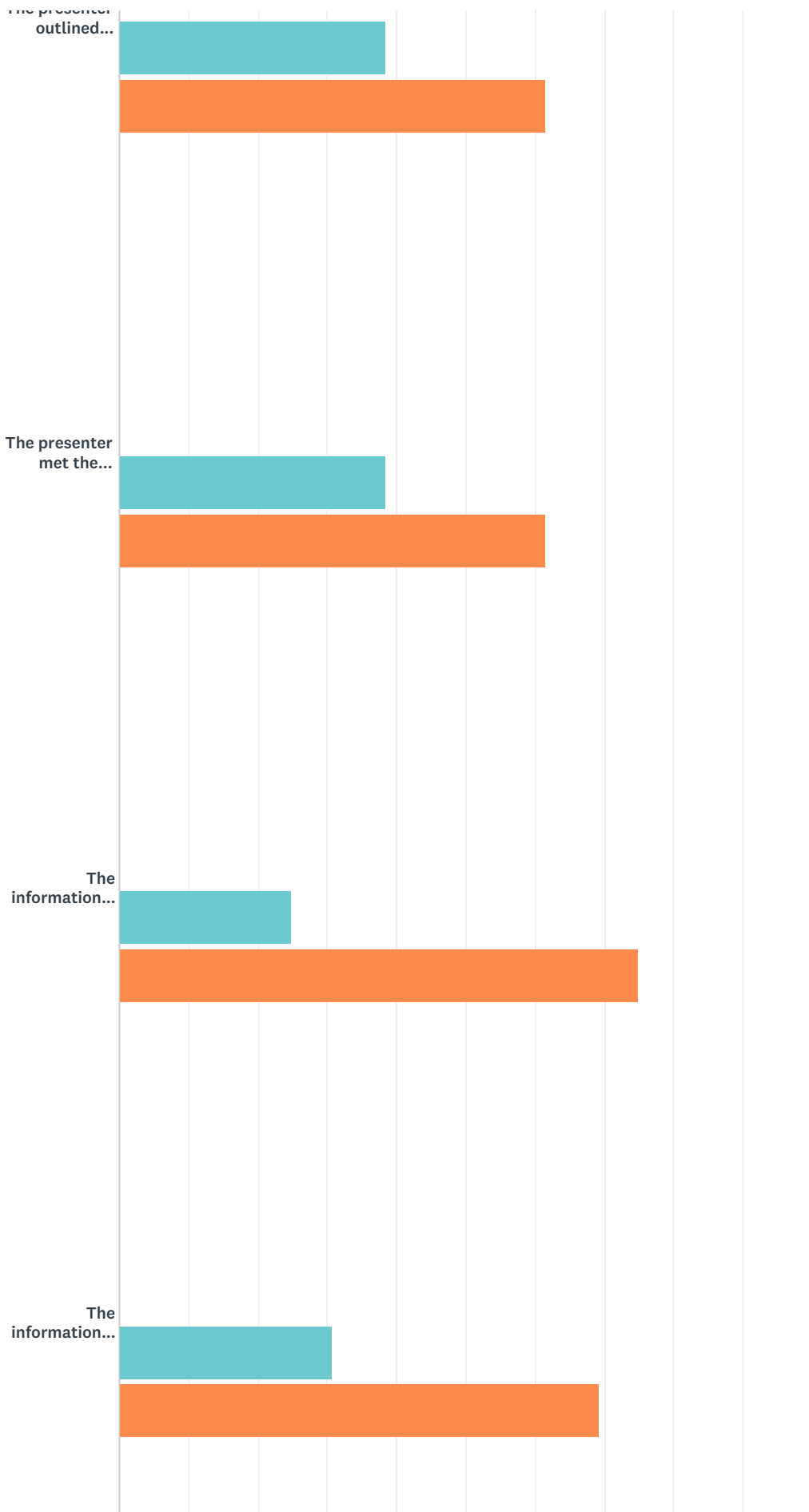
Answered: 13 Skipped: 0



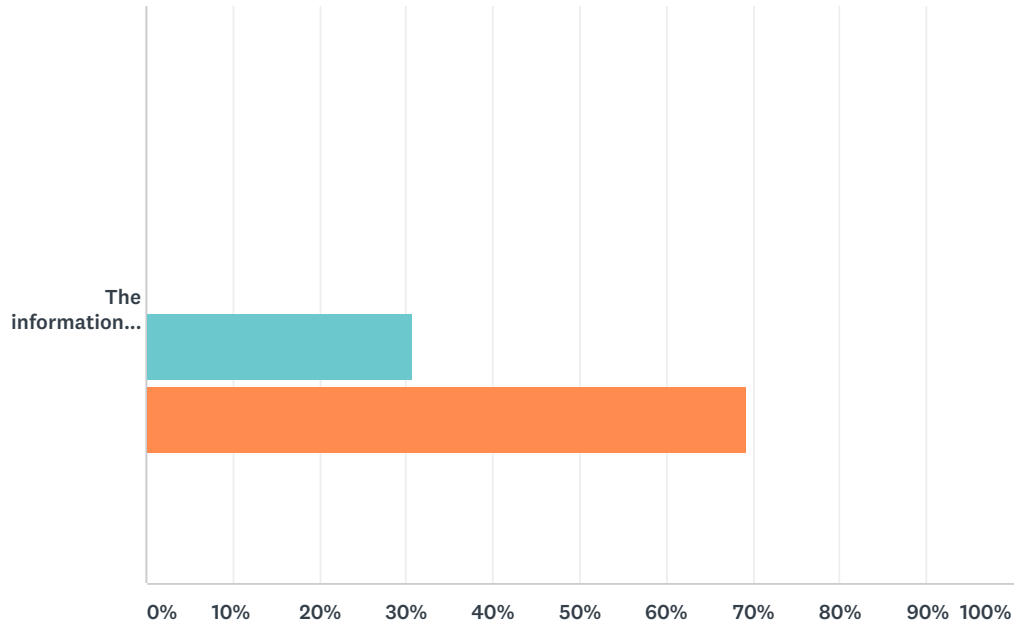
ATD Tulsa – April 13, 2018 Program Meeting Survey



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

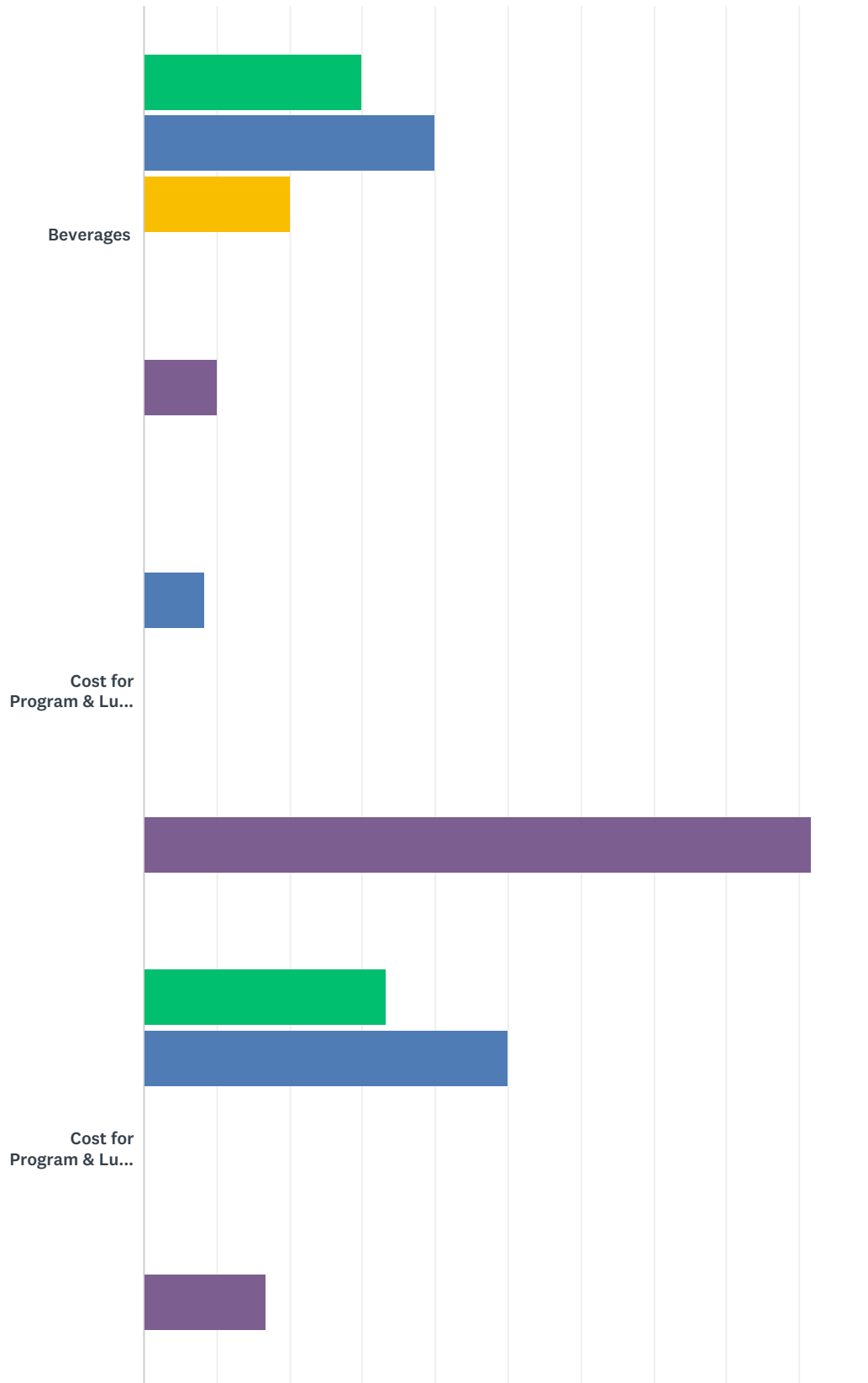
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	7.69% 1	23.08% 3	69.23% 9	0.00% 0	13
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	0.00% 0	23.08% 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

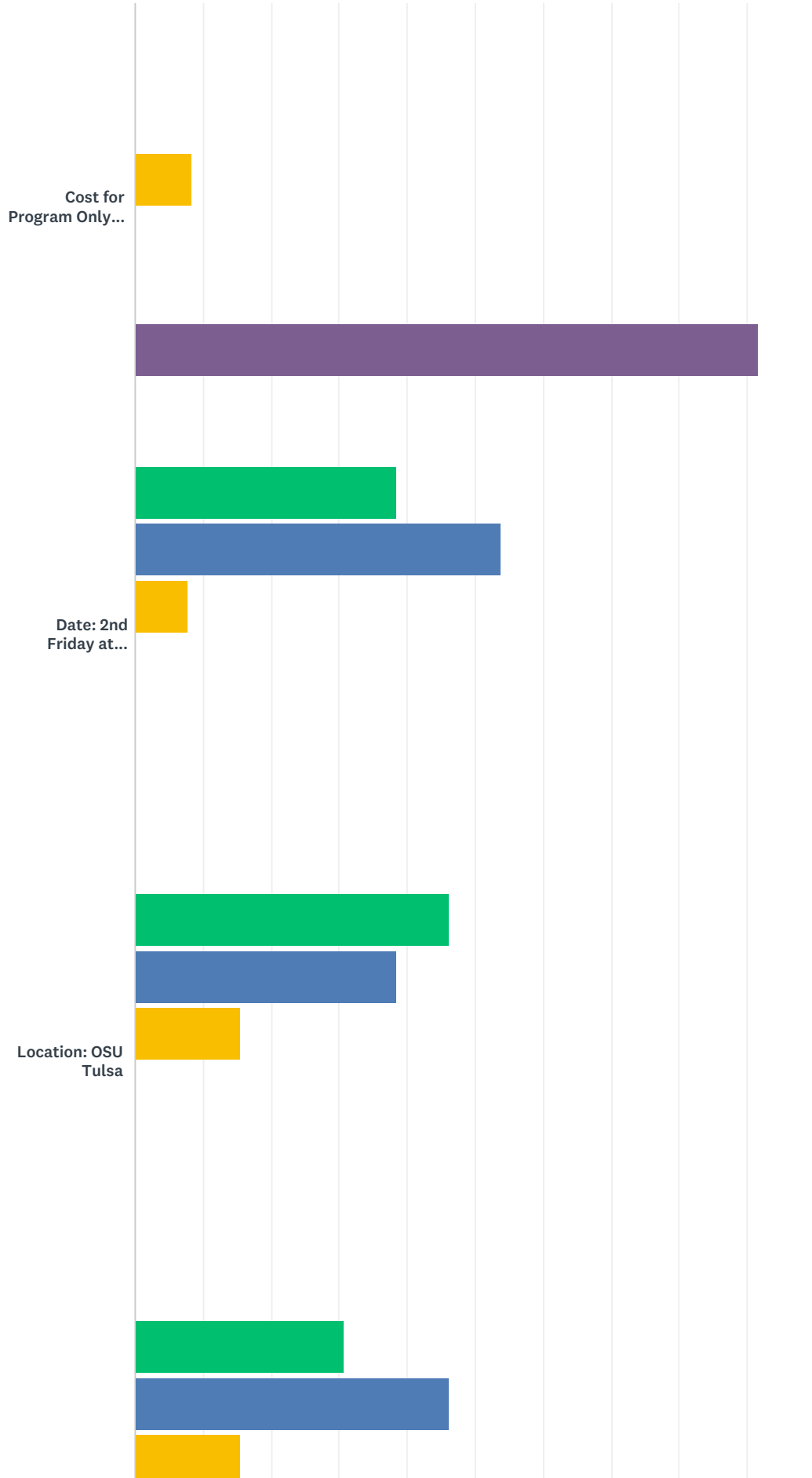
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	There could have been more hands-on activities	4/17/2018 4:27 PM
2	Although I didnt answer this way, it seemed rushed due to announcements, etc.	4/17/2018 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.

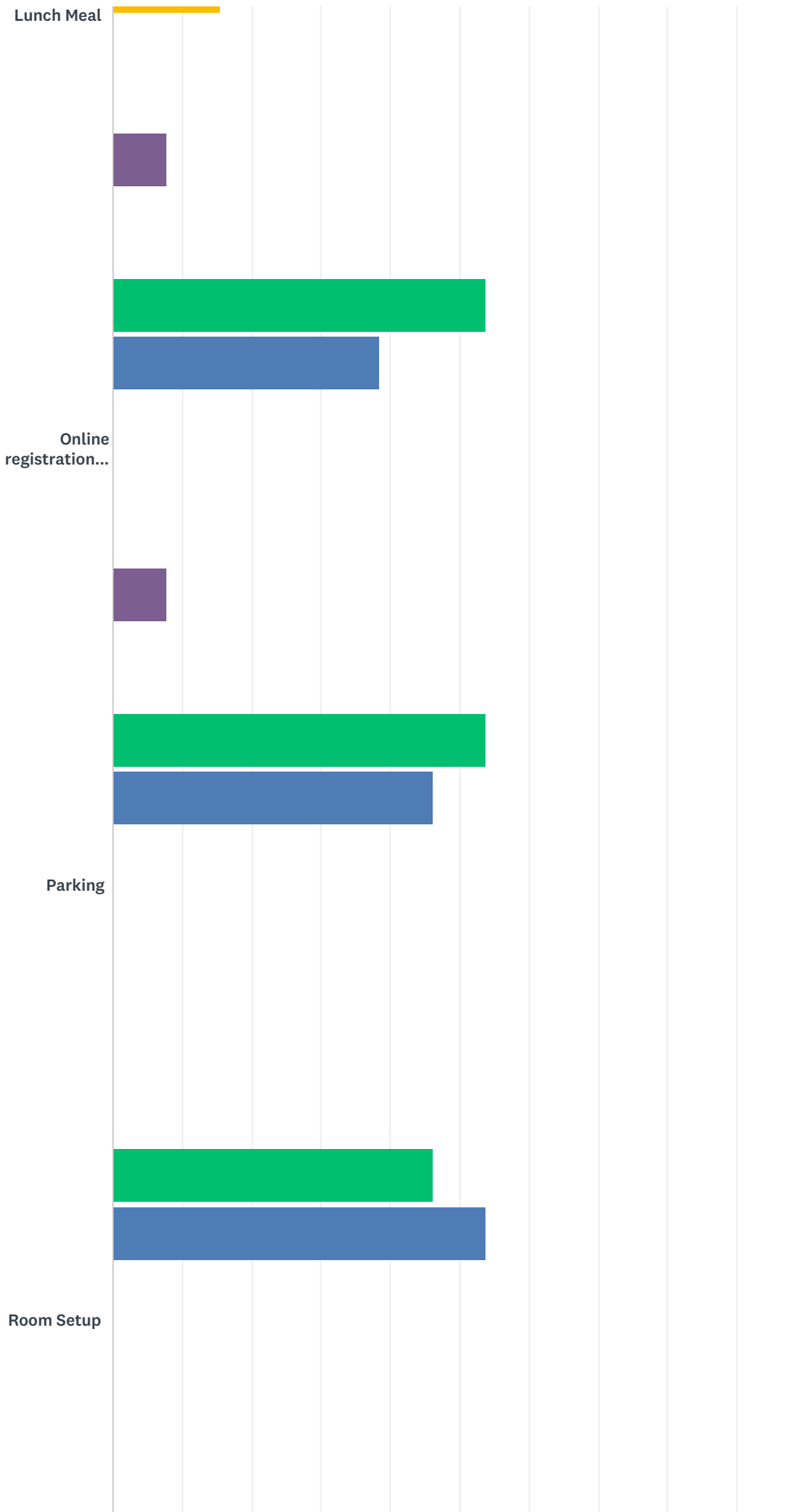
Answered: 13 Skipped: 0



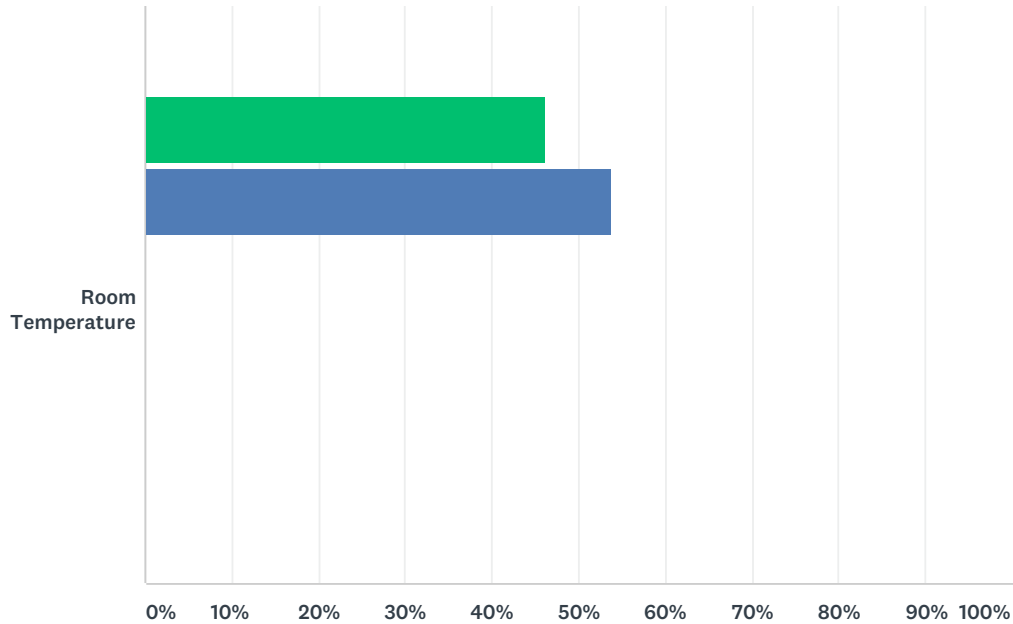
ATD Tulsa – April 13, 2018 Program Meeting Survey



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

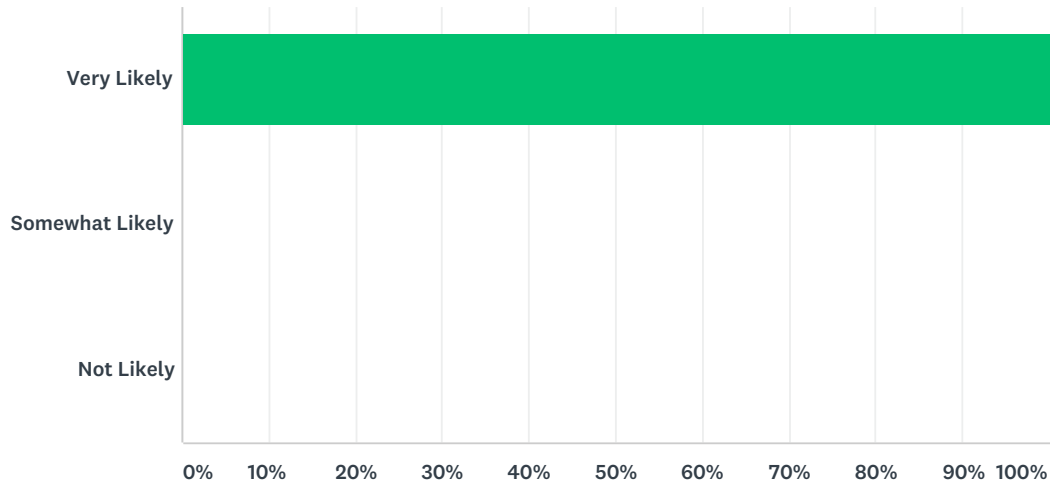
#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	The flavor of the food was not as tasty as when I go directly to the restaurant itself. The cost of the program is reasonably fair, especially in comparison to other chapters outside of the state.	4/18/2018 1:08 AM

ATD Tulsa – April 13, 2018 Program Meeting Survey

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

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
TOTAL		13

#	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

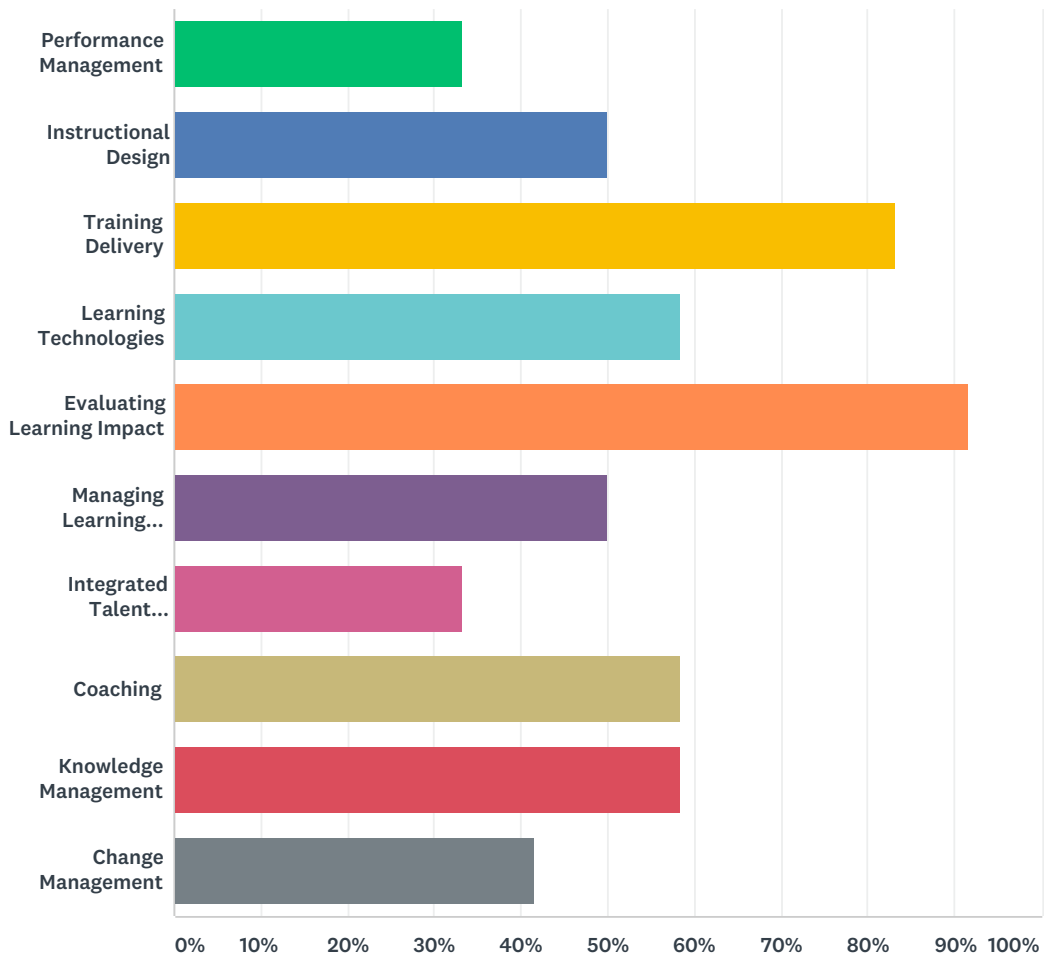
Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

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

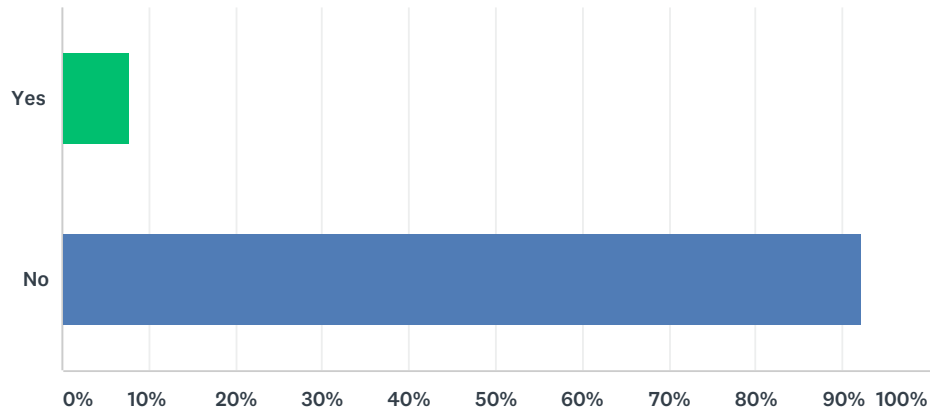
Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

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?

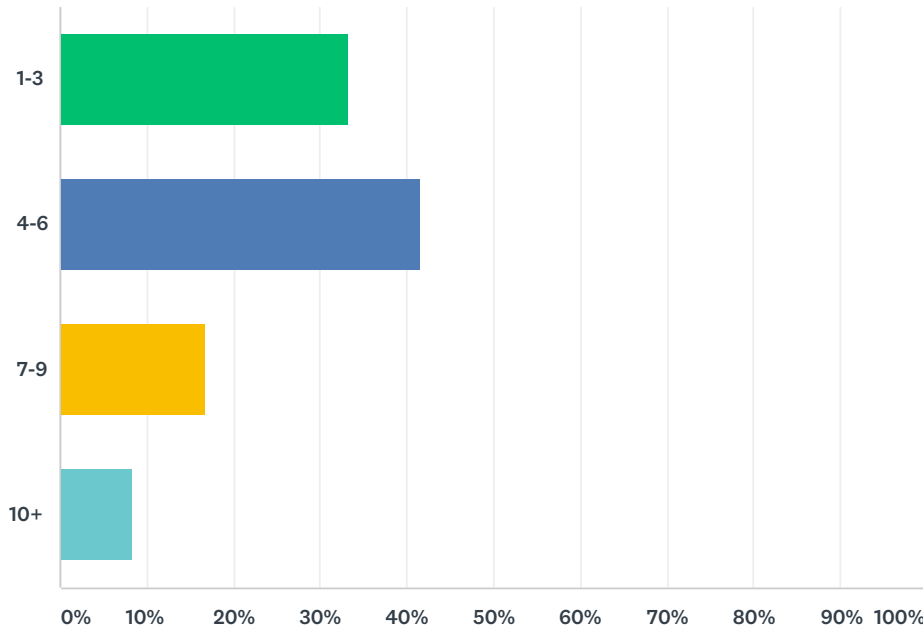
Answered: 13 Skipped: 0



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?

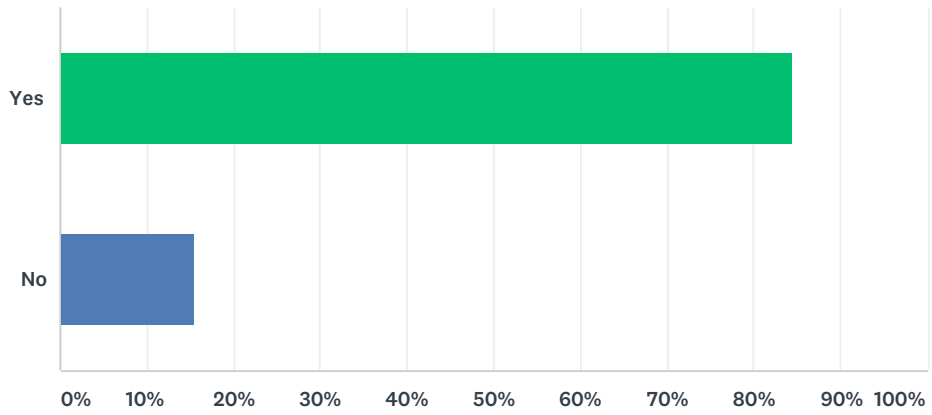
Answered: 12 Skipped: 1



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