



Board Meeting Minutes
July, 6 2018 Board Meeting

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Minutes of the ATD Tulsa Chapter Board Meeting

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, July 6, 2018
12:00 p.m. – 1:30 p.m.

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

Call to Order

Linda Jenkins called the meeting to order at 12:07 p.m.

Roll Call

Linda Jenkins, President
Walt Hansmann, CPLP, President-Elect
Jeremy Smith, VP of Administration
Skip Eller, VP of Finance
Ashley Whitfield, VP of Membership
Stacy Davis, CPLP, VP of Programming
Cathy Fox, VP of Accommodations
Shelby Morris, VP of Marketing

Absent

Lorinda Schrammel, Immediate Past President (excused absence)

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

Approval of the Agenda

Cathy moved, Walt seconded approval of the July 6, 2018 board meeting agenda (attached). MOTION CARRIED.

Approval of Minutes from Previous Board Meetings

Stacy moved, Cathy seconded the approval of the June 1, 2018 Board Meeting Minutes (attached). MOTION CARRIED.

Administrative

1. The Elections Committee is scheduled to meet on Monday, July 9, 2018 at 4 PM at Panera Bread on 15th Street
 - a. 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.
 - b. At this time, there are two submissions for President-Elect and one submission for VP of Membership.
 - c. Credentials Committee - President will submit a list of nominees to serve on 3-member Credentials Committee.
 - i. Only paid members of ATD Tulsa as of August 4, 2018 will be eligible to vote in the upcoming election.
 - ii. The Credentials Committee pulls the list of ATD Tulsa Members-in-Good-Standing (dues are currently paid as of August 4, 2018) and that list shall be provided to the board member designated to manage the elections and voting via Survey Monkey.

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2. Bylaws Amendments – Three proposed amendments from Bylaws and Policies Committee (Attached)
 - a. Section 5.5 – Removal of Board Members
 - i. Current Bylaw: The Board of Directors, by a two-thirds (2/3) vote (in accordance with Article V) of those casting votes, may remove any elected or appointed officer of the Corporation from office for good cause shown; provided, however, that such officer is given written notice by certified mail not less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.
 - ii. Proposed change: The Board of Directors, by a two-thirds (2/3) vote (in accordance with Article V) of those casting votes, may remove any elected or appointed officer of the Corporation from office. Grounds for removal include two (2) unexcused absences in a calendar year from meetings of the Board of Directors or for other good cause shown as determined by the Board of Directors; provided, however, that such officer is given written notice at least one week prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.
 - b. Section 8.3.b – Vacancy
 - i. Current Bylaw: The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation’s Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.
 - ii. Proposed Change: The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and may have served or may be serving as a member of the Corporation’s Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.
 - c. Section 5.1 – Board of Directors
 - i. Current Bylaw: The Board of Directors shall consist of at least (minimum) eight (8) individuals elected from among Corporation members in good standing as specified in Article III of these bylaws. The Board of Directors shall continue in office until successors are duly installed. The control of the Corporation, subject to the provisions of Article IV, shall be vested in the Board of Directors, which shall consist of the following members:
 - ii. Proposed Change: The Board of Directors shall consist of at least (minimum) eight (8) individuals elected from among Corporation members in good standing as specified in Article III of these bylaws. The Board of Directors shall continue in office until successors are duly installed. The control of the Corporation, subject to the provisions of Article IV, shall be vested in the Board of Directors, which may consist of the following members:
 - d. Motion by Cathy to accept the changes for all three bylaws, seconded by Ashley. MOTION CARRIED
3. ALC Workshop – Walt Hansmann and Linda Jenkins selected to present 2-hour workshop – Intentional Chapter Leadership – on Saturday, October 13th from 10 AM to 12 PM at ALC.

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4. Update on Integration of ATD Tulsa website to the ATD International Store
 - a. We need to continue to communicate to the members that power memberships go through the ATD store and links from our website. This is for Tulsa Chapter memberships as well as International memberships.
 - b. Walt, Shelby, Ashley will figure out how to communicate to members regularly. They will report back in the August board meeting on how we will communicate.

Financial

1. Financial Reports as of June 30, 2018 – Review and Accept – (Attached)
 - a. Paid Early-Bird Registration Fee for 2019 President-Elect to attend ALC - \$175 (Linda Jenkins (2018 President) and Walt Hansmann (2018 President-Elect) granted free registration as ALC workshop presenters).
 - i. Skip asked if the board could pay for his registration if he is able to pay airfare/hotel. Board to consider.
 - b. Honeybaked Ham billed OSU Tulsa instead of ATD Tulsa, so they will be billing us soon and it will be on next month's finances.
2. Update on Use of Annual Guest Passes by Board Members
 - a. Skip may use one next month to promote chapter membership.

Membership

1. Membership Reports for June 2018 as of July 5, 2018 – Review & Accept – (Attached)
 - a. Board members will be contacting lapsed and soon due members.
 - b. Membership Activities Scheduled for July 2018
 - i. The date for New Member Quarterly Luncheon is July 19 at Roka.

Professional Development

1. Date/Plans for Third Quarter eLearning SIG at BOK Financial
 - a. Jeremy will follow-up with Bob Mansur with a date for the next meeting.
2. The board reviewed the June 8, 2018 Program Survey Results (attached)
3. Programming Scheduled – July 13, 2018 - Content & Logistics:
 - a. Program Speaker: Engaging Millennials and Gen Z in Training with Michael Dickerson
 - b. Accommodations: Meal & Check In – Cathy Fox
 - c. Board Member Attendance & Participation – Walt Hansmann, Ashley Whitfield, Lorinda Schrammel, Jeremy Smith, Cathy Fox, Skip Eller, and Linda Jenkins
 - d. Board Communications for Attendees:
 - i. Check In to Program Meeting on Facebook – Linda Jenkins
 - ii. Networking Activity (5-minute activity led by Ashley Whitfield)
 - iii. Acknowledge Guests, New Members and Power Members – Linda Jenkins
 - iv. Announce Nominations Open for 2019 Board Members Until 11:59 PM on Friday, July 6, 2018 - Linda Jenkins
 - a. Do not need to mention this as the date will have already passed
 - v. 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
 - vi. Recognition of Sponsors & Pitch for Sponsorships – Walt Hansmann
 - vii. At end of Program - Guest Presenter Thank You's

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- viii. Post Meeting Evaluation Online Distribution by July 17, 2018
- e. Location Option for October 12, 2018 Program Meeting – Central Library – Discussion
 - i. Motion by Cathy to move the October program meeting from OSU Tulsa to the Pocahontas Room at the Central Library. Stacy seconded. MOTION CARRIED.
- 4. Networking Events:
 - a. Stacy discussed the logistics for the November evening event at Schnake Turnbo Frank: Public Relations and Leadership Development hosted by David Wagner. More details to come.
 - b. Stacy discussed options for a Lunchtime Networking Event
 - i. Some suggestions include a Happy Hour at McNellies (Happy Hour at McNellie's is from 3-6 pm) or Fox and Hound (71st and Garnett)
 - ii. Timeframe: Late July/Early August
 - iii. Possible time: 4:30 p.m. – 6:30 p.m.
 - c. Professional Development Workshops – Stacy Davis
 - i. Leading From Where You Are: How Every Person Can Help Or Hinder A Collaborative Culture on July 27th:
 - a. Need a flyer to hand out at the chapter meeting. Will also need to be uploaded to the website.
 - b. Need to add the event to social media.
 - c. We will attach the flyer to the email that will be sent 7/11/18.
 - ii. Level 1 Gamification Certification on September 28, 2018:
 - a. Agreement signed on June 14, 2018. Per agreement:
 - i. Min. 12 participants – max 45.
 - ii. Payment of 50% revenue share is due on September 28, 2018.
 - iii. Workshop may be cancelled on or before September 7 with no penalty - \$500 penalty after Sept. 7.
 - iv. Sententia provides 1 free registration for an ATD Chapter member – Note: We can create 1 free registration or 1 half price registration.
 - b. Location for workshop – Follow-up with Chrissy Medeck for use of BOK – Lorinda Schrammel to follow-up.
 - iii. Stacy asked if speakers could put trifolds and cards on the table. Board agreed that it was ok as long as they are not trying to sell merchandise.

New Business

1. Need to discuss the roles and responsibilities for the Credentials Committee in the Bylaws and Policies Committee meeting.

Confirm Action Items

1. Walt, Shelby, and Ashley to figure out how to communicate to members regularly about the integration to the ATD store from the ATD Tulsa Website. Report back in August meeting on how we will communicate.
2. Jeremy will follow-up with Bob Mansur with a date for next eLearnign SIG meeting and report back at the next meeting.
3. Board members will follow-up with lapsed and soon to lapse members
4. Walt will supply the credentials committee names by the August board meeting

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5. Shelby and Stacy will work on logistics for the “Leading From Where You Are” workshop
6. Lorinda to contact Chrissy Medeck for the use of the BOK facility for the gamification workshop.

The next board meeting will be Friday, August 3, 2018 at 12 PM at Roka

Linda Jenkins adjourned the meeting at 1:39 p.m.

Respectfully submitted by Jeremy Smith, MBA

Date & Time: Friday, July 6, 2018 from 12:00 PM to 1:30 PM
Location: Roka Restaurant, 1616 S. Utica Ave., Tulsa, OK 74104

1. Call Meeting to Order
 - a. Roll Call – Jeremy Smith
 - i. Lorinda Schrammel, Past President will not be able to attend the meeting.
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Jeremy Smith
 - c. Agenda for July 6, 2018 Board Meeting – Review and Approve – Linda Jenkins

2. Administrative
 - a. Minutes from June 1, 2018 Board Meeting – Review and Approve (Attached) – Jeremy Smith
 - b. Elections Committee – Scheduled to meet on Monday, July 9, 2018 at 4 PM at Panera Bread on 15th Street – Linda Jenkins

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.
 - c. Credentials Committee - President will submit a list of nominees to serve on 3-member Credentials Committee – Linda Jenkins

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 - d. Bylaws Amendments – Three proposed amendments from Bylaws and Policies Committee (Attached) – Jeremy Smith
 - e. ALC Workshop – Walt Hansmann and Linda Jenkins selected to present 2-hour workshop – Intentional Chapter Leadership – on Saturday, October 13th from 10 AM to 12 PM at ALC
 - f. Update on Integration of ATD Tulsa website to the ATD International Store – Walt Hansmann

3. Financial
 - a. Financial Reports as of June 30, 2018 – Review and Accept – (Attached) – Skip Eller
 - i. Paid Early-Bird Registration Fee for 2019 President-Elect to attend ALC - \$175 (Linda Jenkins (2018 President) and Walt Hansmann (2018 President-Elect) granted free registration as ALC workshop presenters)
 - b. Update on Utilization of QuickBooks – Skip Eller
 - c. Update on Use of Annual Guest Passes by Board Members – Skip Eller

4. Membership

- a. Membership Reports for June 2018 as of July 5, 2018 – Review & Accept – (Attached) – Ashley Whitfield
 - b. Membership Activities Scheduled for July 2018 – Ashley Whitfield
 - 1. Date for New Member Quarterly Luncheon
 - 2. Update on preparation of Annual Membership Survey
5. Professional Development
- a. Date/Plans for Third Quarter eLearning SIG at BOK Financial – Shelby Morris & Jeremy Smith
 - b. June 8, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement (attached)
 - c. Programming Scheduled – July 13, 2018 - Content & Logistics:
 - i. Program Speaker: Engaging Millennials and Gen Z in Training with Michael Dickerson
 - ii. Accommodations: Meal & Check In – Cathy Fox
 - iii. Board Member Attendance & Participation – Walt Hansmann, Ashley Whitfield, Lorinda Schrammel, Jeremy Smith, Cathy Fox, Skip Eller, and Linda Jenkins
 - iv. Board Communications for Attendees:
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 - 6. Recognition of Sponsors & Pitch for Sponsorships – Walt Hansmann
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 - v. Post Meeting Evaluation Online Distribution by July 17, 2018
 - d. Location Option for October 12, 2018 Program Meeting – Central Library – Discussion - Cathy Fox and Stacy Davis
 - e. Networking Events:
 - a. Logistics for November evening event at Schnake Turnbo Frank: Public Relations and Leadership Development hosted by David Wagner
 - b. Logistics for Lunchtime Networking Event
 - f. Professional Development Workshops – Stacy Davis
 - i. Leading From Where You Are: How Every Person Can Help Or Hinder A Collaborative Culture on July 27th:
 - a. What are the Registration Codes for Chapter Members and Power Members?
 - b. Communication to Chapter Members and Power Members with Registration Codes?
 - c. Communication/invitation to ATD only members?
 - d. Ways Hogan Taylor needs to be acknowledged as sponsor – completion of sponsorship form – placement of logo on website – pitch at beginning of workshop – workshop attendance for HT staff?

- ii. Level 1 Gamification Certification on September 28, 2018:
 - a. Agreement signed on June 14, 2018. Per agreement:
 - i. Min. 12 participants – max 45
 - ii. Payment of 50% revenue share is due on September 28, 2018
 - iii. Workshop may be cancelled on or before September 7 with no penalty - \$500 penalty after Sept. 7
 - iv. Sententia provides 1 free registration for an ATD Chapter member – *Note: We can create 1 free registration or 1 half price registration.*
 - b. Location for workshop – Follow-up with Chrissy Medeck for use of BOK – Lorinda Schrammel?
 - c. Marketing strategy for workshop?

6. Communications

- a. Communications Needs & Opportunities – Shelby Morris
 - i. Flyers to promote Monthly Program meetings and workshops
 - ii. Communications to ATD members in northeast Oklahoma promoting workshops
 - iii. Other items

7. Old Business

8. New Business

9. Confirm Action Items

10. Confirm Date for Next Board Meeting: Friday, August 3, 2018 at 12 PM at Roka – Linda Jenkins

Friday, August 3, 2018	12:00 PM - 1:30 PM	Roka	Board Meeting	<ul style="list-style-type: none"> • Annual Membership Engagement Survey: Survey content presented for review & approval prior to distribution. (VP – Membership) • Annual Risk Management Assessment Begins (VP- Administration)
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11. Adjourn Meeting – Linda Jenkins

1. SECTION 5.5 REMOVAL OF BOARD MEMBERS

Current:

The Board of Directors, by a two-thirds (2/3) vote (in accordance with Article V) of those casting votes, may remove any elected or appointed officer of the Corporation from office for good cause shown; provided, however, that such officer is given written notice by certified mail not less than thirty (30) days prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.

Proposed:

The Board of Directors, by a two-thirds (2/3) vote (in accordance with Article V) of those casting votes, may remove any elected or appointed officer of the Corporation from office. **Grounds for removal include two (2) unexcused absences in a calendar year from meetings of the Board of Directors or for other good cause shown as determined by the Board of Directors; provided, however, that such officer is given written notice at least one week prior to the date such removal is to be considered and after an opportunity to be heard by the Board of Directors.**

2. SECTION 8.3.b VACANCY

Current:

The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and shall have served or shall be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.

Proposed:

The person elected to fill such vacancy for the remainder of the term shall be an Individual Member of the Corporation and **may** have served or **may** be serving as a member of the Corporation's Board of Directors. Past Presidents of the Corporation shall not be elected to fill such vacancies.

Background:

Our intent when this was written was that the person appointed to fill a vacancy could have been a board member in the past or may be a current board member moving into a more critical role. We accidentally wrote the language as "shall" which could be interpreted that only a former or current board member could fill a vacancy. That was NOT our intent.

3. Section 5.1 Board of Directors

Current:

The Board of Directors shall consist of at least (minimum) eight (8) individuals elected from among Corporation members in good standing as specified in Article III of these bylaws. The Board of Directors shall continue in office until successors are duly installed.

The control of the Corporation, subject to the provisions of Article IV, shall be vested in the Board of Directors, which shall consist of the following members:

- A. President;
- B. President-elect;
- C. Immediate Past President;
- D. Vice President of Finance (Treasurer);
- E. Vice President of Administration (Secretary);
- F. Vice President of Membership;
- G. Vice President of Marketing;
- H. Vice President of Digital Media;
- I. Vice President of Accommodations;
- J. Vice President of Programming;
- K. Vice President of Special Interest Groups;
- L. All elected At-Large Directors (should there be any);
- M. The professional staff or a representative of the Corporation's management company, if such a position exists (Non-Voting, Ex-Officio);
- N. All appointed and/or non-voting members of the Board of Directors.

Proposed:

The Board of Directors shall consist of at least (minimum) eight (8) individuals elected from among Corporation members in good standing as specified in Article III of these bylaws. The Board of Directors shall continue in office until successors are duly installed.

The control of the Corporation, subject to the provisions of Article IV, shall be vested in the Board of Directors, which **may** consist of the following members:

- A. President;
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- G. Vice President of Marketing;
- H. Vice President of Digital Media;
- I. Vice President of Accommodations;
- J. Vice President of Programming;
- K. Vice President of Special Interest Groups;
- L. All elected At-Large Directors (should there be any);
- M. The professional staff or a representative of the Corporation's management company, if such a position exists (Non-Voting, Ex-Officio);
- N. All appointed and/or non-voting members of the Board of Directors.

**ATD Tulsa Chapter
Statement of Financial Position as of 07/01/2018**

Assets		Liabilities	
Checking	\$ 6,726.75	Accounts Payable	\$ -
PayPal	\$ 7,745.65	Taxes Payable	\$ -
Cash	\$ 150.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 75.00		
(Less doubtful accounts)*	\$ -	Net Assets	
		Unrestricted Net Assets	\$ 14,697.40
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 14,622.40</u>	Total Net Assets	<u>\$ 14,697.40</u>
Total Assets	<u><u>\$ 14,697.40</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 14,697.40</u></u>

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

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 07/01/2018)

Category Description	2017 Actuals	2018 Budget	06/01/18 - 06/30/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
INCOME							
ATD ChIP	1,158.31	987.70	0.00	233.10	-754.60		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	640.00	3,170.00	-6,447.14	April Note: Need to make ~\$880/mo to make budget	12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	300.00	2,034.00	-3,866.00	April Note: \$300 - \$229 for Power Membership	115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	0.00	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	940.00	6,187.10			
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 registration, 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	175.00	175.00	2,525.00	1 Registration (pre-paid for President Elect)	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	175.00	1,890.05			
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	0.00	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	96.61	2,548.83	4,819.17	\$96.61 in misc exp to Cathy. No payment posted by Honey. Ham, \$560 Reg Rec'd	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	96.61	3,082.03			
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	23.80	197.42	202.58		High in 2017 due to conference
Oklahoma ATD State Conference	21,010.97	1,000.00	0.00	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	23.80	2,189.97			
TOTAL EXPENSES	35,489.93	21,169.50	295.41	9,677.53			
OVERALL TOTAL	-1,727.62	85.34	644.59	-3,490.43			

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 VP of Membership Report for Board Meeting 7/6/18

1. **Membership Survey** – Working on updating the questions and will be ready to review by the next Board Meeting.
2. **Auto- Emails** – Working on updating the renewal, lapsed, etc. email responses in Wild Apricot.
3. **New Member Luncheon** – Scheduled for July 19th. Sending invites later today after deciding on a place to have it.

Summary of Memberships as of 7/5/18

Membership Type	Number of Members
Student	2
Members	95
	Total = 97
Power Members	44 Total = 45%
Chapter Members	53 Total = 55%

Members Joined Since May 30th

Renewal Date	First Name	Last Name	Company	Email	Member Type
7/5/18	Becky	Greene	The Bama Companies	bgreene@bama.com	New Chapter
7/5/18	Bonnie	Stout	OSU Foundation	bstout@osugiving.com	New Chapter

Members Renewed Since May 30th

Renewal Date	First Name	Last Name	Company	Email	Member Type
6/29/19	Kim	Boggs	NORDAM	kboggs@nordam.com	Chapter
6/8/19	Angela	Flax	Consultant	anghome@swbell.net	?
6/8/19	Lewana	Harris	ONEOK	skymaxinc@yahoo.com	Power DUE 4/30/19
5/4/19	Paula	Ketron	theChurch.at	pketron@thechurch.at	Power DUE 5/31/18
7/2/19	Bob	Mansur	Gateway Mortgage Group	bob.mansur@yahoo.com	?
6/30/19	Kristine	Sexter	WorkWise Productions and FindTrainKeep Great Employees	kristine@kristinesexter.com	Chapter
6/7/19	Jeremy	Smith	NORDAM	jeremysmith213@gmail.com	Power DUE 1/31/19
6/1/19	Alan	Vanderburg	Tulsa County	avanderb1@gmail.com	Power DUE

? = Renewed after received May 21st Chapter report from Samantha.

ATD Tulsa VP of Membership Report for Board Meeting 7/6/18

Members DID NOT Renew Since May 30th

Renewal Date	First Name	Last Name	Company	Email	Member Type
6/9/18	Candace	Byington	Paragon Films	candacebyington@gmail.com	Chapter
6/10/18	Jackie	Cleary	Cleary Counseling	jcleary@cox.net	Chapter
6/28/18	Scott	Cooksey	ConsumerAffairs	scooksey@consumeraffairs.com	Chapter
6/30/18	Myra	Fanning	John Zink Institute/John Zink Co LLC	myra.fanning@johnzink.com	Power DUE 2/28/19
6/27/18	Ed	Miller	Miller Sales Group	ed@millersalesgroup.com	Chapter
6/21/18	Brae	Riley	BOK Financial	briley@bokf.com	Power DUE 5/31
6/5/18	Gary	Walker	Cherokee Nation Businesses	gary.walker@cn-bus.com	Power DUE 3/31/19
6/12/18	Phil	Winfield	Cherokee Nation Businesses	phil.winfield@cn-bus.com	Chapter

Follow Ups Needed

Since April 24th

- Adam Barrow – Cherokee Nation Businesses – 5/8/2018 (Chapter Member) – Ashley to follow up
- Kelly Ferguson – Cherokee Nation Businesses – 4/30/2018 (Power Member) – Ashley to follow up
- Eugene Harris – ONE Gas – 5/30/2018 (Power Member) – Stacy to follow up?
- Susan McMurray – ORU – 4/30/2018 (Chapter Member) – Stacy to follow up?
- Ashley Rossi – InsideOut Development – 5/30/2018 (Chapter Member) – No follow up required
- Mary Sirkel – TCC – 5/31/2018 (Chapter Member) – Stacy to follow up?
- Barbara Ware – AA Club Alliance – 5/12/2018 (Chapter Member) – Stacy to follow up?

Since May 30th

- Candace Byington – Paragon Films – Ashley to follow up
- Jackie Cleary – Cleary Consulting – Ashley to follow up
- Scott Cooksey – Consumer Affairs – Jeremy to follow up?
- Ed Miller – Miller Sales Group – Ashley to follow up
- Gary Walker – Cherokee Nation Business
- Phil Winfield – Cherokee Nation Business

Members Due for Renewal July 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
7/10/18	Debbie	Butler	Oklahoma State University	debbie.butler@okstate.edu	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 7/6/18

7/11/18	Rick	Coltman	Coltman Consulting Group LLC	coltmanconsultinggroup@gmail.com	Chapter
7/18/18	Rachel	Day	CP Kelco	rachelle.day@cpkelco.com	Chapter
7/13/18	James	Spradlin	Workplace Institutes LLC	jimspradlin1000@gmail.com	Chapter
7/21/18	Heidi	Tindle	Consumer Affairs	htindle@consumeraffairs.com	Chapter

Members Due for Renewal August 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
8/18/18	Catheryn	Ackenhausen	CAP Tulsa	cackenhausen@captulsa.org	Power DUE 6/30
8/7/18	Emily	Avants	Mill Creek Lumber & Supply	eavants@millcreeklumber.com	Chapter
8/4/18	Andrew	Engelbrecht	Arrowhead Consulting	aengelbrecht@arrowheadconsulting.us	Power DUE 3/31/19
8/11/18	Melissa	Fabian	Tulsa Tech	melissafabian@hotmail.com	Chapter
8/21/18	Sunilyn	Hertt	Tulsa County	shertt@tulsacounty.org	Power DUE 9/31/18
8/11/18	Teresa	McKay	TTCU Federal Credit Union	tmckay@ttcu.com	Chapter
8/6/18	Seth	Osborn	University of Oklahoma - National Resource Center for Youth Services	osbornseth@gmail.com	Chapter
8/11/18	Mikhelle	Ross-Mulkey	Cherokee Nation Businesses	mikhelle.mulkey@cn-bus.com	Chapter
8/1/18	Kristen	Saint	Tulsa Federal Credit Union	ksaint@tulsafederalcu.org	Power DUE 6/30/18
8/26/18	Bob	Schooley	Schooley & Associates	bschooley@schooleyandassociates.com	Power DUE 8/31/18
8/14/18	Azar	Taufique	TechTrained.com LLC	azartaufique@gmail.com	Chapter
8/22/18	Matthew	Walker	TTCU Federal Credit Union	matthew.walker@okstate.edu	Chapter
8/11/18	Ashley	Whitfield	Persimmon Group	ashleywhitfield@thepersimmongroup.com	Power DUE 1/31/19

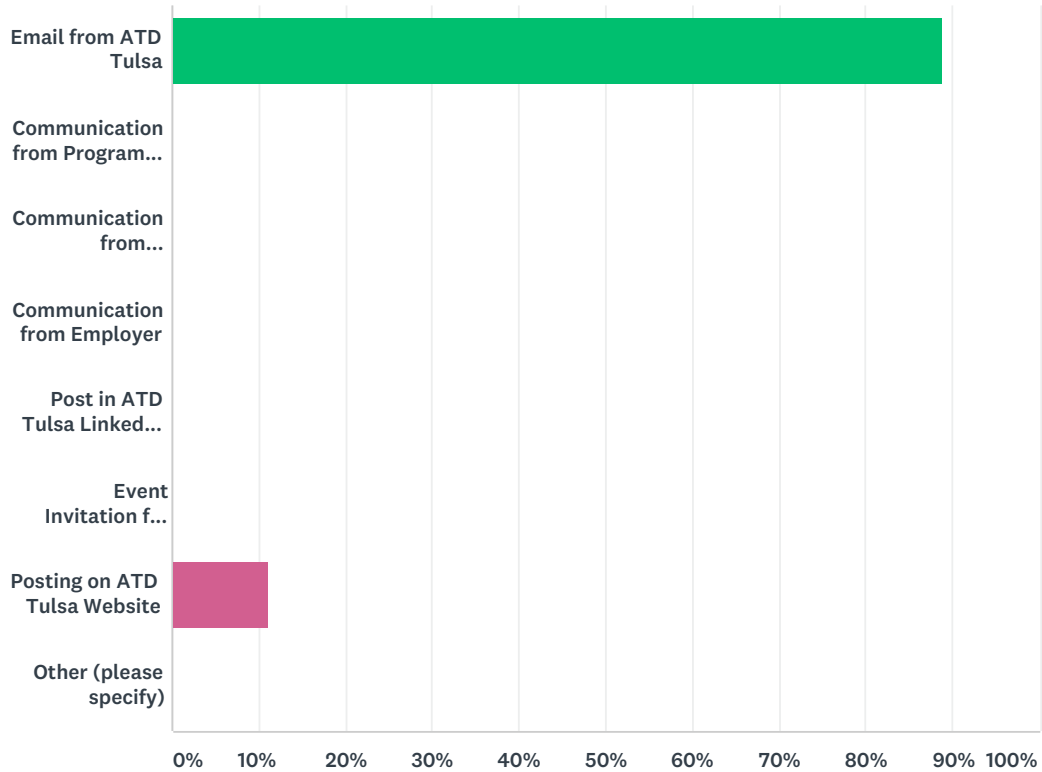
ATD Tulsa VP of Membership Report for Board Meeting 7/6/18

Members Due for Renewal September 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
9/21/18	Nena	McFadden	Matrix Service Company	nmcfadden@matrixservicecompany.com	Chapter
9/19/18	Mark	Mikluscak	Matrix Service Company	mmikluscak@matrixservicecompany.com	Power DUE 3/31/19
9/28/18	Kristal	Nicholson	OU National Resource Center for Youth Services	kristalnicholson@hotmail.com	Chapter
9/21/18	Jeri	Phillips	Matrix Service Company	jjphillips@matrixservicecompany.com	Power DUE 1/31/19
9/16/18	Stacey	Portman	Cherokee Nation Businesses	stacey.portman@cnent.com	Chapter
9/29/18	Dan	Regouby	Dan Regouby	dan@discussiblegaps.com	Chapter
9/12/18	Garrett	Shaffer	Oklahoma State University	garrett.shaffer@okstate.edu	Chapter
9/27/18	Beverly	Taulman	Matrix Service Company	btaulman@matrixservicecompany.com	Power DUE 1/31/19
9/6/18	Kristin	Wise	Explorer Pipeline	kwise@expl.com	Power DUE 9/30/18

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

Answered: 9 Skipped: 0

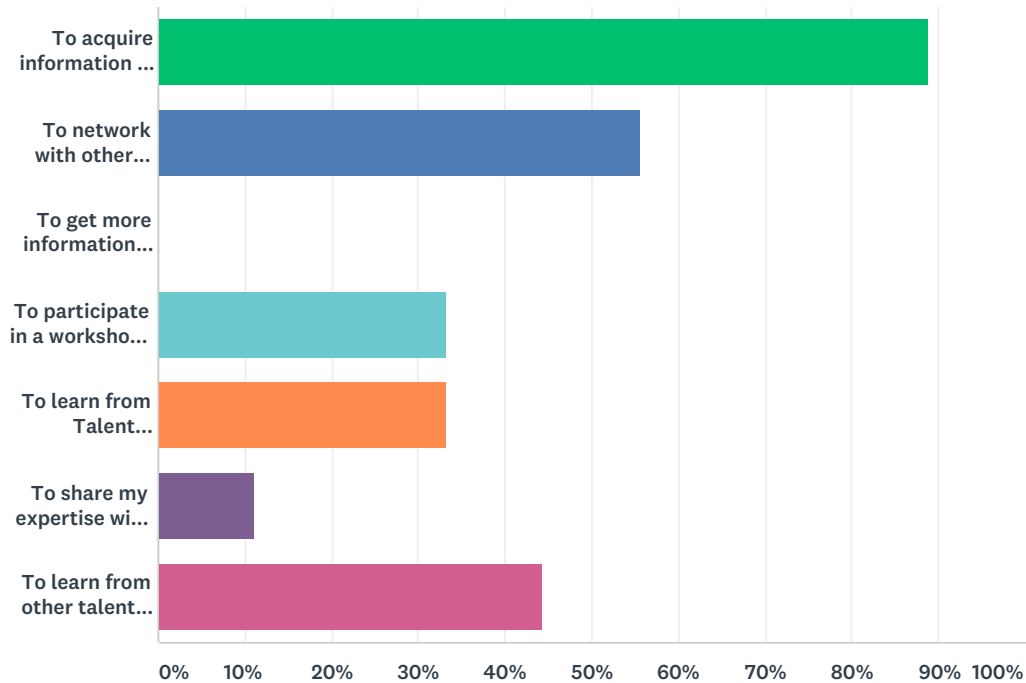


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	88.89%	8
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	11.11%	1
Other (please specify)	0.00%	0
TOTAL		9

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

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

Answered: 9 Skipped: 0

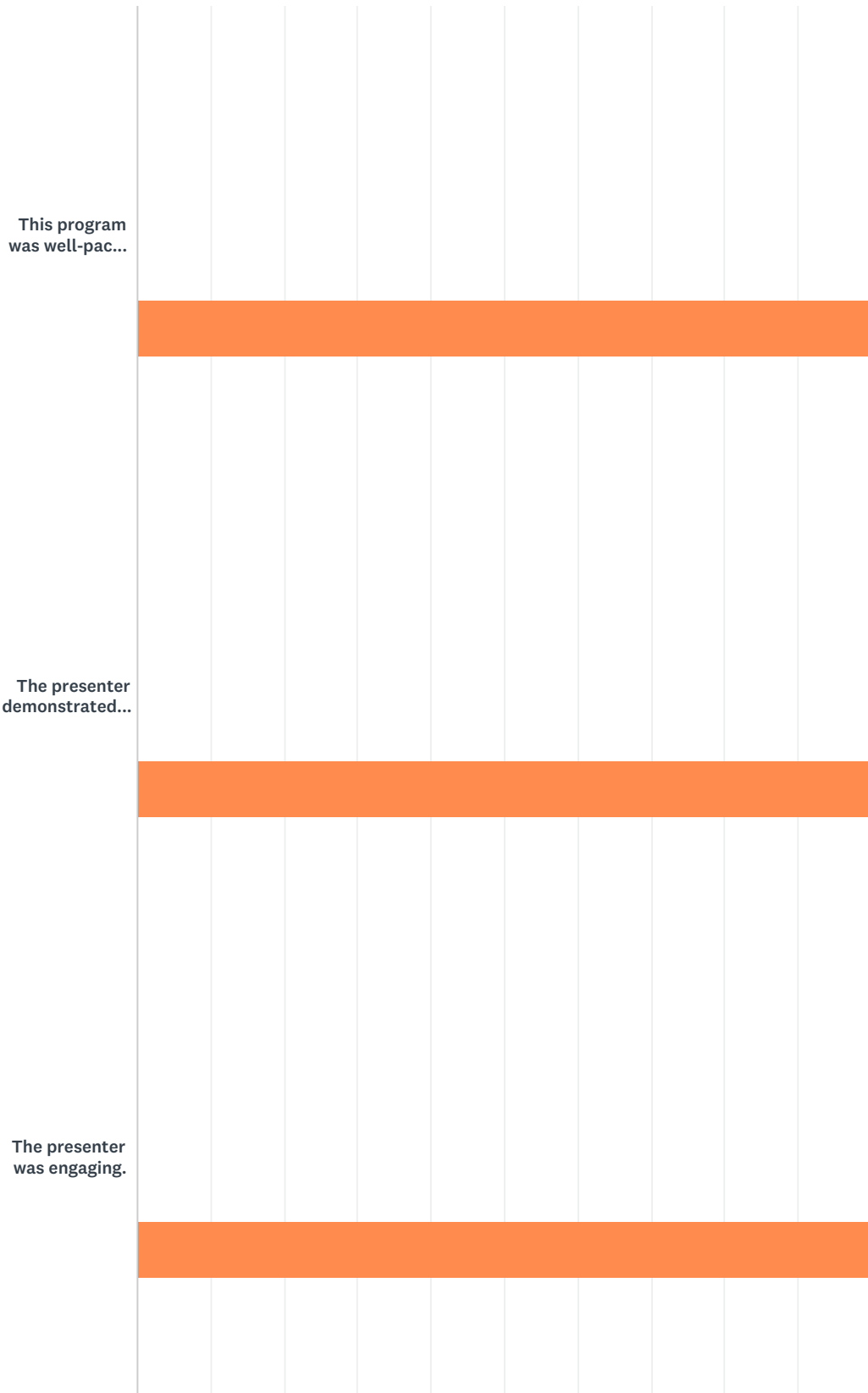


ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	88.89%	8
To network with other talent management professionals.	55.56%	5
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	33.33%	3
To learn from Talent Management industry leaders.	33.33%	3
To share my expertise with other talent management professionals.	11.11%	1
To learn from other talent management professionals attending the program meeting.	44.44%	4
Total Respondents: 9		

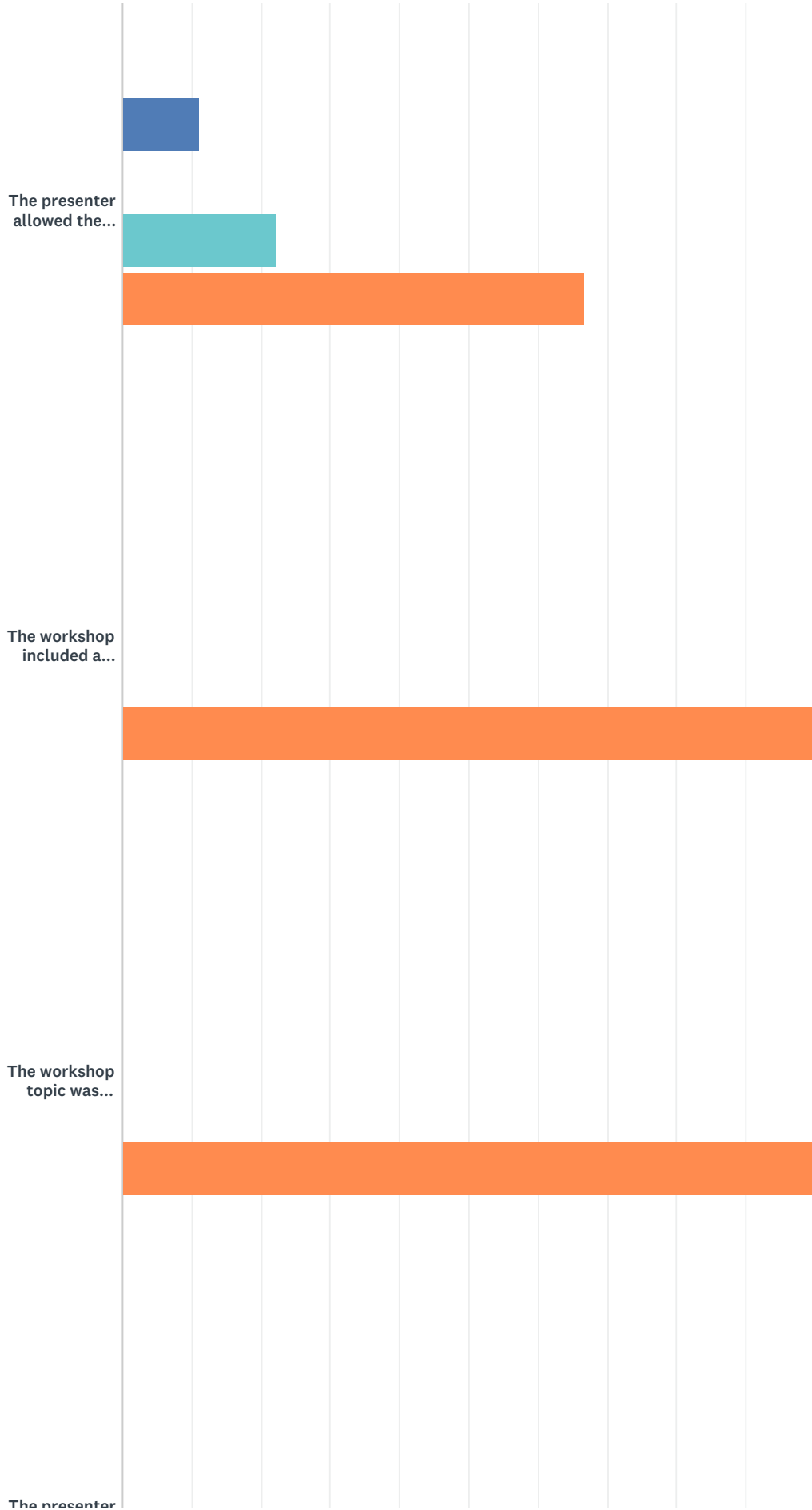
#	OTHER (PLEASE SPECIFY)	DATE
1	To learn about the national conference	6/15/2018 10:33 AM
2	ICE information	6/13/2018 8:44 AM

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

Answered: 9 Skipped: 0



June 9, 2018 Program Meeting Survey



June 9, 2018 Program Meeting Survey

The presenter
outlined...



The presenter
met the...



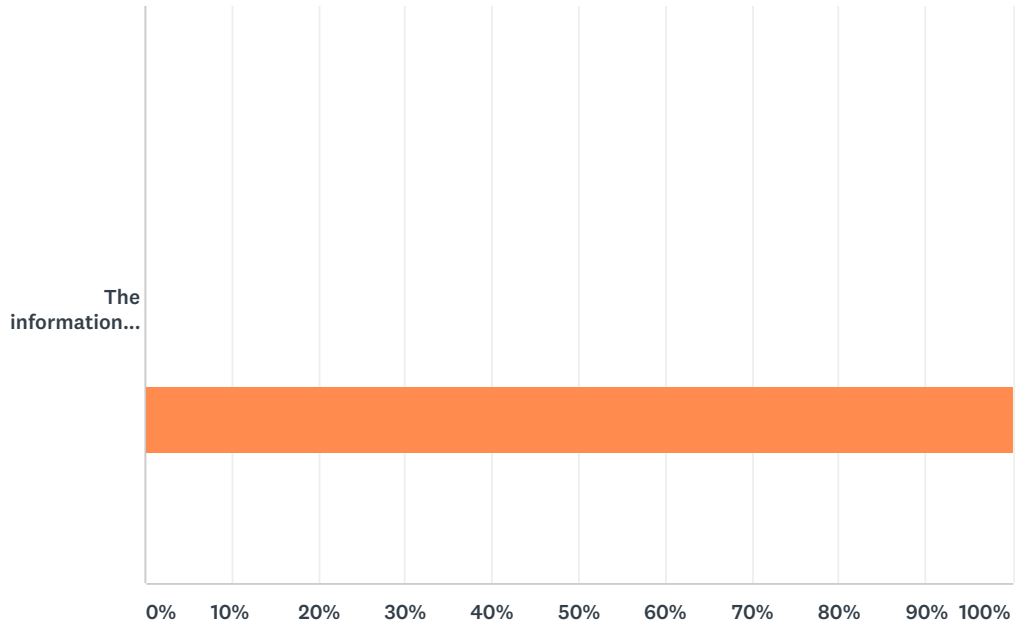
The
information...



The
information...



June 9, 2018 Program Meeting Survey



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

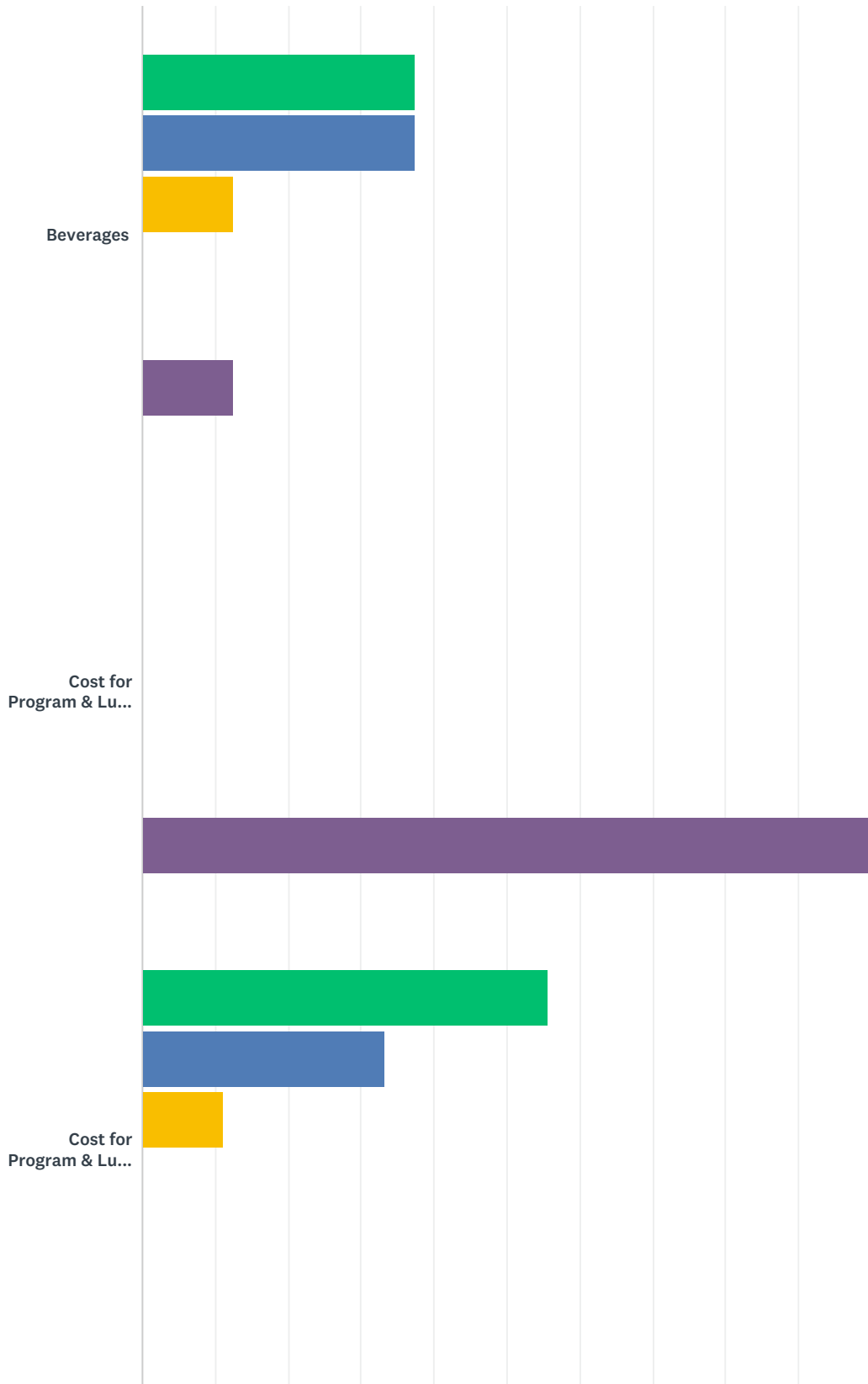
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The presenter was engaging.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The presenter allowed the right amount of time for discussion.	0.00% 0	11.11% 1	0.00% 0	22.22% 2	66.67% 6	0.00% 0	9
The workshop included a hands-on learning activity.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The workshop topic was delivered as promoted.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The presenter outlined objectives for the session.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The presenter met the objectives as outlined.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The information presented during this workshop was well organized.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The information presented during this workshop is useful to my job.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9
The information presented during this workshop can be applied to my business.	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9

June 9, 2018 Program Meeting Survey

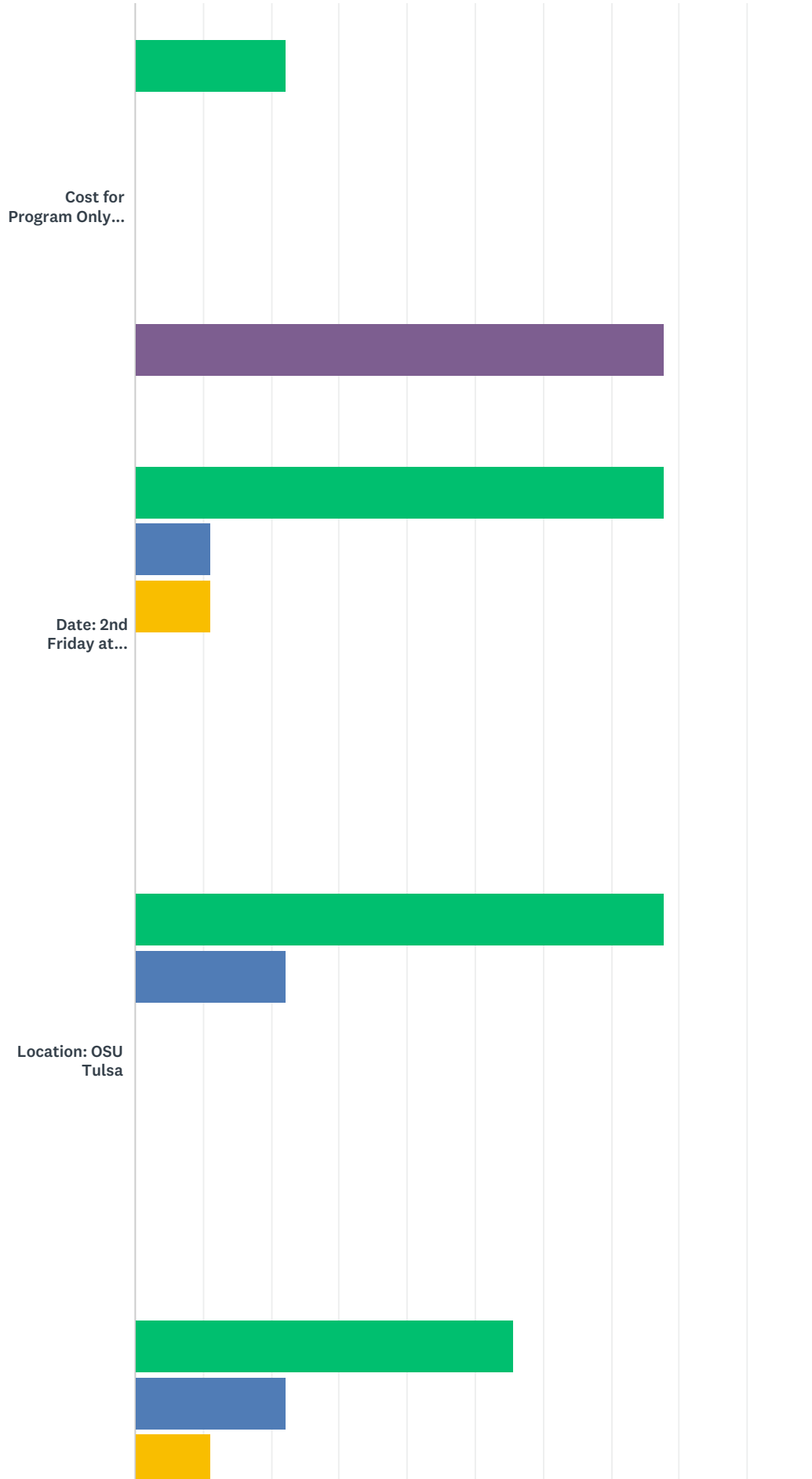
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
	There are no responses.	

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.

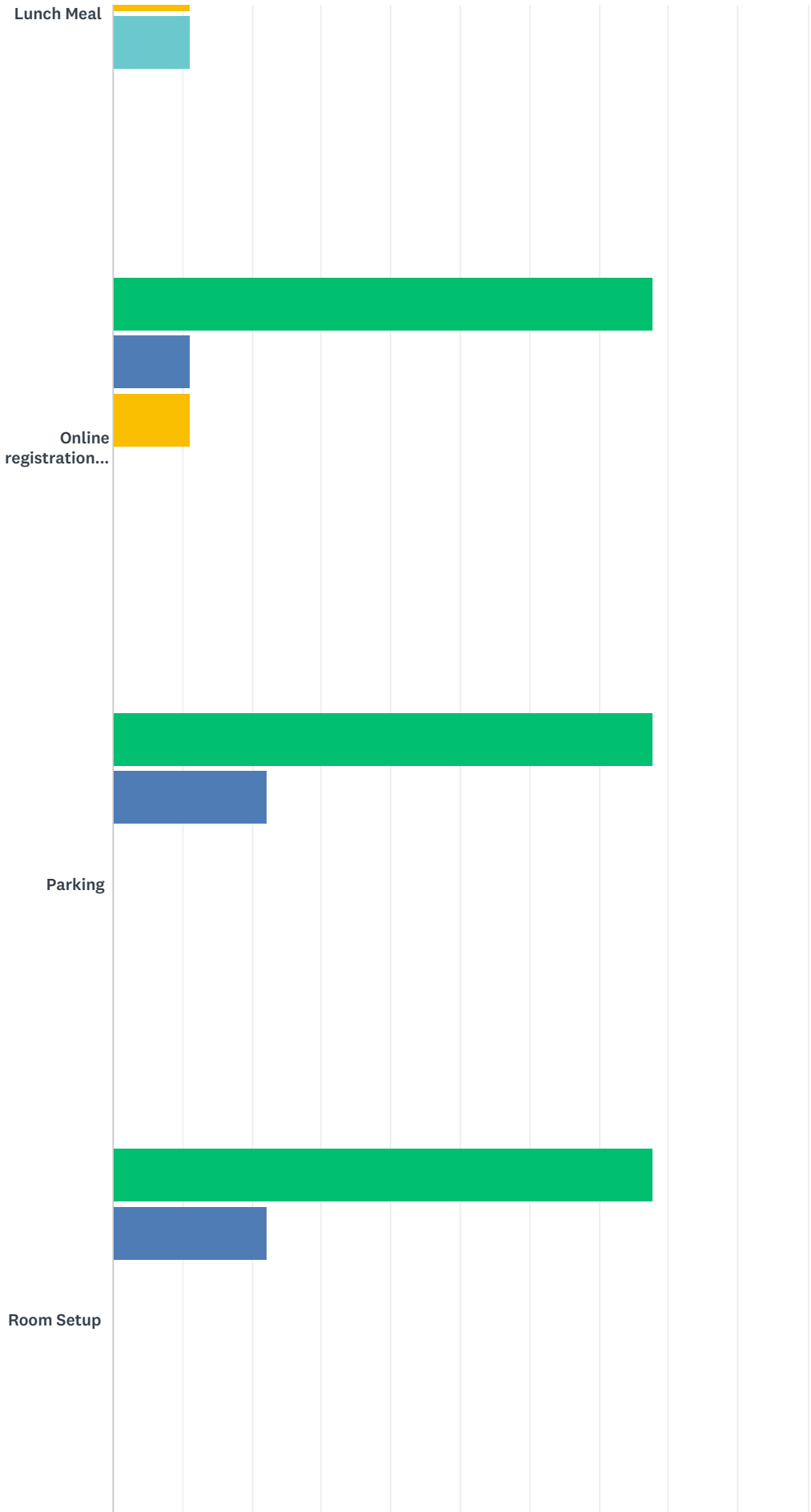
Answered: 9 Skipped: 0



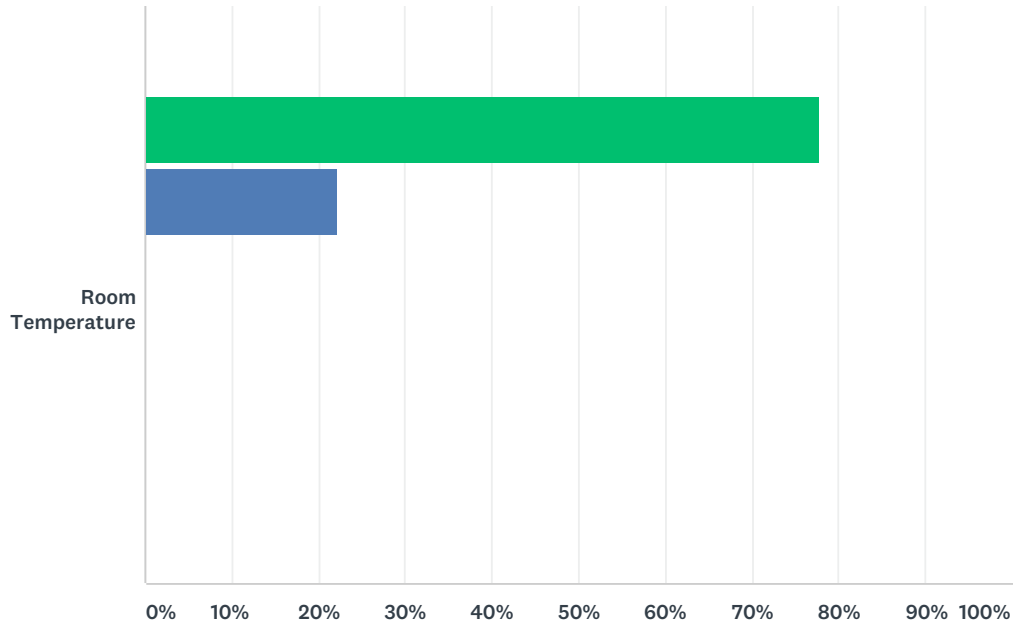
June 9, 2018 Program Meeting Survey



June 9, 2018 Program Meeting Survey



June 9, 2018 Program Meeting Survey



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

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	37.50% 3	37.50% 3	12.50% 1	0.00% 0	0.00% 0	12.50% 1	8
Cost for Program & Lunch (Guest)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 8	8
Cost for Program & Lunch (Member)	55.56% 5	33.33% 3	11.11% 1	0.00% 0	0.00% 0	0.00% 0	9
Cost for Program Only (Member or Guest)	22.22% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	77.78% 7	9
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	77.78% 7	11.11% 1	11.11% 1	0.00% 0	0.00% 0	0.00% 0	9
Location: OSU Tulsa	77.78% 7	22.22% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9
Lunch Meal	55.56% 5	22.22% 2	11.11% 1	11.11% 1	0.00% 0	0.00% 0	9
Online registration process	77.78% 7	11.11% 1	11.11% 1	0.00% 0	0.00% 0	0.00% 0	9
Parking	77.78% 7	22.22% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9
Room Setup	77.78% 7	22.22% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9
Room Temperature	77.78% 7	22.22% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9

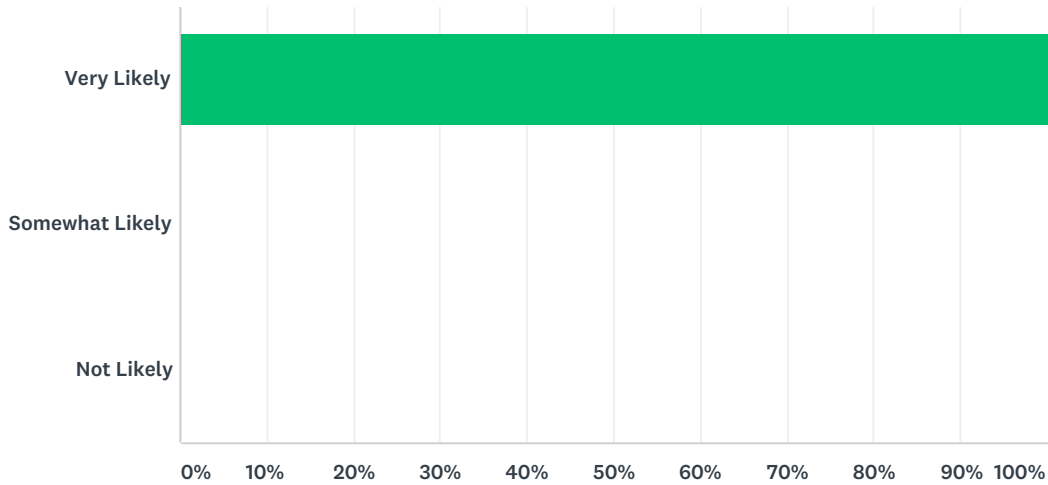
#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	I would expect better food for \$20. Did not like condiments on my sandwich - wish they would have been separate.	6/13/2018 10:57 AM

June 9, 2018 Program Meeting Survey

2	When I first submitted my payment, it didn't take so I had to log out and go back later. The second time, it went through.	6/13/2018 8:44 AM
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Q5 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	9
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		9

#	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.	

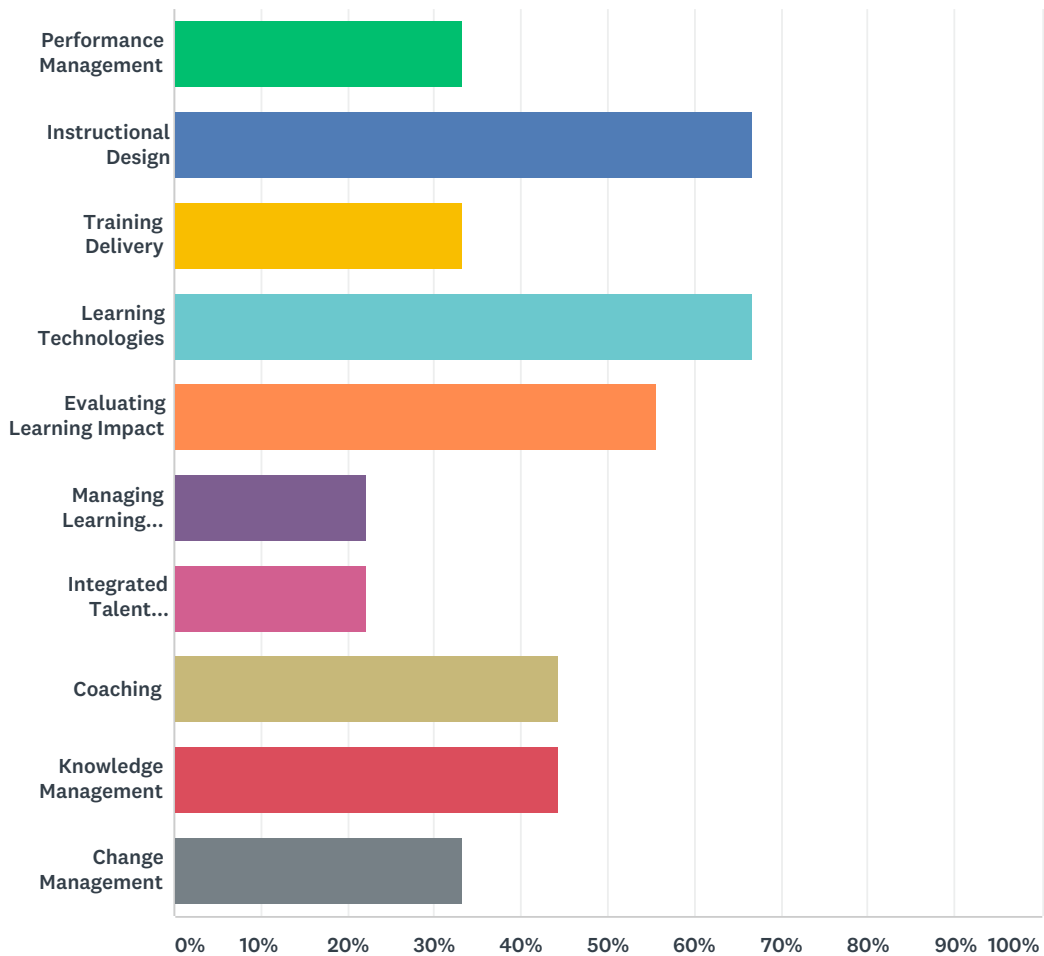
Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 0 Skipped: 9

#	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: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Performance Management	33.33%	3
Instructional Design	66.67%	6
Training Delivery	33.33%	3
Learning Technologies	66.67%	6
Evaluating Learning Impact	55.56%	5
Managing Learning Programs	22.22%	2
Integrated Talent Management	22.22%	2
Coaching	44.44%	4
Knowledge Management	44.44%	4
Change Management	33.33%	3

Total Respondents: 9

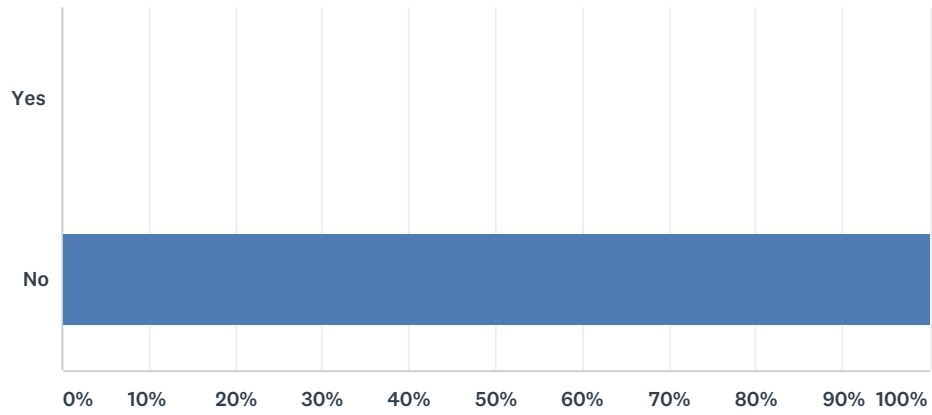
Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 2 Skipped: 7

#	RESPONSES	DATE
1	This is a fabulous organization, so glad I joined last year!	6/15/2018 10:33 AM
2	I really enjoyed the meeting. Favorite part was participating in the Top 5 activity. It was great to receive tips and tools from 4 different attendees on a wide variety of topics. Great way to showcase the benefits of attending the conference.	6/14/2018 3:51 PM

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

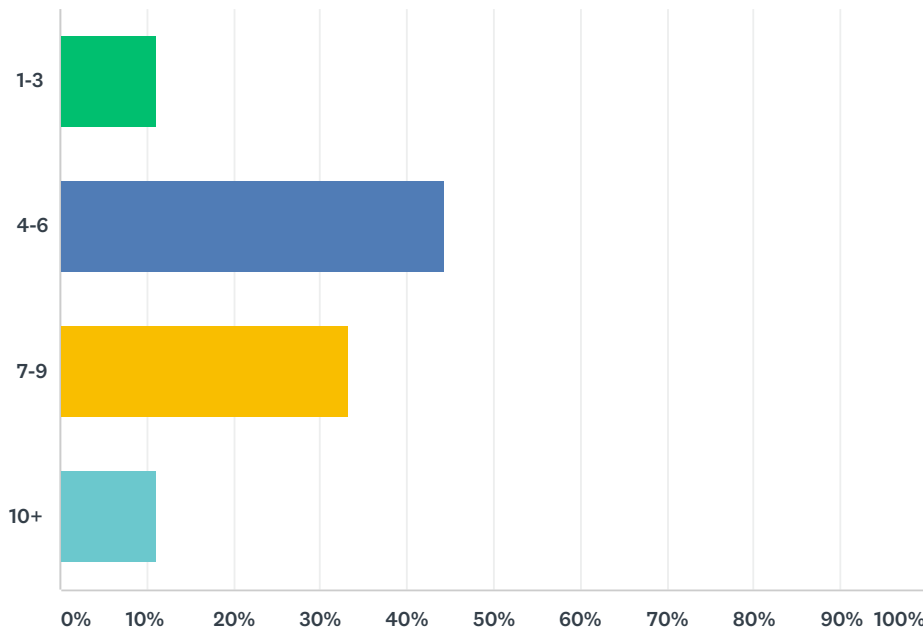
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	9
TOTAL		9

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

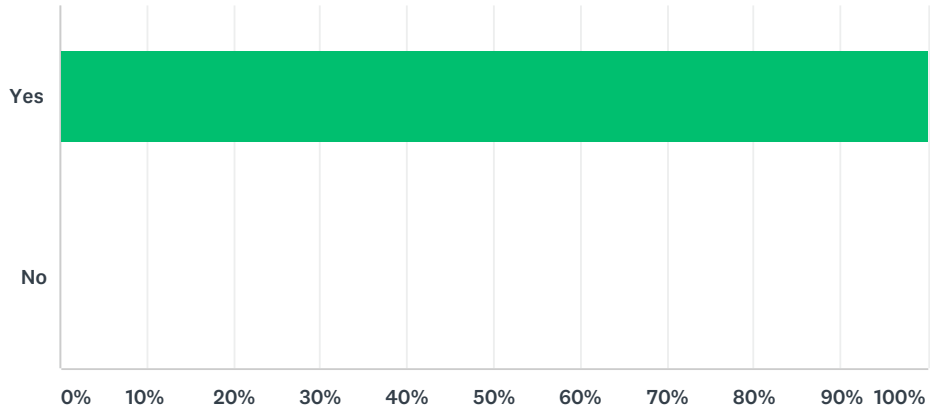
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
1-3	11.11%	1
4-6	44.44%	4
7-9	33.33%	3
10+	11.11%	1
TOTAL		9

Q11 Are you an ATD Tulsa member?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	9
No	0.00%	0
TOTAL		9

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

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

MINUTES OF THE JUNE 2018 ATD TULSA BOARD MEETING

- 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	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

WOODRUM, TATE & ASSOCIATES, PLLC

321 South Boston Avenue ■ Suite 200 ■ Tulsa, Oklahoma 74103 ■ (918) 584-4800 ■ Fax (918) 582-4716

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)

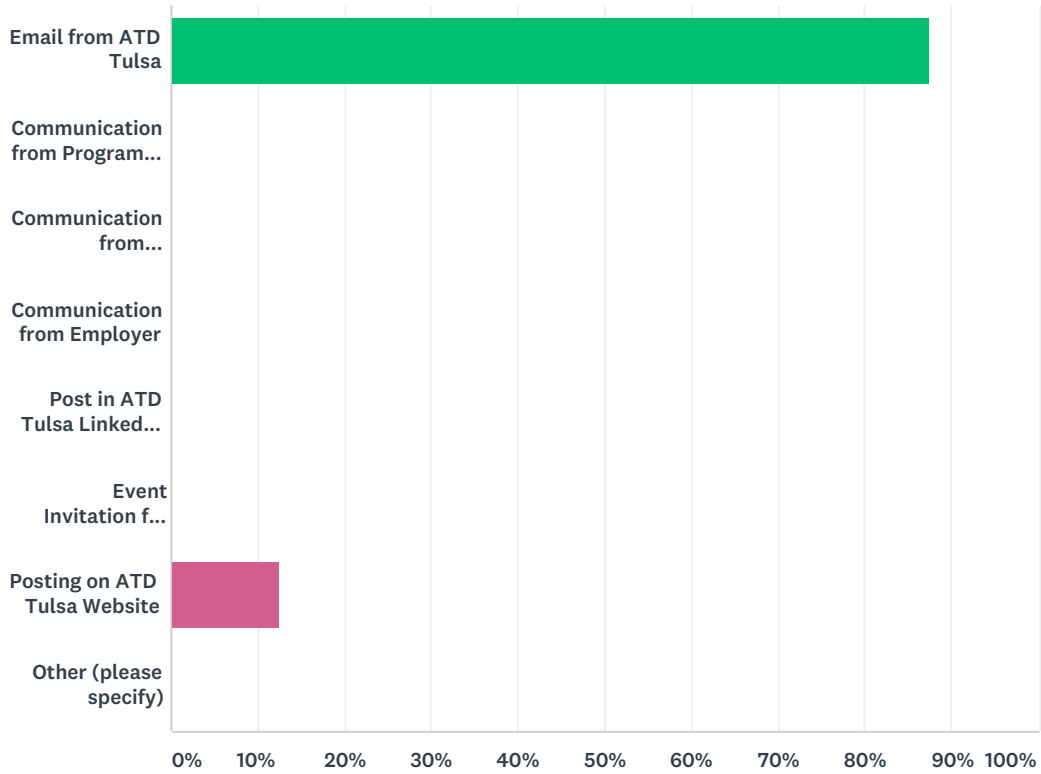
Azar Taufique – TechTrained.com -- 8/14/2018 (Chapter Member)

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

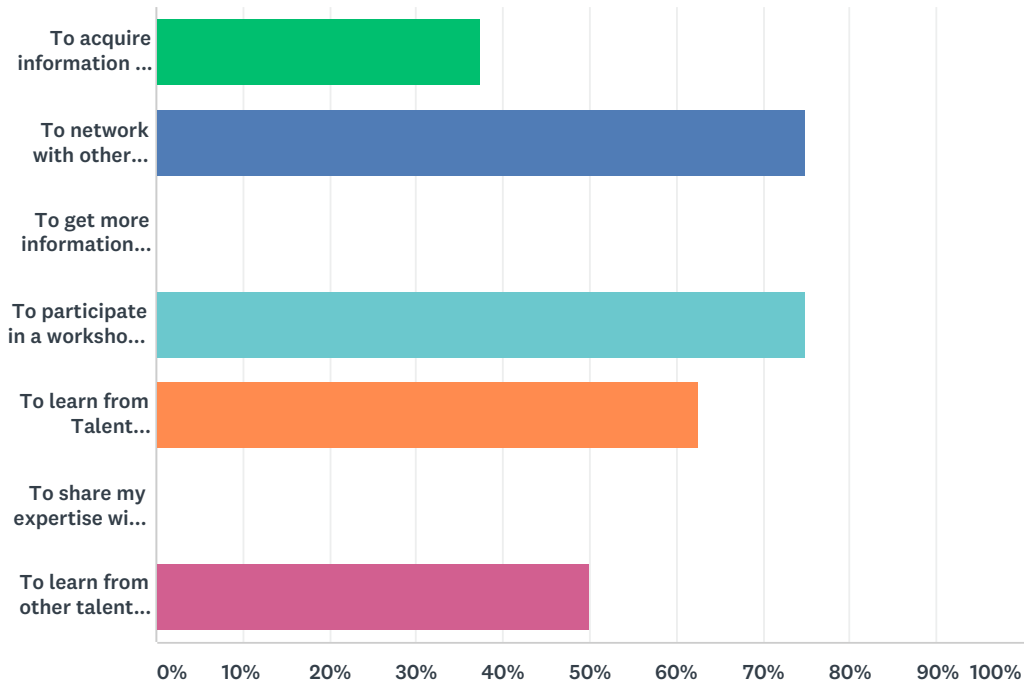


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	87.50%	7
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	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

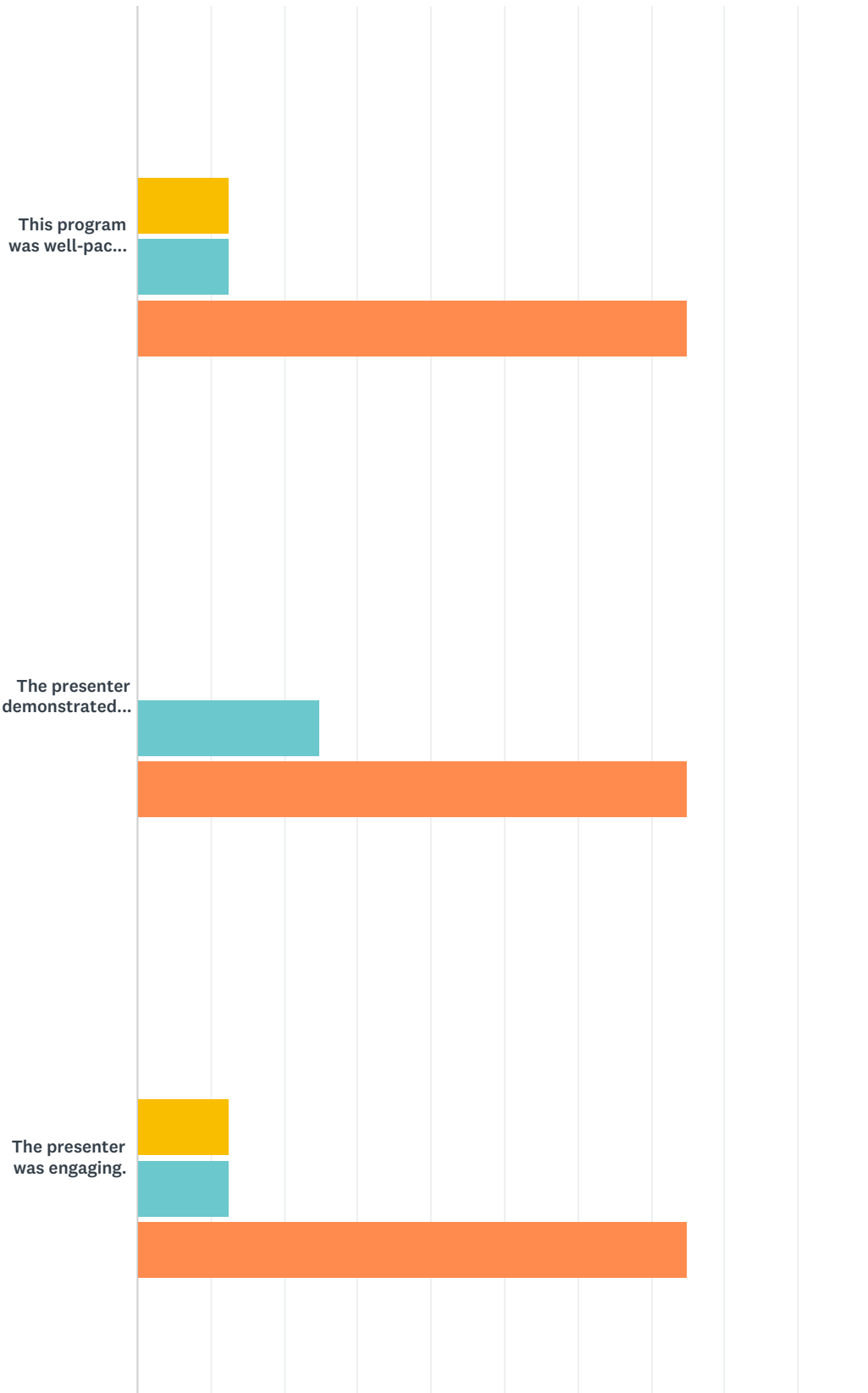


ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	37.50%	3
To network with other talent management professionals.	75.00%	6
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	75.00%	6
To learn from Talent 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		

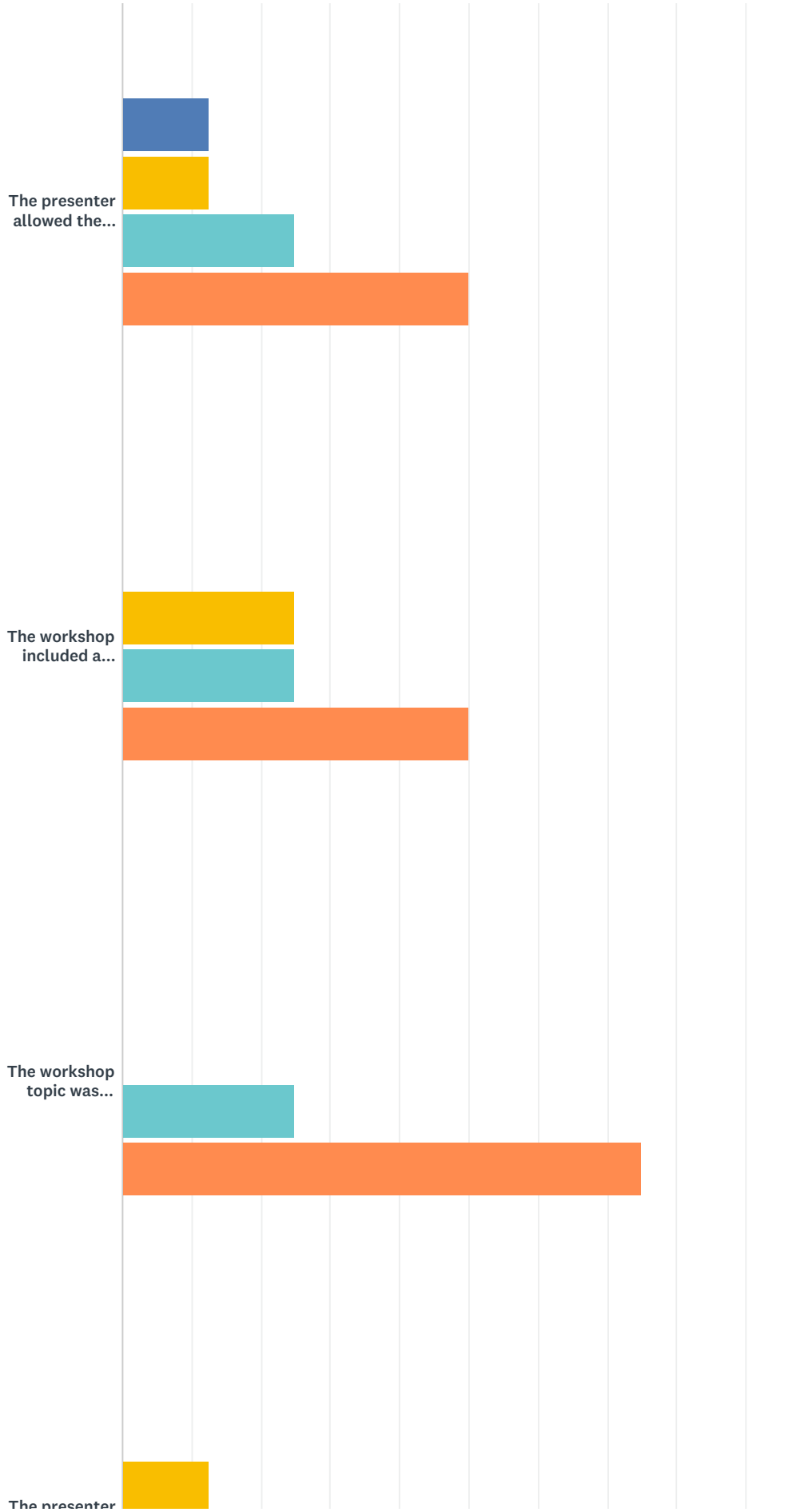
#	OTHER (PLEASE SPECIFY)	DATE
1	I always enjoy Steve's presentations.	5/18/2018 3:33 PM

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

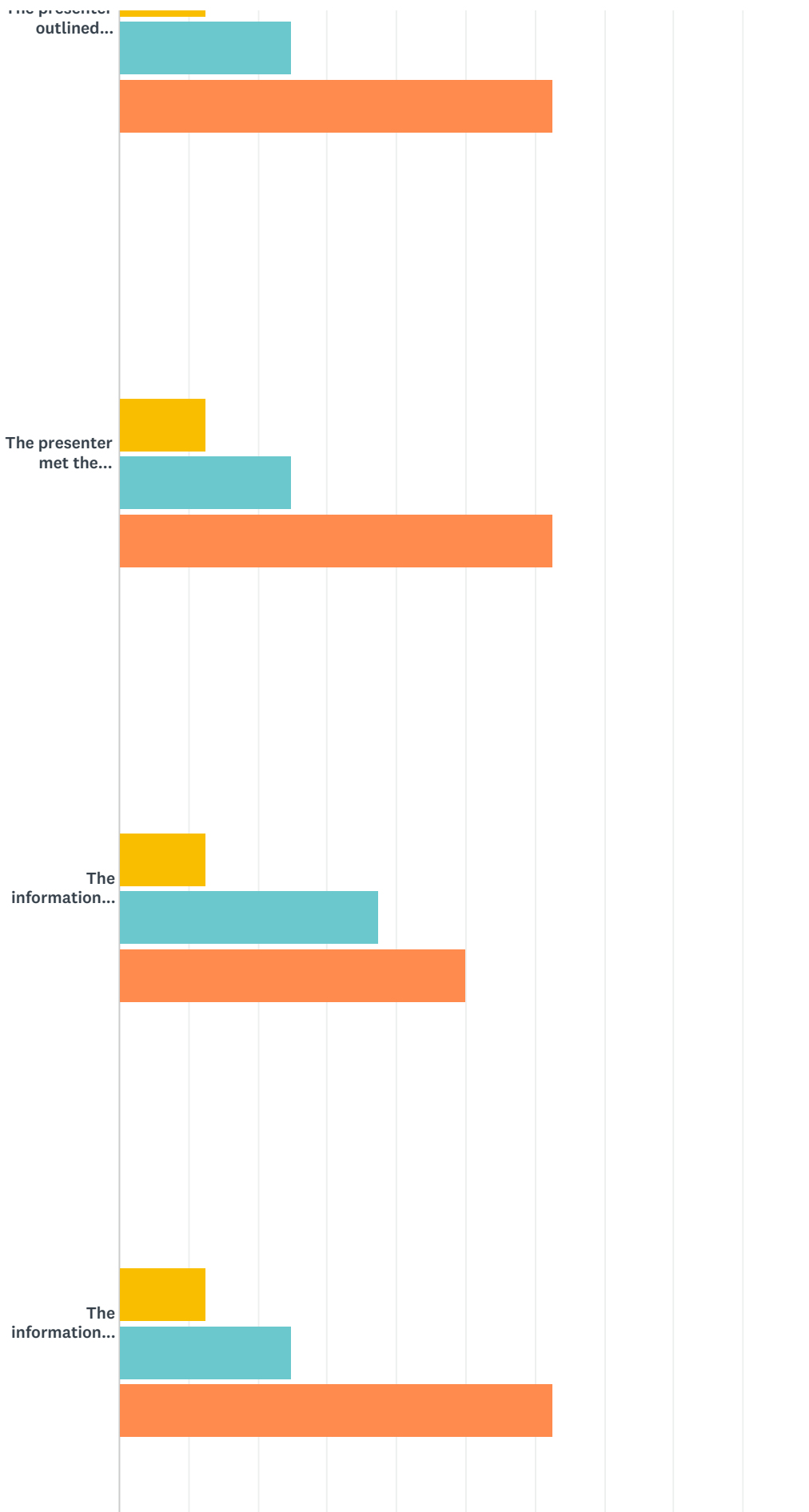
Answered: 8 Skipped: 0



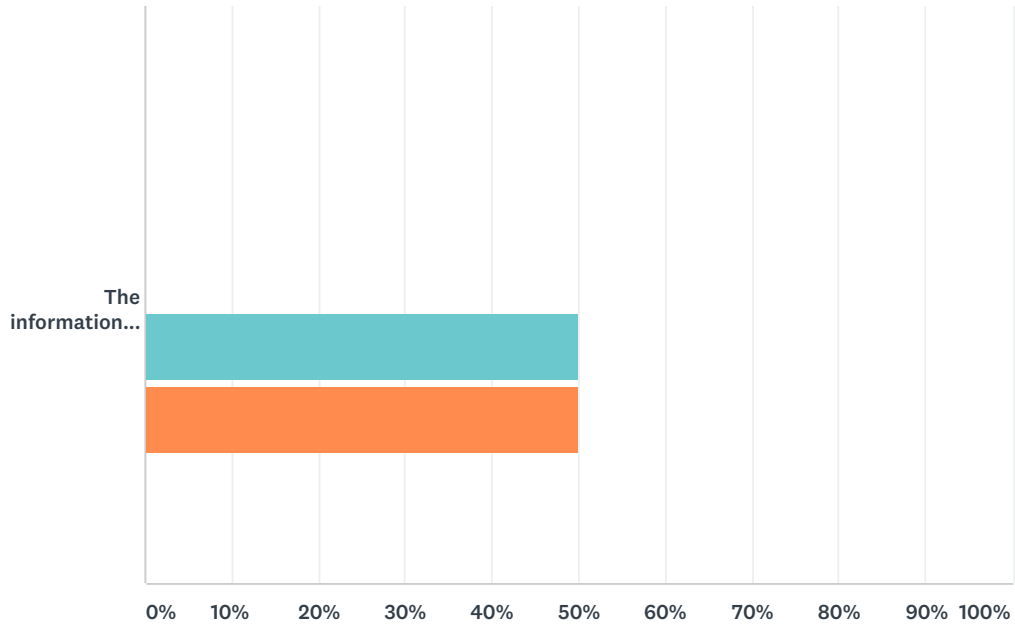
ATD Tulsa – May 11, 2018 Program Meeting Survey



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

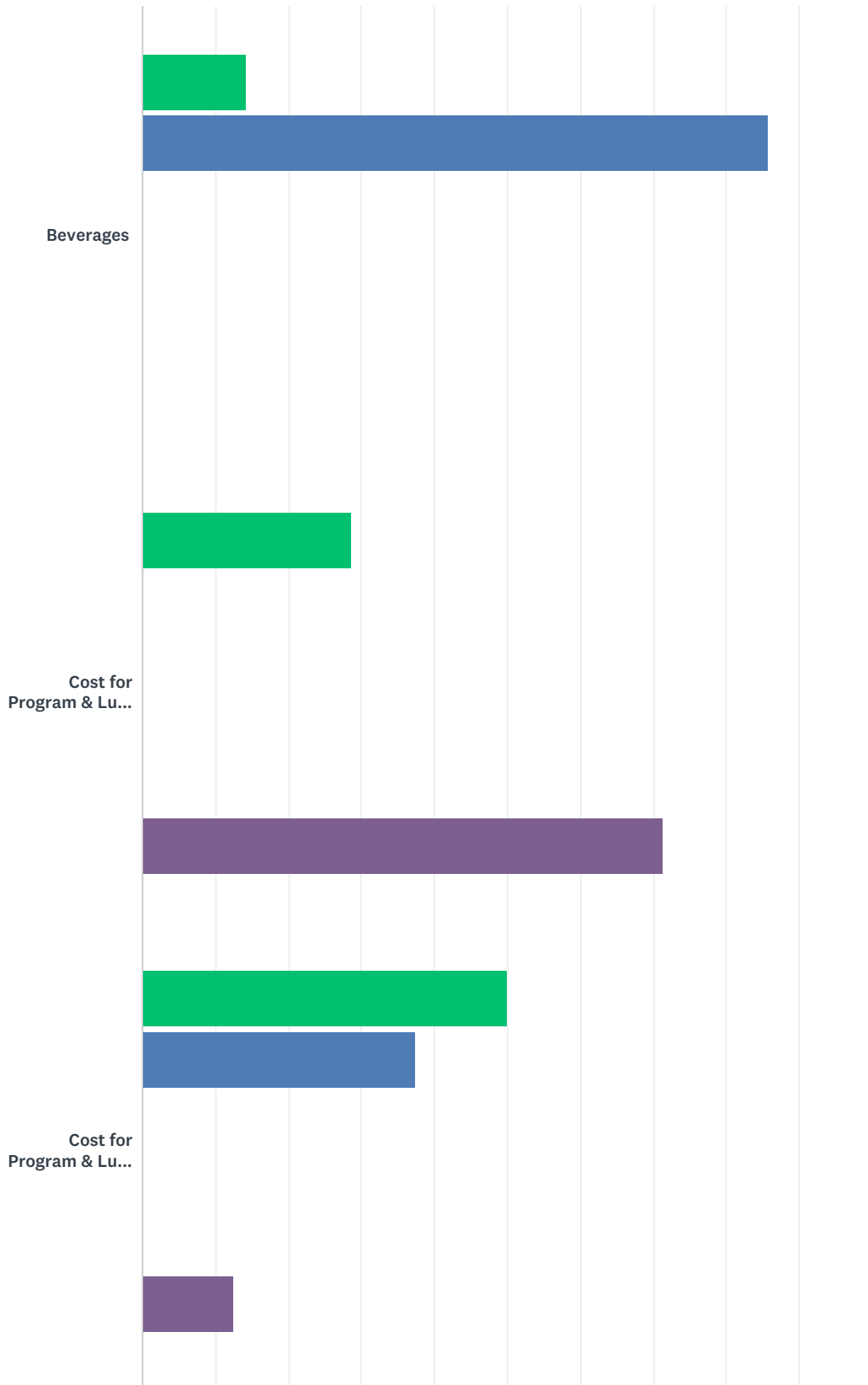
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	0.00% 0	12.50% 1	12.50% 1	75.00% 6	0.00% 0	8
The presenter demonstrated subject matter expertise and knowledge.	0.00% 0	0.00% 0	0.00% 0	25.00% 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

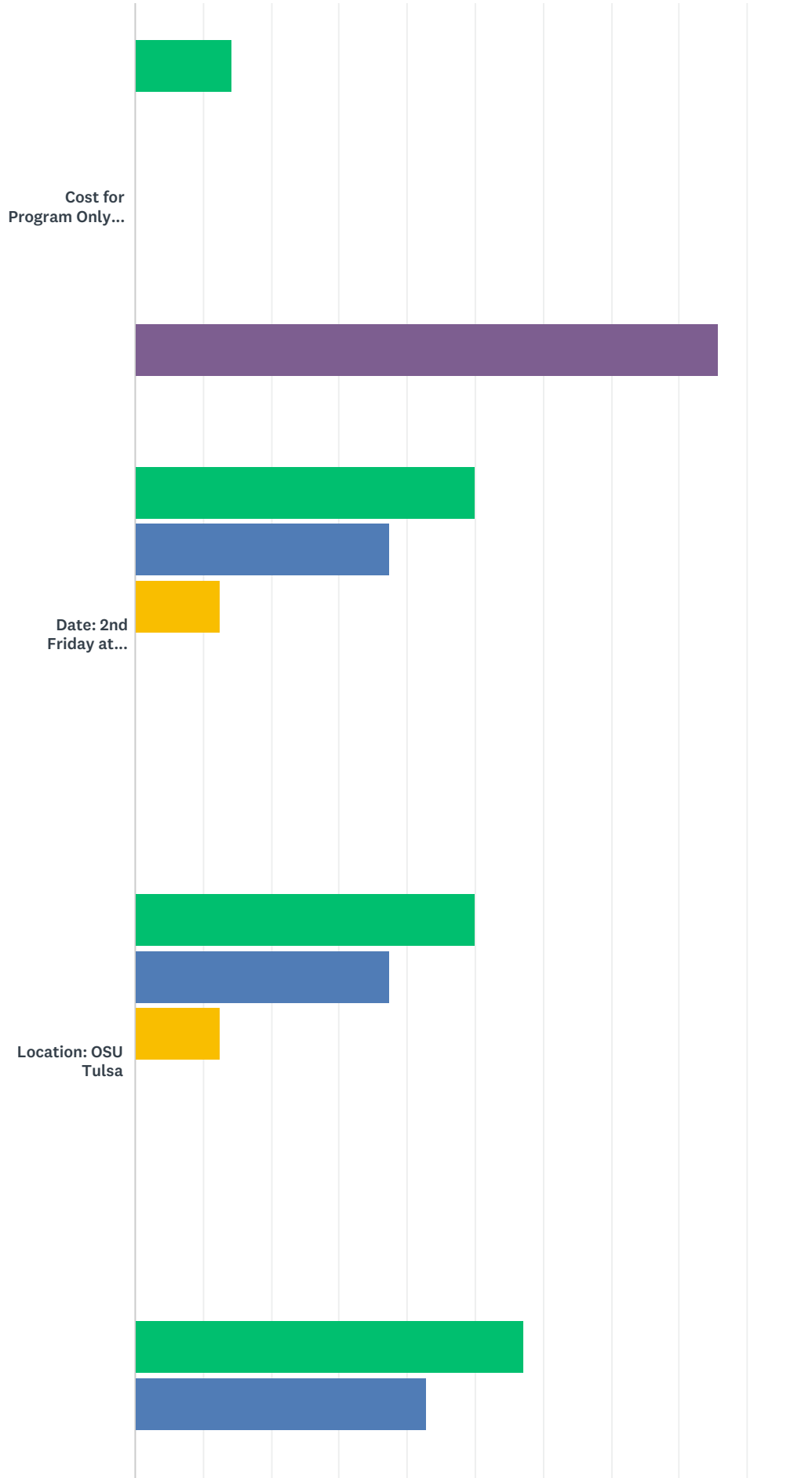
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	There could have been more discussion and the handout could have been better utilized as a participant tool.	5/22/2018 9:02 PM
2	Steve was an outstanding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

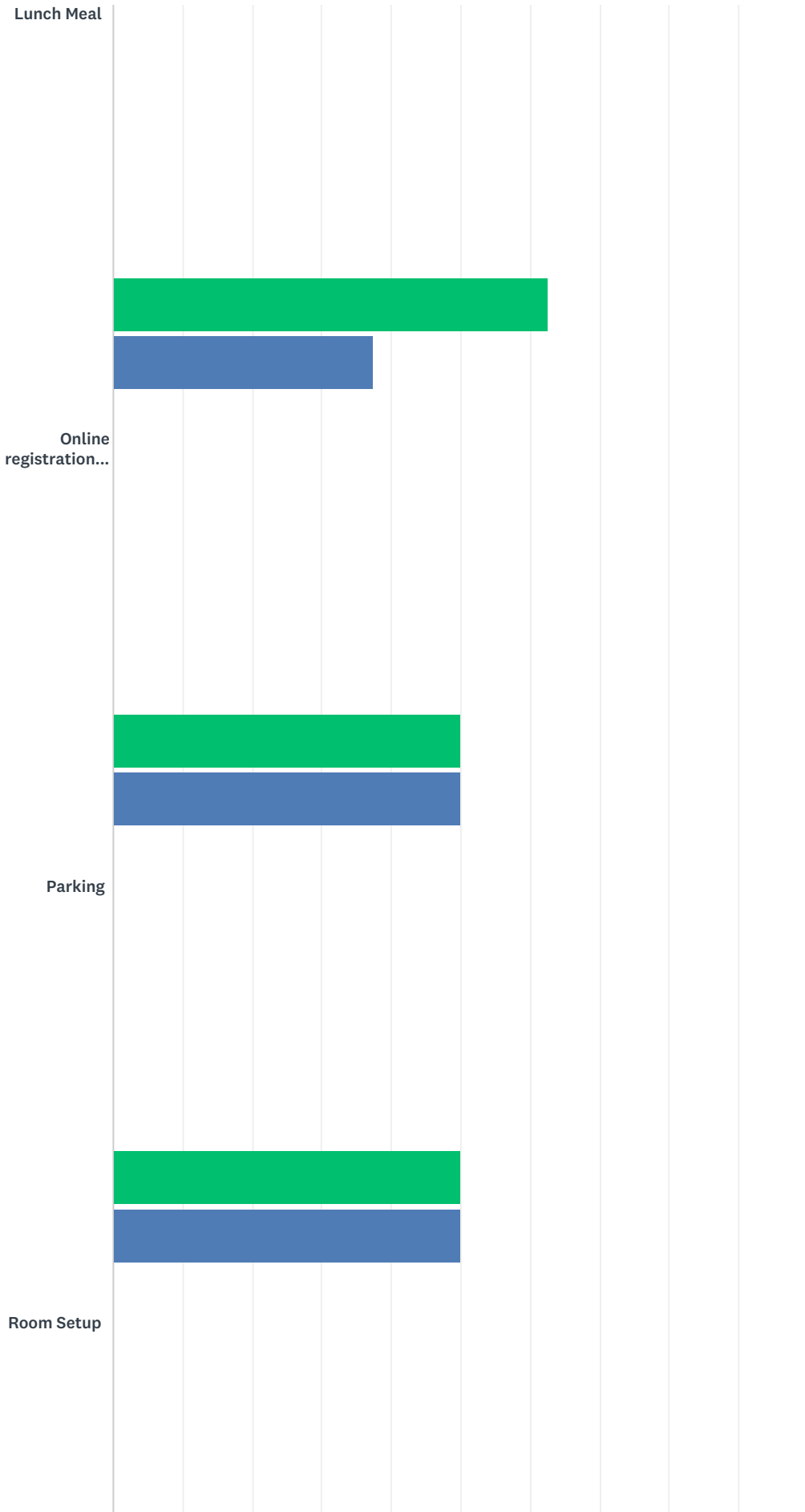
Answered: 8 Skipped: 0



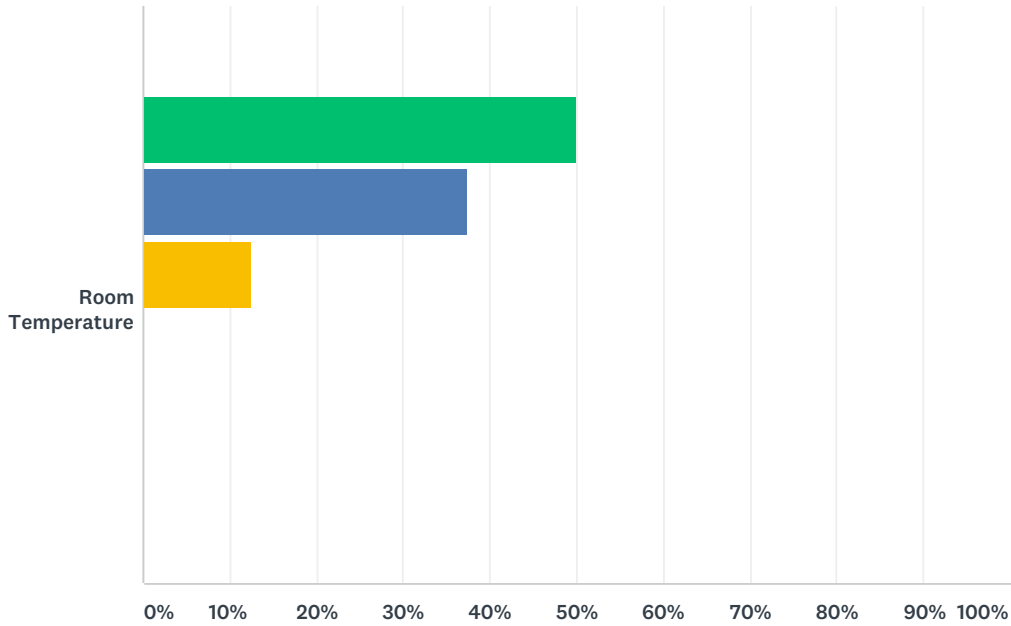
ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



ATD Tulsa – May 11, 2018 Program Meeting Survey



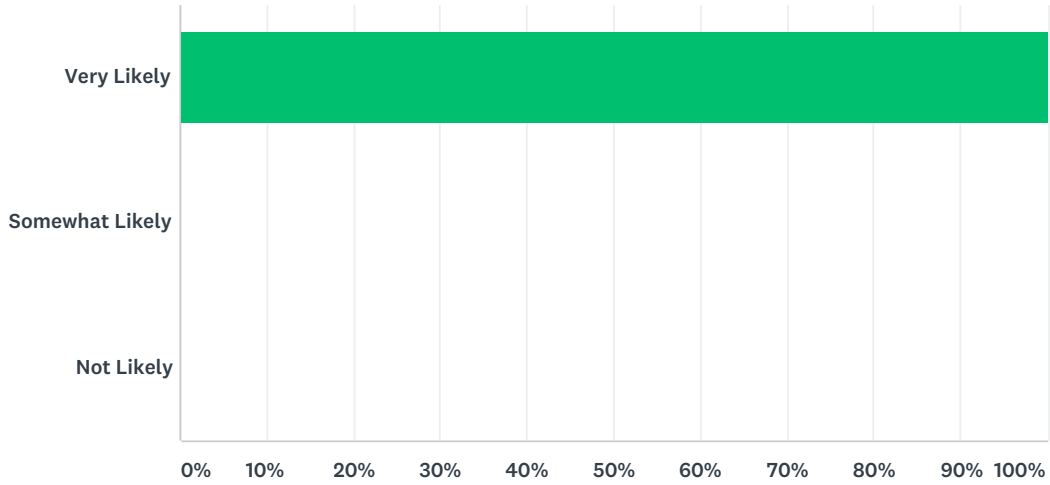
■ Excellent
 ■ Good
 ■ Fair
 ■ Poor
 ■ Terrible
 ■ Not Applicable

	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.	

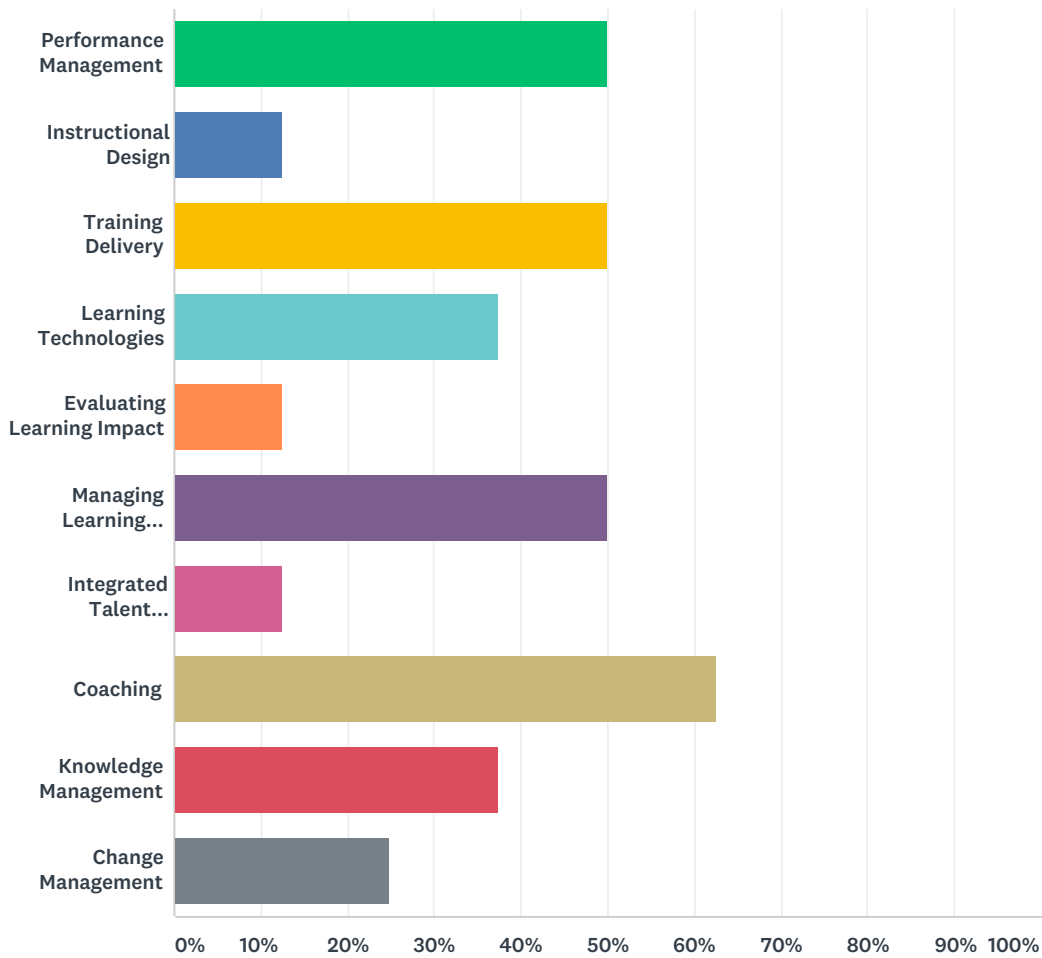
Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

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

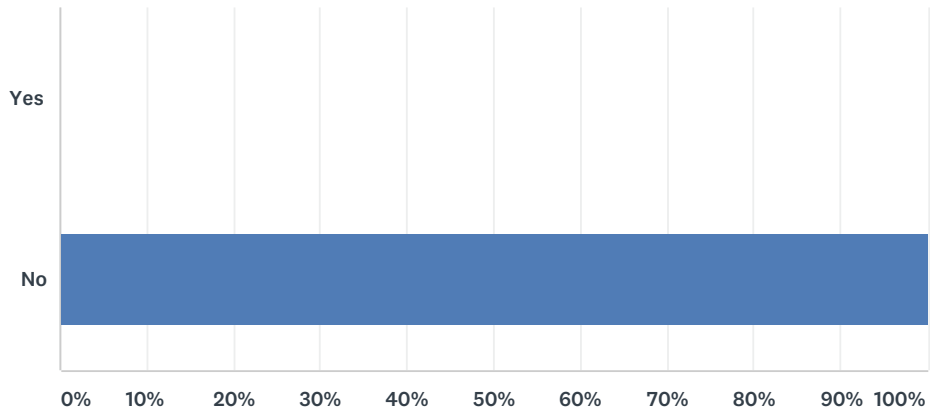
Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

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?

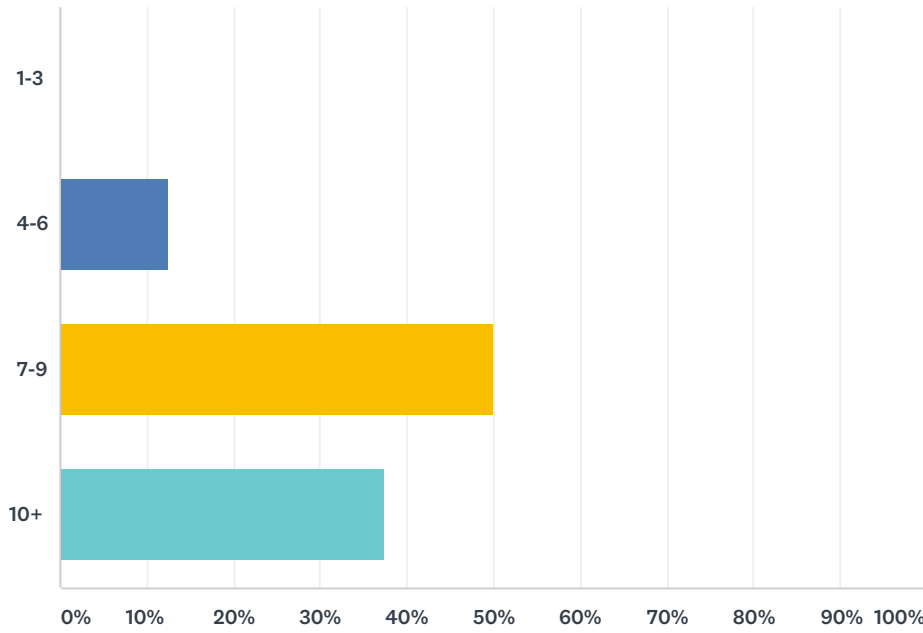
Answered: 8 Skipped: 0



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?

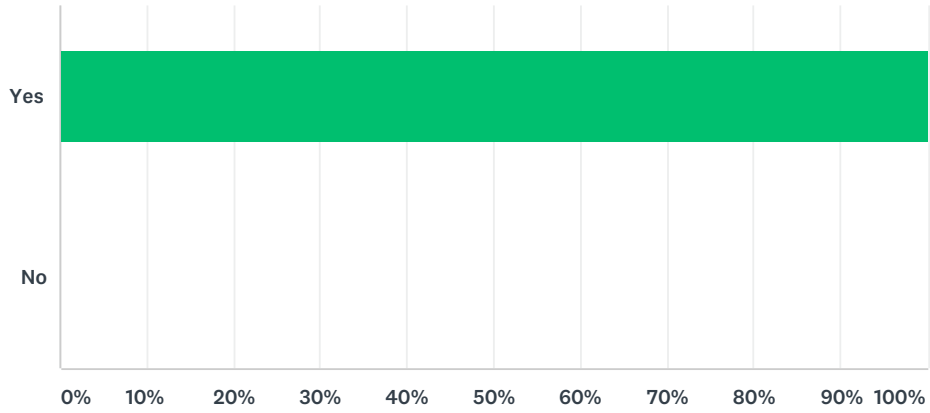
Answered: 8 Skipped: 0



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