

Date & Time: Monday, July 8, 2019 from 3:30 PM to 5:00 PM
Via Conference Call

Call Meeting to Order

- Meeting called to order by Walt Hansmann at 3:30pm
- Roll Call performed by Michael Chancey
 - Walt Hansmann, President via Skype
 - Lewana Harris, President-Elect via Skype
 - Linda Jenkins, Immediate Past President via Skype
 - Michael Chancey, VP Administration via Skype
 - Stacy Davis, VP Programming via Skype
- Excused Absences
 - Skip Eller, VP Finance via Skype
 - Kim Boggs, VP Marketing
 - Ashley Whitfield, VP Membership
- Michael Chancey declared a quorum present

Agenda for July 8th Board Meeting

- Motion to approve agenda for July 8th Board Meeting – Davis moves; 2nd Jenkins; MOTION CARRIES

Administrative

- Minutes from June 10, 2019 Board Meeting
 - Motion to approve – Jenkins moves; 2nd Davis; MOTION CARRIES
- Bylaws and Policies Committee Next Meeting Date and Location
 - – Chancey to send out dates to committee via Doodle
- Review Progress of Chapter Plan – goals listed in attachments
 - Chancey to start Risk Management Review
 - Whitfield to manage member survey
- Elections for 2020
 - Nominations deadline is July 19
 - Clarifications given on eligibility

Financial

- No report presented at this time; will review at August board meeting

Membership

- Membership Report for June 2019

- Ashley to clarify joint membership list status before following up with members.
- New Member Event
 - August 7 @ The Persimmon Group (TPG and JCG sponsor) 4:30-6:30pm

Professional Development

- June Program Survey Results
 - Consider panel for next year's ICE Insider meeting
- November Program RFP Review and Approval:
 - Potential idea – Clarify Your Vision for 2020 – goal setting working session – set up 4-6 tables for networking and specialty goal setting.
 - Chancey to talk to Davis about doing session on Remote Leadership/Development
 - Davis to update November program status by next board meeting
- Programming Scheduled –
 - Upcoming Program: July 19 – Christy Vincent
 - Content & Logistics – Stacy Davis
 - Accommodations: Team Effort
 - Meal – Meal & Room @ OSU-Tulsa BS Roberts Room – Stacy and Cathy ordering; Ashley doing nametags
 - Check In – Skip and Michael
 - Board Member Attendance & Participation
 - Board Communications for Attendees:
 - Opening Welcome – Walt Hansmann
 - Check-In to Program Meeting on Facebook – Kim Boggs
 - Tweet During Meeting – Kim Boggs
 - Welcome Guests – Ashley Whitfield
 - Acknowledge New Members and Power Members and Power Member Minute (***We need a Power Member for July***) – Ashley Whitfield
 - Sponsor Pitch for 2019 Programs – Lewana Harris
 - Pitch for Future Programs – Stacy Davis
 - Program – Davis to introduce Christy Vincent
 - At end of Program:
 - Guest Presenter Thank You – Stacy Davis
 - Door Prizes – Stacy Davis & Walt Hansmann
 - Post June Meeting Evaluation Online Distribution by Tuesday, July 23, 2019
- eLearning SIG (Special Interest Group)
 - eLearning SIG update – Stacy Davis - Kim Boggs

Communications

- July Newsletter deadline for articles – Tuesday, July 23, 2019.

State Conference Planning Report

- Dates: October 24-25
- Location: Crowne Plaza Tulsa Southern Hills
- Conference Promo page to be completed soon
 - waiting on additional information from Kirkpatrick Group – Hansmann
 - Hansmann to send 2017 info for corporate letter info to Harris
- Marketing Plan

Old Business

- SOS Submission
 - Officially accepted, special logo and press release, project to be featured on Chapter Leader page and Leader Connection newsletter, will be recognized at ALC, eligible for future chapter of the month

New Business

- 2018 Annual Report shared with ATD for consideration to publish to Chapter Leader site as an example of a good chapter report.
- Johnathan Peters from Sententia – Level 1 Gamification – local group is planning a workshop and would be open to inviting ATD Tulsa members
- Webinar – Elaine Beich and Halelly Azulay – open to hosting webinar for chapters – Stacy has reached out for additional information – consider for members only, other chapters

Adjourn Meeting

- Confirm Action Items – Michael Chancey and Walt Hansmann
- Next Board Meeting: Monday, August 5
- Meeting adjourned by Walt Hansmann

Date & Time: Monday, July 8, 2019 from 3:30 PM to 5:00 PM
Via Conference Call

1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for July 8th Board Meeting – **Review and Approve** – Walt Hansmann

2. Administrative
 - a. Minutes from June 10, 2019 Board Meeting – **Review and Approve** – Michael Chancey
 - b. Bylaws and Policies Committee Next Meeting Date and Location – Michael Chancey
 - c. Review Progress of Chapter Plan
 - d. Elections for 2020

3. Financial
 - a. Financial Report – **Review and Accept** – Skip Eller

4. Membership
 - a. Membership Report for June 2019 – **Review & Accept** – Ashley Whitfield
 - b. New Member Event – Ashley Whitfield

5. Professional Development
 - a. June Program Survey Results
 - b. November Program RFP Review and Approval:
 - c. Programming Scheduled –
 - i. Upcoming Program: July 19 – Christy Vincent
 - ii. Content & Logistics – Stacy Davis
 - iii. Accommodations: Team Effort
 1. Meal – Meal & Room @ OSU-Tulsa BS Roberts Room – Stacy and Cathy ordering; Ashley doing nametags
 2. Check In – Skip and Michael
 - iv. Board Member Attendance & Participation
 - v. Board Communications for Attendees:
 1. Opening Welcome – Walt Hansmann
 2. Check-In to Program Meeting on Facebook – Kim Boggs
 3. Tweet During Meeting – Kim Boggs
 4. Welcome Guests – Ashley Whitfield
 5. Acknowledge New Members and Power Members and Power Member Minute (**We need a Power Member for July**) – Ashley Whitfield
 6. Sponsor Pitch for 2019 Programs – Lewana Harris
 7. Pitch for Future Programs – Stacy Davis
 - vi. Program –ICE Insider – Stacy Davis to introduce Linda Jenkins
 - vii. At end of Program:
 1. Guest Presenter Thank You – Stacy Davis

2. Door Prizes – Stacy Davis & Walt Hansmann
- viii. Post April Meeting Evaluation Online Distribution by Tuesday, July 23, 2019
- d. eLearning SIG (Special Interest Group)
 - i. eLearning SIG update – Stacy Davis - Kim Boggs
6. Communications
 - a. July Newsletter deadline for articles – Tuesday, July 23, 2019.
7. State Conference Planning Report
 - a. Dates: October 24-25
 - b. Location: Crowne Plaza Tulsa Southern Hills
 - c. Conference Promo page completed
 - d. Marketing Plan
8. Old Business
9. New Business
10. Confirm Action Items – Michael Chancey and Walt Hansmann
11. Next Board Meeting: Monday, August 5
12. Adjourn Meeting – Walt Hansmann

Minutes of the ATD Tulsa Chapter Board Meeting

Monday, June 10, 2019

3:30 p.m. to 5:00 p.m.

This meeting was held at Kendal Whittier Library, and via conference call.

Call to Order

President Walt Hansmann called the meeting to order at 3:32 p.m.

Roll Call

Walt Hansmann, CPLP, President
Linda Jenkins, Past President
Kim Boggs, VP of Marketing
Skip Eller, VP of Finance
Ashley Whitfield, VP of Membership
Stacy Davis, CPLP, VP of Programming

Absent

Michael Chancey, VP of Administration (Excused)
Lewana Harris, President-Elect

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

Approval of the Agenda

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

Approval of the Minutes of Previous Meetings

- a. Linda moved, Ashley seconded approval of the February 25 Board Meeting. MOTION CARRIED
- b. Kim moved, Ashley seconded approval of the May 6 board meeting minutes. MOTION CARRIED.
- c. In Michael's absence, a Bylaws and Policies committee meeting has not been scheduled.
- d. The Elections Committee has reviewed the Nomination forms and Elections rules. Nominations will be announced via email to members and at the June meeting.

Financial Report

- a. Skip reviewed the financial summary reports. He is still working to update the budget detail report.
- b. Skip will follow-up with AffiniPay to secure the card swipe. Until then, we will use PayPal for at-the-door credit cards payments.

Membership

- a. Ashley reviewed the monthly membership report with the board members present.
- b. Ashley will plan a new member / member event for late July to early August. Nominees for 2020 ATD Tulsa offices will be invited for the meet-and-greet. She will send a Doodle Poll to help determine dates.

Professional Development

- a. Stacy provided the survey results of the April and May monthly programs. Very few attendees are responding to the surveys.
- b. At the July board meeting, Stacy will provide RFPs for the November meeting, as well as early 2020 monthly program meetings.
- c. For the June meeting, ICE Insider, Lewana, Michael, Myra, Linda and Kim will present their tips.

Minutes of the ATD Tulsa Chapter Board Meeting

Monday, June 10, 2019

3:30 p.m. to 5:00 p.m.

- d. Ashley will handle nametags.
- e. Cathy Fox has contacted Catering by Orr. She will not be at the meeting. Stacy will contact Orr with the headcount.
- f. Skip and Michael with both be at the meeting and will handle check-in.
- g. We do not need a Power Member Minute this month, due to the ICE Insider presentations.
- h. Walt will prepare and distribute the opening PowerPoint. If anyone has information to include, please send it to Walt by Tuesday the 18th.
- i. Kim will add photos and details to the event page and the reminder emails.
- j. Linda will have ICE bling and goodies for door prizes.

Communication

- a. The deadline for the April newsletter is Tuesday, June 25, 2019.
- b. We need a volunteer for the featured board member.
- c. The announcement for nominations will be in the Newsletter and will be sent in a separate message.

State Conference

- a. The conference is Friday, October 25, with a pre-conference on Thursday, October 24.
- b. Walt prepared a side-by-side comparison of the proposals received and sent all the information to the conference committee. Linda and Walt were able to visit all three properties that submitted complete proposals: Crowne Plaza Tulsa Southern Hills; Osage Hotel and Casino; and Wyndham Tulsa. Skip moved, Kim seconded to select Crowne Plaza Tulsa Southern Hills as the host facility for the 2019 ATD Oklahoma Statewide Conference. MOTION CARRIED. Walt will notify the hotels.

Old Business

There was no Old Business

New Business

- a. Linda shared several key takeaways from ICE, specifically from the Chapter Leader morning event.
- b. Linda suggested using the ATD Members in Oklahoma who are not chapter members to invite them to be our guests at the June ICE Insider meeting. She offered to use her two complimentary registrations as a sponsor, along with her guest pass. Other board members also offered their guest passes. Ashley will secure the list. Walt and Linda will wordsmith the message. Walt will send the message from the President email account.

Action Items

- a. Skip will follow-up with AffiniPay to secure the card swipe. Until then, we will use PayPal for at-the-door credit cards payments.
- b. Ashley will plan a new member / member event for late July to early August. Nominees for 2020 ATD Tulsa offices will be invited for the meet-and-greet.
- c. Ashley will send a Doodle Poll to help determine dates.
- d. Stacy will provide RFPs for the November meeting, as well as early 2020 monthly program meetings for review at the July Board Meeting.
- e. Ashley will handle nametags for the June meeting.
- f. Stacy will contact Orr with the meal headcount for the June meeting.
- g. Walt will create the opening PowerPoint.
- h. Kim will add photos and details to the event page and the reminder emails.

Minutes of the ATD Tulsa Chapter Board Meeting

Monday, June 10, 2019

3:30 p.m. to 5:00 p.m.

- i. Linda will provide ICE bling and goodies for door prizes.
- j. Ashley will secure the ATD Oklahoma Member list.
- k. Walt and Linda will wordsmith a message to invite non-chapter ATD members as guests to ICE Insider.
- l. Walt will send the email from the President email account.
- m. At the July Board meeting, we will review the chapter plan and progress to date.
- n. Upcoming board meetings will be:
 - Monday, June 10 - 3:30 to 5:00 PM
 - Monday, July 8 – 3:30 to 5:00 PM
 - Monday, August 5 – 3:30 to 5:00 PM
 - Monday, September 9 – 3:30 to 5:00 PM
 - Monday, October 7 – 3:30 to 5:00 PM
 - Monday, November 4 – 3:30 to 5:00 PM
 - Monday, December 2 – 3:30 to 5:00 PM

Adjournment

The meeting was adjourned at 4:56 p.m.

Respectfully submitted by Walt Hansmann, CPLP

ATD Tulsa VP of Membership Report for Board Meeting 7/8/19

Summary of Memberships as of 7/8/19

Membership Type	Number of Members
Student	3
Members	104
Total = 107	
Power Members (as of 6/20/19)	48 joint members out of 100 yielding a rate of 48%.

New Members Joined in May

Renewal Date	First Name	Last Name	Company	Email	Member Type
June 17, 2020	chris	welch	itsula consulting services	itsulaconsulting@gmail.com	Chapter
June 30, 2020	Dona	Conn	American Airlines	donasconn@gmail.com	Power Member
July 01, 2020	Megan	McManus	Self-Employed	mamcmanus@icloud.com	Power Member - Student

Members Renewed Since May 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
June 02, 2019	Bob	Mansur	Gateway Mortgage Group	bob.mansur@yahoo.com	Chapter
June 17, 2019	David	Wagner	Schnake Turnbo Frank	david@schnake.com	Chapter
June 18, 2019	Jeremy	Smith	Laredo Petroleum	jeremysmith213@gmail.com	Power Member
June 21, 2019	Angela	Flax	Consultant	angelaflax7@gmail.com	Chapter
June 21, 2019	Dona	Conn	American Airlines	donasconn@gmail.com	Chapter
July 01, 2019	Becky	Greene	The Bama Companies	bgreene@bama.com	Power Member
July 08, 2019	Steven	Oliver	Tulsa Community College	sdoliver39@cox.net	Chapter

Lapsed Membership and Follow Up is Needed

Renewal Date	First Name	Last Name	Company	Email	Member Type
May 14, 2019	Mitchell	Clark	Hilti, Inc.	mitch.clark@hilti.com	Chapter
May 10, 2019	Cynthia	Dehner	ZERO TO THREE	cindydehner@gmail.com	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 7/8/19

May 12, 2019	Greg	Kittinger	Approachable Leadership / Labor Relations Institute	gkittinger@lirms.com	Chapter
June 01, 2019	Alan	Vanderburg	Tulsa County	avanderb1@gmail.com	Chapter
June 09, 2019	Candace	Byington	Paragon Films	candacebyington@gmail.com	Power Member 7/31/2019
June 21, 2019	Amie	Haar	OSU Foundation	ahaar@osugiving.com	Power Member 6/30/2019
June 08, 2019	Lewana	Harris	ONEOK	skymaxinc@yahoo.com	Power Member 4/30/2019
June 29, 2019	Kim	Boggs	Matrix Service Company	kimboggs63@gmail.com	Power Member 1/31/2020
June 30, 2019	Bonnie	Stout	OSU Foundation	bstout@osugiving.com	Power Member 6/30/2019
June 30, 2019	Gary	Cathey	Tulsa City-County Library	gary.cathey@tulsalibrary.org	Power Member 6/30/2019
June 30, 2019	Myra	Fanning	John Zink Institute/John Zink Co LLC	myra.fanning@johnzink.com	Power Member 2/28/2019
June 30, 2019	Paula	Ketron	theChurch.at	paulaketron@cox.net	Power Member 6/30/2019
June 30, 2019	Kristine	Sexter	WorkWise Productions and FindTrainKeep Great Employees	kristine@kristinesexter.com	Power Member 6/30/2019

Members Due for Renewal July 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
July 02, 2019	Bob	Mansur	Gateway Mortgage Group	bob.mansur@yahoo.com	ATD Tulsa Associate Member (Annual)
July 02, 2019	Steven	Oliver	Tulsa Community College	sdoliver39@cox.net	ATD Tulsa Associate Member (Annual)

ATD Tulsa VP of Membership Report for Board Meeting 7/8/19

July 11, 2019	Dylan	McClure	The Persimmon Group	dylanmcclure@thepersimmongroup.com	ATD Tulsa Associate Member (Annual)
July 18, 2019	Rachelle	Day	CP Kelco	rachelle.day@cpkelco.com	ATD Tulsa Associate Member (Annual)
July 31, 2019	Lisa	Espinosa	Hilti, Inc.	lisa.espinosa@hilti.com	ATD Tulsa Associate Member (Annual)

Members Due for Renewal August 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
August 02, 2019	Jaime	Vega	TTCU Federal Credit Union	jvega@ttcu.com	Chapter
August 04, 2019	Andrew	Engelbrecht	Whataburger	aengelbrec@wbhq.com	Chapter
August 06, 2019	Seth	Osborn	University of Oklahoma - National Resource Center for Youth Services	osbornseth@gmail.com	Chapter
August 10, 2019	Kara	Jones	Williams	kara.jones@williams.com	Chapter
August 11, 2019	Melissa	Fabian	Tulsa Tech	melissafabian@hotmail.com	Chapter
August 11, 2019	Teresa	McKay	TTCU Federal Credit Union	tmckay@ttcu.com	Power Member
August 13, 2019	Debbie	Butler	Oklahoma State University	debbie.butler@okstate.edu	Chapter
August 15, 2019	Steven	Kendall	MindFull Training. Events. Testing.	steve@mind-full.net	Chapter
August 18, 2019	Catheryn	Ackenhausen	CAP Tulsa	cackenhausen@captulsa.org	Chapter
August 20, 2019	Lynetria	Johnson	Tulsa Technology Center	lynetriaj@gmail.com	Chapter
August 31, 2019	Kenneth	Baucum	SageNet	kbaucum@sagenet.com	Power Member
August 31, 2019	Jeni	Morrow	ONE GAS	jeni.morrow@onegas.com	Chapter
August 31, 2019	Bob	Schooley	Schooley & Associates	bschooley@schooleyandassociates.com	Power Member
August 31, 2019	Skip	Eller			National Membership Due

ATD Tulsa VP of Membership Report for Board Meeting 7/8/19

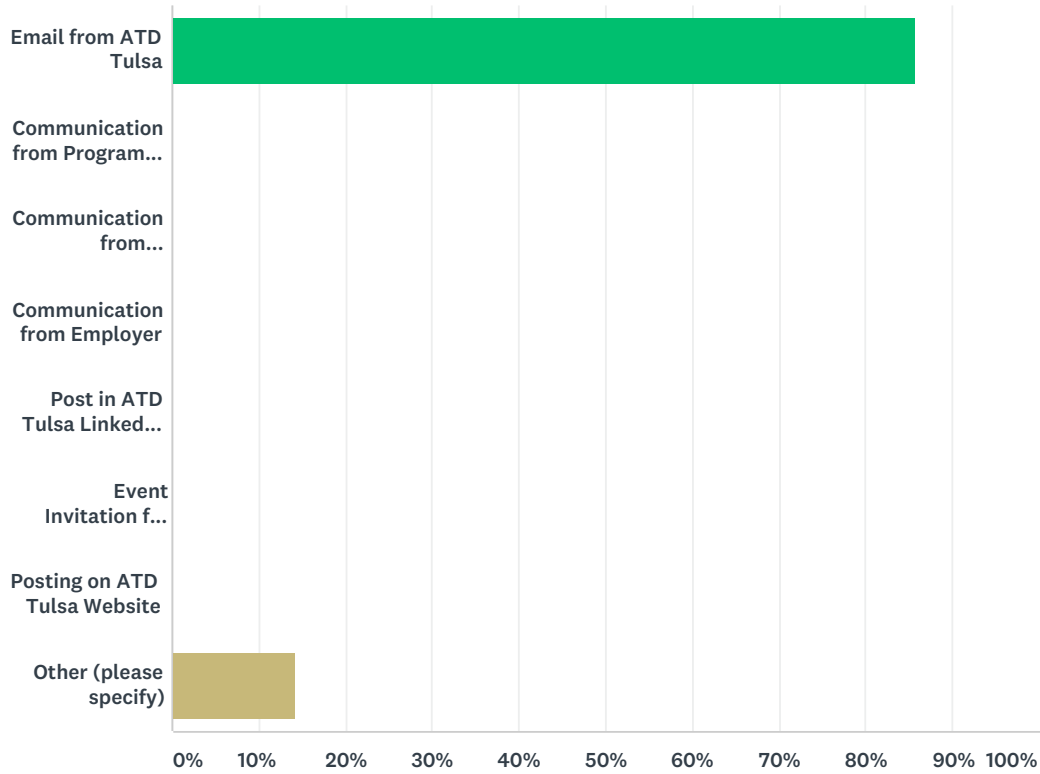
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Members Due for Renewal September 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
September 06, 2019	Cami	Cargnelutti	Student	cami.cargnelutti@verizon.net	Student
September 11, 2019	Brooks	Williamson	TD WILLIAMSON INC	brooks.williamson@tdwilliamson.com	Chapter
September 14, 2019	Luke	Freeman	PPG - Education Services	luke@harbingerleadership.com	Chapter
September 19, 2019	Mark	Mikluscak	Matrix Service Company	mmikluscak@matrixservicecompany.com	Power Member
September 20, 2019	Candace	Nees	Williams	candace.jones@cox.net	Chapter
September 21, 2019	Allison	Gonzalez	Hilti	allison.gonzalez@hilti.com	Chapter
September 21, 2019	Elita	Amanuel	Hilti	elita.amanuel@hilti.com	Chapter
September 21, 2019	Nena	McFadden-Welton	Matrix Service Company	nmcfadden@matrixservicecompany.com	Chapter
September 27, 2019	Bev	Taulman	Matrix Service Company	btaulman@matrixservicecompany.com	Power Member
September 27, 2019	Laurie	Rosenbaum	ONE Gas	laurie.rosenbaum@onegas.com	Power Member
September 30, 2019	Sunilyn	Hertt	Tulsa County	shertt@tulsacounty.org	Power Member

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

Answered: 7 Skipped: 1

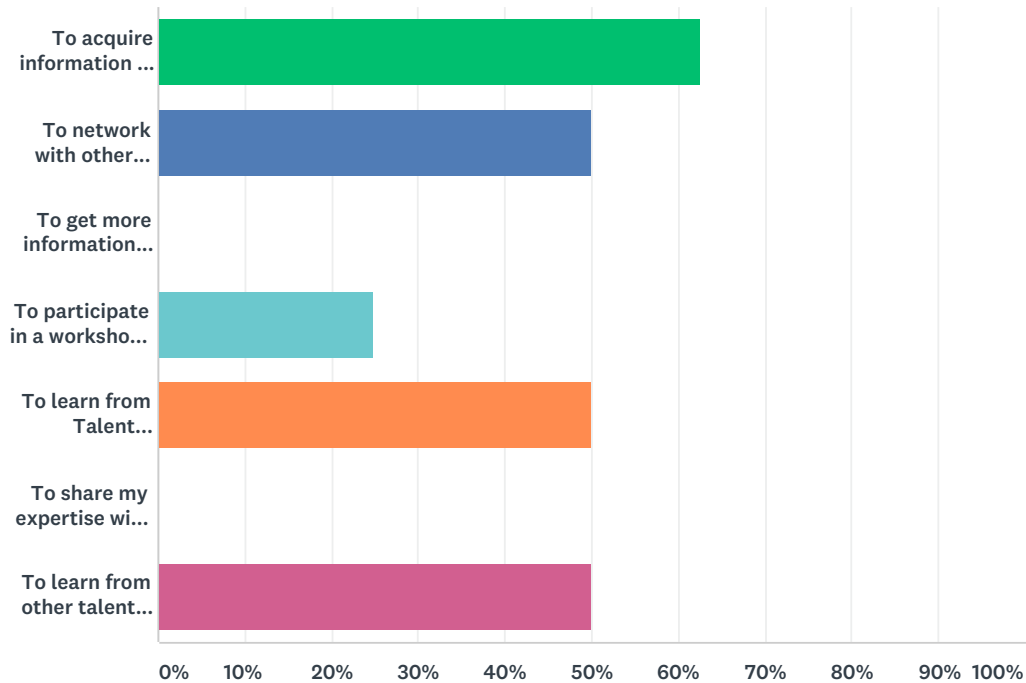


ANSWER CHOICES	RESPONSES
Email from ATD Tulsa	85.71% 6
Communication from Program Presenter	0.00% 0
Communication from Colleague/Friend	0.00% 0
Communication from Employer	0.00% 0
Post in ATD Tulsa LinkedIn Group	0.00% 0
Event Invitation from ATD Tulsa's Facebook Page	0.00% 0
Posting on ATD Tulsa Website	0.00% 0
Other (please specify)	14.29% 1
TOTAL	7

#	OTHER (PLEASE SPECIFY)	DATE
1	ADT Member	6/27/2019 1:56 PM

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

Answered: 8 Skipped: 0

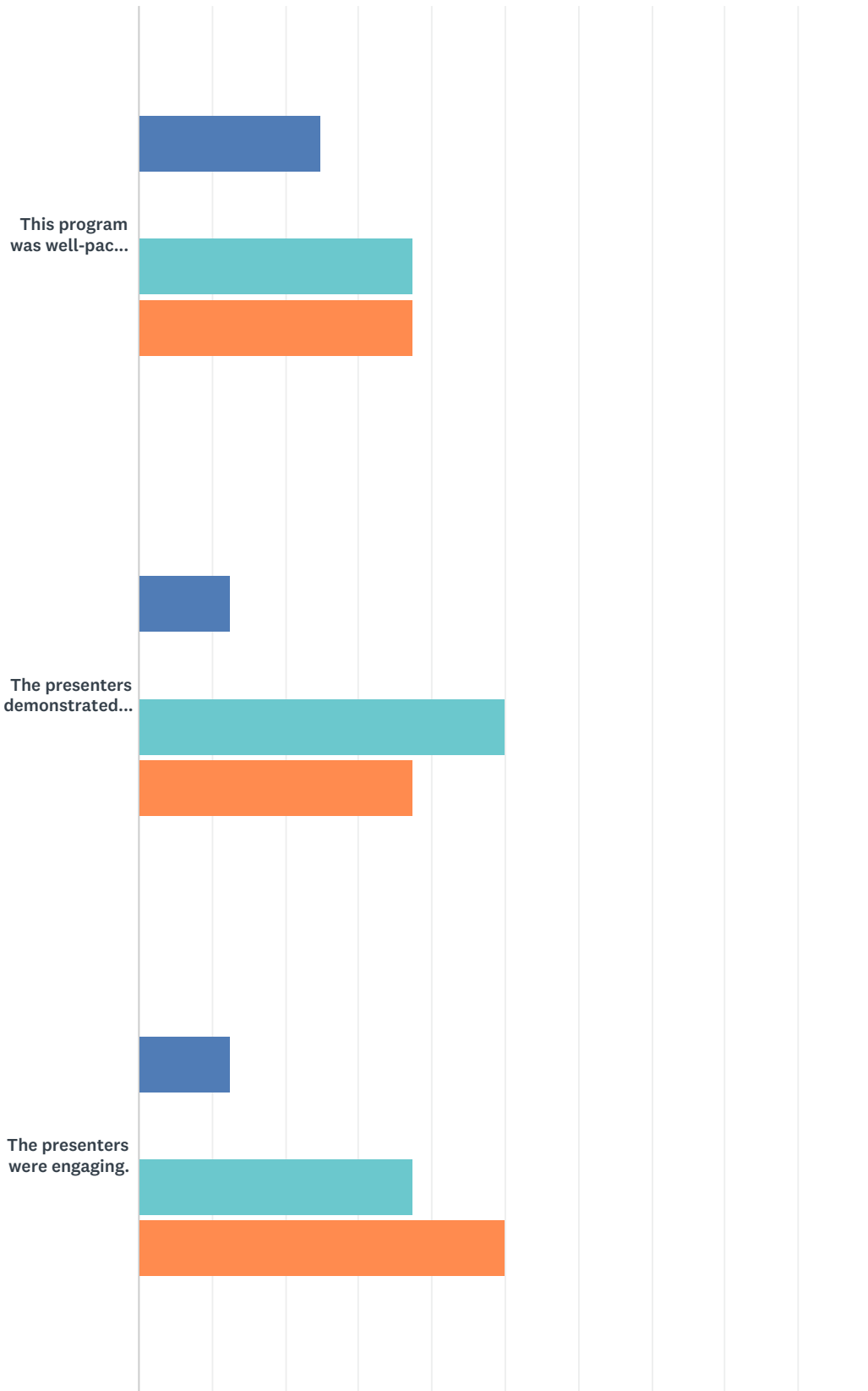


ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	62.50% 5
To network with other talent management professionals.	50.00% 4
To get more information about ATD Tulsa.	0.00% 0
To participate in a workshop presented by the speaker(s).	25.00% 2
To learn from Talent Management industry leaders.	50.00% 4
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	

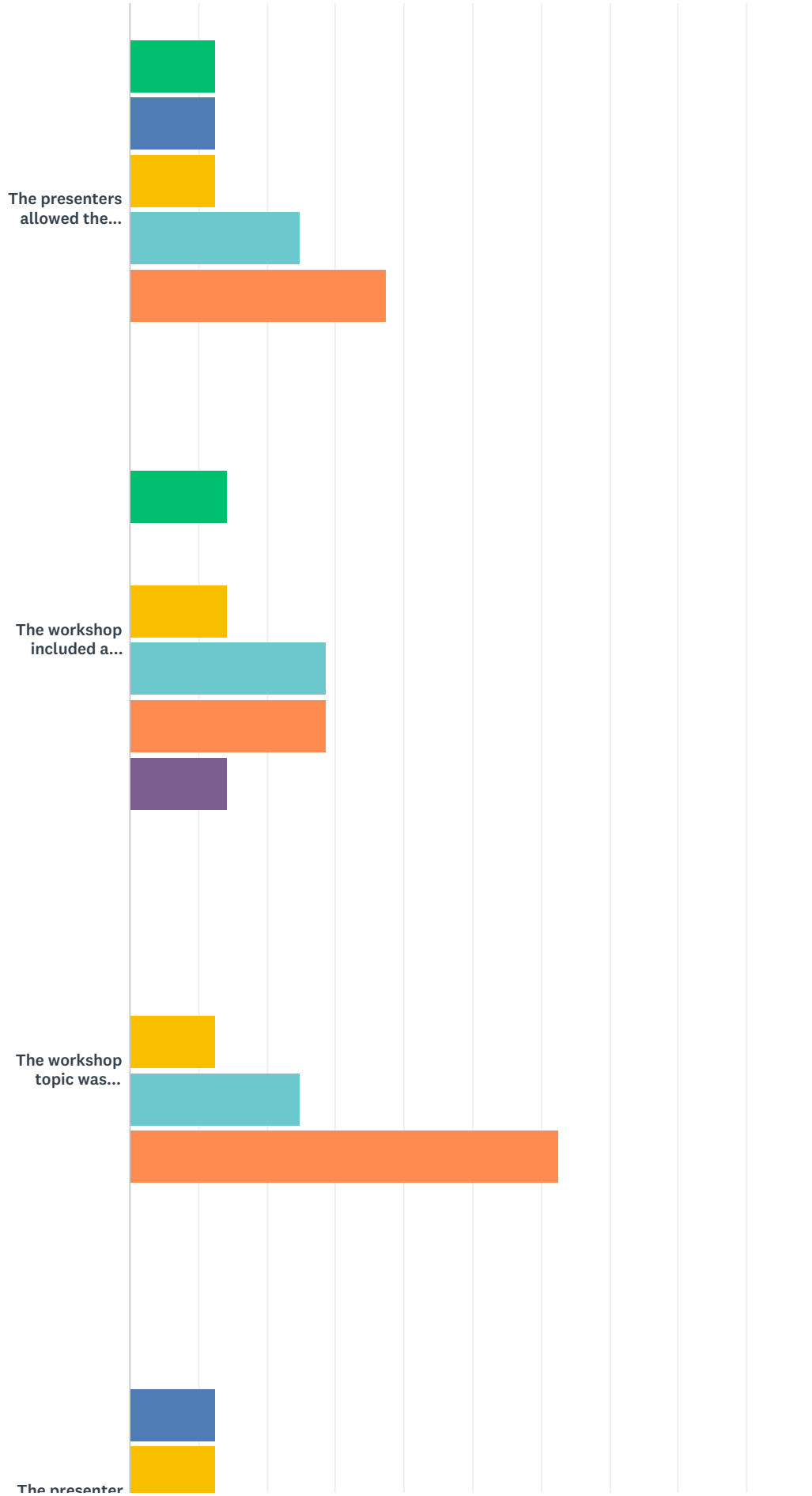
#	OTHER (PLEASE SPECIFY)	DATE
1	Hear feedback from the conference	6/27/2019 2:20 PM

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

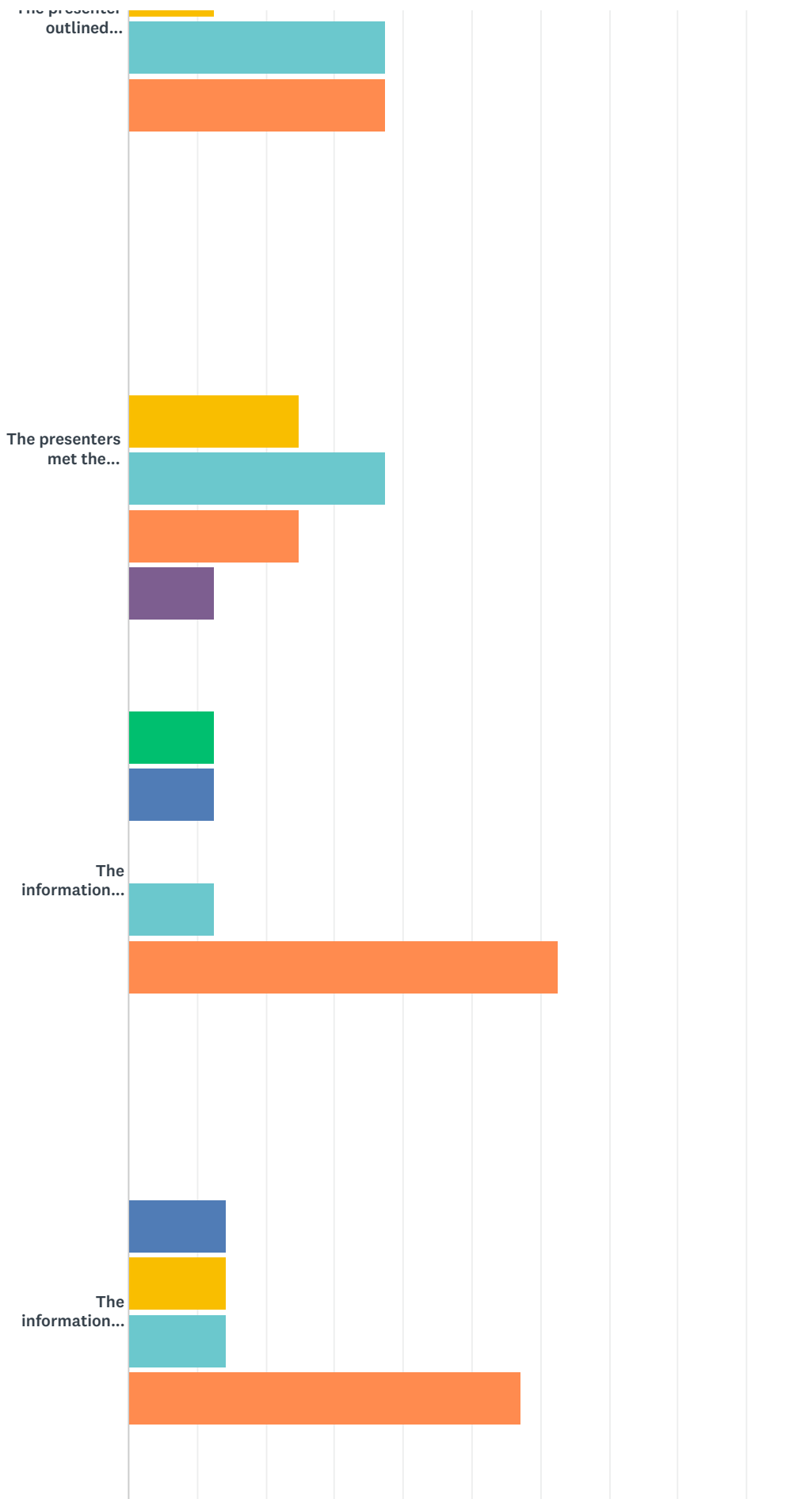
Answered: 8 Skipped: 0



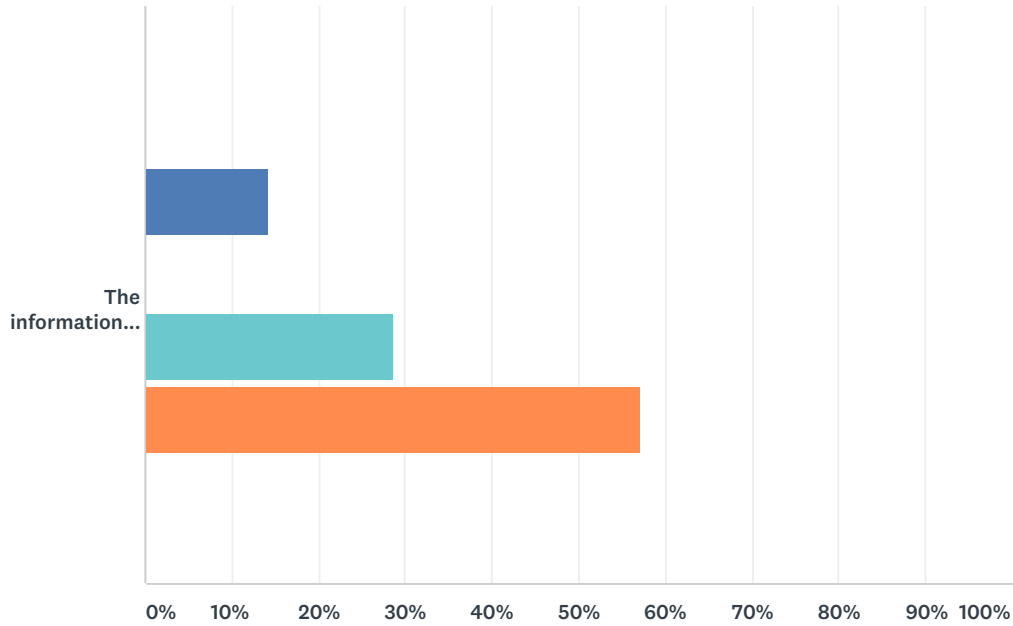
ATD Tulsa - June 21, 2019 Program Meeting Survey



ATD Tulsa - June 21, 2019 Program Meeting Survey



ATD Tulsa - June 21, 2019 Program Meeting Survey



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

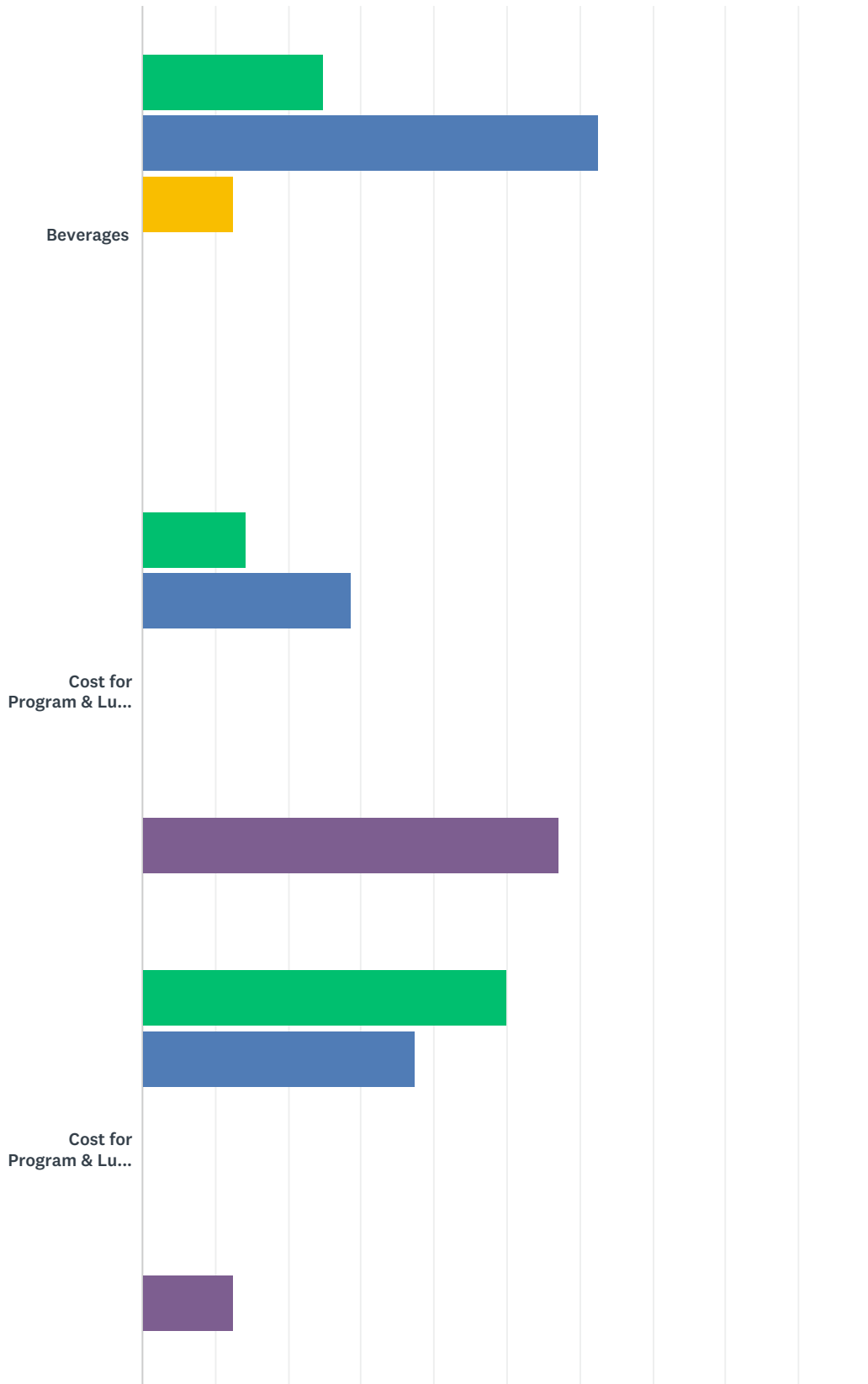
	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	0.00% 0	25.00% 2	0.00% 0	37.50% 3	37.50% 3	0.00% 0	8
The presenters demonstrated subject matter expertise and knowledge.	0.00% 0	12.50% 1	0.00% 0	50.00% 4	37.50% 3	0.00% 0	8
The presenters were engaging.	0.00% 0	12.50% 1	0.00% 0	37.50% 3	50.00% 4	0.00% 0	8
The presenters allowed the right amount of time for discussion.	12.50% 1	12.50% 1	12.50% 1	25.00% 2	37.50% 3	0.00% 0	8
The workshop included a hands-on learning activity.	14.29% 1	0.00% 0	14.29% 1	28.57% 2	28.57% 2	14.29% 1	7
The workshop topic was delivered as promoted.	0.00% 0	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8
The presenter outlined objectives for the session.	0.00% 0	12.50% 1	12.50% 1	37.50% 3	37.50% 3	0.00% 0	8
The presenters met the objectives as outlined.	0.00% 0	0.00% 0	25.00% 2	37.50% 3	25.00% 2	12.50% 1	8
The information presented during this workshop was well organized.	12.50% 1	12.50% 1	0.00% 0	12.50% 1	62.50% 5	0.00% 0	8
The information presented during this workshop is useful to my job.	0.00% 0	14.29% 1	14.29% 1	14.29% 1	57.14% 4	0.00% 0	7
The information presented during this workshop can be applied to my business.	0.00% 0	14.29% 1	0.00% 0	28.57% 2	57.14% 4	0.00% 0	7

ATD Tulsa - June 21, 2019 Program Meeting Survey

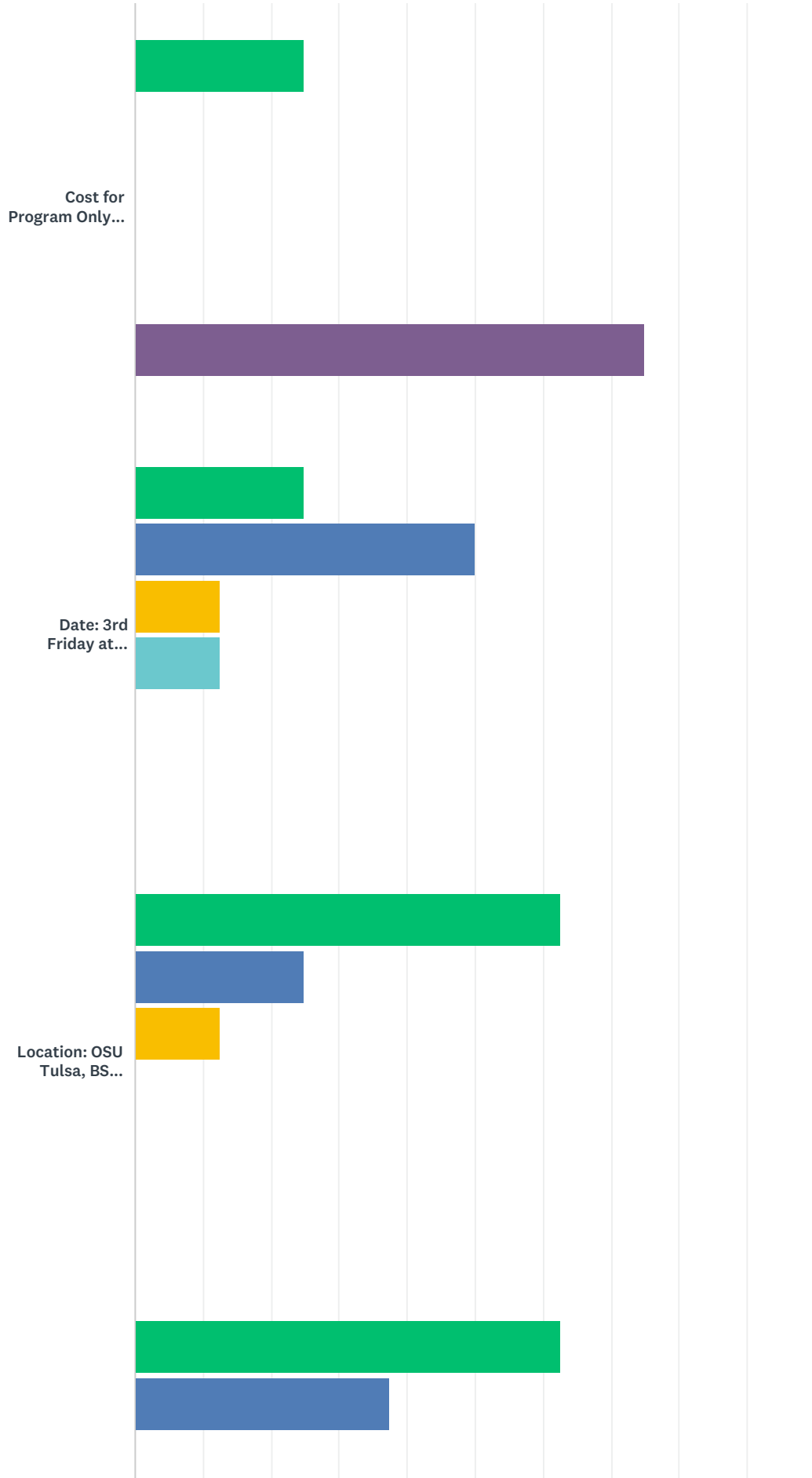
#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	The meeting felt unorganized and I was hoping to learn more about major key points that I could apply to my training industry.	7/1/2019 8:28 AM
2	It seemed as if the presenters did not discuss ahead of time what they were presenting. Their presentations were all separated and that was a time waster as well as a de-energizer. Too many announcements at the beginning which cuts into speaker times. 1p.m. would be a better stop time.	6/27/2019 1:46 PM

Q4 Please rate the following aspects of the program as Excellent, Good, Fair, Poor or Terrible. Or if it does not apply to you, Not Applicable.

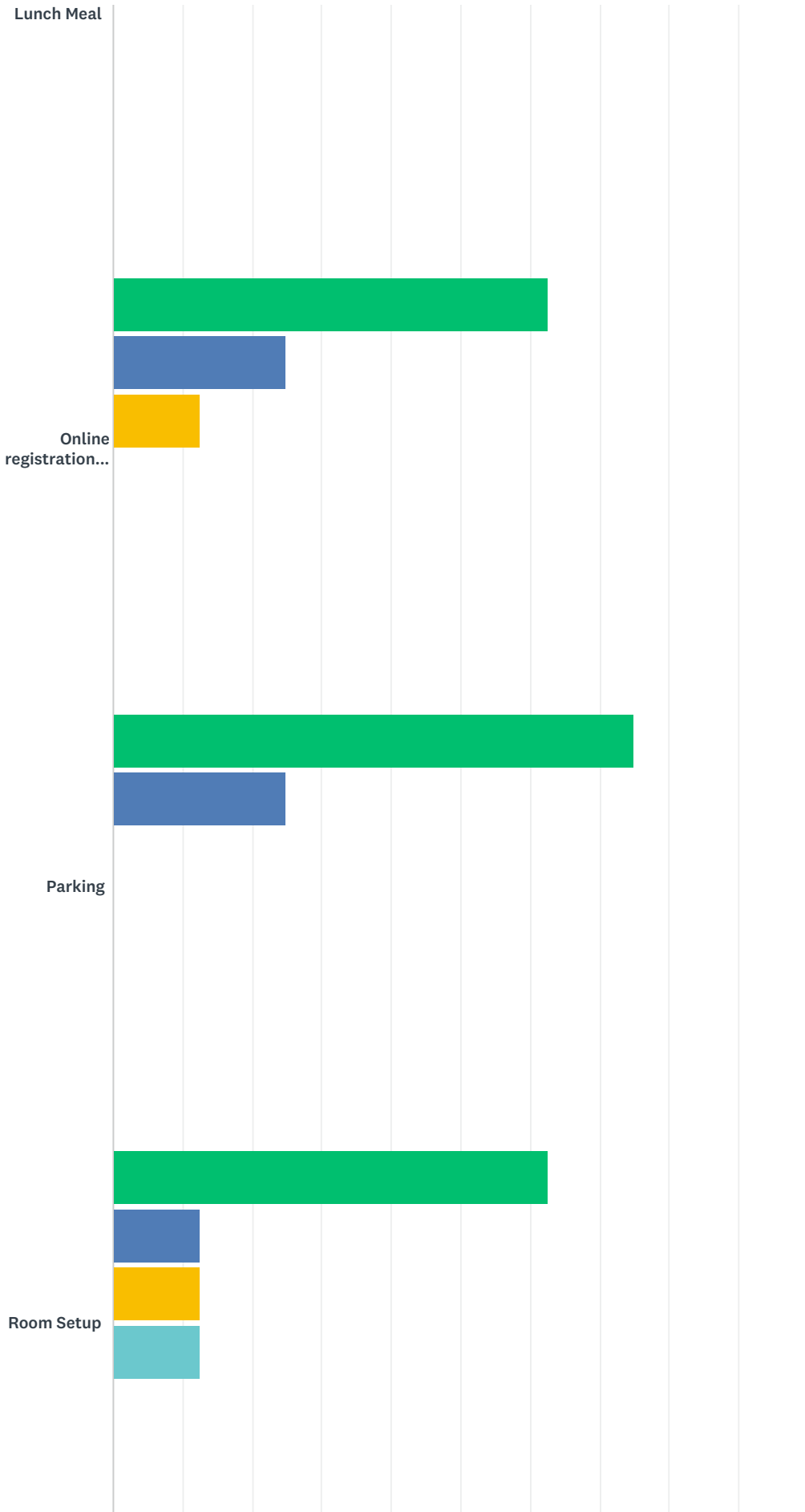
Answered: 8 Skipped: 0



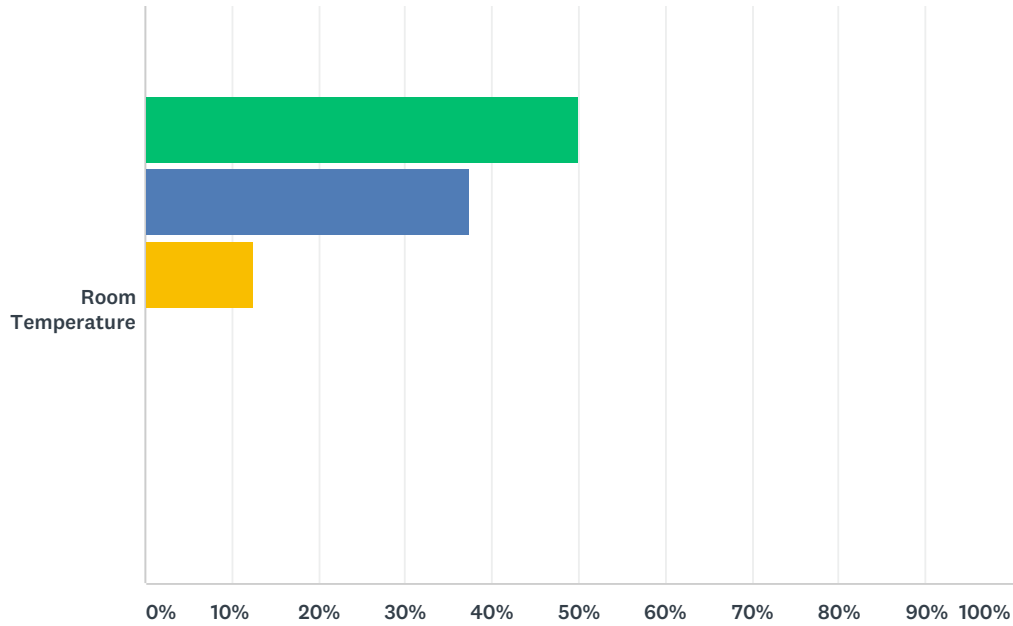
ATD Tulsa - June 21, 2019 Program Meeting Survey



ATD Tulsa - June 21, 2019 Program Meeting Survey



ATD Tulsa - June 21, 2019 Program Meeting Survey



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

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	25.00% 2	62.50% 5	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Cost for Program & Lunch (Guest)	14.29% 1	28.57% 2	0.00% 0	0.00% 0	0.00% 0	57.14% 4	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)	25.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	75.00% 6	8
Date: 3rd Friday at lunchtime from 11:30 AM to 1:15 PM	25.00% 2	50.00% 4	12.50% 1	12.50% 1	0.00% 0	0.00% 0	8
Location: OSU Tulsa, BS Roberts Room	62.50% 5	25.00% 2	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Lunch Meal	62.50% 5	37.50% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
Online registration process	62.50% 5	25.00% 2	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Parking	75.00% 6	25.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
Room Setup	62.50% 5	12.50% 1	12.50% 1	12.50% 1	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

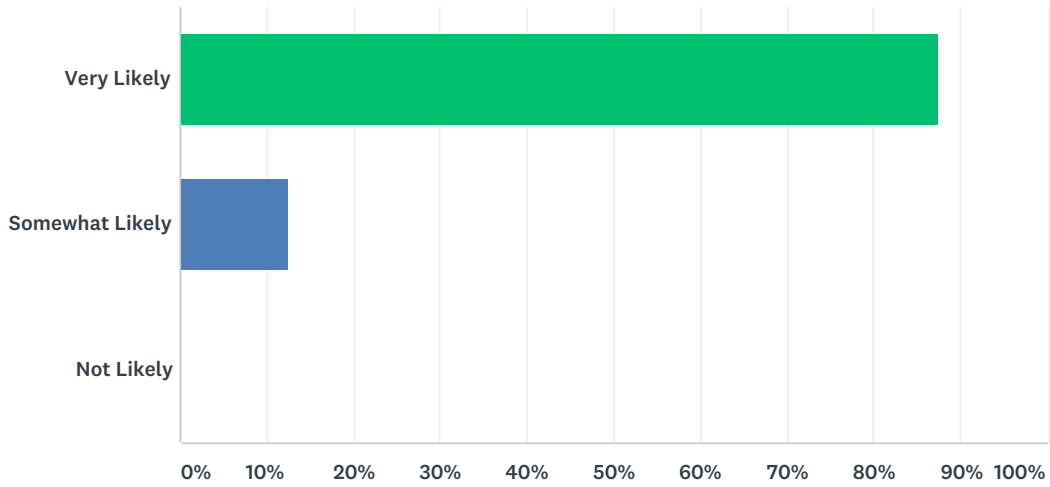
#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	I only work half a day on Friday's therefore I'm on my personal time when attending. I understand you can't meet everyone's schedule.	6/27/2019 3:42 PM

ATD Tulsa - June 21, 2019 Program Meeting Survey

2	The room seems too big for the size of the group.	6/27/2019 2:19 PM
3	The room was too big and screens were hard to see.	6/27/2019 1:46 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	87.50% 7
Somewhat Likely	12.50% 1
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.	

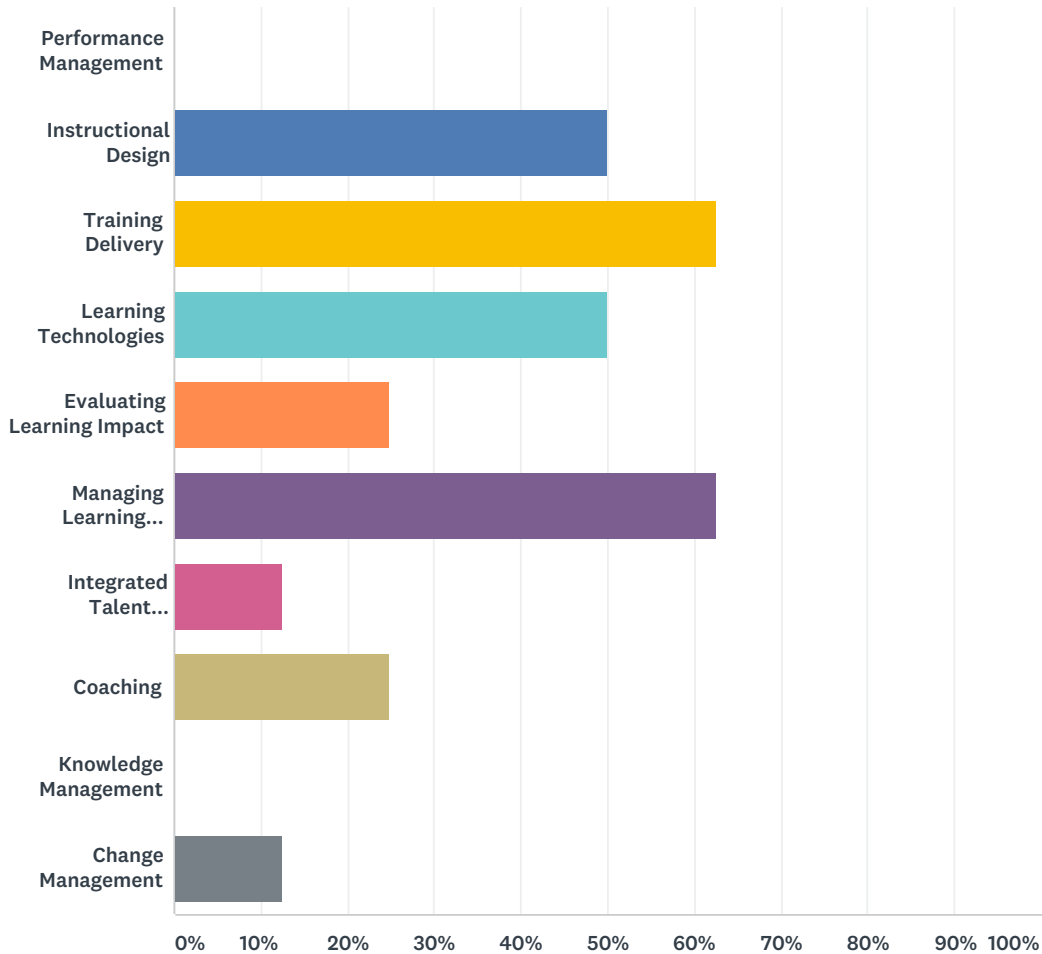
Q6 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 0 Skipped: 8

#	RESPONSES	DATE
	There are no responses.	

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

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Performance Management	0.00%	0
Instructional Design	50.00%	4
Training Delivery	62.50%	5
Learning Technologies	50.00%	4
Evaluating Learning Impact	25.00%	2
Managing Learning Programs	62.50%	5
Integrated Talent Management	12.50%	1
Coaching	25.00%	2
Knowledge Management	0.00%	0
Change Management	12.50%	1

Total Respondents: 8

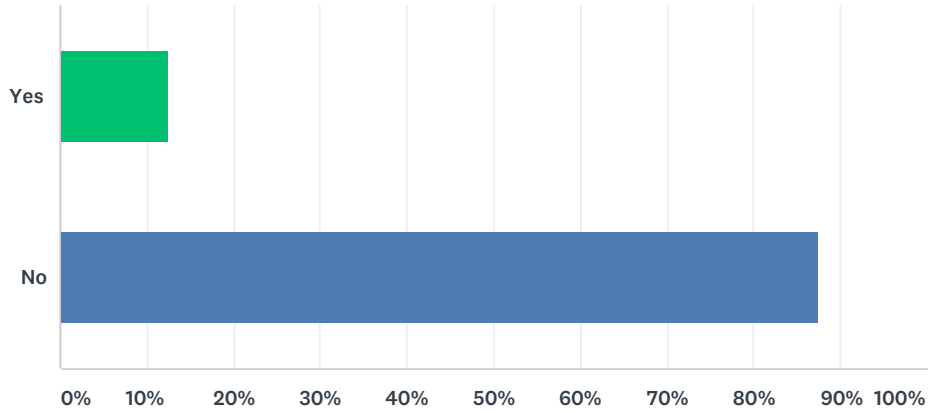
Q8 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 0 Skipped: 8

#	RESPONSES	DATE
	There are no responses.	

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

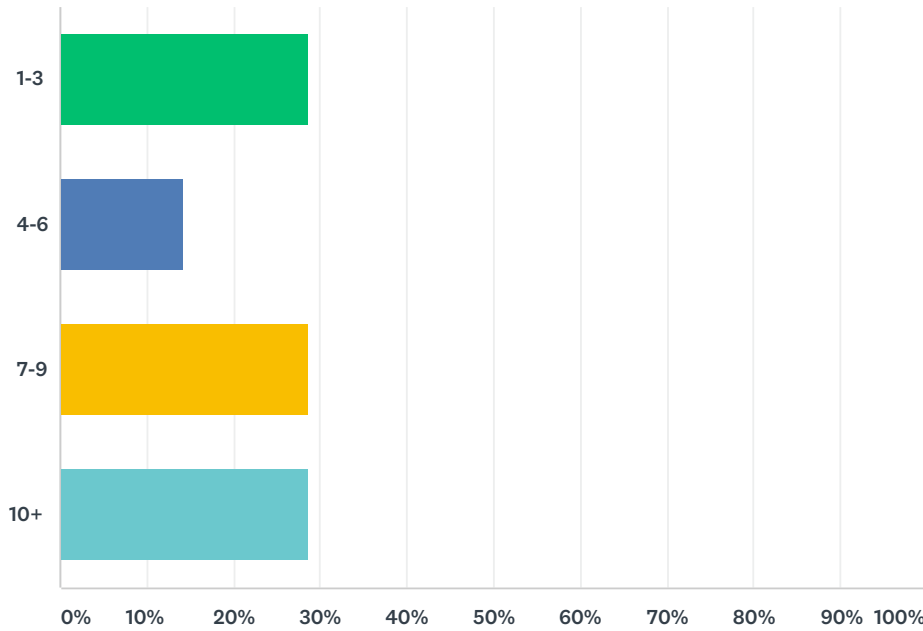
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	12.50%	1
No	87.50%	7
TOTAL		8

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

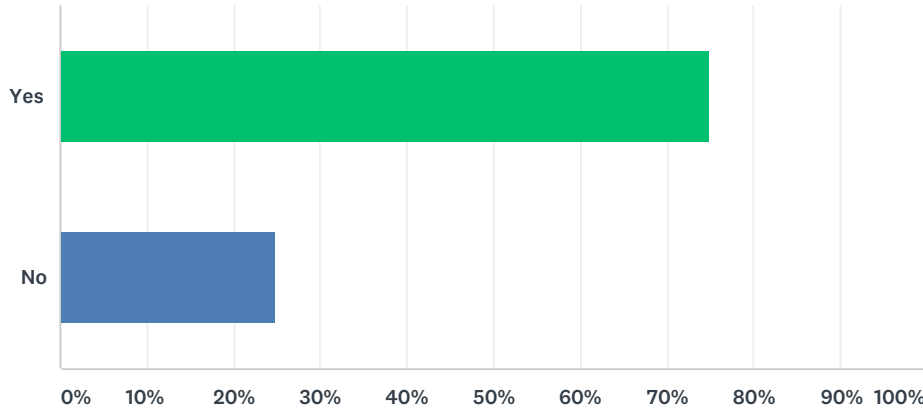
Answered: 7 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3	28.57%	2
4-6	14.29%	1
7-9	28.57%	2
10+	28.57%	2
TOTAL		7

Q11 Are you an ATD Tulsa member?

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	75.00%	6
No	25.00%	2
TOTAL		8

2019 GOALS FOR ATD TULSA

Board Goals for 2019: Achieve CARE Membership Superstar Status for ATD Tulsa

ATD Chapter Affiliation Requirements (CARE) are a set of performance guidelines designed to help chapters deliver consistent benefits to members. CARE consists of elements in five key areas that are necessary for running a chapter like a business: administration, financial, membership, professional development, and communication. <https://www.td.org/chapters/clc/care>

To be eligible for CARE Membership SUPERSTAR, your chapter must:

- Complete all the 18 CARE elements and submit required documents (chapter's 2020 operating plan, current membership roster, 2020 board roster, and the chapter's most recent balance sheet and income statement)
- Achieve greater than 50 percent joint membership by December 31, 2019. *Note: ATD Tulsa is currently at 52% joint membership.*
- **GOAL: Achieve 60% joint membership by December 31, 2019.**

Chapters that achieve this status will receive a 100% CARE logo and a membership SUPERSTAR logo for the chapter website, a letter from Tony Bingham, ATD President and CEO, and recognition in the LCN and on the CLC website.

Complete CARE Requirements:

A. Administrative

1. Review vision, mission, bylaws: adjust if needed
 - a. *Per SECTION 5.9 of the bylaws establish Bylaws & Policies Committee at February Board Meeting. Per Section 5.9 – “There shall be a Bylaws & Policies Committee, which shall consist of the Immediate Past President, the President, and three members of the Board of Directors appointed by the President. The Bylaws & Policies Committee shall be responsible for reviewing the Bylaws and Policies of the Corporation and for recommending proposed changes to the Bylaws and Policies of the Corporation.”*
2. Create annual operational plan.
3. Schedule board meetings (ensure minutes are available to members)
 - a. Determine date and time when a majority of board members can meet each month. A quorum of the board (5 members) is required to conduct business at Board meetings.
 - b. Provide *draft* of board meetings minutes to board members via email within one week after meeting held.
4. Implement recommendations from 2018 Risk Assessment Report.
5. Conduct risk management assessment
 - a. Should be completed during 3rd quarter of 2019 with board review by the October 2019 board meeting.
 - b. Prefer that it be conducted with input by all board members in some way.
 - c. Lead responsibility - VP – Administration with assistance from President-Elect
6. Review board descriptions and elect new board (create roster for ATD)
 - a. Responsibility – President & President-Elect

- b. Create timeline for actions related to nomination and election activities at the beginning of the calendar year – see calendar
 - c. Update Board Member Nomination Forms
 7. Create membership roster for ATD – this is done automatically because we use Wild Apricot and we have designated ATD staff member with full membership rights.
- B. Financial
 1. Ensure chapter complies with federal and state reporting
 - a. Must File 990 online by May 15th annually – after filing, copy of it needs to be presented in VP of Finance report to board
 - b. Date on IRS determination letter is 2014 to reflect name change to ATD Tulsa
 - c. Date on Certificate of Incorporation is 2014 to reflect name change to ATD Tulsa
 2. Develop annual operating budget – needs to be created prior to beginning of fiscal year and make available to members
 - a. Need to renew ATD membership for 2019 board members.
 - b. Need to investigate and potentially implement Authorize.net as a PayPal replacement.
 3. Conduct annual financial review (internal or external but not a board member) – Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.
 4. Determine and implement process for financial recordkeeping and online back-up of financial data by February 28, 2019. (Risk Assessment report).
 5. Implement process for timely deposit of funds received in accordance with Policy 20.1.3, Section 20.1.3.4.3 Deposits by February 28, 2019.
- C. Membership
 1. Conduct annual member survey to assess member needs and satisfaction levels – crafted in May and distributed in June 2019
 2. The chapter achieves by 12/31/19 a minimum of 20 chapter/ATD members (the original chapter chartering requirement) or 35 percent of the chapter’s membership, whichever is greater.
 3. Conduct a minimum of 10 joint membership activities:
 - a. Power Member page on chapter website (*DONE*)
 - b. Send quarterly email to prospective members promoting Power Membership
 - c. Mention Power Membership at the start of chapter event
 - d. Power Member benefits using rotating PowerPoint at events
 - e. Printed Power Member collateral at each event
 - f. Power Member section in newsletter
 - g. Power Member logos on chapter website (*DONE*)
 - h. Power Member testimonials on website, newsletter, etc.
 - i. Power Member messages on social media
 - j. Share a joint membership best practice on a NAC area call, SOS, or at ALC
 - k. Highlight Power Membership in chapter email communications

- l. Participate in the Chapter Membership on the ATD Store program (*DONE*)
 - m. Promote Power Membership SIG and GIG meetings
 - n. Request list of ATD members quarterly: identify prospects
 - o. Request joint membership calculation from CRM quarterly (*We get a copy Monthly*)
 - p. Promote Power Membership at chapter special events
 - q. Create group/corporate Power Membership offering
 - r. Talk about Power Membership at each board meeting
 - s. Conducts new member orientations
 - t. Customize activities for your chapter
- D. Professional Development
1. Ensure board maintains joint membership (refer to items B.2.a. & b.)
 2. Conduct professional development activities for members (six minimum)
 3. Chapter provides professional development opportunities in the following categories:
 - a. A partnership with another membership organization
 - b. A partnership with another ATD chapter - *ATD Oklahoma state conference will fulfill this opportunity*
 - c. A job listing
 - d. A CPLP study group (not including an information session on the CPLP)
 - e. Special Interest Groups (SIG)
 - f. Geographic Interest Groups (GIG)
 - g. Employee Learning Week events or activities – Employee Learning Week is December 2 through 6, 2019
 4. **Goal: Schedule Professional Development Activities through December 2019 by March 30, 2019.**
 - a. Tentative dates for Monthly Program Meetings Confirmed with OSU-Tulsa – location is Room 140 which holds 44 people unless otherwise noted
 - i. Friday, January 11, 2019
 - ii. Friday, February 8, 2019 – move to BS Roberts if possible
 - iii. Friday, March 8, 2019
 - iv. Friday, April 12, 2019
 - v. Friday, May 10, 2019 – May 17 in BS Roberts if possible
 - vi. Friday, June 14, 2019 – June 21 in BS Roberts if possible
 - vii. Friday, July 12, 2019 – July 19 in BS Roberts if possible
 - viii. Friday, August 9, 2019 – August 16 in BS Roberts if possible
 - ix. Friday, September 13, 2019 – September 20 in BS Roberts if possible
 - x. Friday, October 11, 2019 – October 18 in BS Roberts if possible
 - xi. Friday, November 8, 2019 – November 15 in BS Roberts if possible
 - xii. Friday, December 13, 2019 – We may want to move this to December 6, the end of Employee Learning Week
 - a. Create and distribute to members a calendar for professional development activities to include the following information:
 - I. Date
 - II. Time

- III. Location
 - IV. Program Topic
 - V. Program Speaker
 - VI. TD Areas of Expertise and/or Communities of Practice addressed by Program
5. Chapter distributes online post-meeting surveys and collectively reviews the survey results to improve chapter professional development activities
 6. Policy 15.1.7.7 Guest Passes to Monthly Meetings (Adopted 05-01-2015): Each ATD Tulsa Board Member has two (2) guest passes to be used for regular chapter meetings and meals only. Skip will include reports on use of the Guest Passes in the monthly financial reports.
 7. Plan and implement a successful ATD Oklahoma State Conference. **Goal: Have a minimum of 200 paid attendees.**
 8. Ensure board maintains joint membership and participates in both annual chapter and ATD leadership development opportunities
 - a. Annual chapter budget line item to reimburse for joint memberships for board members.
 - b. Annual chapter budget line item to pay for 2 board members to attend ATD Chapter Leaders Conference (ALC) – ALC will be on October 10 – 12, 2019 in Arlington, VA.
- E. Communication
1. The chapter maintains a current website with up-to-date information.
 2. Conduct quarterly communication to members that includes chapter and ATD programs and initiatives. **Goal: Create and distribute a monthly eNewsletter.**
 - a. Need dates for communications and topics
 - b. Information on content and topics is available on the Chapter Leaders Community website
 1. Possible Topic/Theme: ATD Tulsa's 70th Anniversary in 2019
 2. Possible Topic: List of new members with welcome message.
 3. Possible Topic: Recognize members that have been with ATD Tulsa for specified periods of time e.g. 5 years, 10 years, 15 years
 4. Possible Topic: Feature on a board member e.g. 5 questions with our VP – Administration
 5. Possible Topic: Favorite Tool from ATD or favorite book from the ATD bookstore or TD book you just finished reading
 3. Chapter board creates and distributes and annual report that includes but is not limited to: membership numbers, financial performance, and progress toward annual goals.
 - a. Need distribution date – possible to use CARE information – possible to review at Feb. board meeting and distribute to members via newsletter and website
 - b. Content must include list of board members and their positions

Member Experience Goals for 2019:

1. **Goal: Every member will attend at least two (2) chapter events** (NOTE: in 2018, 63 members attended 2 or more events)
 - a. Identify methods to help achieve this goal e.g.:
 - i. Give people advance notice of event logistics and content (minimum 3 weeks)

- ii. Offer events at different times of the day and month
 - iii. Offer content that addresses top expectations for chapter members: networking and skill building for trainers and facilitators
2. Average ratings for event experiences will be 4 out of 5, with 5 being highest
- a. Need to distribute online evaluation that includes evaluation 1 to 5 ratings scale questions and open-ended questions
 - b. Identify methods to help achieve this goal e.g.:
 - i. Provide warm, welcoming environment for all attendees

ATD Tulsa Board Member Calendar of Events ATD Events/Actions are highlighted in <i>Red Italics</i>					
Date	Time	Location	Event Title	Action Item(s)	Board Leader(s)
Friday, January 11, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting		VP - Program
Saturday, January 12, 2019	9:00 AM - 3:00 PM	St. Dunstan’s Episcopal Church	Board Planning Meeting and Board Meeting	Review CARE Submission; develop and approve 2019 operational plan 2019 Budget: Review and approve budget. ATD Membership for Board Members: Need to renew ATD membership for 2019 board members	President
<i>Tuesday, January 15, 2019</i>			<i>ATD Chapter Support</i>	<i>Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform. Chapter may request marketing box twice per year.</i>	<i>President</i>
<i>Friday, January 18, 2019</i>			<i>2018 Chapter Affiliations Requirements - Early Submission Deadline</i>	<i>CARE is a set of performance guidelines designed to help chapters deliver consistent benefits to members. CARE consists of elements in five key areas that are necessary for running a chapter like a business: administration, financial, membership, professional development, and communication. Early submissions entered to win 1 free registration to ALC https://www.td.org/chapters/clc/care</i>	<i>Past President</i>
February Board Meeting Monday, January 28, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting	Annual Report: membership numbers, financial performance, and progress toward annual goals – Taken from information provided in CARE report. (VP – Marketing) - State Conference Proposal (President)	President –

2019 OPERATING PLAN

<i>Thursday, January 31, 2019</i>			<i>2018 CARE Submission Deadline</i>	https://www.td.org/chapters/clc/care	<i>Past President</i>
Friday, February 8, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	Kristine Sexter	VP - Program
February 22-23, 2019		Houston, TX	ATD Chapter Leaders Regional Conference	See details in email	
March Board Meeting – Monday, February 25, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting		President
Friday, March 8, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140 – Perhaps in BS Roberts Room	Program Meeting	Teri Aulph	VP - Program
April Board Meeting – Monday, April 1, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting		President
Friday, April 12, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	TBD	VP - Program
Friday, April 26, 2019		TBD	Program Workshop	Kristine Sexter	VP - Program
Monday, April 29, 2019			Prepare Board Meeting Agenda	Elections: President submits a list of nominees to serve on 5-member Elections Committee.	President
May Board Meeting – Monday, May 6, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting	Elections: 1) Board selects 5 members to serve on the Elections Committee. 2) Board determines which board positions will be filled for 2020.	President
Wednesday, May 15, 2019			IRS Form 990 or 990N Filing Deadline	Due every year by the 15th day of the 5th month after the close of your tax year. ATD Tulsa tax year = calendar year	VP -Finance

Friday, May 17, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts	Program Meeting		VP - Program
May 20, 2019 – May 29, 2019			Elections for 2020 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 2019 board meeting.	Elections Committee Chair
<i>Sunday, May 19, 2019</i>	<i>9:00 AM – 1:00 PM Estimate</i>	<i>Washington, DC</i>	<i>Chapter Leader Day @ ICE</i>	<i>Chapter Leader Day is an opportunity for chapter leaders from around the country to network, share ideas, and learn about ATD resources. Chapter Leader Day programming focuses on addressing common chapter challenges, identifying best practices for running a chapter, and provides face-to-face networking opportunities for chapter leaders. https://www.td.org/chapters/clc/chapter-leader-day</i>	<i>Chapter Leaders Attending ICE</i>
<i>May 19-22, 2019</i>	<i>12:00 PM Sunday – 4:00 PM Wednesday (Estimate)</i>	<i>Washington, DC</i>	<i>ATD 2019 International Conference & Exposition (ICE)</i>	<i>ATD ICE will provide you with the knowledge, strategies, and solutions you need to effectively attract, develop, and retain top talent. You'll gain insights into the latest trends, best practices, and new solutions for designing, delivering, implementing, and measuring learning programs. ATD 2019 covers all industry subjects and provides in-depth guidance for what you need to know now to be successful. Come away with an outlook of what the future holds and be prepared to address new challenges. Keynotes: Oprah Winfrey, Seth Godin, Eric Whitacre. http://www.atdconference.org/</i>	<i>Chapter Leaders Attending ICE</i>
<i>Friday, May 31, 2019</i>			<i>ATD Chapter Leaders Conference (ALC) Proposal Deadline</i>	<i>Proposals for workshops to be presented during ALC. https://events.td.org/Events/chapter-leaders-conference</i>	<i>President</i>
June Board Meeting – Monday, June 10, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting	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 2020.	President

Monday, June 10, 2019			Elections for 2020 Board Members	Via email - VP – Administration publishes notification to the membership that nominations are being accepted until July 19, 2019 for board positions to be filled for 2020.	VP - Admin
Monday, June 17, 2019			Elections for 2020 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 21, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting	Tentative topic: highlights from ICE Insiders	VP - Program
Friday, June 28, 2019			Prepare Board Meeting Agenda	Elections: President submits a list of nominees to serve on 3-member Credentials Committee.	President
July Board Meeting – Monday, July 8, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	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 ballot.	President
Friday, July 19, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting	Annual Membership Engagement Survey: Share Survey results and intended actions based on results. (VP Membership)	VP - Program
Friday, July 12, 2019	11:59 PM		Elections for 2020 Board Members	Candidate Eligibility Forms and Affidavit of Eligibility are due to the Elections Committee Chair.	Elections Committee Chair
August Board Meeting – Monday, August 5, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting		President
Sunday, August 11, 2019			Eligibility for Voting	Only paid members of ATD Tulsa as of August 10, 2019 will be eligible to vote in the upcoming election.	VP - Admin
Monday, August 12, 2019			Eligibility for Voting	The Credentials Committee pulls the list of ATD Tulsa Members-in-Good-Standing (dues are currently paid as of August 10, 2019) and that list shall be provided to the board member designated to manage the elections and voting via SurveyMonkey.	Credentials Committee Chair
Monday, August 12, 2019			Elections for 2020 Board Members	Elections Committee meets to review Candidate eligibility forms and verify candidates eligible to run for offices. After verification, submits	Elections Committee Chair

				appropriate information to the board member designated to manage the elections and voting via SurveyMonkey.	
Friday, August 16, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting		VP - Program
Friday, August 16, 2019	12:00 AM		Electronic Voting	Electronic voting window opens until Friday, August 23, 2019 at 11:59 PM (8 days)	Electronic Voting Manager
Friday, August 23 2019	11:59 PM		Electronic Voting	Electronic voting window closes	Electronic Voting Manager
Monday, August 26, 2019	8:00 AM to 12:00 PM		Electronic Voting Results	Electronic Voting Manager downloads the voting results and sends them to the Elections Committee for counting and certification.	Electronic Voting Manager
Tuesday, August 27, 2019 – Friday, August 30, 2019	12:01 PM (8/27/19 to 5:00 PM (8/30/19)		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
September Board Meeting – Monday, September 9, 2019	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting	Elections Results & Voting Results: Board of Directors receives the counted and certified electronic voting results from the Elections Committee.	President
Monday, September 9, 2019				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 - Program
<i>Monday, September 9, 2019</i>			<i>ATD Chapter Support</i>	<i>Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform. Chapter may request marketing box twice per year.</i>	<i>President</i>
Friday, September 20, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting	Elections Results & Voting Results: 1) Results announced at beginning of meeting. 2) Thank you to members of the Elections and Credentials Committees	VP - Program
October Board Meeting – Monday,	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E	Board Meeting	Review Risk Management Assessment (VP-Administration)	President

October 7, 2019		Skelly Dr #100, Tulsa, OK 74135			
<i>October 10-12, 2019</i>		<i>Arlington, VA</i>	<i>ATD 2019 Chapter Leaders Conference (ALC)</i>	<i>Current and incoming board members will network with fellow chapter leaders, share best practices for running an ATD chapter, and learn about new resources to support their chapter. https://events.td.org/Events/chapter-leaders-conference</i> <i>Note: ATD Tulsa budget includes funding to send 2 board members to ALC.</i>	<i>President-Elect</i>
Friday, October 18, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting		VP - Program
<i>Friday, October 25, 2019</i>			<i>Chapter Recognition Committee (CRC) and ALC Program Advisory Committee (ALCPAC) Application Deadline</i>	<i>Chapter Recognition Committee (CRC) An ATD advisory committee comprised of chapter leaders and charged with identifying, recognizing, and sharing chapter best practices. https://www.td.org/chapters/clc/chapter-recognition-committee ATD Chapter Leaders Conference Program Advisory Committee (ALC PAC) The ALC PAC, a national advisory committee comprised of chapter leaders, works with ATD staff to develop and execute the annual ATD Chapter Leaders Conference (ALC). https://www.td.org/chapters/clc/atd-chapter-leaders-conference-program-advisory-committee-alc-pac</i>	
November Board Meeting	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E Skelly Dr #100, Tulsa, OK 74135	Board Meeting	Present 2020 Budget for review (VP-Finance)	President
Friday, November 15, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room	Program Meeting		VP - Program
<i>December 2-6, 2019</i>			<i>Employee Learning Week</i>	<i>A global campaign designed to promote the value of workplace learning. https://www.td.org/About/ATD-Employee-Learning-Week</i>	
December Board Meeting – Monday,	3:30 PM – 5:00 PM	Matrix Service Company - 5100 E	Board Meeting	<ul style="list-style-type: none"> • Approve 2020 Budget (VP-Finance) • Appoint Audit Committee (Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be 	President

November 5, 2019		Skelly Dr #100, Tulsa, OK 74135		conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.)	
Friday, December 6, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, BS Roberts Room or TBD	Program Meeting	Tentative Topic: Trainer Throw Down & Distinguished Service Awards	VP – Program
<i>Monday, December 16, 2019</i>			<i>CARE Requirement</i>	<i>Submit copy of 2020 Board Roster to Rep at ATD (Chapters that submit their 2019 board rosters to chapter services by December 31, 2019, will be entered in a lottery to receive a complimentary ATD Professional Plus Membership)</i>	<i>VP - Admin</i>
TBD		TBD	Oklahoma State Conference	Hosted by ATD Tulsa	President-Elect
TBD			Quarterly Networking Events		VP - Program
TBD			Marketing Plan		VP - Marketing
TBD			SIG's Meetings		VP - Program

CHAPTER AFFILIATION REQUIREMENTS (CARE)



1. Administrative Component

- 1.1. The chapter's mission, vision, and bylaws align with those of ATD. Additionally, the chapter meets the ATD brand identity guidelines.
- 1.2. The chapter maintains written position descriptions for elected chapter board members.
- 1.3. The chapter members participate in the nomination and election of the chapter board.
- 1.4. The chapter creates an operational plan that includes but is not limited to:
 - annual goals
 - communication/marketing strategy
 - recruitment/retention strategy
 - succession planning strategy.
- 1.5. The chapter submits a current board roster in Excel format with CARE submission and updates ATD Chapter Services as changes occur.
- 1.6. The chapter submits a current membership roster in Excel format to ATD Chapter Services with CARE submission.
- 1.7. The chapter board meets at least once per quarter and makes meeting minutes available to members.
- 1.8. The chapter board completes a risk management assessment.

2. Financial Component

- 2.1. The chapter complies with federal and state reporting requirements.
Reminder: All chapters are required to file annual Form 990 or Form 990N with the IRS.
- 2.2. The chapter board develops and approves an annual operating budget and makes it available to members.
- 2.3. The chapter board ensures an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the chapter's finances.
Reminder: All chapters are required to provide its most recent balance sheet and income statement.

3. Membership Component

- 3.1. The chapter board assesses its members' needs and satisfaction levels at least once per year.
- 3.2. The chapter achieves by 12/31/19 a minimum of 20 joint chapter/ATD members (the original chapter chartering requirement) and 35 percent of the chapter's membership. (*Please note: There is an aggregate chapter goal of 50 percent.*)
 - The chapter completes 10 joint membership activities of the chapter's choice. For support, [review the joint membership job aid](#).

4. Professional Development Component

- 4.1. The chapter board members maintain joint chapter/ATD membership and participate in both annual chapter and ATD leadership development opportunities.
- 4.2. The chapter provides at least six (6) professional development activities per year for members.

5. Communication Component

- 5.1. The chapter maintains a current website with up-to-date information.
- 5.2. The chapter disseminates a communication piece to members at least once per quarter that includes chapter and ATD programs and initiatives.
- 5.3. The chapter board produces, and shares with members, an annual report that includes but is not limited to:
 - membership numbers
 - financial performance
 - progress toward annual goals.

For additional information about the CARE elements, please visit the CARE webpage on ATD's Chapter Leader Community (CLC) website. **Reminder:** All chapters are required to submit, along with the online survey, the following documents: 1) 2020 Chapter Board Roster, 2) 2019 Chapter Membership Roster, 3) 2020 Chapter Operating Plan, and 4) most recent Balance Sheet and Income Statement.



Chapter Affiliation Requirements (CARE) Joint Membership Activities Job Aid

Chapters that focus on joint membership promotional activities tend to have more joint members. This requirement will assist chapters with planning for success in this area. Many chapters are already doing a majority of these activities, and many are simple to add and maintain for continued success. For more information about joint membership activity requirements, please see the FAQs at www.td.org/care.

The online CARE submission will include the list of activities that you can check off as well as add any customized activities for your chapter. Below are resources to support you in each activity. If you have any questions about these activities, contact your [chapter relations manager](#) (CRM) or [National Advisor for Chapters](#) (NAC)

All resources to promote joint membership may be found at www.td.org/jointmembership.

Joint Membership Activity	Description	How
Power Member page on chapter website.	Cross-promotion is key to increasing joint membership. ATD promotes chapter membership through the chapter locator, on the ATD membership page, by our customer care team during the join process, and more! Create an individual Power Member page or dedicate a portion of your chapter’s current membership page to the value of Power Membership.	<ul style="list-style-type: none"> • Power Membership Webpage for Wild Apricot: Use the HTML code to create the webpage and the job aid to help you facilitate the implementation process. Include your chapter ChIP code where instructed. • Power Membership Page on the Chapter Leader Community (CLC) • Power Member Button Logo • ATD Power Member Logo • ATD Power Member Brochure

	<p>Through shared promotion, both chapter and ATD members will be more in tune with the benefits of Power Membership.</p>	<ul style="list-style-type: none"> • Customizable Power Membership Brochure • ATD Power Member Application • Ways ATD Promotes Power Membership • Incorporate a video testimonial from a power member into your webpage
<p>Highlight Power Membership in chapter email communications.</p>	<p>Take advantage of the Power Member logo to draw attention to and familiarize your chapter contacts with Power Membership in routine chapter email communications.</p> <p>Minimum is quarterly, but additional Power Member references can be added when possible or appropriate.</p>	<ul style="list-style-type: none"> • ATD Power Member Logo: <ul style="list-style-type: none"> ○ Standard Version ○ Button Version • ATD Power Membership Page • Power Membership Benefits Table • Power Member Ads: one-third page or one-half page • Spotlight a member benefit or Power Member fun fact and link the reader to more information. • Link to the power membership page on your website
<p>Send a targeted email message to prospective members promoting Power Membership at minimum once a quarter.</p>	<p>Frequent and informative communications to prospective members increase the likelihood of growing joint membership.</p>	<ul style="list-style-type: none"> • Customizable Power Membership Email • Top Ten Reasons to be an ATD Member Email • ATD Power Membership Page • Change the content of each new message to expose your prospect list to the wealth of benefits included through Power Membership. • Puget Sound Chapter email example • ATD Member List Request Form: ATD members are good prospects for

		chapter members. To request the list in your area click here .
Mention Power Membership at the start of each chapter event.	<p>Take a moment to cover Power Membership with your attendees before kicking off your program.</p> <p>Use our Power Membership presentations to highlight the benefits of Power Membership.</p>	<ul style="list-style-type: none"> • Power Member Benefits Table • Power Member Marketing Flyer • Rotating Power Member slides <ul style="list-style-type: none"> ○ Long or short version • SOS Submission: Lake Superior Chapter – Power Member Scavenger Hunt
Highlight Power Member benefits using rotating PowerPoint slides at each event.	<p>Use rotating slides during the networking portion of your chapter programs to highlight Power Membership. Not only informative, it also serves as a conversation starter for your attendees!</p>	<ul style="list-style-type: none"> • Power Member Rotating Slides • Power Member Benefits Table
Printed Power Member collateral at each event.	<p>Provide information attendees can take with them about Power Membership to share with colleagues, employers, and contacts. Additionally, use the customizable Power Membership brochure to promote your chapter and ATD! Tailor the brochure to add information relevant to your chapter, upcoming event details, and membership details. Include your chapter logo where instructed, add your chapter’s contact information, and include photos of your chapter members!</p>	<ul style="list-style-type: none"> • ATD Power Member Application • Power Member Marketing Flyer • Customizable Power Membership Brochure

<p>Power Member section in newsletter once per quarter.</p>	<p>Dedicate a section of your newsletter to promoting Power Membership. Whether it is a short blurb on the savings and benefits of Power Membership or information about how to join, you can ensure your members are well-acquainted with the benefits.</p>	<ul style="list-style-type: none"> • Repurpose Power Membership information in the LCN for your chapter newsletter. • Power Member One-Third Page Ad • Power Member One-Half Page Ad
<p>Power Member logos on chapter website.</p>	<p>Make Power Membership more visible to your members by showcasing the logo on your chapter’s home page and membership page.</p>	<ul style="list-style-type: none"> • ATD Power Member Logo: <ul style="list-style-type: none"> ○ Standard Version ○ Button Version
<p>Power Member testimonials on website, meetings, and newsletter.</p>	<p>Take advantage of your chapter’s very own Power Members to highlight the benefits of joint membership. Gather testimonials that focus on how Power Membership has supported that member’s professional development.</p>	<ul style="list-style-type: none"> • Share the Get to Know ATD video at a meeting. • SOS Submission: Greater Chattanooga - 99 seconds • Central Iowa Chapter Video
<p>Power Member messages on social media.</p>	<p>Social media is another great way to communicate the value of Power Membership without filling members’ inboxes. Plus, chapters have the opportunity to reach a new audience outside their prospect lists. Tweet, post, and blog about upcoming membership promotions, Power Member benefits, and more!</p>	<ul style="list-style-type: none"> • Link to social media tweets developed for power membership. • Leverage messages posted by ATD Chapter Services on: <ul style="list-style-type: none"> ○ Facebook ○ LinkedIn ○ Twitter • Follow the ATD chapters Twitter list

<p>Promote Power Membership at Special Interest Group (SIG), Community of Practice (CoP), or Geographic Interest Group (GIG) meetings.</p>	<p>Members of SIGs and GIGs also are eligible to become Power Members. Select benefits that specifically appeal to the group to encourage them to become a Power Member. ATD Communities of Practice are a great way to connect SIG /GIG members with relevant ATD content to showcase the value of being a joint member.</p>	<ul style="list-style-type: none"> • ATD Communities of Practice • Customizable Power Membership Handout • Customizable Power Membership Brochure • SOS Submission: South Carolina Midlands Chapter - Formal Approach to a Geographic Interest Group (GIG) partnership
<p>Request list of ATD members quarterly; identify prospects.</p>	<p>ATD members are great prospects for chapter members. Instead of spending time introducing prospective members to the organization, the chapter can focus more on sharing how it supports talent development at the local level. Invite prospects to upcoming events, promote chapter membership, and connect locally to build their networks.</p>	<ul style="list-style-type: none"> • Request the ATD member list for your area from your CRM • ATD Member List Request Form
<p>Request joint membership calculation from your CRM quarterly.</p>	<p>Benchmark your chapter's joint membership percentage throughout the year. Request a real-time calculation from your CRM to gauge your chapter's proximity to its goal.</p>	<ul style="list-style-type: none"> • Contact your CRM
<p>Promote Power Membership at chapter special events, including an information table with both chapter and ATD materials.</p>	<p>Request free ATD marketing materials for upcoming chapter events to showcase ATD benefits ranging from publications to education courses alongside chapter membership and event promotions.</p>	<ul style="list-style-type: none"> • ATD Marketing Materials Request Form • Power Member Marketing Flyer • Customizable Power Membership Handout • Customizable Power Membership Brochure

		<ul style="list-style-type: none"> • SOS Submission: Southwest Florida Chapter - Public Relations and Membership Drive
Add your chapter to the ATD Store	By offering your chapter’s membership on the ATD Store, your chapter provides a streamlined customer experience, supports joint membership efforts, and lessens administrative burdens for chapter leaders.	<ul style="list-style-type: none"> • Chapter Membership on the ATD Store webpage • Chapter Membership on ATD Store Preliminary Information and Guidelines • Chapter membership on the ATD Store video
Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC.	Share your chapter’s joint membership best practices with fellow chapter leaders by presenting on an area call led by your National Advisor for Chapters (NAC), submitting an SOS, or presenting at ALC. These activities allow you to offer information and guidance to other chapters who can learn from your achievements.	<ul style="list-style-type: none"> • Contact your NAC to find time on an upcoming area call agenda to present • Sharing Our Success (SOS) webpage • ALC homepage
Create group/corporate Power Membership offering.	Create a group Power Membership offering and market directly to talent development teams in your area. Demonstrate how joint chapter and ATD membership can help a staff grow their skills and make an even greater organizational impact.	<ul style="list-style-type: none"> • ATD Group and Enterprise Membership Offerings table • Chapters with Group/Corporate Memberships: <ul style="list-style-type: none"> ○ Central New York ○ Golden Gate ○ Greater Philadelphia ○ Metro DC ○ Piedmont ○ Utah

<p>Talk about Power Membership at each board meeting.</p>	<p>Frequent discussion about the benefits of joint chapter and ATD membership at board meetings creates a knowledgeable team of Power Membership ambassadors to support your membership recruitment efforts.</p> <p>Consider adding a standing Power Membership topic to your board agenda and discuss specific benefits, pricing details, and ways to become a Power Member.</p>	<ul style="list-style-type: none"> • Connect with your CRM about topic ideas • Review the ATD Power Membership Brochure • Take turns highlighting a new member benefit at each board meeting.
<p>Customize activities for your chapter.</p>	<p>Create your own activity for promoting Power Membership, and share the details of this effort in your 2019 CARE reporting.</p> <p>Chapters that experience great success with a customized Power Membership activity also should consider submitting the best practice to the Sharing Our Success (SOS) program!</p>	<ul style="list-style-type: none"> • Submit your chapter's customized activity to the SOS program!

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