

Date & Time: Tuesday, September 11, 2018 @ 4 PM
Location: Tulsa Central Library, 400 Civic Center, Tulsa, OK 74103

1. Call Meeting to Order
 - a. Roll Call – Linda Jenkins
 - i. In attendance: Lorinda Schrammel, Linda Jenkins, Shelby Morris, Cathy Fox, Stacy Davis...guest: Laurie Rosenbaum; Skip Eller and Walt Hansmann (both joined late)
 - ii. Members Absent: Ashley Whitfield
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Linda Jenkins – Quorum present
 - c. Agenda for September 11, 2018 Board Meeting – Review and Approve – Linda Jenkins
 - d. Lorinda motioned to approve agenda, Cathy seconded, motion passed.

2. Administrative
 - a. Jeremy Smith Resignation from ATD Tulsa Board as of September 6, 2018 (attached) - Review and Accept – Linda Jenkins; Shelby moved to accept resignation, Cathy Fox seconded. Motion passed.
 - b. Recommendation for Board to Appoint Michael Chancey to Complete 2018 Term as VP of Administration – Review and Approve – Linda Jenkins; Linda motioned, Lorinda seconded. Motion passed.
 - c. Minutes from August 3, 2018 Board Meeting – Not Available – Working to obtain them from Jeremy Smith – Linda Jenkins
 - d. Elections Results & Voting Results:
 - i. Board of Directors receives the counted and certified electronic voting results from the Elections Committee (attached) – Review and Approve – Laurie Rosenbaum, Elections Committee Chair
 - i. 92 members received ballots, 50 responded – 54% responded; Pres-Elect elected was Jeremy Smith, all other positions (all single nominations) were voted in
 - ii. All Bylaws amendments passed
 - iii. Skip moved to accept the election results – Shelby seconded. Thank you to elections and credentials committees for their work!!!
 - ii. Jeremy Smith Declines to Accept 2019 President-Elect if Elected to Position (attached); Board Designates Lewana Harris to be 2019 President-Elect – Review and Approve – Linda Jenkins; Stacy Davis motioned, Walt Hansmann seconded. Motion passed.
 - e. Proposed Policies from Bylaws and Policies Committee meeting on August 28, 2018 – Not Available – Working to obtain them from Jeremy Smith – Linda Jenkins
 - f. Plans to Conduct Annual Risk Assessment – Linda Jenkins
 - g. ATD Store Integration - Communications to Promote 10% Discount on Chapter Membership Rate in Conjunction with ATD Member Week (Sept. 10 – 14) – Shelby Morris; Thank you to Shelby for promoting these! Shelby shared that although some work has been done, there are still communications to consolidate the messages regarding joining or renewing

membership so that they are clear and not repetitive. Please review the website, and get back to Shelby with suggestions by the 19th.

3. Financial

- a. Preliminary Financial Reports as of September 1, 2018 (Prepared on August 30, 2018) – (attached) **Review and Accept** – Skip Eller
 - a. Discussion re: invoicing for local chapter dues paid through corporate site.
 - b. (see report for details)
 - c. Lorinda motioned to accept preliminary financial report; Shelby seconded. Motion passed.

4. Membership

1. Membership Reports for August 2018 as of September 1, 2018 (attached) – **Review & Accept**
 - a) *Linda to follow up with Ashley regarding student memberships pending.*
 - b) *Walt motioned to accept Membership Report, Cathy Fox seconded. Motioned passed.*
2. Ashley Whitfield
 - a. Given 10% Discount on Membership (\$5) During Member Week (Sept. 10 – 14) Develop plans to follow up with members that have not renewed or are scheduled to renew – *pitch great opportunity to renew at \$45 not \$50*
 - b. Plans to Schedule Quarterly New Member Luncheon Late September/Early October
3. Membership Activity Scheduled for October 2018: Annual Membership Survey - Ashley Whitfield
 - a. Membership Survey – Entered into Survey Monkey. Needs to be “tested” and final approval prior to sending. Planning to send the link out prior to the program meeting 9/14, announcing in 9/14 program meeting, and have it due 9/28. I will setup reminder emails as well for those that do not complete it a week and then 2 days prior to the due date.

5. Professional Development

- a. Level 1 Gamification Certification Workshop on September 28, 2018:
 - i. Drawing for ½ registration to be conducted amongst all Power and Chapter members registered by September 6th – 9 of 10 registered eligible for drawing – will hold drawing during Sept. 14th Program Meeting
 - ii. Marking Strategy to Solicit and Accept Registrations through September ???:
 - i.* Outreach to ATD Members in Oklahoma and surrounding states
 - ii.* Include Pitch in Quarterly Newsletter Scheduled for Distribution in September
 - iii.* September 14th Program Meeting – Fliers Workshop & Announcement by Stacy
 - iv.* September 17th – Email & Social Media: Workshop Flier
 - v.* September 19th – Email & Social Media: Final Deadline Reminder
- b. Programming Scheduled – September 14, 2018 - Content & Logistics:
 - i. Program Speaker: Creating an Environment Where People Thrive with Jerrod Murr

- ii. Accommodations: Meal & Check In – Cathy and Stacy to handle check in with Linda available to provide on site payment processing via PayPal Here
 - iii. Board Member Attendance & Participation – Lorinda Schrammel, Shelby Morris, Stacy Davis, Ashley Whitfield, Cathy Fox & Linda Jenkins
 - iv. Board Communications for Attendees:
 - 1. Networking Activity (5-minute activity) – From 11:30 AM to 11:45 AM
 - 2. Check In to Program Meeting on Facebook and Twitter – Linda Jenkins
 - 3. Welcome Guests – Linda Jenkins
 - 4. Acknowledge New Members and Power Members (and Power Member Minute) – Ashley Whitfield
 - 5. Announce Election and Bylaws Voting Results & Congratulate 2019 Board Members Present – Thank Elections Committee Members and Credentials Committee Members for Their Service – Linda Jenkins
 - 6. Pitch for Future Programs – Stacy Davis
 - a. September 28th Gamification Workshop – Drawing to Select ½ Price Registration
 - b. October 12th (Note: Central Library Location) – Creating a Culture of Creativity, Collaboration and Captainship with Amber Vanderburg
 - c. November 9th – Strategic Thinking with Kris Reynolds
 - d. December 7th (Note: 1st Friday of the Month) – Trainer Throwdown
 - v. Program – Creating an Environment Where People Thrive with Jerrod Murr – Stacy Davis
 - vi. At end of Program:
 - 1. Guest Presenter Thank You – Stacy Davis
 - 2. Door Prizes – Stacy Davis & Linda Jenkins
 - vii. Post Meeting Evaluation Online Distribution by September 18, 2018
 - c. Proposal for ATD Tulsa to Participate in Virtual Book Club for L&D Professionals (**attached**) – Review and Approve – Linda Jenkins; Lorinda motioned that we participate and support in the L&D Virtual Book Club for Professionals led by Metro DC chapter; Stacy Davis seconded. Motion passed.
 - d. Date/Plans for Third Quarter eLearning SIG – Shelby Morris
 - a. Monday, 9/17 11:00-1:30 at Tulsa Regional Chamber Office, 1 West 3rd St., Suite 100 - Registration available online.
 - e. July 27, 2018 – Greg Robinson Workshop – Survey Results (**attached**) – Review & Discuss Opportunities for Improvement
 - f. August 10, 2018 Program – Pre-Gamification - Survey Results (**attached**) - Review & Discuss Opportunities for Improvement
 - g. Networking Events:
 - i. Logistics for November evening event at Schnake Turnbo Frank: Public Relations and Leadership Development hosted by David Wagner
6. Communications
- a. Communications Needs & Opportunities – Shelby Morris
 - i. Content for Quarterly Newsletter Scheduled for Distribution in September

- ii. Plans to Promote/Inform re Central Library Location for October Program Meeting
- iii. Plans to Promote/Inform re 1st Friday, December 7th and Ti Amo South Location for December Program Meeting

7. Old Business

8. New Business

[Lorinda Schrammel – National Advisor for Chapters beginning in January; will be at ALC](#)

9. Confirm Action Items

- a. Review membership info and send Shelby additions/corrections by 9/19
- b. Send anything we want included in PPT for Friday by EOD Wednesday or early Thursday morning
- c. Linda is meeting with Skip tonight to set up card payment option in prep for Friday's meeting
- d. Linda to follow up with Ashley regarding pending student memberships

10. Confirm Date for Next Board Meeting: Friday, October 5, 2018 at 12 PM at Roka – Linda Jenkins

11. Adjourn Meeting – Linda Jenkins

Meeting adjourned at 5:17pm