Minutes of the ATD Tulsa Chapter Board Meeting
Monday, October 7, 2019
3:30 p.m. to 5:00 p.m.

This meeting was held at Matrix Service Company and via Skype.

Call to Order
President Walt Hansmann called the meeting to order at 3:34 p.m.

Roll Call
Walt Hansmann, CPLP, President
Linda Jenkins, Past President
Kim Boggs, VP of Marketing
Stacy Davis, CPLP, VP of Programming

Absent
Lewana Harris, President-Elect
Ashley Whitfield, VP of Membership (Excused)
Skip Eller, VP of Finance (Excused)

Guests
Megan McManus
Sunilyn Hertt

4 of 7 board members were present. A quorum was established.

1.   Approval of the Agenda
Linda moved, Stacy seconded approval of the agenda. MOTION CARRIED.
Add item E to Agenda item 5. Review RFP submitted.

2. Administrative
   a) Approval of Minutes from September Meeting. Linda moved, Kim seconded. MOTION CARRIED.
   b) 2019 Risk Assessment. Kim moved; Stacy seconded. Discussion: Need to look at investment for our funds. Put them into an interest earning platform. MOTION CARRIED.
   c) Bylaws and Policies Committee.
      a. No need for bylaws committee meeting as everything is ready for end of year 2019. The next meeting can be decided by 2020 board.
      b. Monthly Program registration fees. Discussion held on removing late registration fee. Kim moved to table discussion; Linda seconded. MOTION CARRIED.
   d) Accommodations 2020. Discussion around available and unavailable dates for 2020 year. Nothing at OSU Tulsa is available in Jan and June 2020. March, May, July, Oct and Dec, BS Roberts Room is available. Feb, April, August, Sept, and November, BOK room is available. Decided to take available rooms/dates available at OSU Tulsa now and continue looking for other options. $1100 for 10 meetings.

3. Financial Report
a. There was no financial report.
b. Annual Financial Audit/Review. Proposal not sent out before meeting. No discussion

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4. Membership
a) Skipped due to time constraint

5. Professional Development
a. September Program Survey Results – Low number of participants. Will revisit survey for next year.
b. November program – tabled
c. SIG – tabled
d. Trainer throwdown – Stacy will send trainer throw down forms to put in newsletter.

Communication
a. Deadline for information to be to Kim for next newsletter is 10/23. We will highlight the State Conference in the next newsletter.

State Conference Planning Report
a) Dates: Oct 24 - 25
b) Early Bird Registration
    a. 50 have registered for the full conference
    b. 14 have registered for the pre-conference
    c. 2 have registered for the AM only session
    d. 1 has registered for the PM only session
c) Website Update - Motion was made to add cutoff date for registration to the website. Linda moved; Stacy seconded. MOTION CARRIED. The cutoff date is October 18th and will be added to the information on the website and sent out on social media sites. Countdown clock will be added to website. Megan will check into sending out press released to surrounding areas. Adding to message that 6.5 HRCI credits have been requested.
d) Marketing Update – Social Media information will be sent out weekly up to the registration deadline.
e) Sponsorships Secured Update – Sponsorship tiers presented. Kim moved. Linda seconded. MOTION CARRIED.
f) HRCI credits update – We have submitted for HRCI credits. Until we get approved, we can say that 6.5 HRCI credits have been requested. This will be added to the website info.
g) Pre-conference workshop participant survey – Stacy will put together and send pre-conference workshop participant survey.
h) Conference workshop participant survey – Stacy will put together and send conference workshop participant survey, separated by am and pm presentations.
i) Bags – Walt will source locally
j) Shirts – Walt will source locally
k) Program – simple and will be printed locally
l) Onsite Logistics – We will have a main registration booth. Will have swag bag stuffing and room set up before conference. If OKC has paid us, we will print their stuff too.
m) Name tag printer – Motion made that we purchase a name tag printer. Cost limited to a max of $200. Linda moved; Kim seconded. MOTION CARRIED.

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

Old Business

There was no Old Business

New Business

No new business

Action Items

a. Upcoming board meetings will be:
   - Monday, November 4 – 3:30 to 5:00 PM
   - Monday, December 2 – 3:30 to 5:00 PM

Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by Kim Boggs

ATD TULSA CHAPTER
Association for
Talent Development

Board Meeting Agenda

Date & Time: Monday, October 7, 2019 from 3:30 PM to 5:00 PM
Location: Matrix Service Company 6th Floor

1. Call Meeting to Order
   a. Roll Call – Kim Boggs
   b. Confirm Quorum – Declare if Quorum is or is not Present – Kim Boggs
   c. Agenda for October 7th Board Meeting – Review and Approve – Walt Hansmann

2. Administrative
   a. Minutes from September 9, 2019 Board Meeting – Review and Approve – Walt Hansmann
   b. 2019 Annual Risk Assessment – Review and Approve – Linda Jenkins
   c. Bylaws and Policies Committee Next Meeting Date and Location – Linda Jenkins
      1. Policies / Bylaws to Consider
         a. Actions identified by 2019 Annual Risk Assessment
         b. Monthly Program Registration Fees
   d. Accommodations for 2020 - Walt

3. Financial
   a. Financial Report – Review and Accept – Skip Eller
   b. Annual Financial Audit Proposal and Expense – Review and Approve

4. Membership
   a. Membership Report for October 2019 – Review & Accept – Ashley Whitfield

5. Professional Development
   a. September Program Survey Results
   b. November Program
   c. SIG (Special Interest Group) Update
      1. eLearning SIG update – Bob Mansur (Gateway) or Tulsa County can host one.
   d. Trainer Throwdown December 6 - Update – Walt

6. Communications
   a. Newsletter deadline for articles – Tuesday, October 16, 2019.

7. State Conference Planning Report
   a. Dates: October 24-25
   b. Early-Bird Registration Numbers - Walt
   c. Website Update - Walt
   d. Marketing Update – Kim and Megan
   e. Sponsorships Secured Update – Lewana
   f. HRCI Credits Update – Linda
   g. Pre-Conference Workshop Participant Survey
   h. Conference Workshops Participant Survey

      i.   Bags
      j.   Shirts
      k.   Program
      l.   On-Site Logistics
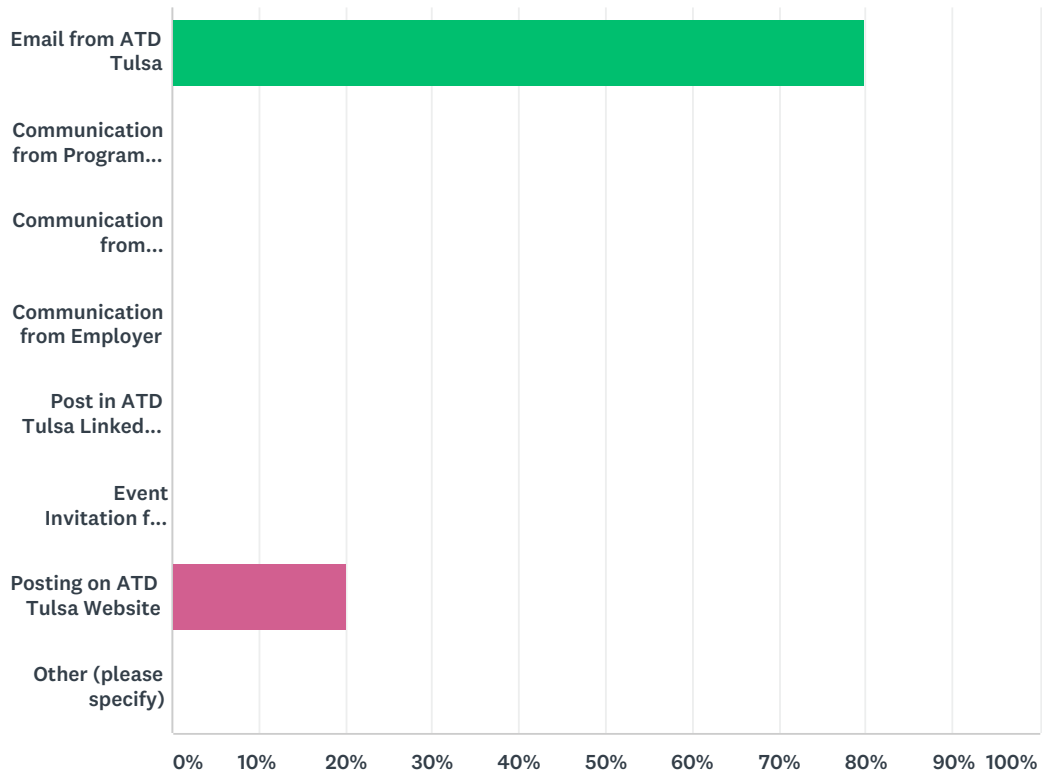   m. Name Tag Printer

8. Old Business

9. New Business

10. Confirm Action Items – Kim Boggs

11. Next Board Meeting: Monday, November 4

12. Adjourn Meeting – Walt Hansmann

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

Answered: 5   Skipped: 0

ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	80.00%	4
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	20.00%	1
Other (please specify)	0.00%	0
TOTAL		5

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

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

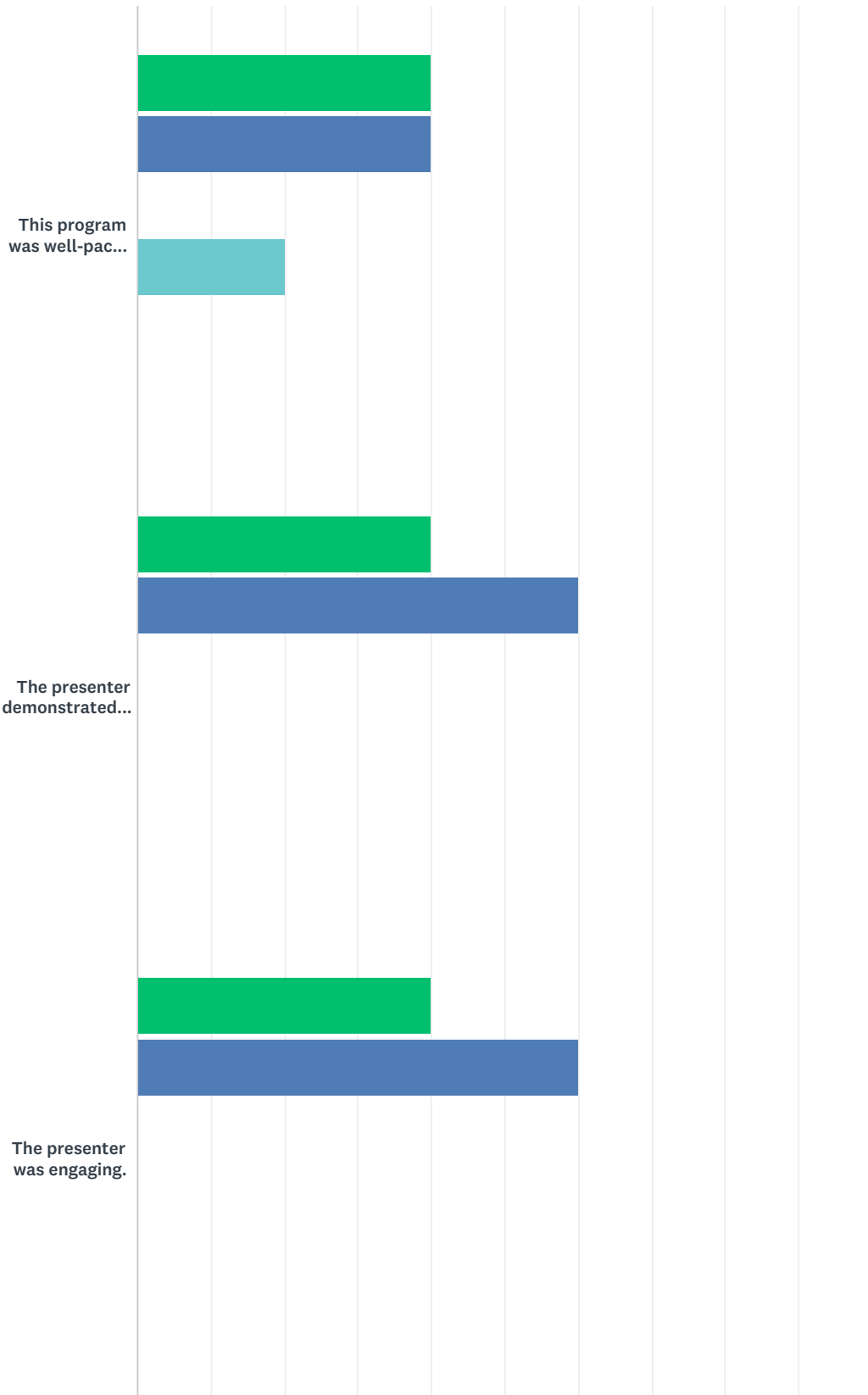Answered: 5   Skipped: 0
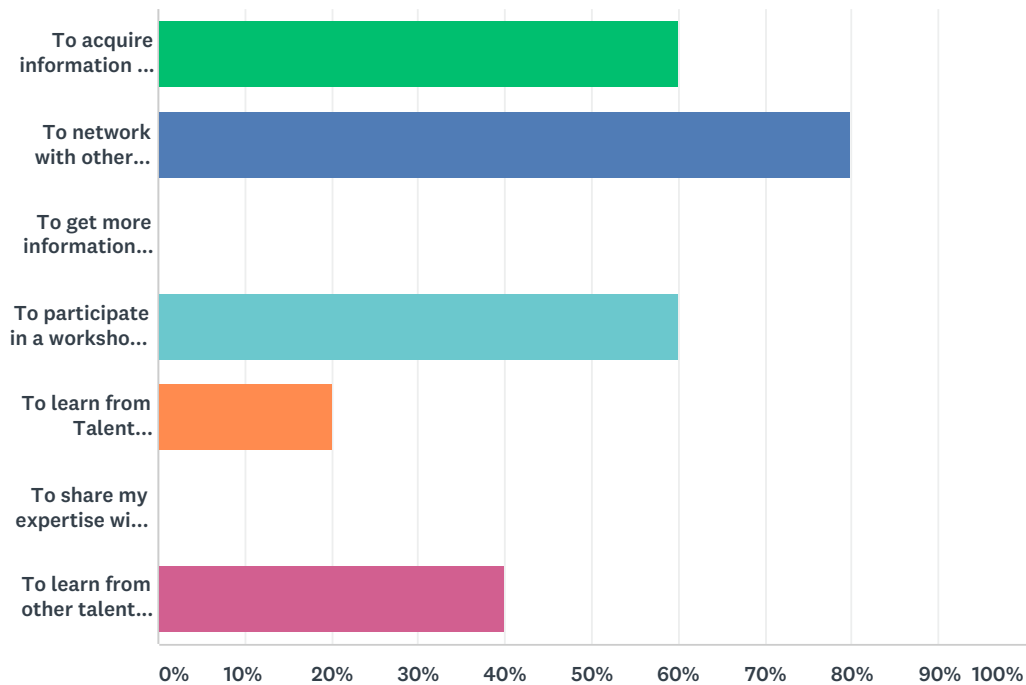
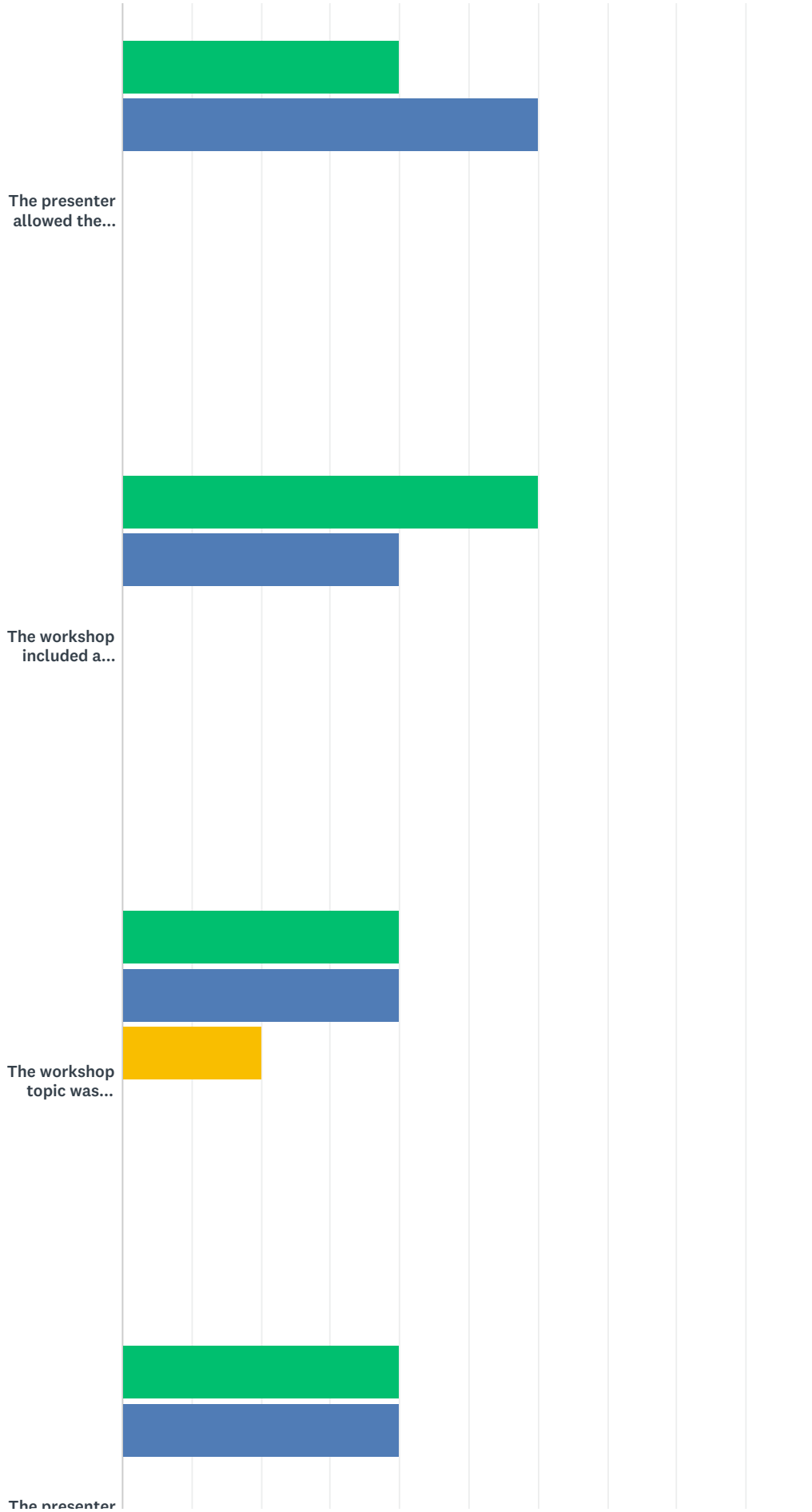| ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	60.00%	3
To network with other talent management professionals.	80.00%	4
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	60.00%	3
To learn from Talent Management industry leaders.	20.00%	1
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	40.00%	2
Total Respondents: 5		

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

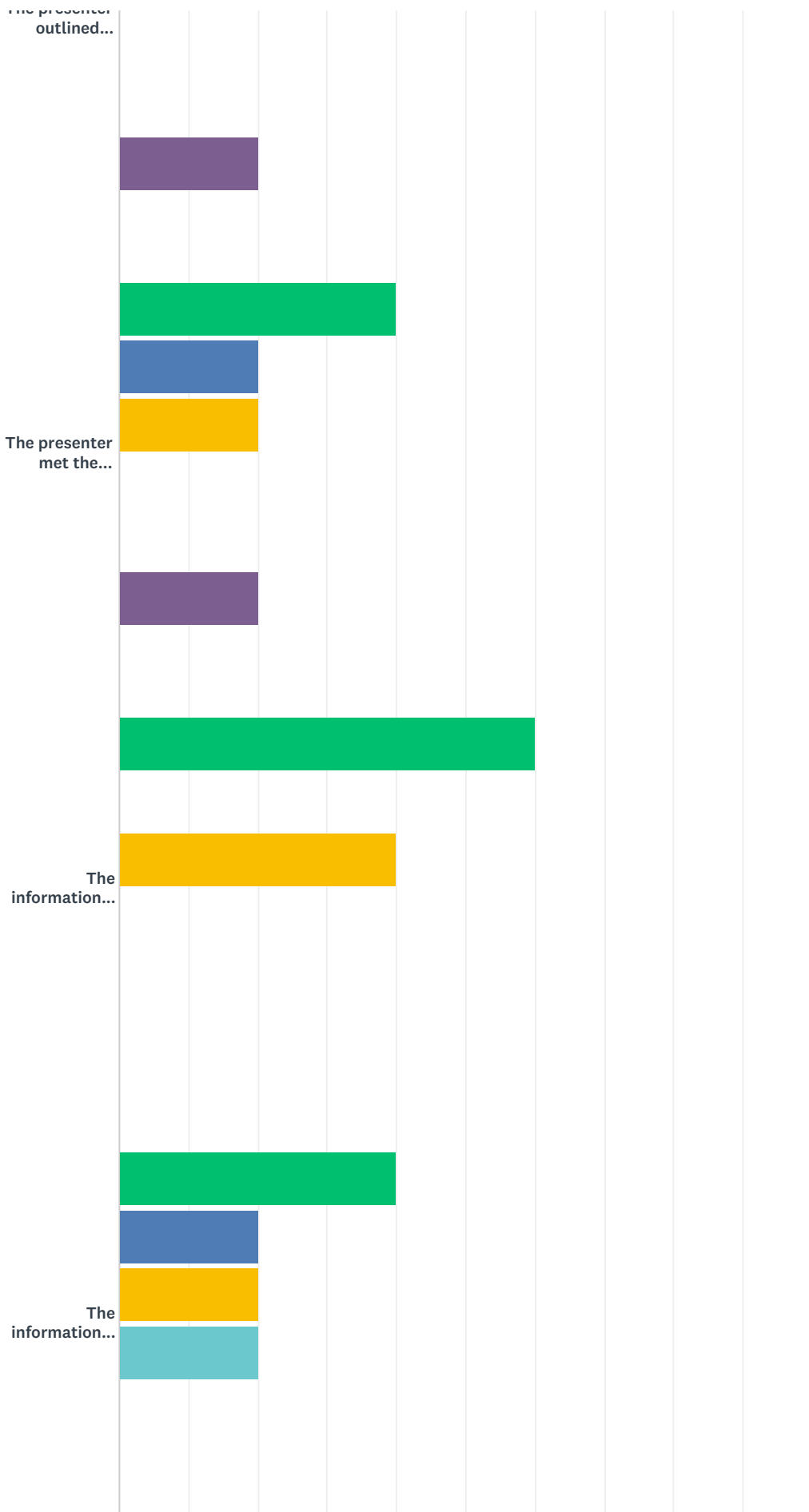# Q3 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.

Answered: 5   Skipped: 0

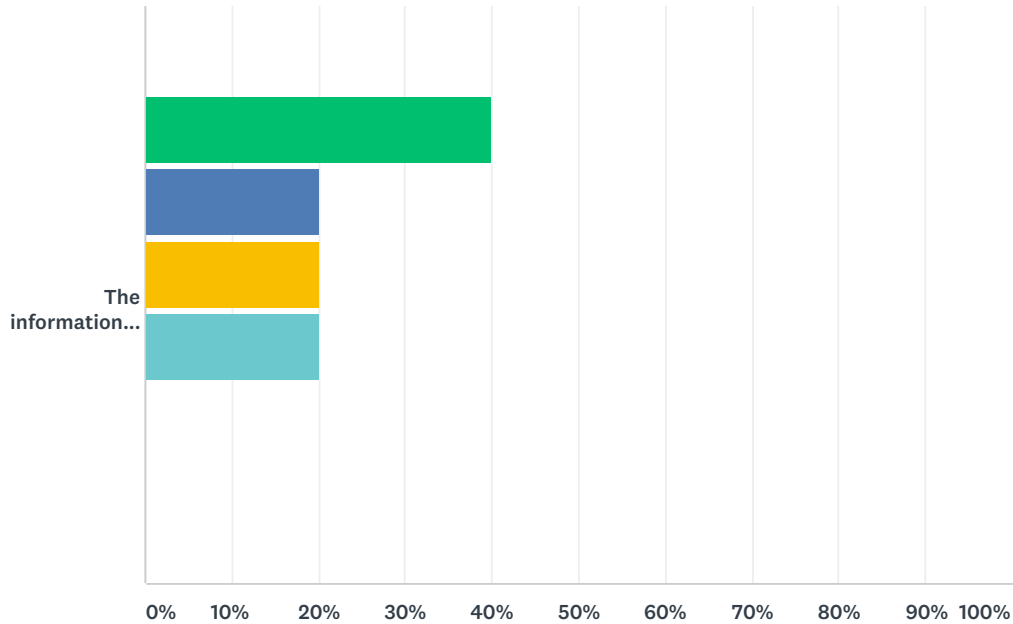# ATD Tulsa - September 20, 2019 Program Meeting Survey

The presenter
allowed the...

The workshop
included a...

The workshop
topic was...

The presenter

The presenter
outlined...

The presenter
met the...

The
information...

The
information...

ATD Tulsa - September 20, 2019 Program Meeting Survey
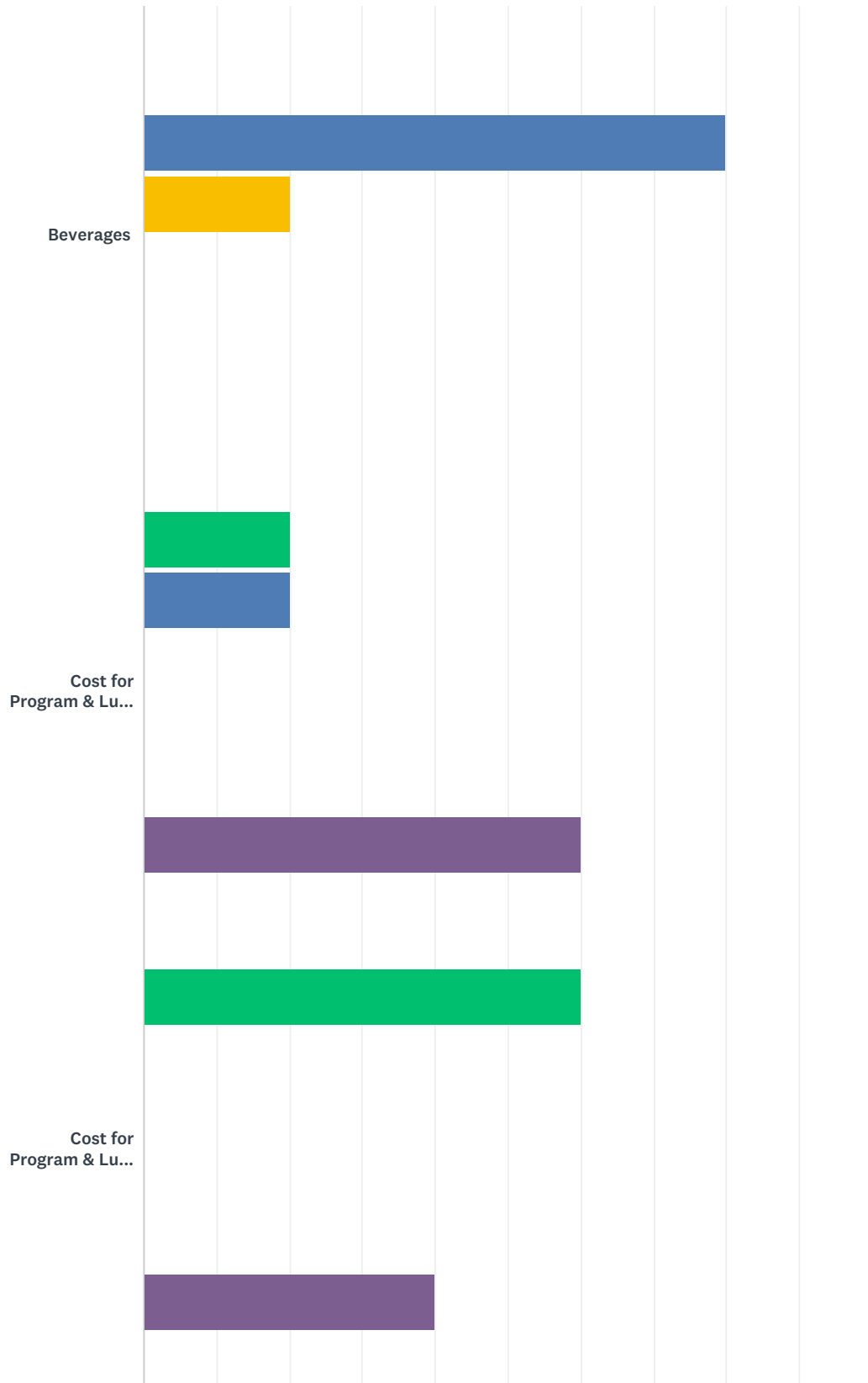

Legend:
- 🟩 Strongly Agree
- 🟦 Agree
- 🟨 Neither Agree nor Disagree
- 🟦 Disagree
- 🟧 Strongly Disagree
- 🟪 Not Applicable

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	40.00% 2	40.00% 2	0.00% 0	20.00% 1	0.00% 0	0.00% 0	5
The presenter demonstrated subject matter expertise and knowledge.	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenter was engaging.	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenter allowed the right amount of time for discussion.	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The workshop included a hands-on learning activity.	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The workshop topic was delivered as promoted.	40.00% 2	40.00% 2	20.00% 1	0.00% 0	0.00% 0	0.00% 0	5
The presenter outlined objectives for the session.	40.00% 2	40.00% 2	0.00% 0	0.00% 0	0.00% 0	20.00% 1	5
The presenter met the objectives as outlined.	40.00% 2	20.00% 1	20.00% 1	0.00% 0	0.00% 0	20.00% 1	5
The information presented during this workshop was well organized.	60.00% 3	0.00% 0	40.00% 2	0.00% 0	0.00% 0	0.00% 0	5
The information presented during this workshop is useful to my job.	40.00% 2	20.00% 1	20.00% 1	20.00% 1	0.00% 0	0.00% 0	5
The information presented during this workshop can be applied to my business.	40.00% 2	20.00% 1	20.00% 1	20.00% 1	0.00% 0	0.00% 0	5

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: 5   Skipped: 0

Beverages

Cost for Program & Lu...

Cost for Program & Lu...

ATD Tulsa - September 20, 2019 Program Meeting Survey

Cost for
Program Only...

Date: 3rd
Friday at...

Location: OSU
Tulsa, BS...

ATD Tulsa - September 20, 2019 Program Meeting Survey

Lunch Meal

Online registration...

Parking

Room Setup

ATD Tulsa - September 20, 2019 Program Meeting Survey

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	0.00% 0	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	5
Cost for Program & Lunch (Guest)	20.00% 1	20.00% 1	0.00% 0	0.00% 0	0.00% 0	60.00% 3	5
Cost for Program & Lunch (Member)	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	40.00% 2	5
Cost for Program Only (Member or Guest)	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	80.00% 4	5
Date: 3rd Friday at lunchtime from 11:30 AM to 1:15 PM	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Location: OSU Tulsa, BS Roberts Room	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Lunch Meal	60.00% 3	20.00% 1	0.00% 0	0.00% 0	0.00% 0	20.00% 1	5
Online registration process	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Parking	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Room Setup	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Room Temperature	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	The room was a little warm and stuffy today.	9/24/2019 9:14 AM
2	Thank you for providing a different meal. Great choice.	9/24/2019 6:04 AM

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

Answered: 5   Skipped: 0
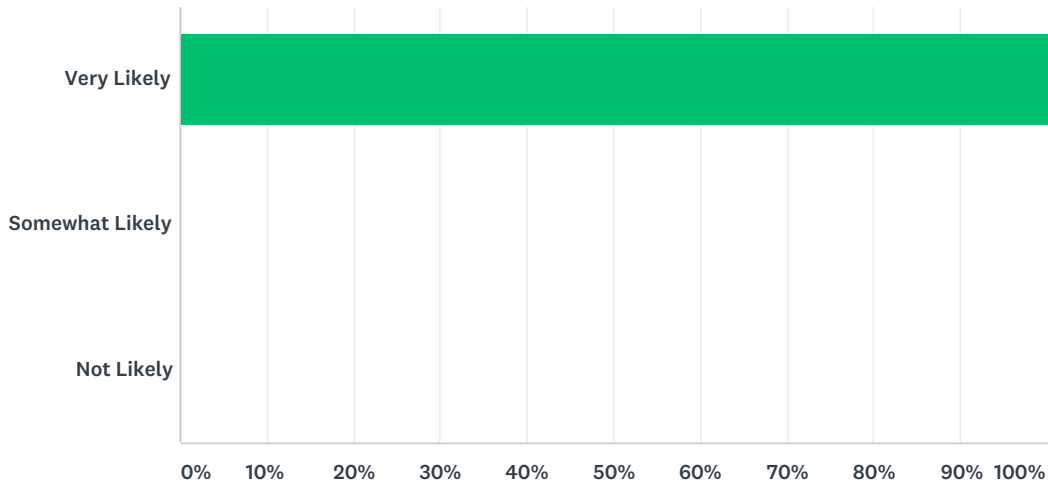
ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	5
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		5

| #	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

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

Answered: 1   Skipped: 4

#	RESPONSES	DATE
1	Making PowerPoint Presentations Pop - a Before and After Demonstration; 508 Compliance for eLearning - What You Need to Know; Unconcious Bias in Instructional Design and Training Delivery (being differently abled)	9/24/2019 9:14 AM

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

Answered: 5   Skipped: 0
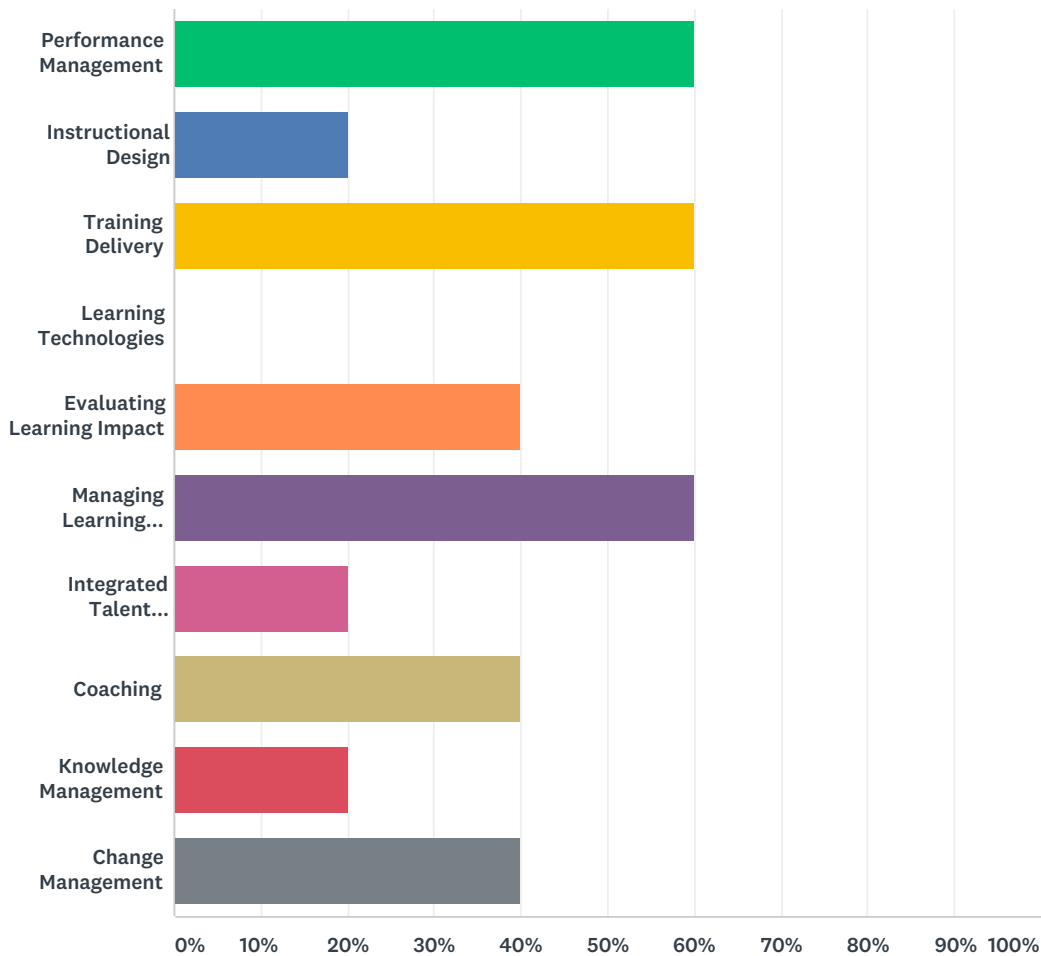
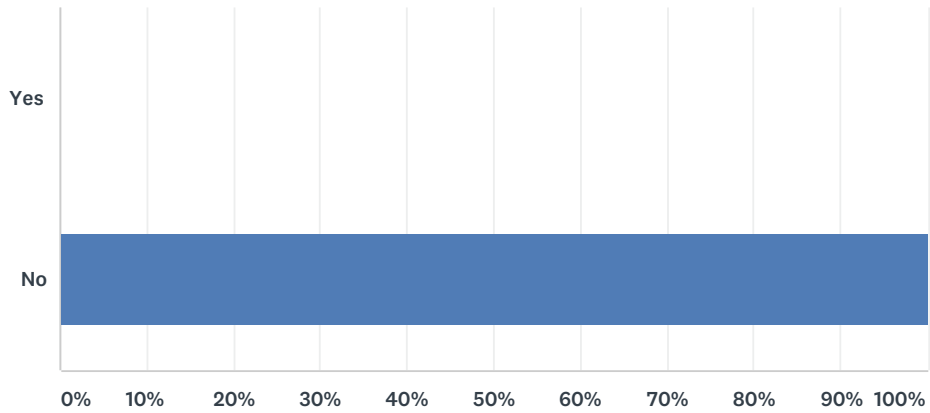| ANSWER CHOICES	RESPONSES	
Performance Management	60.00%	3
Instructional Design	20.00%	1
Training Delivery	60.00%	3
Learning Technologies	0.00%	0
Evaluating Learning Impact	40.00%	2
Managing Learning Programs	60.00%	3
Integrated Talent Management	20.00%	1
Coaching	40.00%	2
Knowledge Management	20.00%	1
Change Management	40.00%	2

Total Respondents: 5

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: 5

#	RESPONSES	DATE
	There are no responses.	

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

Answered: 5   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	5
TOTAL		5

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

Answered: 5   Skipped: 0
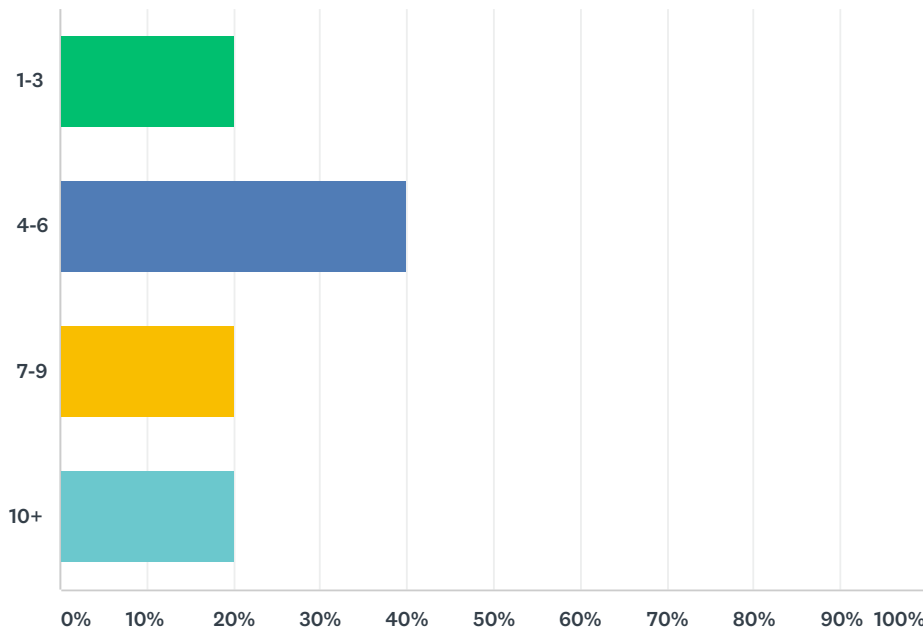
ANSWER CHOICES	RESPONSES	
1-3	20.00%	1
4-6	40.00%	2
7-9	20.00%	1
10+	20.00%	1
TOTAL		5

Q11 Are you an ATD Tulsa member?

Answered: 5   Skipped: 0
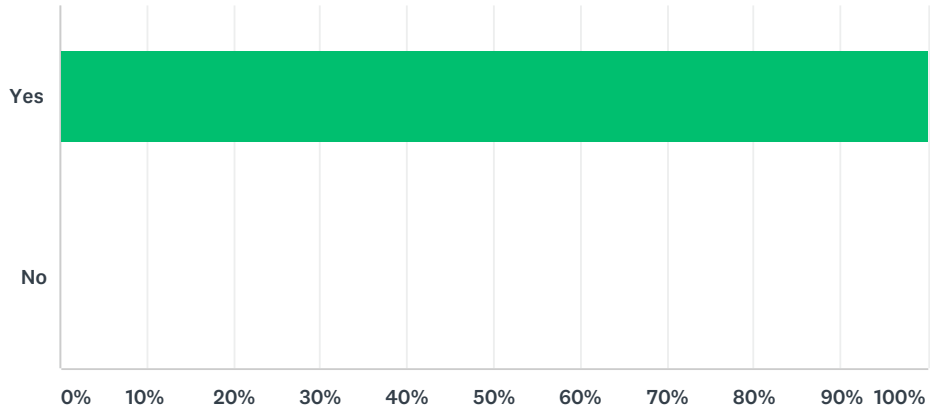
ANSWER CHOICES	RESPONSES	
Yes	100.00%	5
No	0.00%	0
TOTAL		5

2019 ATD Tulsa Chapter Risk Assessment

Date Created: September 2019

Most Recently Reviewed: September 2019

Likelihood Scale:

5 Very Likely – has happened to our chapter before
4 Likely – has happened to other ATD chapters
3 Possible – has happened to another voluntary organization

2 Somewhat unlikely – has seldom happened to another voluntary organization
1 Remote – has never happened to our knowledge

Severity Scale:

5 Causes the death of a member or guest
4 Puts the chapter out of business
3 Injures a member/guest or costs the chapter a significant amount of money or significantly harms reputation of the chapter
2 Cost the chapter some money and/or hurts chapter reputation
1 No real injury to members, guests, chapter finances, or reputation

Risk	Likelihood	Severity	Risk Reduction Plan
1. **Legal claim brought against the chapter or its Board of Directors**	3	4	Obtain Liability and Director's and Officer's Insurance policies to ensure that we have adequate protection in the event of a claim. **Action required**: Maintain payment of current policy
2. **Chapter Speaker may create a risk for the chapter due to negligence, inappropriate or discriminatory comments, breach of privacy of members personal information, etc.**	3	3	Require all Chapter Speakers to sign an agreement to align with ATD policies and limit the liability and exposure of the chapter to actions taken by the speaker. **Action required**: Maintain usage of these agreements for all speakers including chapter members and speakers who have spoken at prior ATD Chapter events
3. **Inaccurate financial records**	3	4	Move the chapter financial reporting and bookkeeping from Microsoft Excel to QuickBooks. Need to evaluate Wild Apricot export options to determine appropriate version of QuickBooks to use. **Action required**: Ensure budget allows for purchase of appropriate software licenses and purchase as needed. Conversion of records should be completed by March 31, 2020.
4. **Misappropriation of funds or fraudulent activity due to lack of financial controls**	3	4	In accordance with the CARE agreement, the chapter shall ensure an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the corporation's finances.

			Action required: We recommend that a financial review be completed by a Certified Public Accountant no later than February 2020 for the 2019 fiscal year.
5. **Stewardship of Chapter funds.**	3	2	1. Diversify funds management to include a checking account and a savings account. 2. Transition all payment processing from PayPal to Wild Apricot Payment Processing via AffiniPay. (Currently being done online but not on-site.)
6. **Safeguarding of chapter documents.**	4	3	Create a Document Retention Policy by March 31, 2020. **Action Required:** Create and adopt a Document Retention Policy by March 31, 2020. Note: DRP needs to address retention of ATD Tulsa board member emails at tdtulsa.org addresses.
7. **Lack of protection for members or directors to bring forth credible information on illegal practices or violation of adopted polices**	3	4	Create and adopt a Whistleblower Protection Policy per IRS recommendations. **Action required**: Create and adopt a Whistleblower Protection Policy by June 2020.
8. **Conflict of interest with chapter business or activity**	3	3	Create and adopt a Conflict of Interest Policy per National Council of Non-Profits and IRS recommendations. **Action required**: Create and adopt a Conflict of Interest Policy by June 2020.

Notes:

The above risk assessment satisfies element 1.8 of the Chapter Affiliation Requirements (CARE) of the Association for Talent Development. Additional information can be found at https://www.td.org/chapters/clc/care.

2019 Risk Assessment Prepared by Bylaws and Policies Committee Members:
1. Linda Jenkins, Past President
2. Walt Hansmann, President
3. Lewana Harris, President-Elect

The committee communicated virtually and in-person to identify potential risks within the chapter as well as possible mitigation for the identified risks.

Bylaws and Policies Committee Approval for Presentation to the Board: [Insert Date]

Board Approval: [Insert Date]

Program Related Questions

1. ==What time of day works best for you for the monthly Chapter Program Meetings?==
    a. Morning (before lunch)
    b. Lunch Hour
    c. Afternoon (after lunch)
    d. Evening (after work)
    e. Other (open-ended response; optional)
2. ==What day of the week works best for you for the monthly Chapter Program Meetings?==
    a. Monday-Friday options to select
3. How valuable do you find the following professional development offerings? Likert scale; 1 (not valuable) to 5 (very valuable)
    a. Member-Only Events
    b. Networking Events
    c. Workshops
    d. State Conference
    e. eLearning Special Interest Group (Quarterly Meetings)
    f. ATD International Conference and Exhibition
    g. Other
4. So that we can offer relevant programming and professional development opportunities, what major challenges do you believe you or your organization will face with regard to talent development over the next 3 years?
    a. Open-ended response

Membership Questions

1. How did you find out about ATD Tulsa?
    a. Internet Search
    b. Social Media
    c. ATD Tulsa Website @ https://tdtulsa.org/
    d. Friend/Co-Worker
    e. Boss
    f. Instructor
    g. ATD (International)/ATD (International) Website @ https://www.td.org/
    h. Other
2. Why did you initially join the chapter?
    i. Access to Experts in the Field
    j. Career Development/Find a Job
    k. Develop or Enhance Skills and Knowledge
    l. Networking
    m. Volunteer
    n. Other (open-ended response; optional)
3. Why have you stayed a chapter member?
    o. Access to Experts in the Field
    p. Career Development/Find a Job

      q. Develop or Enhance Skills and Knowledge
      r. Networking
      s. Volunteer
      t. Other (open-ended response; optional)

4. Rank the membership benefits in order, based on which you find has the most value.
      a. Member Directory
      b. Members-Only Pricing and Discounts
      c. Member-Only Events
      d. New Member Welcome Luncheon
      e. Recognizing New Members and Power Members at each monthly Chapter Program Meeting
      f. Networking Events
      g. Workshops
      h. State Conference
      i. eLearning Special Interest Group (Quarterly Meetings)
      j. Other

5. Are you satisfied with the member benefits provided to you by ATD Tulsa Chapter? If you answered No, please share why you answered that way. (Yes/No with optional comment)
      a. Job Postings
      b. Member Directory
      c. Members-Only Pricing and Discounts
      d. Member-Only Events
      e. New Member Welcome Luncheon
      f. Recognizing New Members and Power Members at each monthly Chapter Program Meeting
      g. Networking Events
      h. Workshops
      i. State Conference
      j. eLearning Special Interest Group (Quarterly Meetings)
      k. Other

6. What membership benefits would you like to see added?
      a. Open ended response

7. What membership benefits would you like to see removed?
      a. Open ended response

8. Do you plan to renew you ATD Membership this upcoming year?
      a. Yes – I will renew as an ATD Tulsa Student Member.
      b. Yes – I will renew as an ATD Student Power Member.
      c. Yes – I will renew as an ATD Tulsa Chapter Member.
      d. Yes – I will renew as an ATD Power Member.
      e. No – I will remain a Guest.
      f. No – I will NOT be renewing any form of ATD Membership.

Chapter Involvement

1. What membership events have you participated in this year besides monthly Chapter Programming Meetings? (Yes/No with optional comment)
    a. Networking Events (Ex: New Member and 2020 Board Candidates Networking Event at The Persimmon Group, (_____)
    b. Workshops (_____)
    c. State Conference (2018 - OKC)
    d. ATD International Conference and Exhibition (2019 – Washington D.C.)
    e. eLearning Special Interest Group (Quarterly Meetings)
    f. Committee or Group Meetings (Ex: Bylaws Committee, Election Committee, etc.)
    g. Other
2. What has prevented you from attending/participating in ATD Tulsa Chapter Events like networking, workshops, etc.?
    a. Open ended response
3. Are you interested in volunteering for the chapter?
    a. Yes
    b. No
    c. I Already Volunteer with the Chapter
    d. Comments (open-ended response; optional)

Communication

1. What are your preferred methods for receiving information from ATD Tulsa? Rank 1-5
    a. Facebook
    b. Twitter
    c. LinkedIn
    d. Email
    e. Website
    f. Monthly Newsletter (emailed)
    g. In-Person at Events and Chapter Meetings
2. Do you read the ATD Tulsa Monthly Newsletter?
    a. Yes
    b. No
    c. I am not signed up to receive the Monthly Newsletter.
3. What type of content would you like to see in our Monthly Newsletter?
    a. Open ended response
4.

Demographic

1. What is your level of membership within ATD?
    a. Student Chapter Member
    b. Student Power Member
    c. ATD Tulsa Chapter Member
    d. Power Member (ATD Tulsa Chapter + ATD Member)
2. How long have you been an ATD Tulsa Chapter member?

        a. ((((Use same numbering from monthly program meeting)))
3. What part of the Training and Development industry do you work in? Select all that apply.
   a. Career Development
   b. Change Management
   c. Coaching
   d. Evaluating Learning Impact
   e. Instructional Design
   f. Integrated Talent Management
   g. Knowledge Management
   h. Learning Technologies
   i. Organization Development
   j. Performance Improvement
   k. Training Delivery
4. What is your company's industry?
   a. Manufacturing
   b. Distribution
   c. Hospitality/Gaming
   d. Consulting
   e. Construction
   f. Oil and Gas
   g. Technology
   h. Non-Profit
   i. Higher Education
   j. Government/Military
   k. Healthcare
   l. Financial Services
   m. Other?

ATD Oklahoma State Conference Sponsorship Opportunities

Level 1 $1500: Friday Lunch Sponsorship (10/25/2019)

1. Full page ad in program
2. Five-minute pitch right before lunch
3. Name/Logo on food session signage
4. Recognition and web link on conference website
5. Three complimentary registrations
6. Special designation on name badges
7. Brochure in attendee bag.

Level 2 $1000: Program Booklet

1. Half page ad in program
2. Recognition and web link on conference website
3. Two complimentary registrations
4. Special designation on name badges
5. Brochure in attendee bag

Level 3 $750: Thursday Networking Event Sponsorship (10/24/2019)

1. Half page ad in program
2. Five-minute pitch during networking event
3. Recognition and web link on conference website
4. Two complimentary registrations
5. Special designation on name badges

Level 4 $500: Friday breakfast/Swag bag (10/25/2019)

1. ¼ page ad in program
2. Special designation on name badges
3. Brochure in attendee bag

Level 5: Session refreshments Sponsorship ($200 for one session or $500 for all three sessions)

1. ¼ page ad in program
2. Special designation on name badges
3. Brochure in attendee bag