

Minutes of the ATD Tulsa Chapter Board Meeting

Monday, December 2, 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 3:37 p.m.

Roll Call

Walt Hansmann, CPLP, President
Linda Jenkins, Past President
Kim Boggs, VP of Marketing
Lewana Harris, President-Elect
Stacy Davis, CPLP, VP of Programming

Excused Absence

Ashley Whitfield, VP of Membership
Skip Eller, VP of Finance

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

1.C Approval of the Agenda

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

2. Administrative

- a) Approval of Minutes from November Meeting. Kim moved, Lewana seconded. Modified. MOTION CARRIED- Approved.
- b) CARE Report – Walt will focus on CARE Report after Friday. Goal is to hit the early deadline. We met all the requirements. Walt will send for review.
- c) 2020 Board Planning/Retreat – Saturday 12/7 @ St. Dunstan’s. Lewana discussed plans for meeting: theme for 2020, programming, when meetings will be held, 2020 Budget, etc. Discussed having DiSC assessment for the board. Walt recommended that we wait until we have our board finalized to do that.

3. Financial Report

- a. No financial report given

4. Membership

- a) Date for survey will be extended. Reminder emails will be sent out.

5. Professional Development

- a. State Conference survey results – will be reviewed later.
- b. January 2020 – Vision for ATD Tulsa – moved to Saturday Board Planning Retreat
- c. Future monthly programs – discuss Saturday at board planning retreat
- d. ELW and Trainer Throwdown
 - a. We have received proclamations from Mayor and Governor. Will present these at Trainer Throwdown
 - b. Past TD Tulsa presidents have been invited. Will use our free passes if we need to for them to attend meeting.

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- c. Accommodations – 17 people signed up as of today.

Communication

- a. Deadline for information to be to Kim for next newsletter is December 9th. The newsletter will go out 2 weeks later. We will highlight all the things we did during ELW.
- b. ATD Learning week proclamations and media releases will go out this week.
- c.

Old Business

- None.

New Business

- None

Action Items

- Walt will change address on survey monkey membership survey and send reminder
- Walt will extend membership survey deadline until 12/12
- Walt will bring flipchart stand, pad and markers to meeting Friday
- Stacy will bring ballots and timer
- Walt will get gavel from Skip
- Kim will send out newsletter the week of December 23.
- Lewana will discuss January board meeting at Saturday's retreat

Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by Kim Boggs

Date & Time: Monday, December 2, 2019 from 3:30 PM to 5:00 PM

Location: Matrix Service Company – 7th 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 December 2nd Board Meeting – **Review and Approve** – Walt Hansmann

2. Administrative
 - a. Minutes from November 4, 2019 Board Meeting – **Review and Approve** – Kim Boggs
 - b. CARE Report Submission – Walt Hansmann
 - c. 2020 Board Planning/Retreat – Saturday 12/14 @ St. Dunstan's

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

4. Membership
 - a. Membership Report for December 2019 – **Review & Accept** – Ashley Whitfield
 - b. Annual Member Survey – Ashley Whitfield

5. Professional Development
 - a. State Conference Survey Results – Stacy Davis
 - b. January 2020 – Vision for ATD Tulsa
 - c. Future Monthly Programs
 - d. Employee Learning Week and Trainer Throwdown
 - i. Governor's Proclamation for Employee Learning Week
 - ii. Mayor's Proclamation for ATD ELW & Tulsa 70th Anniversary
 - iii. Invite Past Chapter Presidents
 - iv. Birthday Cake for Dessert
 - v. Pass the Gavel – Oath of Office
 - vi. PowerPoint – Walt
 - vii. Content & Logistics – Stacy Davis
 - viii. Accommodations: Team Effort
 1. Meal – Meal & Room @ OSU-Tulsa BS Roberts Room – Stacy and Cathy ordering; Ashley doing nametags
 2. Check In – Skip and Linda
 - ix. Board Member Attendance & Participation
 - x. 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 **Who will do the Power Member Minute?** – Ashley Whitfield

6. Sponsor Pitch for 2020 Programs – Lewana Harris
 7. Pitch for Future Programs – Lewana Harris
 - xi. Program – Stacy Davis to Introduce Program Participants
 - xii. At end of Program:
 1. Guest Presenter Thank You – Stacy Davis
 2. Door Prizes – Stacy Davis & Walt Hansmann
 - xiii. Distribute Meeting Evaluation by Tuesday, December 10, 2019
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6. Communications
 - a. Newsletter deadline for articles –
 - b. ATD Learning Week Proclamations and Media Releases
 - c. Employee Learning Week and Trainer Throwdown Promos
 7. Old Business
 8. New Business
 9. Confirm Action Items – Kim Boggs and Walt Hansmann
 10. Next Board Meeting: TBD – Lewana Harris
 11. Adjourn Meeting – Walt Hansmann

STATE OF OKLAHOMA



EXECUTIVE DEPARTMENT

Proclamation

Whereas, businesses and organizations across Oklahoma are committed to creating a highly skilled workforce that is critical to growing and sustaining a competitive advantage; and

Whereas, they recognize that having a knowledgeable, skilled workforce improves the performance of those organizations; and

Whereas, learning develops individual and organizational knowledge and expertise; and

Whereas, the Association for Talent Development (ATD), the world's largest association dedicated to those who develop talent within organizations, has declared December 2-6, 2019, as "Employee Learning Week" and designated this time for organizations to recognize the value of employee learning; and

Whereas, the Association for Talent Development Tulsa Chapter and the Association for Talent Development Oklahoma City Chapter have each demonstrated their commitment to developing the skills of employees and the workforce; and

Whereas, businesses and organizations are encouraged to partner with their local ATD Chapters to help "Create a World that Works Better" by empowering professionals to develop knowledge and skills successfully;

Now Therefore, I, Governor J. Kevin Stitt, do hereby proclaim December 2-6, 2019 as

"Employee Learning Week"

in the State of Oklahoma.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed.



Done at the Capitol, in the City of Oklahoma City, this 19th day of November, in the Year of Our Lord two thousand and niner, and of the State of Oklahoma in the one hundred and eleventh year.

Michael Rogers *Km St*

ATTEST:

SECRETARY OF STATE

GOVERNOR

FOR IMMEDIATE RELEASE

Media contact: Name

Phone

Email

Governor Stitt Proclaims December 2-6, 2019 as Employee Learning Week in Oklahoma

(Tulsa, Oklahoma) Date – To increase awareness about the strategic value of learning in organizations, Oklahoma Governor, Kevin Stitt proclaimed December 2-6, 2019, as “**Employee Learning Week.**” Working through local chapters of the Association for Talent Development (ATD) in both Tulsa and Oklahoma City, Employee Learning Week is an opportunity for organizations to showcase the important link between developing employees’ skills and achieving organizational results.

ATD research shows that organizations continue to invest in growing the knowledge and skills of their workforce. “Increasingly, business leaders realize that the most important asset in our knowledge economy is talent, and a skilled workforce is the key to realizing results. We encourage all organizations to demonstrate their commitment to learning by recognizing Employee Learning Week,” says Tony Bingham, ATD President and CEO.

ATD Tulsa Chapter members will encourage their organizations to recognize Employee Learning Week through celebrations and learning events. As the culmination of Employee Learning Week, the ATD Tulsa Chapter will showcase six outstanding training activities, each within six minutes or less. This Trainer Throw down will be held at the OSU Tulsa Campus, B.S. Roberts Room beginning at 11:30 a.m. on Friday, December 6.

To learn more about the ATD Tulsa Chapter recognition of Employee Learning Week, contact **(contact name and email)**. For more information about ATD Employee Learning Week 2019, visit www.td.org/elw, or email to elw@td.org.

About ATD

The Association for Talent Development (ATD), formerly ASTD, is the world’s largest association dedicated to those who develop talent in organizations. These professionals take the knowledge, skills, and abilities of others and help them achieve their full potential.

ATD’s members come from more than 120 countries and work in public and private organizations in every industry sector. ATD supports the work of professionals locally in more than 125 chapters, international strategic partners, and global member networks.

Started in 1943 as the American Society of Training Directors, this organization evolved to become the American Society for Training & Development. As the scope and the impact of the training and development field has grown, the profession’s focus has broadened to link the development of people, learning, and performance to individual and organizational results. For more information, visit td.org.

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THE HONORABLE G.T. BYNUM

Proclamation
PROCLAMATION
Proclamation

WHEREAS, In 1943, a group of visionaries created the American Society of Training Directors (ASTD), to raise the standard and prestige of the training profession by furthering education and development of those responsible of training; and,

WHEREAS, Businesses and organizations throughout Tulsa and Northeastern Oklahoma are committed to creating a highly skilled workforce; and,

WHEREAS, Business leaders recognize that a knowledgeable, skilled workforce improves the performance of their organization; and, WHEREAS, The Association for Talent Development Tulsa Chapter has successfully served the training and development community for 70 years, committing to the development of skills of employees and the workforce.

NOW, THEREFORE, I, G.T. Bynum, Mayor of the City of Tulsa, do hereby proclaim the week of December 2nd – 6th as

“Employee Learning Week”
in the City of Tulsa



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tulsa to be affixed on the 6th day of December 2019.

G.T. Bynum

G.T. BYNUM, MAYOR

FOR IMMEDIATE RELEASE

Media contact: Name

Phone

Email

Mayor Bynum Proclaims December 2-6, 2019 as Employee Learning Week in Oklahoma

(Tulsa, Oklahoma) Date – To increase awareness about the strategic value of learning in organizations, Tulsa Mayor G.T. Bynum proclaimed December 2-6, 2019, as “**Employee Learning Week**” in Tulsa. In recognizing the Association for Talent Development Tulsa Chapter for its 70 years of service to the training and development community, Employee Learning Week is an opportunity for organizations to showcase the important link between developing employees’ skills and achieving organizational results.

ATD research shows that organizations continue to invest in growing the knowledge and skills of their workforce. “Increasingly, business leaders realize that the most important asset in our knowledge economy is talent, and a skilled workforce is the key to realizing results. We encourage all organizations to demonstrate their commitment to learning by recognizing Employee Learning Week,” says Tony Bingham, ATD President and CEO.

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