

Date & Time: Saturday, January 8, 2022, from 1:00 pm to 3:00 pm

Location: Virtual via Zoom

<https://zoom.us/j/92755458993?pwd=OFVjeS9RZis1S21TajlGOUhmSUJXdz09>

Meeting ID: 927 5545 8993

Passcode: 762018

1. Call Meeting to Order - President
  - a. Roll Call - VP of Administration
  - b. Confirm Quorum – Declare if Quorum is or is not Present *(51% of board members)*
  - c. Guests Present - Acknowledge and Record
  - d. Agenda for January 8, 2022, Board Meeting – Review and Approve
  - e. Record meeting minutes- (Rotate until VP of Administration position is filled)
  
2. Board of Directors – President
  - a. Minutes from December 5, 2021, Board Meeting – Review and Approve **(attached)** –
  - b. ATD Tulsa Email Access and Email Policy – Confirm access and processing expectations – VP of Programming
  - c. Wild Apricot Access & Training – Schedule Wild Apricot training for new board members and returning board members in new roles – VP of Programming
  - d. Per bylaws, President, Sunilyn Herdt appoints Parliamentarian, Walt unless and until VP administration is appointed.
  - e. Per bylaws, President, Sunilyn Herdt appoints Past President Linda Jenkins, VP of Programming Walt to serve on the Bylaws and Policies Committee. And designated to serve as Committee Chair.
  - f. Per bylaws, current board may solicit applications, from current members, to fill vacant board positions – VP of Accommodations, VP of Finance and VP of Administration. – Discuss and Approve **(attached)**
  - g. NAC Meeting Attendance – Identify two members to attend February meeting, schedule is still TBA – (all board members will be invited to attend future meetings)
  
3. Governance – President
  - a. 2022 ATD Tulsa Operating Plan – Review & Approve **(attached)**
  - b. Update on Preparation of 2021 Annual Report - Chapter board shares an annual report at least once per year with members noting membership numbers, financial performance, and progress toward annual goals – Past President
  - c. Update on Preparation of 2022 Chapter Affiliations Requirements (CARE) Report - Early Submission Deadline = January 14, 2022; Regular Submission Deadline = January 31, 2022 – Past President
  
4. Financial – Past-President
  - a. Financial Reports as of December 31, 2021 – Review and Accept
  - b. 2022 Budget – Review and Approve **(attached)**
    - i. Budget changes

5. Membership – VP of Membership
  - a. 2021 Membership Survey (Identify recommendations from Survey for board consideration and possible action) – Review & Accept (**attached**)
    - i. Note: Shelby Morris and Chantel Gray won the 2 \$25 QT gift cards from the Member Survey drawing held in December 2021. The gift cards were distributed and paid for online.
  - b. Annual Guest Passes for Board Members –
    - i. To promote Power Membership, each board member can distribute up to two guest passes to attend an ATD Tulsa event
    - ii. Redeem passes by providing guest contact and event information to VP of Membership
    - iii. VP of Membership will process event registration and confirmation with guest(s)
  
6. Programming – VP of Programming
  - a. December 2020 Programming – Review & Discuss Opportunities for Improvement
  - b. January 22, 2022, Program Meeting - Content & Logistics:
    - i. Workshop Topic
    - ii. Workshop Program (led by Walt Hansmann)
    - iii. Accommodations – Virtual Platform
    - iv. Board Member Attendance & Participation
    - v. Networking Activity
    - vi. Power Membership Promotional Activities/spotlight
    - vii. Post Meeting Evaluation Online Distribution
  - c. February/March Program meetings-
  - d. Future Programming- Review & Discuss (based on operational plan)
  - e. Pre-Certification- Update
  
8. Communications/Marketing – VP of Marketing
  - a. Schedule Communications Debrief – with Walt and Linda
  - b. Communications Plan for 2022
    1. Identify permissions to publish on Website, Email, LinkedIn, Facebook, & Twitter
  - c. Communications Scheduled for January
    1. 2022 Board Member Information
    2. 2022 Annual Report: Plans to publish annual report that includes but is not limited to: membership numbers, list of board members and their positions, financial performance, and progress toward annual goals. Based on information provided in CARE submission
    3. January Event
    4. Newsletter
  - d. First Quarter Calendar
  - e. Communications Needs & Opportunities
  
9. Old Business

10. New Business

11. Confirm Action Items

12. Confirm Dates for Next Two Board Meetings

- a. February 2022 – W: 2/2, Th: 2/3, or T: 2/8 (4:30pm to 6:30 pm)
- b. March 2022 – W: 2/2, Th: 2/3, or T: 2/8 (4:30pm to 6:30 pm)

13. Adjourn Meeting

Date & Time: Tuesday, December 5, 2021, 5:00 p.m. – 6:30 p.m.

## Meeting Minutes

### 1. Meeting called to order by President Linda Jenkins at 5:05 p.m.

- a. Roll Call – VP of Administration
  - Present: Linda Jenkins, President; Sunilyn Hertt, President Elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Rachel Wagner, VP Administration
  - Absent (unexcused): Lewana Harris, Past President
- b. Quorum established with 5 of 6 board members present
- c. Agenda for December 7, 2021, Board Meeting – motion made, seconded, approved

### 2. Board of Directors – President

- a. Approval – Minutes from November 2, 2021, Board Meeting – Motion made, seconded, approved.
- b. Status report on Approved Bylaws Changes Policies that are to be added to bylaws by December 31, 2021. Walt will send the 2018 Bylaws to Rachel. She will then update with the approved new bylaws by Dec. 31, 2021.
- c. Update on 2021 Risk Assessment by Rachel Wagner, Chair of 2021 Policies and Procedures Committee. Rachel thanked all committee members for their diligence to help create three new policies and thanked Linda for all she has done to bring completion to risk assessment items that were already in process. (Completed 2021 ATD Tulsa Chapter Risk Assessment document is attached.) Motion made, seconded, accepted - 2021 Risk Assessment.
  - i. Per Linda for 2022 – we should go back to our RFP Policy that we have in place and make some modifications that may allow more attendance if people can get CPTD and APTD credit now that we are a certified chapter.
  - ii. Walt suggested for 2022 to have a disclaimer in our liability insurance for the time we return to in-person events. Disclaimer example: *Attendees of any and all ATD Tulsa Chapter events assume all risks related to attendance, whether such risks occur on location prior to, during, or subsequent to the event. The attendee agrees to hold the ATD Tulsa Chapter and ATD harmless from any and all theft, damages, illness, or injuries that might arise due to attendance at the location. In addition, the attendee agrees to abide by all local health directives and guidelines in place at the location of the event.*
  - iii. Walt will check Wild Apricot to see if there's a pop-up box re: assuming no liability re: Covid.
  - iv. Need to add accessibility needs to sign-up box for events.
- d. ATD Leaders Conference (ALC) Debrief is scheduled for December 9<sup>th</sup> from 4:30 - 6:30 p.m. (via Zoom). President-Elect Suni will facilitate and discuss ideas to implement for our 2022 program.

### 3. Governance – President

- a. Airtable – Linda encouraged all board members to update Airtable by Dec. 17<sup>th</sup> as 2021 projects are completed so that Linda can enter CARE information and updates.

4. Financial - President

- a. Financial Reports as of November 30, 2021 – Motion made, seconded, accepted.
  - i. Per Statement of Financial Position, we have Total Assets of \$21,640.87 including \$6,541.13 in our checking account and \$15,001.44 in our Money Market account.
  - ii. Per Income and Expense Report:
    - Total November 2021 Income = \$2,022.50
    - Total November 2021 Expenses = none (?)
    - **Overall November 2021 Total = \$2,022.50**
  - iii. Linda went to Arvest to ask about the low interest on the Money Market account.
  - iv. Will clear the account from an unpaid member's \$25.00 Invoice. Will send final email to member that we will void the Invoice to clear our books for 2021.
  - v. Most memberships are going through ATD now.
  - vi. Linda paid sponsorship for Trainer Throwdown.
- b. ATDOK21 Budget Report
  - i. "Conference was a success" despite the lack of registrations from our own Tulsa chapter.
  - ii. Honorariums - \$200.00 each. Linda sent five of these checks already. None have hit checking account yet.

5. Membership – VP of Membership

- a. Monthly Membership Report as of November 30, 2021  
**Total Membership as of 11/30/21: 73 (0)**  
PM: 48 (+1)  
Tulsa: 23 (-1)  
Student: 1 (0)  
Student PM: 1 (0)  
PM/Membership: 67% (+3%)

Kim will verify date that Daysha Miller (TTCU Federal Credit Union) joined.

Kim will send personal emails to past-due Power Members who will be moved to non-member Dec. 22 to enable running year-end reports.

If member not renewing, why? (Need to ask this question)

- Motion made, seconded, accepted Membership Report
- b. Annual Member Survey Summary and plans for QT gift card drawing
  - i. Low number of responses
  - ii. Kim will mail gift cards to winners.

- Motion made, seconded, accepted Member Survey Summary
  - c. Holiday Cookie Grams for ATD Tulsa Members. Shipped on 12/2/21. Kim has tracking numbers. Should be delivered this week to coincide with Employee Learning Week.
6. Programming – VP of Programming
- a. November Program Meeting Survey Responses –
    - i. Very few responses
      - Motion made, seconded, accepted November Program Meeting Survey Responses
  - b. Coordinating Logistics for December Program Meeting on Friday, December 10, 2021
    - i. Topic & Presenters – Trainer Throwdown – Emory Lazenby and Lori Lee McCollough are the only contestants
    - ii. Accommodations – Virtual via Zoom
    - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
    - iv. Only 10 registered so far
    - v. Board Member attendance & participation – Walt, Kim, Rachel, and Linda registered
    - vi. Post-meeting evaluation online distribution by Monday, December 13<sup>th</sup> & options to use Zoom polls at the beginning of the session to ask marketing questions currently included on evaluation
  - c. January program meeting
    - i. Suni will need to work on State of the Industry information for January Program Meeting. The report is available.
    - ii. Walt talked to Dr. Love. He would like to present later in the year with a workshop.
  - d. Opportunity to apply for pre-approval of programming to receive ATD Credits Towards CPTD and APTD
    - i. How do we determine that someone has completed something?
    - ii. Timing has to be one full hour; expand time to 1 hour, 15 minutes to allow enough time.
    - iii. Will use Amber Vanderburg’s template for RFP
7. Update on Statewide Conference ATDOK21 on October 28, 2021 – President-Elect
- a. Individual Session Survey Responses and Conference Survey Responses
    - i. Next time have an activity that would be inclusive (versus the Kahoots game)
    - ii. Next time have presenters do a walk through on the platform to help them become more familiar with actually presenting on it.
    - Motion made, seconded, accepted Individual Session Survey Responses and Conference Survey Responses
  - b. Update on suggestion to offer folks who did not attend ATDOK21 opportunity to view sessions for fee
    - i. Put language in our future RFP that there will be an opportunity for participants to view sessions for a fee if they could not attend during the conference dates.

- c. Next Steps:
  - i. Prepare and send honorarium checks to keynotes and workshop presenters – 5 of 8 completed – waiting for thank you cards from Andrea to put checks into cards
  - ii. Send handwritten thank you notes to keynotes and workshop presenters – 5 of 8 completed - waiting for thank you cards from Andrea
  - iii. Suni will write Andrea’s thank-you cards
  
- 8. Communications –
  - a. Communications Scheduled for December
    - 1. Membership Survey already done
    - 2. December Program Meeting Promotion
      - i. December newsletter – Walt will try to get it out next week.
      - ii. Will announce Throwdown winner and QT card winners
      - iii. Will express thanks to 2020 Board and promote new board
      - iv. Walt will send draft newsletter for board to review
  
- 9. Old Business - none
  
- 10. New Business - none
  
- 11. Confirm Action Items
  - **Walt** will update Bylaws by end of December and send copy to Rachel for her to add three new Bylaws
  - **Rachel** will add the 3 new Bylaws to the current Bylaws document by Dec. 31, 2021.
  - **Kim** will verify date that Daysha Miller (TTCU Federal Credit Union) joined.
  
  - **Kim** will send personal emails to past-due Power Members who will be moved to non-member Dec. 22 to enable running year-end reports.
  - **Kim** will mail QT gift cards to winners
  - **Kim** will verify date that Daysha Miller joined
  - **All board members** – make updates to Airtable by Dec. 17<sup>th</sup> so Linda can enter CARE info and updates
  - **Suni** will write Andrea’s thank-you notes to conference presenters
  - **Walt** will get Dec. newsletter out by end of week
  - **Suni and Walt** – will meet re: January programming
  
- 12. Meeting adjourned 6:30 p.m.

Minutes prepared and respectfully submitted by Rachel Wagner, VP Administration 12/22/21.

# ATD Tulsa Chapter – 2022 Operating Plan

## Mission and Vision

Empower Professionals to Develop Talent in the Workplace

Create a World that Works Better

## Annual Goals

 Meet Care Plus Certification
  Increase Power Membership
  Programming Members Want
  Increase Revenue

Board of Directors			
Category	Elements	Board Lead	Notes
Board of Directors - CARE Plus	Board Member Onboarding: Chapter provides a defined orientation/onboarding process for new board members.	President	The President will schedule one-on-one meetings with new board members. Sharing documents and information, along with giving information seeking assignments to complete.
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President	At the monthly board meeting two board members will be designated to attend the NAC area call. Then will report back to the board members the following next month's board meeting.
Board of Directors - CARE Plus	Strategic Planning: Chapter board meets to plan for the future.	President	Strategic Planning sessions will be scheduled, which will be held virtually.
Board of Directors - CARE Plus	Recruitment Strategy: Chapter has a volunteer recruitment strategy in place for positions that support board work.	President	Prior to the start of each monthly program meetings, chapter members will be invited to volunteer for available volunteer opportunities.



# ATD Tulsa Chapter – 2022 Operating Plan

Board of Directors - CARE Plus	Succession Plan: Chapter has a succession strategy for identifying and filling board member positions	President	Notification, via email and monthly program meetings, will be given to Chapter members informing them of open board positions, giving an opportunity to volunteer by applying.
Board of Directors - CARE Plus	ATD Chapter Leaders Conference (ALC): Chapter has a board member(s) present at ALC annually.	President	At least one board member will attend ATD ALC 2022, in which the chapter will financially support. We ask any board member that can attend with employer or by self-funding may attend. If the conference is virtual the chapter is prepared to pay for the 2023 ATD Tulsa Board members to attend.

<b>Communication</b>			
<b>Category</b>	<b>Elements</b>	<b>Board Lead</b>	<b>Notes</b>
Communication - CARE Plus	Member Communication: Chapter communicates with its members about non-programming information. This can be included in a blog, vlog, newsletter, etc.	VP Communications	The chapter will communicate with members about both non-programming and programming information on a regular basis. Ensuring to follow ATD logo/color guidelines. We will also use Canva for non-profit organizations.  Communications: programming emails, special event emails, social media posts, newsletters among other types.
Communication - CARE Plus	Communication Strategy: Chapter has a targeted communication strategy and plan (including social media) to communicate with chapter prospects and members.	VP Communications / VP Programming	Develop a communications calendar of all communications to ensure regular and steady communication flow to future and current chapter members.  Communications: programming emails, special event emails, social media posts, newsletters among other types.
Communication - CARE Plus	Employee Learning Week (ELW): Chapter participates in and promotes ELW.	VP Programming / VP Membership	There will be a special event planned for ELW, planning will be started June 2022.

# ATD Tulsa Chapter – 2022 Operating Plan

Finance			
Category	Elements	Board Lead	Notes
Finance - CARE Plus	Cash Reserve: Chapter has approximately three to six months of operating expenses set aside for emergencies.	VP Finance	Maintain approximately three to six months of operating expenses set aside for emergencies.
Finance - CARE Plus	Risk Assessment: Chapter board completes a risk assessment and reviews it annually.	Bylaws & Policies Committee	Will be scheduled in the 1st quarter and completed by the 2 <sup>nd</sup> quarter as it will influence tasks to be completed during rest of the year.
Finance - CARE Plus	Financial Support for Board Development: Chapter budgets to send board members to the ALC, and/or covers the cost of ATD membership.	VP Finance	The chapter will budget to send at least one board member to the ALC.
Finance - CARE Plus	Sponsorship: Chapter has sponsors to support chapter programming and operations.	All Board Members	<p>We plan to develop an email commutation template for board members to reach out to their professional contacts.</p> <p>VP of Communications will reach out to organizations that weren't able to sponsor the 2021 ATD OK Statewide Conference and expressed interest in sponsoring future events.</p> <p>VP of Membership, with the assistance of other board members, will explore other avenues for sponsoring chapter member events and functions.</p>

# ATD Tulsa Chapter – 2022 Operating Plan

<b>Governance</b>			
<b>Category</b>	<b>Elements</b>	<b>Board Lead</b>	<b>Notes</b>
Governance - CARE Plus	Standard Operating Procedures (SOPs): Chapter board maintains and updates its SOPs annually or as needed throughout the year.	Bylaws & Policies Committee	Per bylaws, President will establish Bylaws & Policies Committee, will complete a risk assessment and schedule first meeting by the end of the 1st Quarter 2022.
Governance - CARE Plus	Bylaws Review: Chapter board reviews its bylaws annually, including a review of the bylaws as part of board member onboarding.	President & Bylaws & Policies Committee	Bylaws reviewed as part of operational planning process and new board member onboarding.
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	President/VP Administration	<p>Until the VP of Administration position is filled, the President will assign a board member to take meeting minutes and they will upload the meeting documents to the chapter's website.</p> <p>All members will have the ability to attend board meetings by registering via the chapter website. This invitation will be communicated during the monthly program meetings, in the monthly newsletter and via the chapter website.</p>
Governance - CARE Plus	Central Repository: Board maintains a central repository or document library for archiving important chapter documents.	All Board Members	<p>All members will use their provided email to use for any TD Tulsa communications and or to complete other board member responsibilities.</p> <p>All board members must read the document retention policy.</p> <p>Board members will upload any TD Tulsa documents and or work products within Wild Apricot to archive. All 2022 documents will be uploaded no later than 12/31/2023.</p> <p>Documents: meeting minutes, monthly newsletters, social media posts, email communications, risk assessment, operational plan, monthly program PowerPoints, RFPs and any other document that would provide any historical knowledge or insight for future Board members.</p>

# ATD Tulsa Chapter – 2022 Operating Plan

<b>Membership</b>			
<b>Category</b>	<b>Elements</b>	<b>Board Lead</b>	<b>Notes</b>
Membership – CARE Plus	Recognition: Chapter has a member/volunteer recognition or spotlight program.	VP Membership/ VP Communication	Celebrate chapter member recognition week March 22 to 29 <sup>th</sup> , event will be decided at the February board member meeting.  The board will request that members share both personal and professional accomplishments to share during monthly program meetings and share via LinkedIn.
Membership - CARE Plus	Services: Chapter offers a job board, consultant referral service, resume workshop, or other service(s) not included in your chapter's member benefit.	VP Communications	Maintain the member's only job board along with adding other Member's only content.
Membership - CARE Plus	New Member Orientation: Chapter hosts an orientation for new members.	VP Membership	The VP of Membership will continue to welcome new members by sending a personal email explaining membership features along with offering to meet, virtually or by phone, to explain the website and answer any other questions they might have.
Membership - CARE Plus	Chapter Membership on the ATD Store: Chapter makes its membership available on the TD.org website.	VP Membership/ VP Communications	ATD Tulsa membership will continue to be available via the TD.org website, along with other membership sales.
Membership - CARE Plus	Volunteer Recruitment: Chapter creates awareness about volunteering for the chapter and open positions.	All Board Members	Notification, via email and monthly program meetings, will be given to Chapter members informing them of open board positions, giving an opportunity to volunteer by applying. Will use emails, events, newsletters, and social media to inform and invite members to volunteer to serve on committees.  Recognize volunteers during national Volunteer Week and the One Week Only Power Membership sale in April 2022.
Membership - CARE Plus	Power Membership: Chapter achieves a Power Membership rate of 45 percent or higher and the 20 Power Member minimum.	VP Membership	Continue to maintain Power Membership by promoting ATD discount promotions and other Power Member benefits throughout the year.  At each monthly program meeting provide a Power Minute, asking a member to share a benefit or how they leverage their Power Membership.

# ATD Tulsa Chapter – 2022 Operating Plan

Membership - CARE Plus	Membership Campaign: Chapter holds a membership drive to recruit prospective members.	President/ VP Membership	Offer an open house at least one time in 2022. First targeting non-joint members, chapter members or national members, convert them to power members.
Membership - CARE Plus	Member Benefits & Power Member Promotion: Participate in ATD Member Appreciation Month - March 22–26.	VP Membership/ VP Communications	Celebrate Member Appreciation Month and communicate the Member Appreciation Sale.

<b>Programming</b>			
<b>Category</b>	<b>Elements</b>	<b>Board Lead</b>	<b>Notes</b>
Programming - CARE Plus	ATD Capability Model: Chapter uses the ATD Capability Model in program development.	VP Programming	The chapter will become preapproved to offer programs that qualify for recertification and initial professional development points for the APTD and CPTD credentials by the end of 2022.
Programming - CARE Plus	Expanded Programming: Chapter hosts more than six professional development events each year.	VP Programming	There will be at least 11 monthly programs and one special programming events offered in 2022.
Programming - CARE Plus	Chapter or Regional Conference: Chapter hosts or partners with other local chapters to host a conference for its members and prospects.	All Board Members	Central Oklahoma Chapter is scheduled to host the 2022 Oklahoma statewide conference. Will partner with Central OK Chapter financially as well as at least one board member to support the effort. If there is not an OK state conference, we will look to partner in with other ATD Chapters in our region to host a conference.

# ATD Tulsa Chapter – 2022 Operating Plan

<b>Strategic Planning</b>			
<b>Category</b>	<b>Elements</b>	<b>Board Lead</b>	<b>Notes</b>
Board of Directors & Governance	B-Vacancy - Identify vacant positions that may be filled and solicit members to fill positions.	President	Current vacancies = VP of Accommodations, VP of Finance & VP of Administration
Board of Directors & Governance	Transparency - Provides notification to membership of date/time/location of board meetings with invitation to attend.	VP of Administration	Increase knowledge of board roles, responsibilities, and actions by posting board agendas and inviting Chapter members to attend.
Board of Directors & Governance	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	President	Chapter members will be encouraged to review posted board member documents and to attend monthly board member meetings.
Board of Directors & Governance	Central Repository: Board maintains a central repository or document library for archiving important chapter documents.	All Board Members	ATD Tulsa documents and or work product will be uploaded within Wild Apricot to archive, to provide historical insight for future Board members.
Board of Directors & Governance	Standard Operating Procedures (SOPs): Chapter board maintains and updates its SOPs annually or as needed throughout the year.	Bylaws & Policies Committee	The Bylaws & Policies Committee will complete a risk assessment and ensure policies and bylaws reflect virtual practices.

**ATD Tulsa Chapter, Inc.**  
**Annual Conflict of Interest Statement**

I, \_\_\_\_\_ hereby certify that:

Printed Name

Office Held

- A. I have received a copy of the ATD Tulsa Chapter conflict-of-interest policy,
- B. I have read and understand the ATD Tulsa Chapter conflict-of-interest policy,
- C. I agree to comply with the ATD Tulsa Chapter conflict-of-interest policy,
- D. I understand the ATD Tulsa Chapter is charitable entity, and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2022 Board of Directors Nomination Form

**Note:** All nominees must be current members of ATD Tulsa at the time of nomination. Descriptions of the open board positions are available on pages 16-21 of the Chapter Bylaws. [Chapter Bylaws](http://www.tdtulsa.org/chapterdocuments) are available online at [www.tdtulsa.org/chapterdocuments](http://www.tdtulsa.org/chapterdocuments).

**DUE DATE:** Completed Nomination and Eligibility Forms, photos (required), and videos (optional) **MUST** be received by **11:59 PM on Friday, January 28, 2022**. Materials **must** be submitted via email to [president@tdtulsa.org](mailto:president@tdtulsa.org). If you do not receive an email confirming receipt of your materials 48 hours after they are submitted, contact Sunilyn Hertt, President via call or text at 918-345-0373.

If you have questions, contact Sunilyn Hertt, President by email at [president@tdtulsa.org](mailto:president@tdtulsa.org) or by call or text at 918-345-0373.

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Name of person submitting nomination (first/last) ( \_\_\_\_\_ *Type Name* \_\_\_\_\_ )

I wish to nominate (first/last) ( \_\_\_\_\_ *Type Name* \_\_\_\_\_ )  
*Self-nominations are encouraged!*

**For the Board of Directors role of:**

<input type="checkbox"/>	Vice President of Accommodations
<input type="checkbox"/>	Vice President of Administration (Secretary)
<input type="checkbox"/>	Vice President of Finance (Treasurer)

Please include contact information for the nominee below, so the Elections Committee may confirm acceptance of the nomination:

Phone: (work) ( \_\_\_\_\_ *Type Phone Number* \_\_\_\_\_ ) (mobile) ( \_\_\_\_\_ *Type Phone Number* \_\_\_\_\_ )

Email: (work) ( \_\_\_\_\_ *Type Work email* \_\_\_\_\_ ) (personal) ( \_\_\_\_\_ *Type Personal email* \_\_\_\_\_ )

How long have you been a member of ATD Tulsa? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What benefits have you received from your ATD Tulsa membership? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

Have you served on the board of ATD Tulsa?  YES or  NO If yes, list years and positions held.

( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

Are you a CPTD or APTD?  YES or  NO If yes, when did you become a CPTD or APTD? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What are your talent development Areas of Expertise? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

Are you currently a **Power Member** (ATD + ATD Tulsa)?  YES or  NO If yes, how long have you been a **Power Member**?

( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What benefits have you received from your ATD membership? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What is your current professional role and employer/company? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )



## 2022 Board of Directors Nomination Form

What professional roles have you held in the field of Talent Development? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

How many years' experience do you have in the field of Talent Development? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

**In the space below, please answer the following question in 500 words or less:** How will you or your nominee contribute to ATD Tulsa chapter leadership?

( *Type Answer (this area will expand to accommodate your response)* \_\_\_\_\_ )

**REQUIRED:** Submit one headshot photo of the Nominee, suitable for posting on the ATD Tulsa website, with this Nomination Form. Max size is 110 x 110 pixels. Larger images will be resized.

**OPTIONAL:** Nominees may submit a video recording of up to 2 minutes in length to be posted on ATD Tulsa's website and/or social media sites which may include Facebook, LinkedIn and/or Twitter with this Nomination Form. **VIDEO RECORDINGS LONGER THAN 2 MINUTES WILL NOT BE POSTED.** The video recording should be in an MP4 format. High Definition (HD) is not necessary. Professional recording is not required. Any video captured by a smartphone or tablet saved in MP4 format is acceptable. (Note: Recording in 640x480 resolution saves memory space and dramatically reduces the time for uploading and downloading. However, many phones and tablets do not allow you to adjust the resolution.)

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**NOTES ON THE ELECTIONS PROCESS:** The 2022 Board of Directors will review all nominations to ensure eligibility and suitability for the board positions. Applications are due by January 28, 2022 by 11:59pm. The Board of Directors will review and vote at the February Board meeting.



**Association for Talent Development Tulsa Chapter**  
**Draft Budget for 2022 as of 1-3-22 - For Discussion Only**

Category Description	2020 Actual	2021 Approved Budget	2021 Actual	2022 Proposed Budget	Notes
<b>INCOME</b>					
ATD CHIP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 2,487.82	\$ 2,500.00	Includes \$2,250 for 45 \$50 ATD Tulsa memberships from Power Members
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 1,810.00	\$ 4,000.00	Includes \$1,650 for 15 members to attend each meeting at \$10 each. Includes \$720 for 3 guests at \$20 each to attend 12 meetings. If we go to in-person meetings will need to charge members \$20 with no food and \$30 with food at a minimum.
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 1,275.00	\$ 1,250.00	Includes \$1,250 for 25 ATD Tulsa Chapter Only Members at \$50 each
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	Sponsorships are \$250 each. Includes \$250 sponsorship from Jenkins Consulting Group for December Trainer Throwdown
ATD Newsletter Sponsorship	\$ -	\$ 200.00	\$ -	\$ 200.00	Sponsorships are \$100/month
Special Event - Training	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	One Special Event Training
Networking Event Sponsorship	\$ -	\$ 300.00	\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00	\$ 10.00	\$ 100.00	Includes \$100 for 10 guests to attend free member events
Special Event - State Conference	\$ -	\$ 10,000.00	\$ 6,507.01	\$ -	COC-ATD Hosts Conference in 2022 and ATD Tulsa provides \$1,000 sponsorship to COC-ATD
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00	\$ 2,000.00	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 9,253.09</b>	<b>\$ 28,550.00</b>	<b>\$ 14,339.83</b>	<b>\$ 12,350.00</b>	
<b>EXPENSES</b>					
<b>Board Expense</b>					
National ATD Dues	\$ -	\$ -	\$ 179.00	\$ -	
Retreat	\$ -	\$ 120.00	\$ -	\$ 120.00	Budget for refreshments for in-person annual board retreat
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00	\$ 700.00	\$ 3,500.00	Expenses for 2 ATD Tulsa board members to attend - 2 Registrations, 2 Hotel Rooms, 2 Airfares, & Meals or all board members to attend virtual ALC

**Association for Talent Development Tulsa Chapter**  
**Draft Budget for 2022 as of 1-3-22 - For Discussion Only**

Treasurer Expense	\$ 7.50	\$ 350.00	\$ -	\$ 60.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00	\$ 1,260.00	\$ 1,500.00	Annual Financial Audit - Should be completed by June 30, 2022 (CARE Requirement)
<b>TOTAL Board Expense</b>	<b>\$ 1,907.50</b>	<b>\$ 5,270.00</b>	<b>\$ 2,139.00</b>	<b>\$ 5,180.00</b>	
Communications Expense					
GoDaddy Domains	\$ 84.68	\$ -	\$ -	\$ 169.36	Web Domains for ATDTulsa.org and TDTulsa.org (set up as bi-annual payments of \$42.34 each) with auto-renew on 9/11/2022.
Go Daddy Email	\$ 119.76	\$ 540.00	\$ 646.92	\$ 700.00	Annual subscriptions for 9 Email ID's for ATD Tulsa board members @ tdtulsa.org
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00	\$ 1,536.00	\$ 1,824.00	Annual expense for ATD Tulsa Wild Apricot Website
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00	\$ 539.95	\$ 608.00	Auto renewal for annual SurveyMonkey subscription to be paid on 1/10/22 via Visa debit card (\$408). - Annual subscription for Zoom via TechSoup (\$200)
PO Box Subscription	\$ 92.00	\$ 92.00	\$ 118.00	\$ 118.00	Annual Expense - Due Each February - Payment is not auto renew. Invoice sent to PO Box. It must be paid by mail, or by credit card in person at our branch.
Marketing	\$ -	\$ 250.00	\$ -	\$ -	
<b>TOTAL Communications Expense</b>	<b>\$ 2,240.44</b>	<b>\$ 3,390.00</b>	<b>\$ 2,840.87</b>	<b>\$ 3,419.36</b>	
Meeting Expense					
Facility Charge	\$ 220.00	\$ 500.00	\$ -	\$ 500.00	We have been receiving invoices from Danielle Roper <danielle.roper@okstate.edu> Program Specialist, North Hall Information Desk. Phone 918-594-8000. BOK Room \$105 X 5 = \$525 and BS Roberts Room \$115 x 5 = \$575 Budget \$500 for possible in-person meetings in 3rd or 4th quarter
Meals-Food	\$ 778.11	\$ 2,000.00	\$ -	\$ 2,000.00	Budget \$2000 for possible in-person meetings in 3rd or 4th quarter
ATD December Special Program	\$ 141.69	\$ 200.00	\$ 123.30	\$ 250.00	Trainer Throwdown Competitor Prizes - \$100 for winner (offset by annual sponsorship from Jenkins Consulting Group)

**Association for Talent Development Tulsa Chapter**  
**Draft Budget for 2022 as of 1-3-22 - For Discussion Only**

Recognition Items	\$ -	\$ 700.00	\$ -	\$ 600.00	Includes thank you gifts for speakers = Up to \$25 each for 15 speakers = \$375; thank you plaque for ATDT president = \$100
<b>TOTAL Meeting Expense</b>	<b>\$ 1,139.80</b>	<b>\$ 3,400.00</b>	<b>\$ 123.30</b>	<b>\$ 3,350.00</b>	
	\$ -				
<b>Membership Expense</b>					
Name Badges	\$ 309.73	\$ -	\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00	\$ 920.82	\$ 1,000.00	2 \$25 QT gift cards for the Annual Membership Survey Drawing; holiday gift for all members
New Member Appreciation/Recognition	\$ -	\$ 400.00	\$ -	\$ -	
<b>TOTAL Membership Expense</b>	<b>\$ 509.73</b>	<b>\$ 800.00</b>	<b>\$ 920.82</b>	<b>\$ 1,000.00</b>	
	\$ -				
<b>Misc. Expenses</b>					
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 246.06	\$ 300.00	Monthly Charges for AffiniPay charges via Wild Apricot
Oklahoma ATD State Conference	\$ -	\$ 10,000.00	\$ 8,962.70	\$ 1,000.00	Sponsorship check for \$1,000 to support ATD Oklahoma Conference.
Other Special Event Expense	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 1,070.24	\$ 1,200.00	D&O Insurance paid to Lockton via invoice from ATD. Liability insurance paid to Hartford online via autopay.
<b>TOTAL Misc Expense</b>	<b>\$ 1,251.30</b>	<b>\$ 13,700.00</b>	<b>\$ 10,279.00</b>	<b>\$ 4,000.00</b>	
	\$ -				
<b>TOTAL EXPENSES</b>	<b>\$ 7,048.77</b>	<b>\$ 26,560.00</b>	<b>\$ 16,302.99</b>	<b>\$ 16,949.36</b>	
	\$ -				
<b>OVERALL TOTAL</b>	<b>\$ 2,204.32</b>	<b>\$ 1,990.00</b>	<b>\$ (1,963.16)</b>	<b>\$ (4,599.36)</b>	

Prepared by Linda Jenkins, 2022 Past-President on 1-3-22

**Association for Talent Development Tulsa Chapter  
Income and Expense Report for December 2021**

Category Description	2020 Actual	2021 Approved Budget	Dec-21	2021 Total	Difference (+/-)	Notes
<b>INCOME</b>						
ATD CHIP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 150.00	\$ 2,487.82	\$ (987.82)	3 Memberships for Power Members
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 80.00	\$ 1,810.00	\$ 2,190.00	\$70 for December 2021 Meeting and \$10 for February 2022 Meeting
Membership Dues	\$ 2,875.00	\$ 5,150.00		\$ 1,275.00	\$ 3,875.00	
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00		\$ 250.00	\$ 750.00	
ATD Newsletter Sponsorship	\$ -	\$ 200.00		\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ 300.00		\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00		\$ 10.00	\$ 390.00	
Special Event - State Conference	\$ -	\$ 10,000.00		\$ 6,507.01	\$ 3,492.99	
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00		\$ 2,000.00	\$ 1,000.00	
<b>TOTAL INCOME</b>	<b>\$ 9,253.09</b>	<b>\$ 28,550.00</b>	<b>\$ 230.00</b>	<b>\$ 14,339.83</b>	<b>\$ 14,210.17</b>	
<b>EXPENSES</b>						
<b>Board Expense</b>						
National ATD Dues	\$ -	\$ -		\$ 179.00	\$ (179.00)	
Retreat	\$ -	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00		\$ 700.00	\$ 2,800.00	
Treasurer Expense	\$ 7.50	\$ 350.00		\$ -	\$ 350.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00		\$ 1,260.00	\$ 40.00	
<b>TOTAL Board Expense</b>	<b>\$ 1,907.50</b>	<b>\$ 5,270.00</b>	<b>\$ -</b>	<b>\$ 2,139.00</b>	<b>\$ 3,131.00</b>	
<b>Communications Expense</b>						
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00		\$ 646.92	\$ (106.92)	
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ 1,536.00	\$ 164.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00		\$ 539.95	\$ 268.05	
PO Box Subscription	\$ 92.00	\$ 92.00		\$ 118.00	\$ (26.00)	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
<b>TOTAL Communications Expense</b>	<b>\$ 2,240.44</b>	<b>\$ 3,390.00</b>	<b>\$ -</b>	<b>\$ 2,840.87</b>	<b>\$ 549.13</b>	
<b>Meeting Expense</b>						
Facility Charge	\$ 220.00	\$ 500.00		\$ -	\$ 500.00	
Meals-Food	\$ 778.11	\$ 2,000.00		\$ -	\$ 2,000.00	
ATD December Special Program Recognition Items	\$ 141.69	\$ 200.00	\$ 123.30	\$ 123.30	\$ 76.70	\$100 check for Trainer Throwdown Winner and \$23.30 postage to mail 2 ATD gift boxes to 2 Throwdown participants.
	\$ -	\$ 700.00		\$ -	\$ 700.00	

Association for Talent Development Tulsa Chapter  
Income and Expense Report for December 2021

Category Description	2020 Actual	2021 Approved Budget	Dec-21	2021 Total	Difference (+/-)	Notes
<b><u>TOTAL Meeting Expense</u></b>	\$ 1,139.80	\$ 3,400.00	\$ 123.30	\$ 123.30	\$ 3,276.70	
	\$ -					
<b>Membership Expense</b>						
Name Badges	\$ 309.73	\$ -		\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00	\$ 50.00	\$ 920.82	\$ (520.82)	2 QT gift cards for the Annual Membership Survey Drawing
New Member Appreciation/Recognition	\$ -	\$ 400.00		\$ -	\$ 400.00	
<b><u>TOTAL Membership Expense</u></b>	\$ 509.73	\$ 800.00	\$ 50.00	\$ 920.82	\$ (120.82)	
	\$ -					
<b>Misc. Expenses</b>						
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 15.24	\$ 246.06	\$ 753.94	Monthly Charges for AffiniPay charges via Wild Apricot
Oklahoma ATD State Conference	\$ -	\$ 10,000.00	\$ 1,000.00	\$ 8,962.70	\$ 1,037.30	5 Honorarium checks for ATDOK21 speakers
Other Special Event Expense	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 50.82	\$ 1,070.24	\$ 129.76	1 monthly general liability insurance payment
<b><u>TOTAL Misc Expense</u></b>	\$ 1,251.30	\$ 13,700.00	\$ 1,066.06	\$ 10,279.00	\$ 3,421.00	
	\$ -					
<b><u>TOTAL EXPENSES</u></b>	\$ 7,048.77	\$ 26,560.00	\$ 1,239.36	\$ 16,302.99	\$ 10,257.01	
	\$ -					
<b><u>OVERALL TOTAL</u></b>	\$ 2,204.32	\$ 1,990.00	\$ (1,009.36)	\$ (1,963.16)	\$ 3,953.16	

Prepared by Linda Jenkins, 2022 Past-President on 1-3-22

**2021 Oklahoma ATD Statewide Virtual Conference Budget**

<b>Category Description</b>	<b>2021 Approved Budget</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Total</b>	<b>Notes</b>
<b>Income</b>								
<b>Registrations</b>								
\$60 - ATD Tulsa Early Bird		\$360.00	\$60.00	\$30.00			\$450.00	8 Registrations with 1 @ \$30 in WA by month
\$60 - COC-ATD Early Bird							\$0.00	
\$80 - ATD & ATD Chapter Early Bird							\$0.00	
\$100 - Guest Early Bird		\$100.00					\$100.00	1 Registration in WA by month
\$60 - Student/Unemployed				\$120.00			\$120.00	2 Registrations including 1 ATD Tulsa Member & 1 OU Student/Employee in WA by month
\$100 - ATD Tulsa Regular			\$100.00	\$400.00			\$500.00	5 Registrations in WA by month
\$100 - COC-ATD Regular			\$200.00	\$2,000.00			\$2,200.00	22 Registrations including 14 from OU in WA by month
\$120 - ATD & ATD Chapter Regular			\$240.00	\$1,320.00			\$1,560.00	13 Registrations in WA by month
\$140 - Guest Regular			\$420.00	\$840.00			\$1,260.00	9 Registrations in WA by month
\$140 - ATD Tulsa Late							\$0.00	
\$140 - COC-ATD Late							\$0.00	
\$160 - ATD & ATD Chapter Late							\$0.00	
\$180 - Guest Late							\$0.00	
<b>Registrations Total</b>	<b>\$9,750.00</b>	<b>\$460.00</b>	<b>\$1,020.00</b>	<b>\$4,710.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,190.00</b>	60 Paid Early Bird (9) & Reg. Registrations (51) in WA by month
<b>Sponsorships</b>								
\$250 Level							\$0.00	
\$500 Level		\$500.00		\$500.00			\$1,000.00	Jenkins Consulting Group & BJ Glover Learning & Consulting



**2021 Oklahoma ATD Statewide Virtual Conference Budget**

<b>Category Description</b>	<b>2021 Approved Budget</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Oct-21</b>	<b>Nov-21</b>	<b>Dec-21</b>	<b>Total</b>	<b>Notes</b>
\$750 Level							\$0.00	
\$1000 Level	\$1,000.00			\$1,000.00			\$1,000.00	COC-ATD Support
<b>Sponsorships Total</b>	<b>\$1,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	
Miscellaneous		\$27.00	\$0.01				\$27.01	Payment for 2nd Polo (Hansmann) & In-kind Sponsorship (\$.01)
<b>Total Income</b>	<b>\$10,750.00</b>	<b>\$987.00</b>	<b>\$1,020.01</b>	<b>\$6,210.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,217.01</b>	
<b>Expense</b>								
Training Umbrella	\$5,800.00				\$5,400.00		\$5,400.00	
TSHA, Inc.	\$1,760.00				\$1,608.75		\$1,608.75	
Speaker Honorariums	\$2,100.00					\$1,000.00	\$1,000.00	Will be \$1,600 with 8 @ \$200. 5 have been cashed.
AffiniPay	\$500.00			\$32.08	\$170.31		\$202.39	
HRCI Credits	\$250.00		\$250.00				\$250.00	HRCI Certification Application Fee
Postage & Mailing	\$0.00			\$5.80	\$42.41		\$48.21	Mailed polo to BJ, purchased boxes for mailing ATD Kahoot! Game Prizes, mailed 2 Kahoot! Game prizes. In January will add \$29.07 for mailing Zink Kahoot! Game prize and thank you cards.
Polos	\$340.00	\$333.35					\$333.35	11 Polos for Committee Members and ATD Tulsa board members
<b>Total Expense</b>	<b>\$10,750.00</b>	<b>\$333.35</b>	<b>\$250.00</b>	<b>\$37.88</b>	<b>\$7,221.47</b>	<b>\$1,000.00</b>	<b>\$8,842.70</b>	
<b>Overall Total</b>	<b>\$0.00</b>	<b>\$653.65</b>	<b>\$770.01</b>	<b>\$6,172.12</b>	<b>-\$7,221.47</b>	<b>-\$1,000.00</b>	<b>-\$625.69</b>	

# January 2022 Membership Report for December 2021

Sent congratulatory letter to Kristen Cox on CPTD.

## **Membership Survey Winners of \$25 QT gift card**

Shelby Morris

Chantel Gray

## **Total Membership as of 12/31/21: 73 (0)**

PM: 51 (+3)

Tulsa: 20(-3)

Student: 1 (0)

Student PM: 1 (0)

PM/Membership: 71% (+4%) (52/73)

## **New Members as of December 2021:**

Nick Booth, NFS, PM, 12/20/2021

## **Renewing Members as of December 2021:**

Kim Boggs, PM, Gateway First Bank, 12/9/2021

Diana Deleon, PM, CP Kelco, 12/21/2021

Tiffany Long, PM, BOK Financial, 12/6/2021

Susan Nightengale, PM, Tulsa Technology Center, 12/3/2021

Mathew Tedescucci, PM, TTCU Federal Credit Union, 12/16/2021

Ann Wheeler, PM, Tulsa Technology Center, 12/2/2021

## **Power Members Past Due as of 12/31/2021:**

Tracey Gregory - 12/31/2021

Heather Quintero - 12/31/2021

Alaina Taylor - 12/31/2021

Gary Cathey - 11/30/2021

Julia Fletcher - 11/30/2021

Starla Halcomb - 11/30/2021

## **Moved to Non-member:**

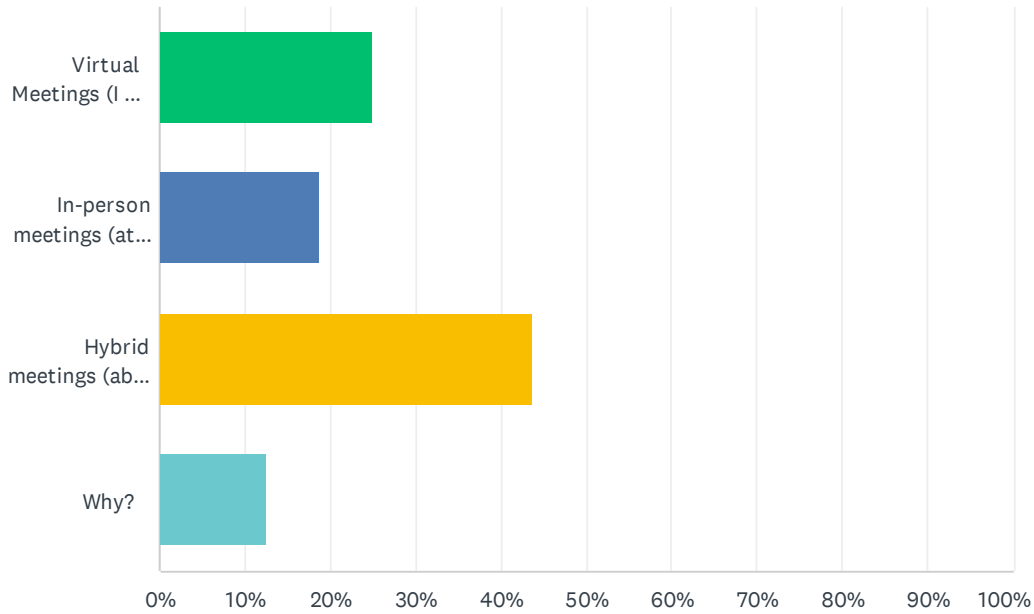
Teresa McKay - 9/30/2021, Moved to non member 1/5/2022

Patsy Woods - 9/30/2021, Moved to non member 1/5/2022

Kristen Saint - 10/31/2021, moved to non member 1/5/2022

## Q1 Which do you prefer?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Virtual Meetings (I can join from anywhere)	25.00% 4
In-person meetings (at a brick and mortar location)	18.75% 3
Hybrid meetings (able to attend either virtual or brick and mortar)	43.75% 7
Why?	12.50% 2
<b>TOTAL</b>	<b>16</b>

#	WHY?	DATE
1	I prefer virtual meetings. I'm okay with attending outdoor events without a mask or in-door events with masks. Not a fan of hybrid meetings, I don't think they create a great experience for folks attending either way.	11/8/2021 7:47 PM
2	My schedule sometimes allows for in person meetings, but other times the flexibility to meet virtually is a nice option.	11/8/2021 4:23 PM

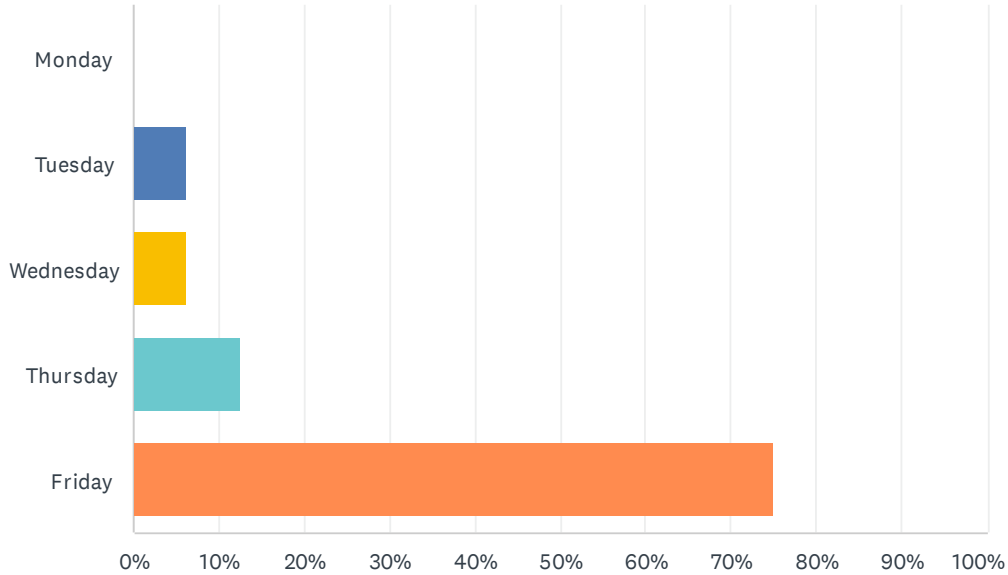
## Q2 Please tell us why you prefer the above option.

Answered: 12 Skipped: 4

#	RESPONSES	DATE
1	I like meeting in person, especially with this group of professionals, but the virtual meetings have gone really well so having the option to do either is fantastic.	11/19/2021 1:36 PM
2	Nice to have options if schedule is tight or inclement weather prevents attending in-person meeting.	11/17/2021 11:09 AM
3	worn out with Zoom - prefer live networking	11/17/2021 8:47 AM
4	I like the flexibility of attending virtually when I am not able to meet in person. I like in person for connection and relationship building	11/17/2021 8:46 AM
5	I don't have to risk my health .... or put on makeup	11/17/2021 8:32 AM
6	Really tired of virtual meetings & like to network with others in the industry.	11/10/2021 2:43 PM
7	I do not currently feel safe meeting with others in-person. Additionally, it allows me to attend more meetings/events without the need to travel.	11/9/2021 3:38 PM
8	Being in person allows better focus on presentation and networking. However, if time is tight it's nice to just log in.	11/9/2021 1:44 PM
9	I enjoy the face to face interactivity!	11/9/2021 12:28 PM
10	Much easier to find time to attend. No reason to account for travel time.	11/9/2021 12:19 PM
11	I do not live in Tulsa proper, so sometimes the option to hold a virtual meeting or attend a virtual meeting is appealing.	11/9/2021 10:25 AM
12	Allows me to attend wherever I am.	11/9/2021 8:36 AM

### Q3 What day of the week works best for you for the monthly Chapter Program Meetings?

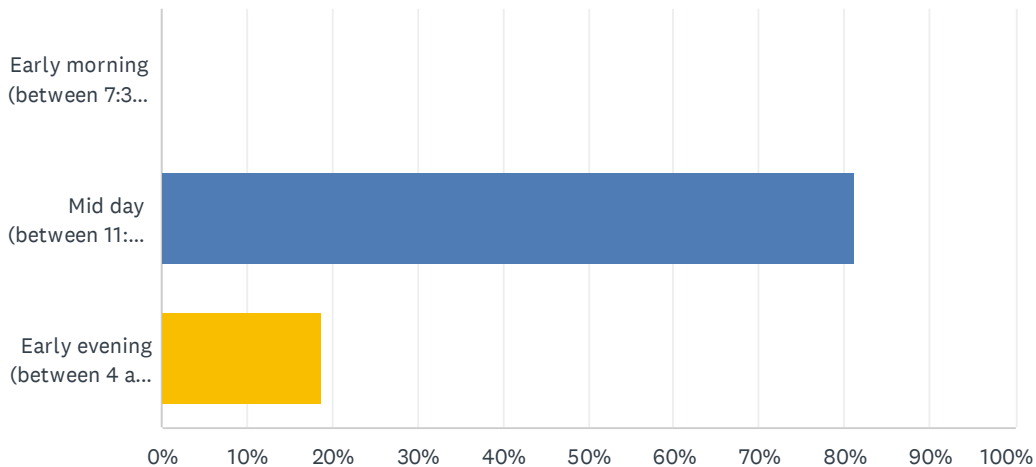
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Monday	0.00% 0
Tuesday	6.25% 1
Wednesday	6.25% 1
Thursday	12.50% 2
Friday	75.00% 12
<b>TOTAL</b>	<b>16</b>

## Q4 What time of the day works best for you for the monthly chapter program meetings?

Answered: 16 Skipped: 0

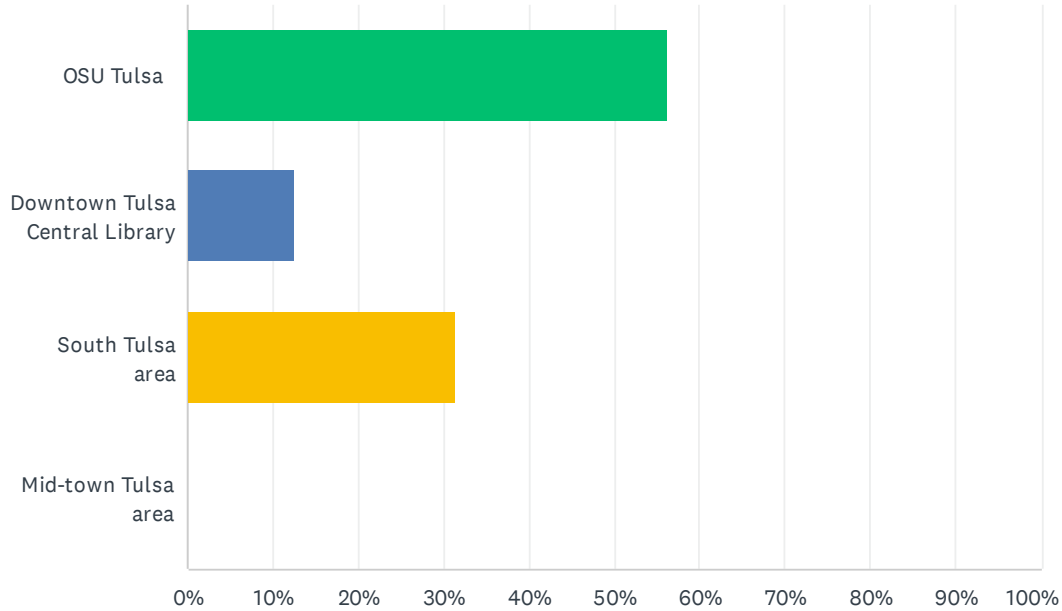


ANSWER CHOICES	RESPONSES
Early morning (between 7:30 and 9am)	0.00% 0
Mid day (between 11:30 and 1)	81.25% 13
Early evening (between 4 and 6pm)	18.75% 3
<b>TOTAL</b>	<b>16</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Any time	11/9/2021 12:28 PM
2	I'd prefer to do it early evening on a Tues, Wed, or Thursday. I don't work on Fridays. If it's a virtual meeting, I don't mind doing it at lunch. If it's an in-person, I'd rather do it early morning and get on with the rest of my day or do it late in the day and go home after the meeting.	11/8/2021 7:47 PM

### Q5 If we return to in-person or hybrid meetings, which location best fits where you are logistically?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
OSU Tulsa	56.25% 9
Downtown Tulsa Central Library	12.50% 2
South Tulsa area	31.25% 5
Mid-town Tulsa area	0.00% 0
<b>TOTAL</b>	<b>16</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	any of these is fine	11/17/2021 8:32 AM
2	Anywhere- I live in Norman so I'll drive to either!	11/9/2021 12:28 PM

## Q6 What professional development offerings can we offer to help meet your talent development challenges in 2022?

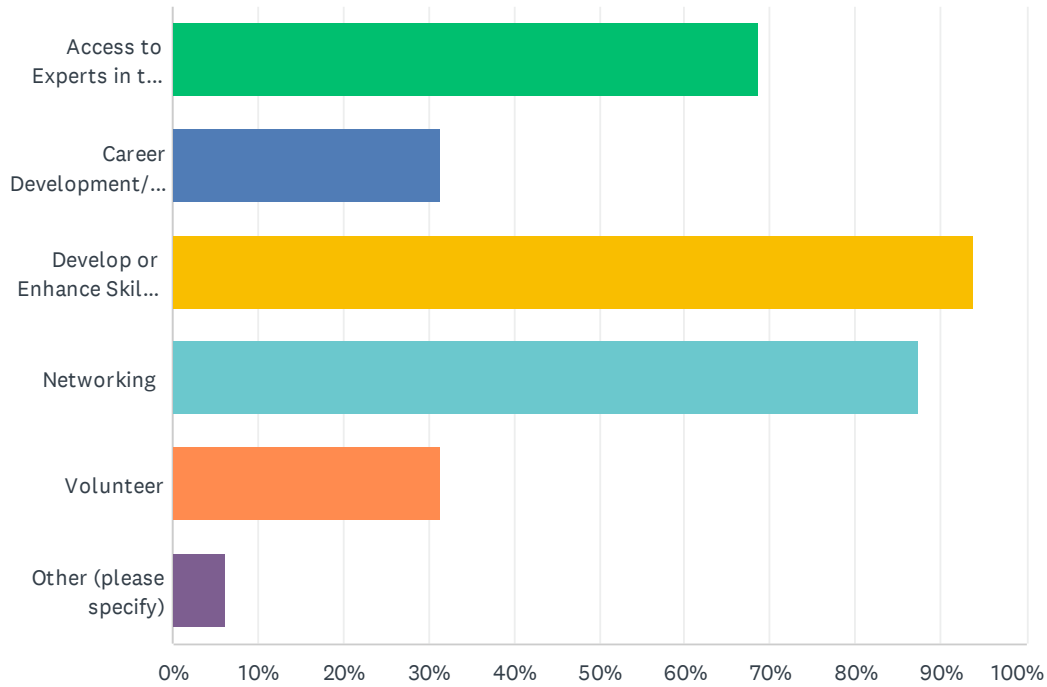
Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	Anything that deals with the evolution and hybridization of our industry.	11/19/2021 1:36 PM
2	More ways to engage virtual attendees	11/17/2021 11:09 AM
3	wide array	11/17/2021 8:47 AM
4	Hybrid training to keep those on zoom as engaged those in person	11/17/2021 8:46 AM
5	less "inspirational" content and more how-to	11/17/2021 8:32 AM
6	Coaching, anything related to training delivery, creating participant handouts	11/10/2021 2:43 PM
7	Project Management and anything related to the Organizational capabilities	11/9/2021 3:38 PM
8	Have interest in all of them.	11/9/2021 1:44 PM
9	Communication to different communication types, success tips and tricks with client-facing roles	11/9/2021 12:28 PM
10	Hiring/Retention	11/9/2021 12:19 PM
11	Organize more SIG's.	11/9/2021 10:25 AM
12	None	11/9/2021 8:36 AM
13	Games Trainers can play to engage learners in person AND virtually.	11/9/2021 8:16 AM
14	1.Ideas on ways to make training engaging 2.Ideas on ways to make training stick 3. Designing training for neurodiverse learners	11/8/2021 7:47 PM
15	All	11/8/2021 6:16 PM
16	More accessibility trainings would be great!	11/8/2021 4:23 PM



## Q7 Why do you choose to be a member of ATD Tulsa? Select all that apply.

Answered: 16 Skipped: 0

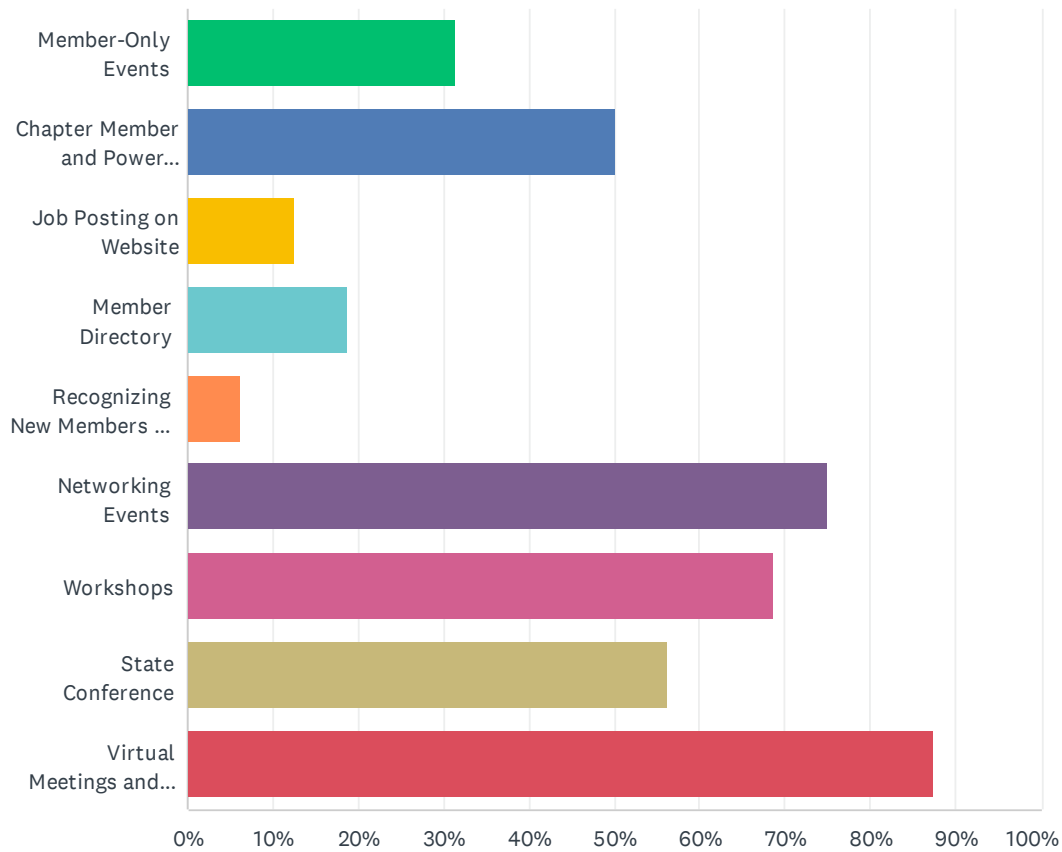


ANSWER CHOICES	RESPONSES
Access to Experts in the Field	68.75% 11
Career Development/Find a Job	31.25% 5
Develop or Enhance Skills and Knowledge	93.75% 15
Networking	87.50% 14
Volunteer	31.25% 5
Other (please specify)	6.25% 1
Total Respondents: 16	

#	OTHER (PLEASE SPECIFY)	DATE
1	To Attend Programs That Count Toward CPTD Recertification	11/9/2021 8:16 AM

### Q8 Check the 4 membership benefits which you find have the most value.

Answered: 16 Skipped: 0

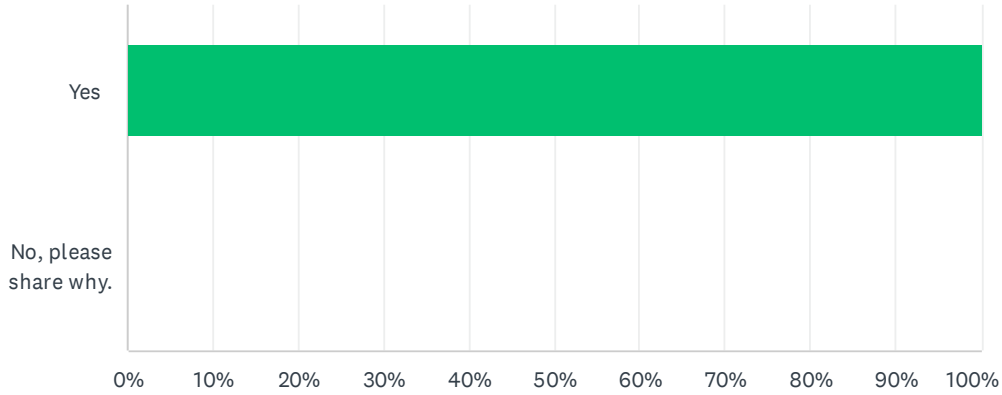


ANSWER CHOICES	RESPONSES	
Member-Only Events	31.25%	5
Chapter Member and Power Member Pricing Discounts	50.00%	8
Job Posting on Website	12.50%	2
Member Directory	18.75%	3
Recognizing New Members and Power Members at each monthly Chapter Program Meeting	6.25%	1
Networking Events	75.00%	12
Workshops	68.75%	11
State Conference	56.25%	9
Virtual Meetings and Events	87.50%	14
Total Respondents: 16		

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

Q9 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.

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	100.00% 16
No, please share why.	0.00% 0
TOTAL	16

#	NO, PLEASE SHARE WHY.	DATE
	There are no responses.	

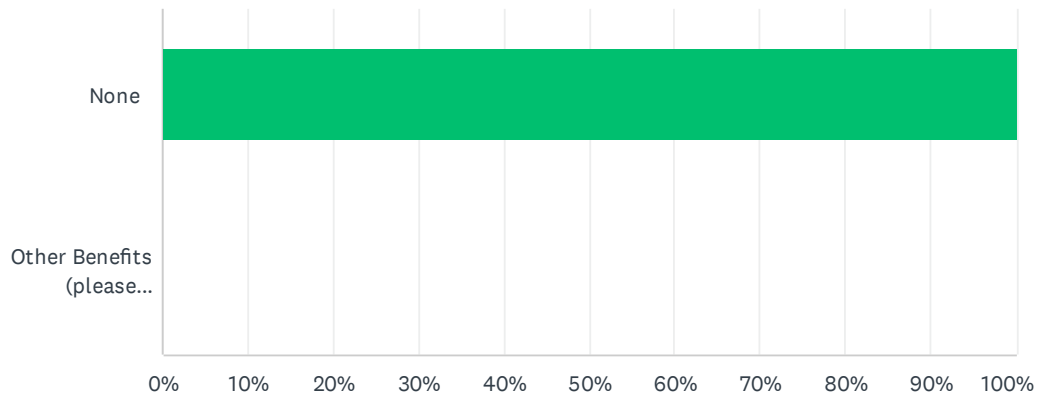
## Q10 What membership benefits would you like to see changed and/or added?

Answered: 16 Skipped: 0

#	RESPONSES	DATE
1	I think it's a great value for what we get	11/19/2021 1:38 PM
2	Continue with Member Only events to help strengthen relationships	11/17/2021 11:12 AM
3	NA	11/17/2021 8:48 AM
4	Not sure	11/17/2021 8:47 AM
5	NA	11/17/2021 8:33 AM
6	None, they are fine.	11/10/2021 2:44 PM
7	More collaboration with other local ATD chapters	11/9/2021 3:39 PM
8	na	11/9/2021 1:45 PM
9	n/a	11/9/2021 12:29 PM
10	Additional webinar opportunities and sample trainings to utilize internally	11/9/2021 12:21 PM
11	The board and membership have done an amazing job with the offerings through the pandemic. Very proud of the Tulsa chapter.	11/9/2021 10:27 AM
12	Offer an annual membership option to include all monthly programs and discount to other events.	11/9/2021 8:40 AM
13	More member-only and Power Member-Only events with value-added content.	11/9/2021 8:16 AM
14	None	11/8/2021 7:49 PM
15	I don't know yet.	11/8/2021 6:17 PM
16	More in person networking opportunities.	11/8/2021 4:24 PM

## Q11 What membership benefits would you like to see removed?

Answered: 16 Skipped: 0

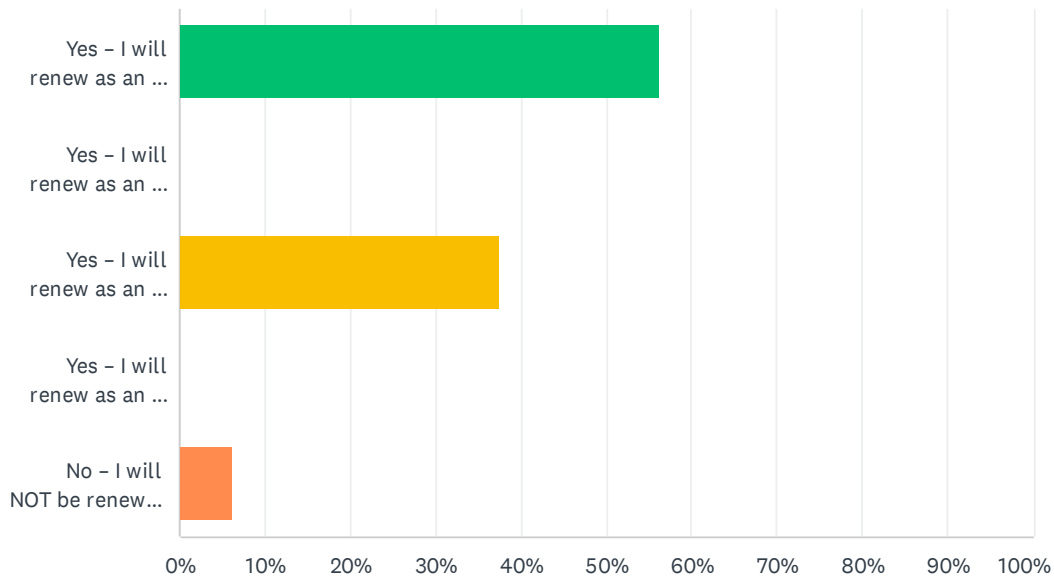


ANSWER CHOICES	RESPONSES
None	100.00% 16
Other Benefits (please specify)	0.00% 0
<b>TOTAL</b>	<b>16</b>

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

## Q12 Do you plan to renew your ATD Membership this upcoming year?

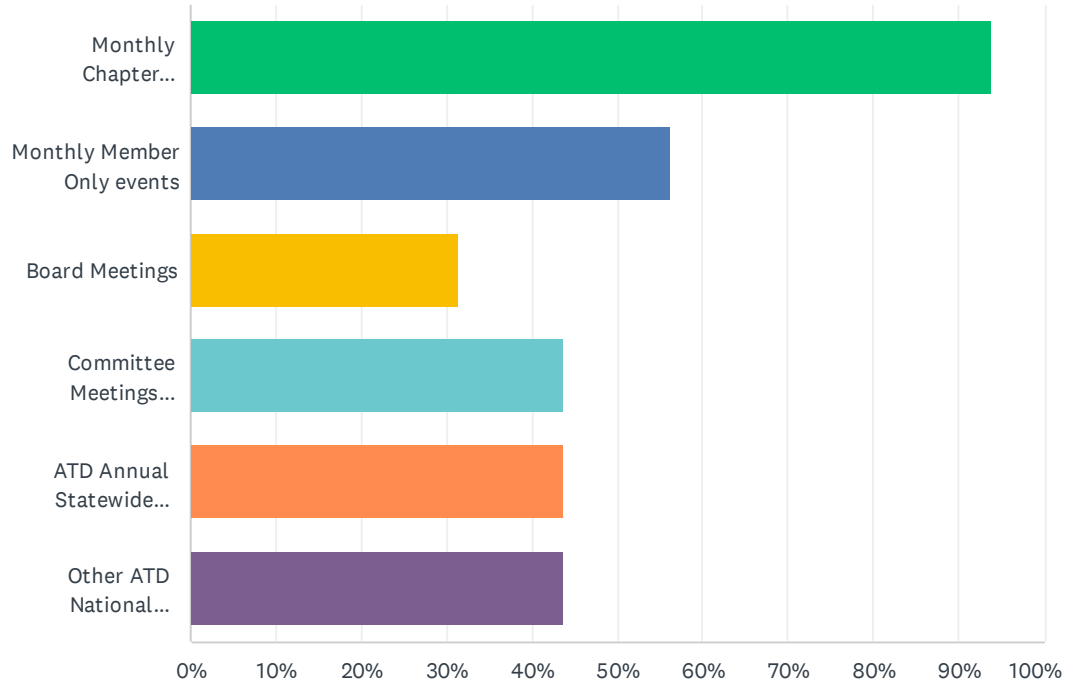
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes – I will renew as an ATD Tulsa Power Member (ATD Tulsa Chapter + ATD National Member).	56.25%	9
Yes – I will renew as an ATD Student Power Member (ATD Tulsa Chapter + ATD National Member).	0.00%	0
Yes – I will renew as an ATD Tulsa Chapter Member.	37.50%	6
Yes – I will renew as an ATD Tulsa Student Member.	0.00%	0
No – I will NOT be renewing any form of ATD Membership.	6.25%	1
<b>TOTAL</b>		<b>16</b>

### Q13 During 2021, what events have you participated in? Select all that apply.

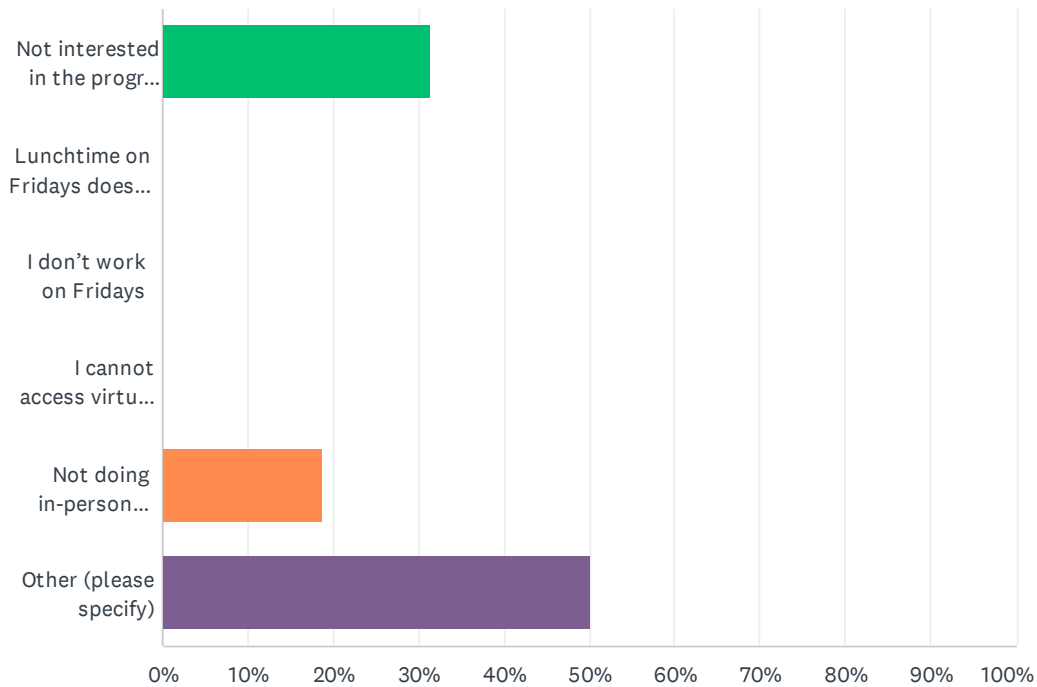
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Monthly Chapter Meetings	93.75%	15
Monthly Member Only events	56.25%	9
Board Meetings	31.25%	5
Committee Meetings (Bylaws Committee, Election Committee, Credentials, etc.)	43.75%	7
ATD Annual Statewide Conference	43.75%	7
Other ATD National Conferences, Workshops, and/or Trainings	43.75%	7
Total Respondents: 16		

## Q14 What has prevented you from participating in ATD Tulsa Events?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Not interested in the program meeting topics	31.25% 5
Lunchtime on Fridays doesn't work for me	0.00% 0
I don't work on Fridays	0.00% 0
I cannot access virtual events on Zoom	0.00% 0
Not doing in-person events	18.75% 3
Other (please specify)	50.00% 8
<b>TOTAL</b>	<b>16</b>

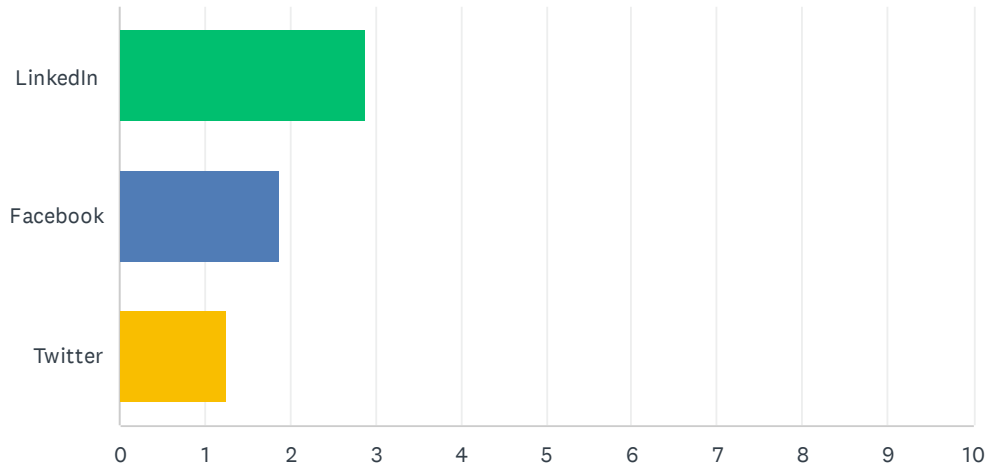
#	OTHER (PLEASE SPECIFY)	DATE
1	Sometimes I have scheduling conflicts	11/19/2021 1:39 PM
2	Other commitments	11/17/2021 8:48 AM
3	I had a conflict at the exact time as the chapter meetings in 2021, but can attend at that time in 2022.	11/10/2021 2:44 PM
4	Availability	11/9/2021 1:46 PM
5	Conflict with work assignments	11/9/2021 8:16 AM
6	Work commitments at time of event	11/8/2021 7:50 PM
7	Variety of reasons-mostly due to time. Some were not of interest to me personally/	11/8/2021 6:18 PM





### Q15 What is your preferred method to interact on social media with ATD Tulsa? Rank from your favorite to least favorite 1-3.

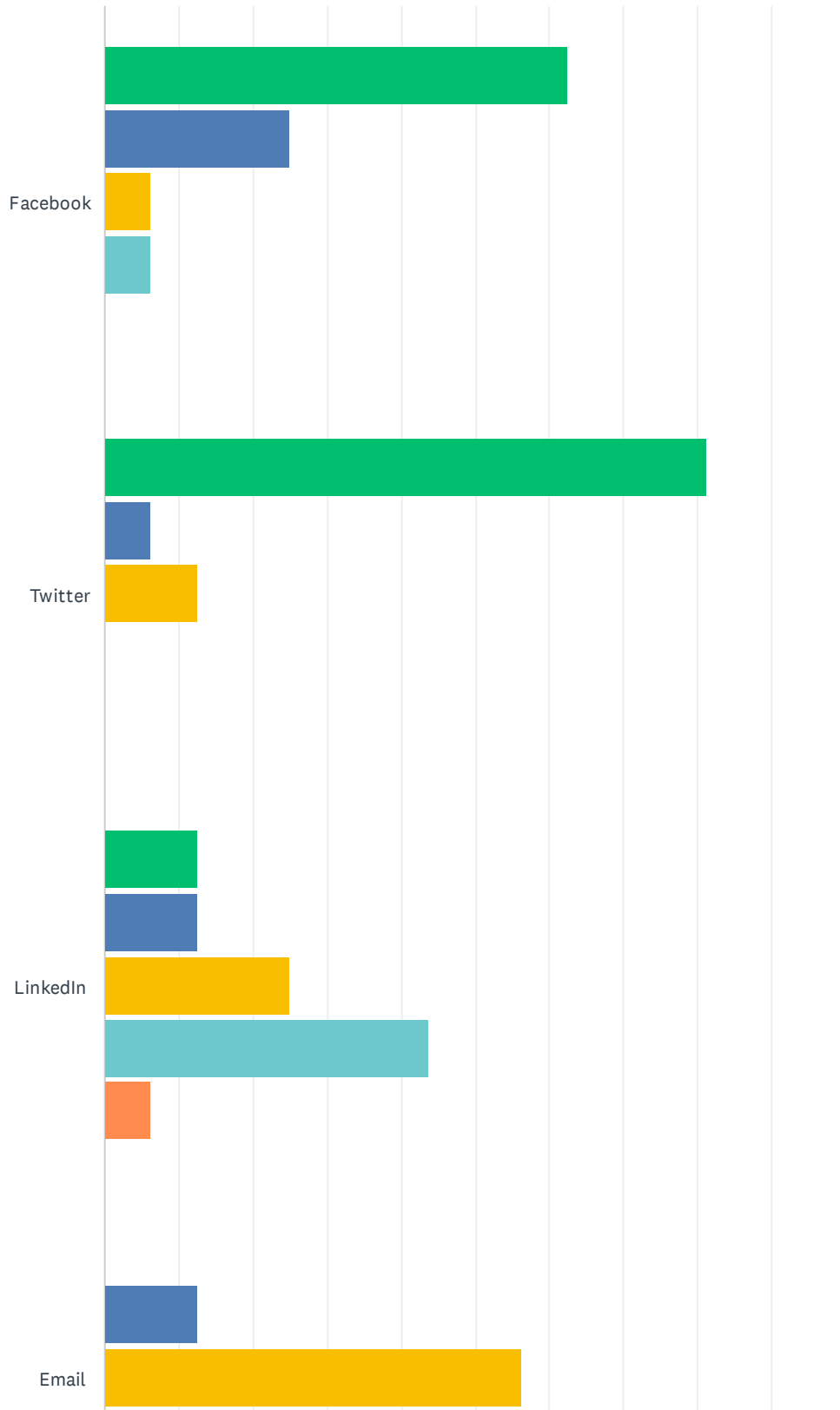
Answered: 16 Skipped: 0



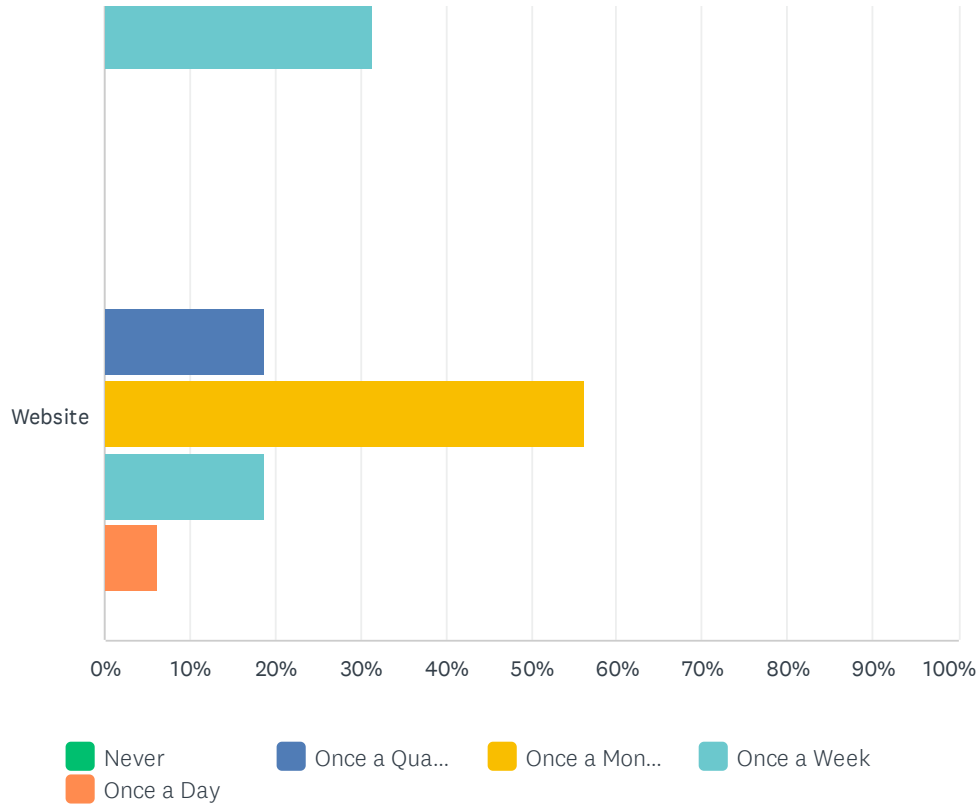
	1	2	3	TOTAL	SCORE
LinkedIn	87.50% 14	12.50% 2	0.00% 0	16	2.88
Facebook	12.50% 2	62.50% 10	25.00% 4	16	1.88
Twitter	0.00% 0	25.00% 4	75.00% 12	16	1.25

### Q16 How often do you interact with ATD Tulsa through the following communication methods?

Answered: 16 Skipped: 0



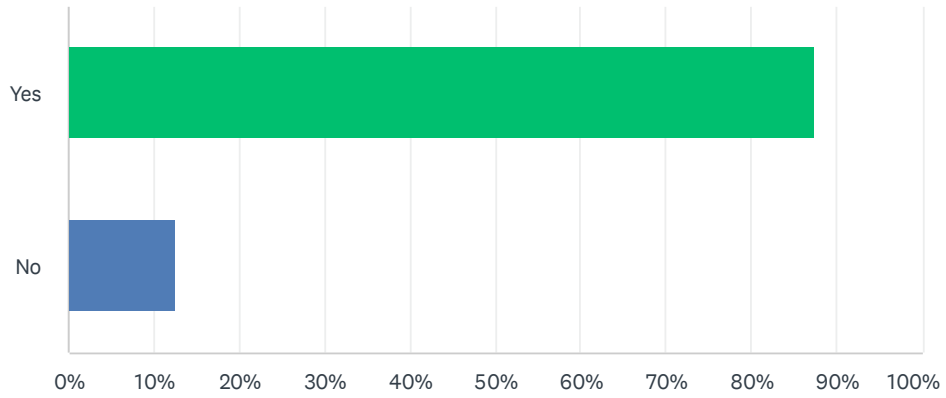
## ATD Tulsa Annual Membership Survey 2021



	NEVER	ONCE A QUARTER	ONCE A MONTH	ONCE A WEEK	ONCE A DAY	TOTAL
Facebook	62.50% 10	25.00% 4	6.25% 1	6.25% 1	0.00% 0	16
Twitter	81.25% 13	6.25% 1	12.50% 2	0.00% 0	0.00% 0	16
LinkedIn	12.50% 2	12.50% 2	25.00% 4	43.75% 7	6.25% 1	16
Email	0.00% 0	12.50% 2	56.25% 9	31.25% 5	0.00% 0	16
Website	0.00% 0	18.75% 3	56.25% 9	18.75% 3	6.25% 1	16

### Q17 Do you read the emailed ATD Tulsa Monthly Newsletter?

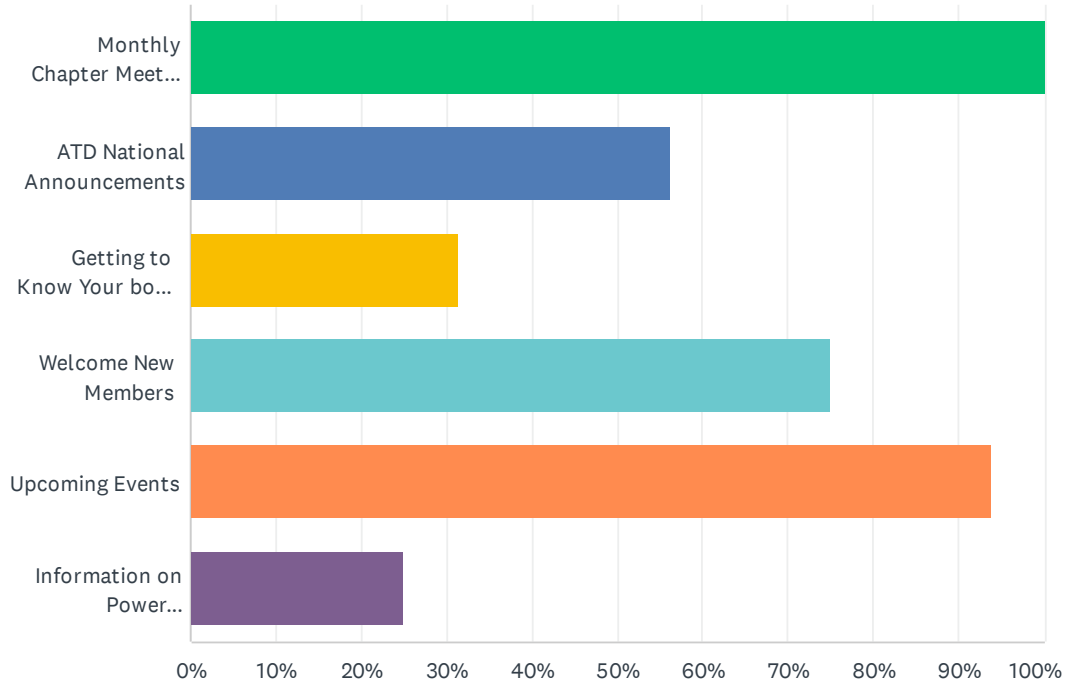
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.50%	14
No	12.50%	2
TOTAL		16

## Q18 What type of content would you like to see in the ATD Tulsa Monthly Newsletter?

Answered: 16 Skipped: 0

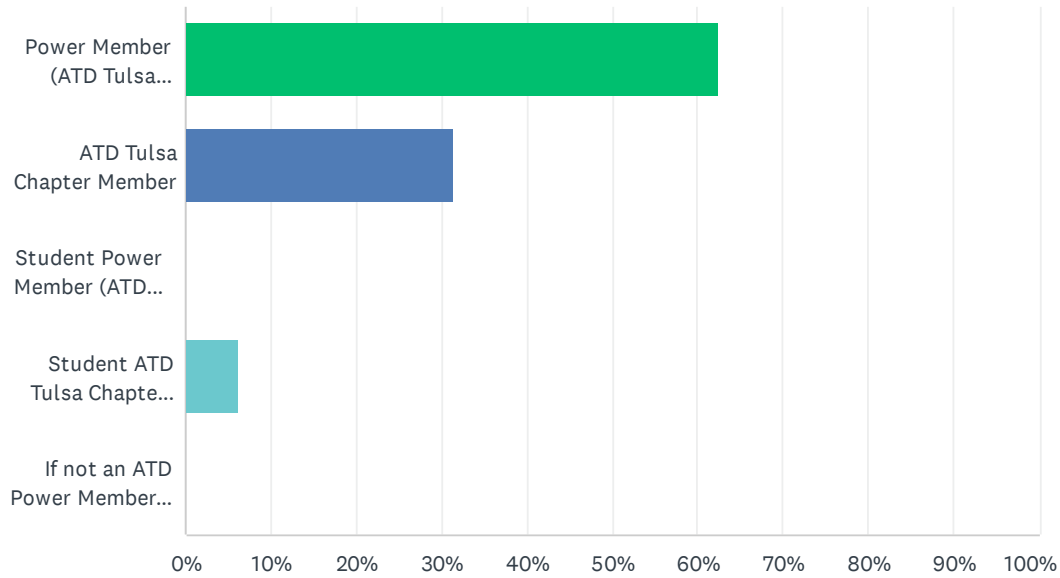


ANSWER CHOICES	RESPONSES
Monthly Chapter Meeting Information	100.00% 16
ATD National Announcements	56.25% 9
Getting to Know Your board members information	31.25% 5
Welcome New Members	75.00% 12
Upcoming Events	93.75% 15
Information on Power Membership	25.00% 4
Total Respondents: 16	

#	OTHER (PLEASE SPECIFY)	DATE
1	I'm not sure if I have gotten a newsletter.	11/8/2021 6:19 PM

## Q19 What is your level of membership within ATD?

Answered: 16 Skipped: 0

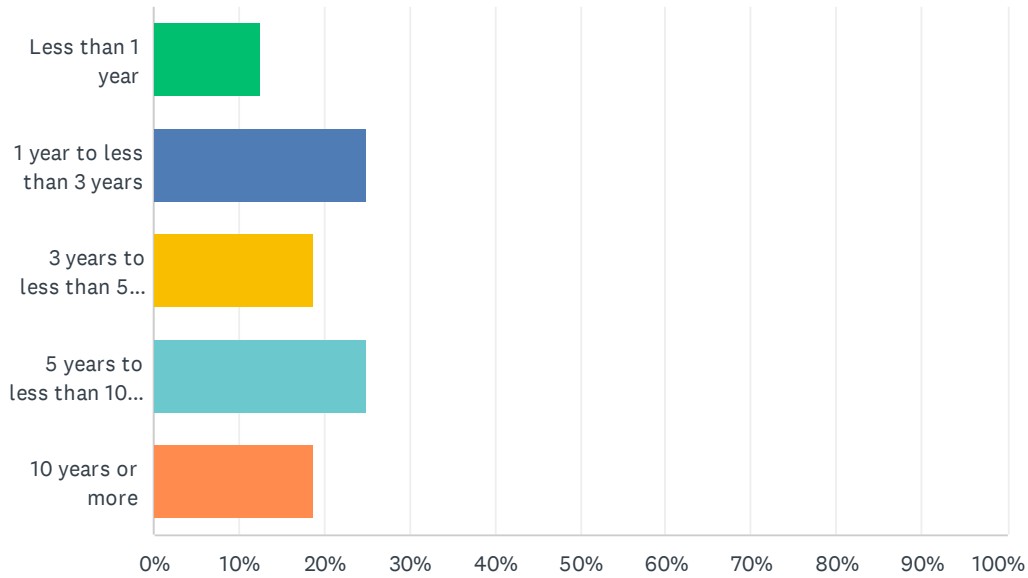


ANSWER CHOICES	RESPONSES	
Power Member (ATD Tulsa Chapter + ATD Member)	62.50%	10
ATD Tulsa Chapter Member	31.25%	5
Student Power Member (ATD Tulsa Chapter + ATD Member)	0.00%	0
Student ATD Tulsa Chapter Member	6.25%	1
If not an ATD Power Member, why not?	0.00%	0
<b>TOTAL</b>		<b>16</b>

#	IF NOT AN ATD POWER MEMBER, WHY NOT?	DATE
	There are no responses.	

## Q20 How long have you been an ATD Tulsa Chapter member?

Answered: 16 Skipped: 0

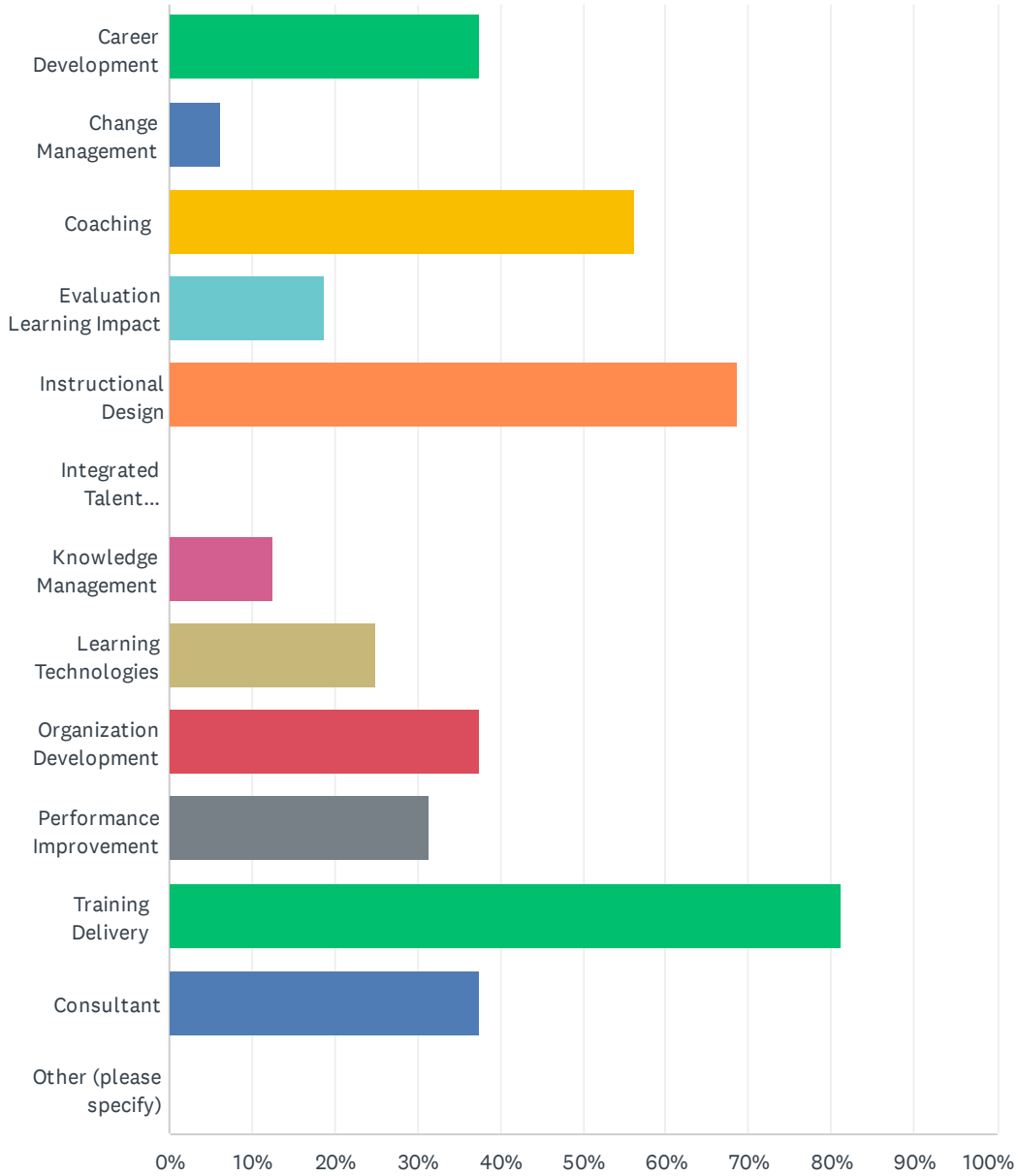


ANSWER CHOICES	RESPONSES	
Less than 1 year	12.50%	2
1 year to less than 3 years	25.00%	4
3 years to less than 5 years	18.75%	3
5 years to less than 10 years	25.00%	4
10 years or more	18.75%	3
<b>TOTAL</b>		<b>16</b>



# Q21 What part of the Training and Development industry do you work in? Select all that apply.

Answered: 16 Skipped: 0



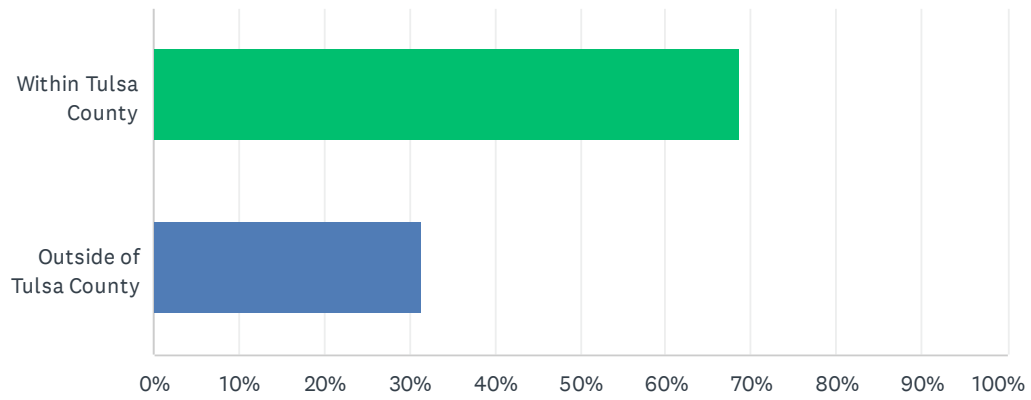
ATD Tulsa Annual Membership Survey 2021

ANSWER CHOICES	RESPONSES	
Career Development	37.50%	6
Change Management	6.25%	1
Coaching	56.25%	9
Evaluation Learning Impact	18.75%	3
Instructional Design	68.75%	11
Integrated Talent Management	0.00%	0
Knowledge Management	12.50%	2
Learning Technologies	25.00%	4
Organization Development	37.50%	6
Performance Improvement	31.25%	5
Training Delivery	81.25%	13
Consultant	37.50%	6
Other (please specify)	0.00%	0
Total Respondents: 16		

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

## Q22 Where are you located?

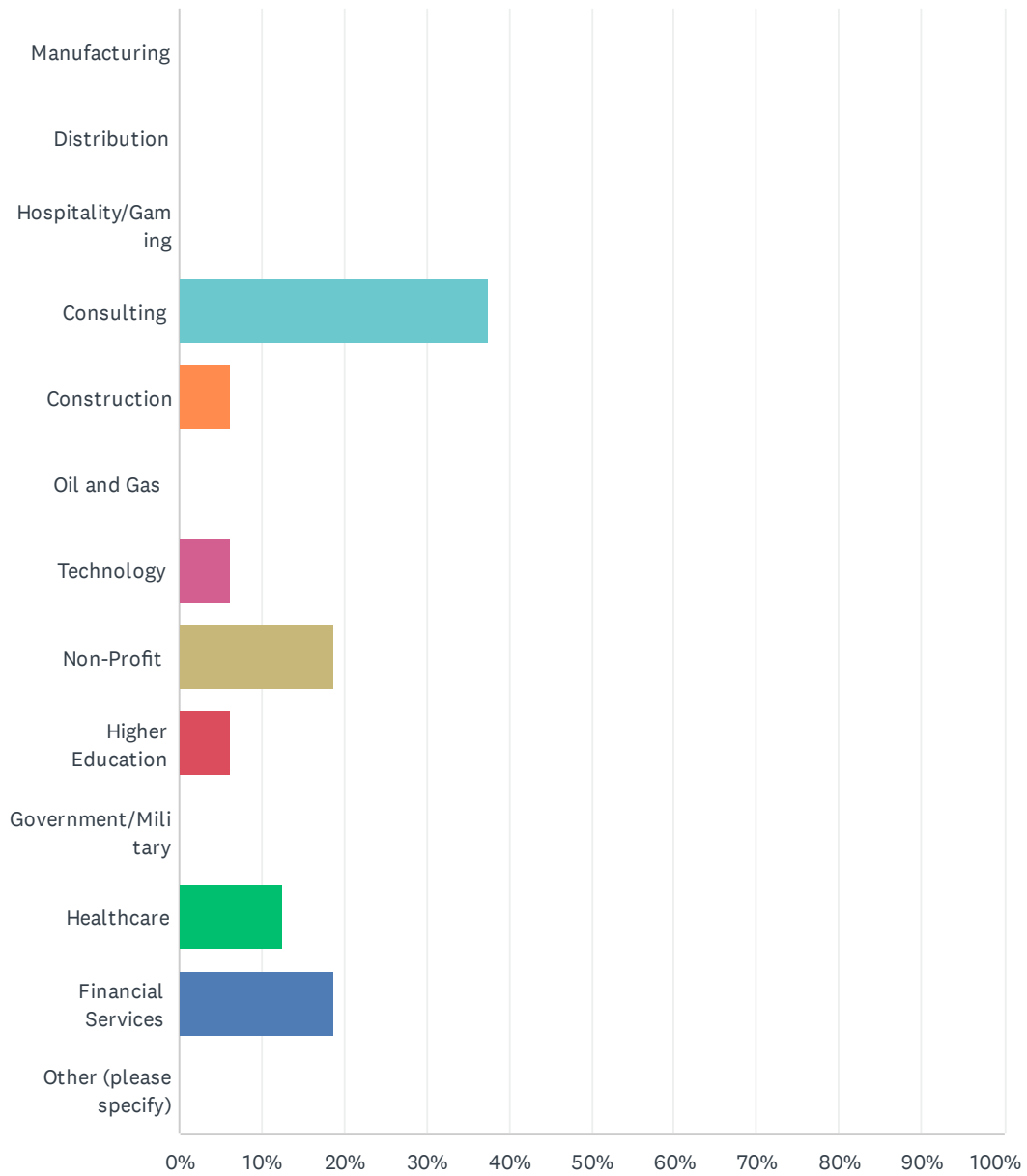
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Within Tulsa County	68.75%	11
Outside of Tulsa County	31.25%	5
TOTAL		16

## Q23 What is your company's industry?

Answered: 16 Skipped: 0



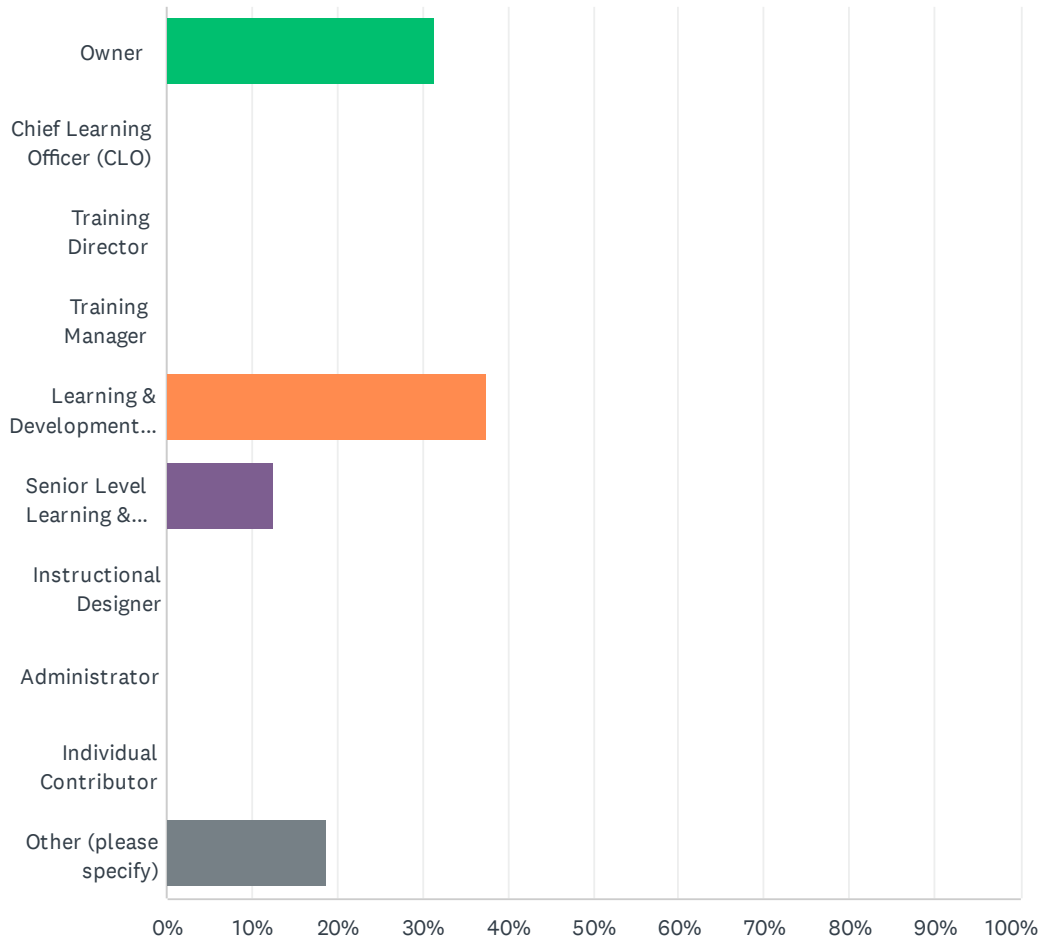
ATD Tulsa Annual Membership Survey 2021

ANSWER CHOICES	RESPONSES	
Manufacturing	0.00%	0
Distribution	0.00%	0
Hospitality/Gaming	0.00%	0
Consulting	37.50%	6
Construction	6.25%	1
Oil and Gas	0.00%	0
Technology	6.25%	1
Non-Profit	18.75%	3
Higher Education	6.25%	1
Government/Military	0.00%	0
Healthcare	12.50%	2
Financial Services	18.75%	3
Other (please specify)	0.00%	0
Total Respondents: 16		

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

## Q24 What best describes your position within your organization?

Answered: 16 Skipped: 0



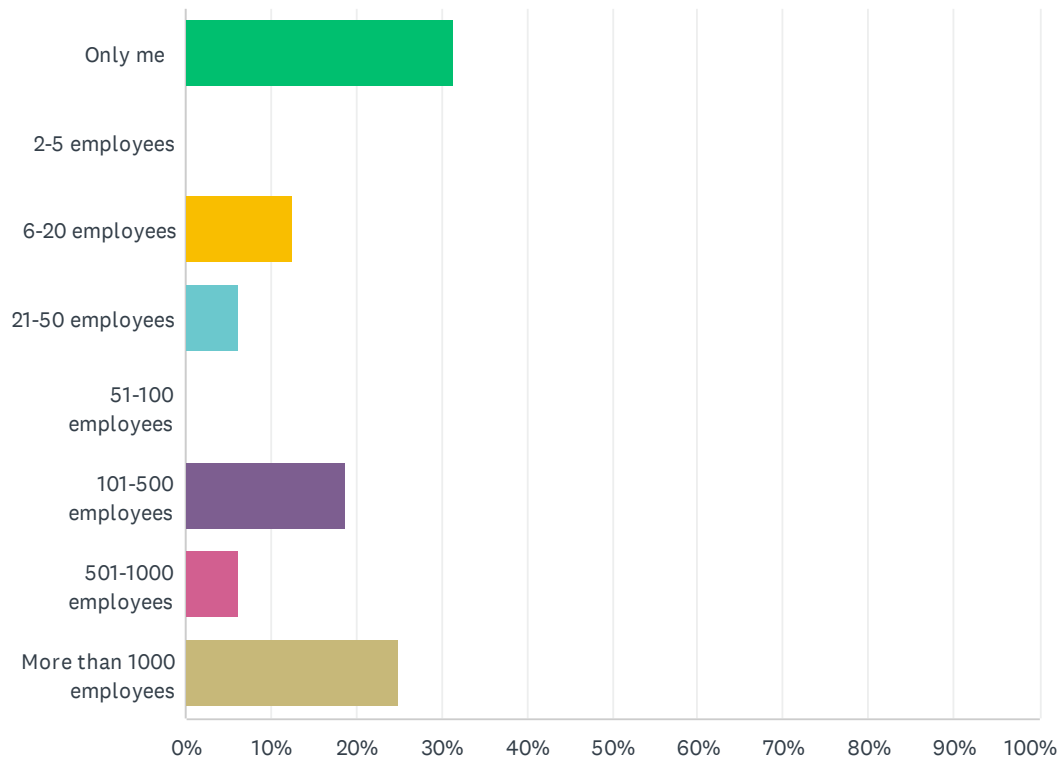
ATD Tulsa Annual Membership Survey 2021

ANSWER CHOICES	RESPONSES
Owner	31.25% 5
Chief Learning Officer (CLO)	0.00% 0
Training Director	0.00% 0
Training Manager	0.00% 0
Learning & Development Specialist	37.50% 6
Senior Level Learning & Development	12.50% 2
Instructional Designer	0.00% 0
Administrator	0.00% 0
Individual Contributor	0.00% 0
Other (please specify)	18.75% 3
<b>TOTAL</b>	<b>16</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	VP Business Development	11/17/2021 8:52 AM
2	Training Coordinator	11/9/2021 1:49 PM
3	Sales Representative	11/9/2021 12:31 PM

## Q25 What best describes the size of your organization?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Only me	31.25%	5
2-5 employees	0.00%	0
6-20 employees	12.50%	2
21-50 employees	6.25%	1
51-100 employees	0.00%	0
101-500 employees	18.75%	3
501-1000 employees	6.25%	1
More than 1000 employees	25.00%	4
<b>TOTAL</b>		<b>16</b>