

Date & Time: Thursday, February 8, 2022 from 4:30 PM to 6:30 PM

Location: Virtual via Zoom

<https://zoom.us/j/94364026887?pwd=NOIYRmxHbDJlM1ZmbndtempRnIFZz09>

Meeting ID: 943 6402 6887

Passcode: 956021

1. Call Meeting to Order - President
 - a. Roll Call -
 - b. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
 - c. Guests Present - Acknowledge and Record
 - d. Agenda for February 4, 2021 Board Meeting – Review and Approve

2. Board of Directors – President
 - a. Minutes from January 8/10, 2021 Board Meeting – Review and Approve (**attached**)
 - a. January Board Meeting Action Items
 - b. ATD Tulsa Email- Communications email error
 - e. Wild Apricot Access & Training – Schedule refresher Wild Apricot training, schedule another session when for new board members once they are voted in.
 - f. Policy and Bylaws meeting-
 - a. Risk Assessment- Finance - CARE Plus- Schedule and assign responsibilities
 - g. Submitted open board applications- Review and Vote
 - a. Stu Ward- VP of Administration
 - b. Jennifer Roberson- VP of Finance
 - c. Andrew Engelbrecht- VP of Finance
 - h. NAC Meeting Attendance
 - a. Elizabeth Beckham, NAC
 - b. NAC Calendar – (**attached**)
 - i. Jan. meeting was a one on one with Suni, President.
 - c. Identify member to attend Friday, February 11, 2022, 11 a - 12 p MT / 12 - 1 p CT

3. Governance – President
 - a. 2021 Annual Report/Chapter Affiliations Requirements (CARE) Report Update – (**attached**)
 - b. Central Repository- Each Board member is responsible to upload all chapter documents, communications, reports, PowerPoints, etc. to Wild Apricot.

4. Financial – Past President
 - a. Financial Reports as of January 2022 – Review and Accept (**attached**)
 - b. Schedule Audit- shall occur no later than 90 days after year end
 - c. Sponsorship- VP of Communications
 - i. Develop an email commutation template for board members to reach out to their professional contacts.
 - ii. Organizations that weren't able to sponsor the 2021 ATD OK Statewide Conference and expressed interest in sponsoring future events.

- iii. Explore other avenues for sponsoring chapter member events and functions-VP Membership

5. Membership – VP of Membership

- a. Monthly Membership Report - Review and Accept (attached)
- b. Employee Learning Week recognition- (attached)
- c. Update on past-due members-email/phone
- d. Plans for February Membership Event- Plan day and time, Ideas/suggestions
- e. Membership Drive

6. Programming – VP of Programming

- a. January program survey- (attached)
- b. Workshop proposals submitted for consideration – Review and Approval
- c. Pre-approval for ATD Credits- Update
 - i. Updated RFP- Update, review and approve by next board meeting
 - ii. How to determine completion
- d. February 2022 Program Meeting - Content & Logistics:
 - i. Workshop Topic
 - ii. Workshop Program
 - 1. Add Slides to Pre-Program Meeting Power Point
 - a. Volunteer Opportunities
 - b. International ATD Conference 2022
 - c. Power Membership highlight-(attached)
 - i. Contact a power member that is attending monthly meeting- VP Membership/Programming
 - iii. Board Member Attendance & Participation
 - iv. Schedule Networking Activity
- e. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
- f. Sunilyn reached out to Susan Donnelly, COC-ATD President
- g. International ATD Conference 2022- Sunilyn contacted Lauren -a list for Tulsa registered members

Communications –

- a. Communications Scheduled for February
- b. Communications Plan for 2022
 - 1. Canva Update- Information needed to complete the process
 - 2. Newsletter, emails, social media posts, member email
 - i. Non-programming information
 - ii. Include power member sales
- c. Post Chapter information on website/social media
 - 1. Including 2021 Approved Budget

2. Publish 2021 Annual Report: 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. Employee Learning Week Certificate
 4. Any other information?
 - d. Communications Needs & Opportunities
 8. Old Business
 9. New Business
 10. Confirm Action Items
 11. Confirm Dates for Next Two Board Meetings- post on website
 - a. March 2021 – March 8th at 4:30 PM to 6:30 PM
 - b. April 2021 – Date and time?
 12. Adjourn Meeting

Date & Time: Saturday, January 8, 2022, 1:00 p.m. – 3:00 p.m.

Meeting Minutes

1. Meeting called to order by President Sunilyn Hertt at 1:02 p.m.

- a. Roll Call – President
 - Present: Sunilyn Hertt, President; Walt Hansmann, VP Programming; Linda Jenkins, Past President; Andrea Gentis, VP Communications
 - Absent (excused): Kim Boggs, VP Membership
- b. Quorum established with 4 of 5 board members present
- c. No guests present
- d. Agenda for January 8, 2022, Board Meeting – motion made, seconded, amended, approved as amended
 - i. Item 2(e) will be revised to indicate that the Bylaws and Policies Committee will consist of President, Past President, VP of Programming, VP of Communications, and VP of Membership. The committee members will designate its own chair.
 - ii. Item 2(h) will be added to reflect the addition of the attached Annual Conflict of Interest statement. Deadline February 1st
 - iii. Item 4(a) will add the word (attached)
 - iv. Item 5(a) will add the Membership Report for December 2021 is attached (Review & Accept)
 - v. Item 6(a) will be revised to reflect December 2021 Programming – Program Survey is attached
 - vi. Item 6(b) will be revised to January 21, 2021
 - vii. Item 6(b)i Workshop Topic will add “ATD State of the Industry Report”
 - viii. Item 6(b)ii Workshop Program will add (led by Walt Hansmann and current board members)
 - ix. Item 8 will be revised to Communications – VP of Communications

2. Board of Directors – President

- a. Approval – Minutes from December 5, 2021, Board Meeting – Motion made, seconded, approved.
- b. VP Programming provided update on revised Bylaws and Policies:
 - i. Walt is finishing the revisions to Bylaws and Policies and will post to website
- c. VP Programming provided update on Chapter Email:
 - i. Walt changed Marketing@tdtulsa.org to Communications@tdtulsa.org
 - ii. Walt has turned on the ReCAPTCHA feature within Wild Apricot to reduce spam bot emails
- d. Wild Apricot Training:
 - i. Walt will schedule a Wild Apricot refresher training for existing board members in January
 - ii. Walt will schedule multiple sessions of a more in-depth Wild Apricot training session for VP Communications due to need to update website and publish newsletters
 - iii. Walt will schedule a Wild Apricot new training for new board members in February

- e. Per bylaws, President, Sunilyn Herdt appoints Parliamentarian, Walt unless and until VP administration is appointed.
- f. Per bylaws, President, Sunilyn Herdt appoints President, Past President, VP of Programming, VP of Communications, and VP of Membership to Bylaws and Policies Committee. The committee members will designate its own chair. The Bylaws and Policies Committee will schedule their first meeting by the February board meeting.
- g. 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)
 - i. Board member eligibility form will be adjusted to reflect the necessity of a board member becoming an ATD Power Member by the date they take office and maintain throughout their year of service.
 - ii. Board member application form will remove the last sentence on application regarding when the Board will appoint.
 - iii. Board applications will open as soon as the communication is sent/posted and remain open until Friday, January 28, 2021.
 - iv. Motion made, seconded, and approved as developed.
- h. NAC Meeting Attendance – Identify two members to attend February meeting, schedule is still TBA – (all board members will be invited to attend future meetings)
 - i. Once we have received the date for the first NAC Meeting, we will confirm having at least one board member present
- i. Attached Annual Conflict of Interest statement. Deadline February 1st and should be sent to president@tdtulsa.org

3. Governance – President

- a. 2022 ATD Tulsa Operating Plan – Review & Approve (attached)
 - i. President will make revisions to Operating Plan and send to board members by next week so that it can be submitted by end of January 2022.
- 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
 - a. Past President will have completed by the end of February 2022.
- 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 – Motion made, seconded, accepted.
 - i. Per Statement of Financial Position, we have Total Assets of \$20,606.89 including \$5,531.77 in our checking account and \$15,001.82 in our Money Market account.
 - ii. Per Income and Expense Report:
 - Total December 2021 Income = \$230.00
 - Total Annual 2021 Income = \$14,339.83
 - Total December 2021 Expenses = \$1,239.36

- Total Annual 2021 Expenses = \$16,302.99
- **Overall December 2021 Total = (\$1,009.36)**
- **Overall, 2021 Total = (\$1,963.16)**

The deficit is primarily driven from low registration and lack of sponsors for the ATDOK21 conference, as well as low registration for monthly programming events and lower number of annual Chapter memberships.

b. ATDOK21 Conference Budget

- i. Honorariums – Three of the speaker checks have not been deposited, so currently \$600 is pending; Suni and Andrea will reach out to their speakers to ensure they have received and will be deposited
- ii. **Total Income as of 12-31-21 = \$8,217.01****Total Expense as of 12-31-21 = \$8,842.70****Overall Total as of 12-31-21 = (\$625.69)**

c. 2022 Budget – Motion made, seconded, accepted.

i. Budget changes

- Reduced ALC expenses from 2 board members to 1 board member
- Increased Annual Audit expense
- Added \$100 expense for ATD Pre-certification program
- Discussed reducing/removing the Facility Charge and Meals-Food if program meetings remain virtual through 2022 or we prohibit people from eating/drinking
 - a. Reduced Facility Charge and Meals-Food to \$0.00 for Q1 2022
 - b. We will revisit these two budget items once we have secured pre-certification status and will establish program meeting framework
- Discussed changing December Trainer Throwdown due to low speaker participation
- Did not provide any thank you gifts for speakers in 2021, but plan to provide them to 2022 speakers
- Increased AffiniPay to account for potential increase in program meeting attendance
- Reduced Special Event Expense to \$1000
- Eliminated \$120 Retreat
- Increased Special Event income to \$3000

Suspend meeting and reconvene at a date to be determined next week. Motion made, seconded, accepted.

2. Meeting suspended and adjourned 3:13 p.m.

Date & Time: Monday, January 10, 2022, 4:30 p.m. – 6:00 p.m.

Meeting Minutes

3. Meeting called to order by President Sunilyn Hertt at 4:35 p.m.

- a. Roll Call – President
 - Present: Sunilyn Hertt, President; Walt Hansmann, VP Programming; Linda Jenkins, Past President; Andrea Gentis, VP Communications, Kim Boggs, VP Membership
 - Absent: N/A
- b. Quorum established with 5 of 5 board members present
- c. No guests present.

4. Membership – VP of Membership

- a. Monthly Membership Report as of December 2021

Total Membership as of 12/31/21: 73

PM: 51 (+3)

Tulsa: 20(-3)

Student: 1 (0)

Student PM: 1 (0)

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

Kim will reach out to past-due members via email and then phone.

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.

Kim will add two questions to the ATD renewal issue in 2022 survey:

- If not, why?
- Can we contact you to follow-up?

Board members are requested to send any additional questions to Kim ASAP.

- Motion made, seconded, accepted Membership Report
- b. 2021 Membership Survey (Identify recommendations from Survey for board consideration and possible action) – Review & Accept (**attached**)
 - Motion made, seconded, accepted Member Survey Summary
 - c. 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)
 - iv. Discussed whether to keep the Guest Pass; decided to keep it
 - v. Discussed offering the ‘member rate’ to those people who are currently only national ATD members, but not local ATD members to encourage attendance/engagement
 - d. “Cookie Grams” for 2022?

- i. Discussed whether these were positively received in December 2021; positive feedback on LinkedIn post, but no other feedback received
 - ii. They were relatively affordable and very easy to handle through the service used
 - iii. Didn't taste as good as they looked!
- e. Membership Event in Q1 2022:
- i. Need to begin planning when to host and what topic to discuss
 - ii. If board members have event ideas/suggestions, please send them to Kim; Suni will add to February meeting agenda
 - iii. Possible ideas:
 - Membership Survey
 - Kristen's CPTD journey/experience
 - Upcoming national ATD conference in May

5. Programming – VP of Programming

- a. December Program Meeting Survey Responses –
 - i. Very good feedback regarding Training Throwdown
 - ii. Whether or not we hold it in December, we should continue to host it
 - iii. Walt proposed we change our mentality about it and possibly make it a membership drive event, rather than a program meeting
 - Motion made, seconded, accepted November Program Meeting Survey Responses
- b. Coordinating Logistics for January Program Meeting on Friday, January 21, 2022
 - i. Workshop Topic
 - ii. Workshop Program (led by Walt Hansmann with board member participation)
 - iii. Accommodations – Virtual via Zoom
 - iv. 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
 - v. Only 8 registered so far
 - vi. Board Member Attendance & Participation – All of us are registered and will each present a different section of the report
 - vii. Networking Activity
 - viii. Power Membership Promotional Activities/spotlight
 - i. Post-meeting evaluation online distribution by Monday, January 24th
- c. February/March program meeting
 - i. Walt will reach out to Elaine/Halley and March presenter to put together a 10-second promo video for our promotional efforts on LinkedIn
 - 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 an event for full credit?
 - Attend and participate in engagement activity?
 - Just attend?
 - Must complete the evaluation survey with email?

- a. Discussed this option and specifically make a required question: “What 3 learning objectives did you receive during this event?”
 - b. Also, will add question regarding “Are you currently seeking or already have APTD/CPTD certification?”
 - c. Walt will investigate the Zoom reporting options regarding recording when attendees join/leave meeting
- 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

6. Communications – President

- a. Schedule Communications Debrief – with Walt and Linda
 - b. Communications Plan for 2022
 1. Identify permissions to publish on Website, Email, LinkedIn, Facebook, & Twitter
 - a)Walt has already granted website permissions to Andrea and will coordinate others
 - c. Communications Scheduled for January
 1. 2022 Board Member Information
 - a)Send any updates to Walt ASAP
 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
 1. Need to communicate about:
 - a)3 vacant board positions – Needs to go out by this Friday
 - b) Welcome 5 current board members
 - c)January programs
 2. January newsletter release – Walt and Andrea will coordinate doing it together for training purposes
 - f. Communication Strategy for 2022:
 1. Social media presence – LinkedIn is overwhelmingly the channel that our members use; Get very minimal traffic on Facebook or Twitter, so should consider shuttering these two if they do not represent us well
7. Old Business - none
8. New Business - none
9. Confirm Action Items

- **Walt** will update Bylaws this January and add to website
- **Walt** will schedule a Wild Apricot refresher training for existing board members in January
- **Walt** will schedule multiple sessions of a more in-depth Wild Apricot training session for VP Communications due to need to update website and publish newsletters
- **Walt** will schedule a Wild Apricot new training for new board members in February
- **Suni** will send Walt the email and applications for open board positions
- **Walt** will post it on website
- **Walt or Andrea** will then send out email to membership
- **Linda/Walt/Andrea** will create and publish a LinkedIn post to promote open positions
- **Suni/Andrea** will contact ATDOK21 speakers who have not deposited checks
- **Linda** will send board members the revised budget
- **All board members** should send all Q1 membership event ideas/suggestions to Kim
- **Suni** will add membership event to February meeting agenda
- **Andrea** will schedule Communications training with Walt and Linda
- **All board members** should review their ATD Tulsa website bio for any updates and send to Walt ASAP
- **Andrea** will start drafting communications schedule
- **Suni** will send out Zoom meeting links- Feb. 8, 2022 @ 4:30 pm to 6:30 pm. Mar. 8, 2022 @ 4:30 pm to 6:30 pm.

10. Meeting adjourned 6:05 p.m.

Minutes prepared and respectfully submitted by Andrea Gentis, VP Communications 01/10/22.



2022 NAC Area Call Schedule

JANUARY

No Call - 1:1 Coaching Calls with NAC

FEBRUARY

Friday, February 11, 2022

11 a - 12 p MT / 12 - 1 p CT

APRIL

Friday, April 8, 2022

11 a - 12 p MT / 12 - 1 p CT

JUNE

Friday, June 10, 2022

11 a - 12 p MT / 12 - 1 p CT

AUGUST

Friday, August 12, 2022

11 a - 12 p MT / 12 - 1 p CT

OCTOBER

Friday, October 14, 2022

11 a - 12 p MT / 12 - 1 p CT

DECEMBER

Friday, December 9, 2022

11 a - 12 p MT / 12 - 1 p CT

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.

Communication			
Category	Elements	Board Lead	Notes
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 nd 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

Governance			
Category	Elements	Board Lead	Notes
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

Membership			
Category	Elements	Board Lead	Notes
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 th , 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.

Programming			
Category	Elements	Board Lead	Notes
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

Strategic Planning			
Category	Elements	Board Lead	Notes
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
Statement of Financial Position as of January 31, 2022**

Assets		Liabilities	
Arvest Checking Account	\$ 5,040.95	Accounts Payable	\$ -
Arvest Money Market Account	\$ 15,002.20	Taxes Payable	<u>\$ -</u>
Cash	\$ 73.30	Total Liabilities	<u><u>\$ -</u></u>
Accounts Receivable in Wild Apricot*	\$ -	Net Assets	
(Less doubtful accounts)**	\$0.00	Unrestricted Net Assets	\$ 20,116.45
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 20,116.45</u>	Total Net Assets	<u><u>\$ 20,116.45</u></u>
Total Assets	<u><u>\$ 20,116.45</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 20,116.45</u></u>

* Accounts Receivable

**Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status

Prepared by Linda Jenkins, 2022 Past President on 2-3-22

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](#) are available online at 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. 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 or by call or text at 918-345-0373.

Name of person submitting nomination (first/last) (Stu Type Name Ward)

I wish to nominate (first/last) (Stu Type Name Ward)
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) (918 520 5384) (mobile) (_____ *Type Phone Number* _____)

Email: (work) thetrainingbrit@gmail.com (personal) (_____ *Type Personal email* _____)

How long have you been a member of ATD Tulsa? 3 years

What benefits have you received from your ATD Tulsa membership? Community, Education, Connection

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? Technical, Onboarding, Leadership

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

(_____ *Type Answer* _____) 3 Years

What benefits have you received from your ATD membership? Webinars, Conferences, Courses

What is your current professional role and employer/company? Seeking Training Manager position

What professional roles have you held in the field of Talent Development? Facilitator, Training Coordinator, Project Manager

How many years' experience do you have in the field of Talent Development? 20

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?

I will endeavor to give back to the local Tulsa training community, keeping good records of meetings, adding valuable suggestions to improve both offerings and membership, and serve as a loyal and honest trustee of the board.

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.)

NOTES ON THE APPOINTMENT 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.

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.

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

Name of person submitting nomination (first/last) (Jennifer Roberson)

I wish to nominate (first/last) (Jennifer Roberson)
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 checked="" 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) (Same as mobile) (mobile) (918) 406-1223

Email: (work) (jennifer.roberson@stinnett-associates.com) (personal) (jen.roberson@gmail.com)

How long have you been a member of ATD Tulsa? (1 year)

What benefits have you received from your ATD Tulsa membership? (monthly meetings, recipient of an ATD Certificate Training, participation in the elections committee, networking)

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? (Internal Audit Topics, CliftonStrengths, Organizational Culture, various leadership topics)

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

(since January 26, 2021)

2022 Board of Directors Nomination Form

What benefits have you received from your ATD membership? (Discounts on conferences, TD Magazine, Podcasts)

What is your current professional role and employer/company? (Senior Manager, Employee Engagement at Stinnett & Associates)

What professional roles have you held in the field of Talent Development? (Senior Manager, Talent & Leadership Development at Stinnett & Associates)

How many years' experience do you have in the field of Talent Development? (7 years)

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?

(I chose to self-nominate for VP of Finance due to my background in the field of Internal Audit. I have over 10 years of Internal Audit experience before I transitioned to lead the firm's training and development efforts. I have been a Certified Internal Auditor since September 2010. I have also served on the Junior League Board as Treasurer-elect and Treasurer in 2010-2012, served as Sustaining Advisor on Finance Council in 2020-2021, and have currently served on their Endowment Board for over five years. Although, I'm not client facing at Stinnett anymore, I still teach our internal audit methods to all new hires and interns.)

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.)

NOTES ON THE APPOINTMENT 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.

2022 Board of Directors Statement of Eligibility Form

1. I, (**Jennifer Roberson**) do hereby acknowledge and accept the nomination for the office of (*print name of office*) (VP of Finance) of the ATD Tulsa Board of Directors.

-- AND --

2. I hereby certify that I am a "Member-in-Good-Standing" of the ATD Tulsa Chapter. I have been an ATD Tulsa Member since (January 27, 2021). My ATD Tulsa Chapter Membership Expiration date is (January 31, 2022).

-- AND --

3. I currently am a paid "joint" member (aka Power Member) of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement, and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

I have been an ATD International Member since (2018).

My ATD International Membership Number is (11388408).

My ATD International Membership Expiration Date is (01/31/22).

-- OR --

- I am not currently a paid "joint" member (aka Power Member) of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement. However, I will become a paid member of ATD International no later than the first day of appointment; and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

-- AND --

4. President-Elect Nominees Only:

- I hereby attest that I have attended at least six (6) ATD Tulsa Program Meetings in the past 12 months.

-- AND --

5. I hereby attest that I have complied with all rules and regulations described within the ATD Tulsa Bylaws and Policies regarding my candidacy for the ATD Tulsa Board of Directors.

Signed (Jennifer Roberson)

Date (01/21/22)

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. 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 or by call or text at 918-345-0373.

Tulsa

Started at: 10/7/2021 03:29 PM - Finalized at: 1/30/2022 12:19 PM

Page: Welcome

Dear Chapter Leader,

Welcome to the Chapter Affiliation Requirements (CARE) online submission form.

The CARE submission consists of questions around the six components of CARE: Board of Directors, Governance, Finance, Membership, Programming, and Communications. Each component will have questions related to CARE achievement, CARE Plus achievement, and demographics. These questions will be labeled and will appear in the following order for each component.

Part 1: CARE Survey – A self-reporting assessment evaluating the chapter’s achievements of the 2021 CARE elements.

Part 2: CARE Plus – CARE Plus is a collection of best practices and its purpose is to provide chapter leaders with recognition opportunities, a personalized road map to help identify gaps and strengthen chapter operations, flexibility for self-paced growth, formalized processes to address common chapter challenges, and a growth mindset. CARE Plus does not affect a chapter’s ability to achieve CARE, and it is recommended that chapters attempt to answer the questions presented. To be CARE Plus achieved, a chapter must complete the required number of items in each category in addition to achieving CARE at the foundational level.

Part 3: Demographics – These questions assist with chapters’ ability to benchmark against one another and do not impact CARE achievement.

The CARE submission reports on a chapter’s activities during the 2021 calendar year. Even if a chapter doesn’t operate on a calendar year basis, as long as the chapter has met CARE during the calendar year, the chapter can base its submission on those accomplishments.

The deadline for completing the online CARE survey is January 31, 2022. To qualify for 100 percent completion of CARE, a chapter must complete the online survey by this date. ***Even if the chapter achieves 100 percent in all elements, submission of the online survey, and submission of all specified documentation is required by the deadline to be recognized as a chapter that has achieved 100 percent CARE.***

To ensure consistency and accuracy in reporting, chapters are advised to identify and select one leader as your chapter’s CARE contact. This person will receive your chapter’s login credentials to the survey platform, and is responsible for receiving, reviewing, and appropriately disseminating all CARE news, updates, and requirements to chapter leadership, including completing and submitting the chapter’s CARE survey by **January 31, 2022**.

If you need additional information about CARE, please visit the CARE website at [td.org/ \(https://www.td.org/care\)](https://www.td.org/care)care (<https://www.td.org/care>) or contact your chapter relations manager (<https://www.td.org/crm>) (CRM).

Thank you for your ongoing time, commitment, and leadership!

ATD Chapter Services Team

Page: General Information

CARE Contact First Name

Linda

CARE Contact Last Name

Jenkins

CARE Contact Email Address

past-president@tdtulsa.org

Chapter Name

Tulsa

Chapter Address

P.O. Box 33351
Tulsa Oklahoma 74153-3351 US

Is the mailing address currently on file with ATD correct?

Yes

Page: Board of Directors: CARE Foundational Items**2022 Chapter Board Roster**

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/81462f2b-4047-43b2-8da3-d79d7a6bfea1?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%22ATDTulsa%202022%20Board%20Roster%201-28-22.xlsx%22&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet&Signature=I5RSqtzgGPFK3OJTwus755WNfOw%3D>)

The chapter board meets at least once per quarter.

True

Chapter board members maintain Power Membership (joint chapter/ATD national membership).

True

Chapter maintains written position descriptions for elected members.

True

Page: Board of Directors: CARE Plus Items**The chapter provides a defined orientation/onboarding process for incoming board members.**

True

How is the board member onboarding delivered?

Virtually

Approximately what is the frequency of your board member onboarding?

Annually

In what month(s) does the board member onboarding occur?

January, November, December

What kind of coaching/mentoring during the onboarding process does the chapter provide board members?

Board meetings, strategy session, and/or board retreat has time dedicated to board member coaching/mentoring, New board members shadow and/or attend board meetings prior to the start of their term, Onboarding materials made available to incoming positions , Outgoing position mentors incoming position, President one-on-one , President team (president, president elect, and/or past president) , Onboarding materials made available to in-coming positions

Who leads the onboarding of new board member(s)?

President Elect

The chapter has a succession strategy for identifying and filling board member positions.

True

Select all that apply.

Chapter sets up a nominating committee responsible for selecting future board members, Offers opportunities to attend board meetings to educate prospective board members on board activities, Has multiple touch points with prospects to keep them engaged and informed

Does your chapter review its succession plan annually?

Yes

The chapter has a volunteer recruitment strategy in place for positions that support the work of the board.

True

The chapter volunteer recruitment strategy includes:

Board is structured for succession planning (ie. Vice President, Assistant, Committee Lead, etc.), Targeted outreach to prospective volunteers, Volunteer job descriptions , Volunteer marketing using the website, social media, and email

At least one board member (excluding paid administrators) attends a NAC area call.

True

The chapter has board member(s) present at ATD Chapter Leaders Conference (ALC) annually.

True

The chapter has an advisory board or council that involves past presidents in chapter activities.

False

The chapter board meets to strategically plan for the future.

True

When did the chapter board meet to create its strategic plan?

12/15/2020

Page: Board of Directors: Demographic questions

When are your chapter board meetings typically held?

Monthly

Does your chapter pay for ATD membership dues for one or more chapter board members?

No

When do your incoming board members OFFICIALLY begin their terms?

1st Quarter (January – March)

Page: Governance: CARE Foundational Items

2022 Chapter Operating Plan

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/7da60da1-cbc0-44d4-9631-5506676db473?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%222022%20Operating%20Plan%20for%20ATD%20Tulsa%20-%20Final%201-29-22.pdf%22&response-content-type=application%2Fpdf&Signature=qBIOuS4WFaaRsjA%2FAzIs6FwpUA%3D>)

The chapter's mission, vision, and bylaws align with those of ATD, and the chapter meets the ATD branding guidelines.

True

The chapter complies with federal and state reporting requirements.

True

The chapter members participate in the nomination and election of the chapter board.

True

Page: Governance: CARE Plus Items

The chapter board maintains and updates its Standard Operating Procedures (SOPs) annually or as needed throughout the year.

True

Which of the following do your SOPs include?

CARE Requirements, Chapter Background, Conflict of Interest Policy, Election of Officers, Job Descriptions, Mission & Vision, Past Presidents, Policies and Procedures

The chapter board reviews its bylaws annually, including a review of the bylaws as part of board member onboarding.

True

Provide the date that bylaws were last reviewed.

3/2/2021

The chapter makes board meeting minutes/summaries available to members.

True

How are board meeting minutes/summaries made available to members?

Posted publicly on website

Please provide link.

<https://tdtulsa.org/chapterdocuments> (<https://tdtulsa.org/chapterdocuments>)

The board maintains a central repository or document library for archiving important chapter documents.

True

What system does the chapter use as a central repository or document library for archiving important chapter documents?

Wild Apricot

Page: Governance: Demographic questions

What types of insurance coverage does your chapter have?

Directors and Officers liability insurance, General liability

Is your chapter incorporated?

Yes

Page: Finance: CARE Foundational Items

Chapter must upload its most recent balance sheet and income statement through the survey submission site by January 31, 2022.

True

Most Recent Income Statement showing projected and actual numbers

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/70f73259-66b9-49f7-968a-e673d473dcce?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%22ATD%20Tulsa%20Income%20and%20Expense%20Report%20as%20of%2012-31-21.pdf%22&response-content-type=application%2Fpdf&Signature=YKvRPMYUGfVvVc6ghb5MoCIeEWI%3D>)

Most Recent Yearly Balance Sheet

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/82490a64-2f1f-4f55-ab01-31c5fa30a772?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%22ATD%20Tulsa%202021%20-%20Statement%20of%20Financial%20Position%20as%20of%2012-31-21.pdf%22&response-content-type=application%2Fpdf&Signature=Yj5KFs%2FrC3X%2Bu5AIMRbd3K4gHfM%3D>)

The chapter board develops and approves an annual operating budget and makes it available to members.

True

Chapter board has an internal or external financial review completed annually by a person or group not directly responsible for the management of chapter finances.

True

Employer Identification Number (EIN)

237429563

Please confirm the above EIN listed is accurate.

True

Page: Finance: CARE Plus Items

The chapter has approximately 3 to 6 months of operating expenses set aside for emergency situations.

True

The chapter board completes a risk assessment and reviews it annually.

True

Submit your chapter’s risk assessment.

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/ff733d77-7442-4fbe-a5b7-dbf0ea9780bc?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%222021ATD%20Tulsa%20Chapter%20Risk%20Assessment%20as%20of%2012-7-2021%20%28with%20completion%20notes%29-1-.pdf%22&response-content-type=application%2Fpdf&Signature=wlquTL6rCa2nWJtX%2F2NI%2BvY0X9U%3D>)

The chapter budgets to send board members to the ATD Chapter Leaders Conference (ALC) and/or covers the cost of ATD membership.

True

How many chapter leaders are budgeted to attend ALC in 2022?

1

The chapter has a partnership strategy that identifies, recruits, and maintains partnerships to support chapter programming and operations.

False

The chapter has monetary and in-kind sponsors to support chapter programming and operations.

True

If "yes," please select the type of sponsor(s) the chapter works with.

Learning/Consulting Agency

Page: Finance: Demographic questions

Does your chapter pay for any administration help, such as a management firm, or other administrative service?

No

Page: Membership: CARE Foundational Items

2021 Chapter Membership Roster as of 12/31/21

Download File (<https://vo-general.s3.amazonaws.com/62951264-3093-4c86-aba4-ecc6c931718c/4adccee4-5d06-4515-94fb-ebd2db9c440b?AWSAccessKeyId=AKIAJ4PRWO26HAX3IOCA&Expires=1729876817&response-content-disposition=inline%3B%20filename%3D%222022-12-31%20Members%20ATD%20Tulsa%20Chapter.xlsx%22&response-content-type=application%2Fvnd.openxmlformats-officedocument.spreadsheetml.sheet&Signature=vk6zozNPIQ%2BWRXf8Ng9ohh%2BSBiE%3D>)

The chapter board assesses its members' needs, engagement, and satisfaction levels at least once per year.

True

By 12/31/2021, the chapter achieves a minimum of 20 joint chapter/ATD members (the original chapter chartering requirement) and 35 percent of the chapter's membership simultaneously.

True

The chapter completes 10 joint membership activities of the chapter's choice.

True

Please select all joint membership activities that the chapter completed in 2021

Mentions Power Membership at the beginning of each chapter event, Uses PowerPoint slides at each event highlighting Power Membership, Participates in the Chapter Membership on the ATD Store Program, Participates in ATD Member Week by offering a 10 percent discount on its membership, Shares best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC, Features a Power Member section in the chapter newsletter, Displays Power Member logos on chapter website, Posts Power Member messages on social media, Requests list of ATD members quarterly to identify prospects, Requests joint membership percentage from your CRM quarterly, Promotes Power Membership at chapter conference(s), Promotes Power Membership at chapter special event, including an information table with both chapter and ATD materials, Discusses Power Membership at each board meeting, Holds a program on the value of membership, Conducts new member orientations, Publicizes the special "Power Member" rate (e.g. Professional: \$249 or Professional Plus: \$409 for chapter members), Hosts a Power Member page on chapter website, Highlights Power Membership in chapter emails, Participates in ATD Volunteer Appreciation Week by offering a 10 percent on its membership

Highest Joint Membership Data

Some questions below are prepopulated for your convenience. Should you disagree, please select "no" the following question to enter in your own data.

Chapters receive quarterly information about their joint membership percentage from their designated chapter relations manager (CRM). Please refer to these reports or contact your CRM to verify your chapter's 2021 joint membership information. To calculate your joint membership percentage, divide the number of Power Members (joint chapter-ATD national members) by the total number of chapter members. (Joint Membership % = joint members/chapter members)

The chapter's highest JOINT MEMBERSHIP PERCENTAGE achieved as of 11/15/2021 on record with chapter services is:

71

Do you agree with the data listed above?

Yes

When your chapter achieved its highest joint membership percentage in 2021, the total number of JOINT MEMBERS was:

55

Do you agree with the data listed above?

Yes

When your chapter achieved its highest joint membership percentage in 2021, the total number of CHAPTER MEMBERS was:

78

Do you agree with the data listed above?

Yes

Your chapter achieved its highest joint membership percentage in the following month:

April

Do you agree with the data listed above?

Yes

End of Year Joint Membership Data

As of December 31, 2021, what PERCENTAGE of your chapter's members are joint members?

71

As of December 31, 2021, how many JOINT MEMBERS did your chapter have?

52

As of December 31, 2021, how many CHAPTER MEMBERS did your chapter have?

73

Page: Membership: CARE Plus Items

The chapter has a member/volunteer recognition or spotlight program.

True

How does the chapter provide recognition?

Recognizes at an in-person event, Reserves a section in the newsletter, Spotlights on the chapter website and/or social media

The chapter offers a job board, consultant referral service, resume workshop, or other service(s) not included in your chapter's member benefits.

False

The chapter hosts an orientation for new members.

True

How is the new member onboarding delivered?

Virtual

What is the program frequency?

On-demand

What content is included in the onboarding?

ATD overview, Chapter background, Overview of events, Member benefits, Power Membership, Volunteer opportunities

The chapter tracks the retention rate of its members and determines a target retention rate to meet annually.

False

The chapter makes its membership available on the ATD Store.

True

Do you agree with the data listed above?

Yes

The chapter creates awareness about volunteering for the chapter and open positions.

True

Volunteer recruitment resources include:

Announcements at chapter events, Volunteer job descriptions, Volunteer marketing through social media and email.

The chapter achieves a joint chapter/ATD membership rate of 45 percent or higher while meeting the 20 joint member minimum.

True

The chapter identifies those activities having the most impact on its joint membership rate.

True

The chapter holds a defined initiative or campaign to recruit prospective members.

True

Page: Membership: Demographic questions

What was your chapter's AVERAGE membership number for 2021?

73

The above response is a quarterly average and has been prepopulated for your convenience as of 09/30/2021. Do you agree with the data listed?

No

What was your chapter's average membership number for 2021?

80

Did your chapter raise dues in 2021?

No

Did your chapter lower dues in 2021?

No

Does your chapter plan to raise dues in 2022?

No

What are your chapter's current dues?

50

Which of the following dues categories does your chapter have?

Student member

How much are your student membership dues?

25

How many student members does your chapter have?

2

Which of the following are requirements for a student to qualify for a chapter student membership rate?

Attend an accredited university or college

Does your chapter provide ATD members a discount on chapter membership?

No

Page: Programming: CARE Foundational Items

The chapter provides at least six (6) professional development activities per year for members.

True

Page: Programming: CARE Plus Items

The chapter offers a mentoring program/initiative for its members.

False

The chapter utilizes the ATD Capability Model in program development.

True

Select the capabilities highlighted this year:

Learning Sciences, Instructional Design, Training Delivery and Facilitation, Technology Application, Knowledge Management, Career and Leadership Development, Coaching, Evaluating Impact

The chapter hosts MORE THAN six professional development events each year.

True

How many networking events did the chapter hold in 2021?

5

How many special interest group (SIG) events did the chapter hold in 2021?

0

How many geographic interest group (GIG) events did the chapter hold in 2021?

0

How many webinar events did the chapter hold in 2021?

0

The chapter hosts or partners with other local chapters to host a conference for its members and prospects.

True

When did the chapter's conference take place?

10/28/2021

What was the conference theme?

Accessibility By Design: Integrating Accessibility Principles into Your Talent Development Strategies

How many people attended the conference?

60

What ATD chapters, if any, did the chapter partner with on the conference?

Central Oklahoma Chapter

The chapter offers its own study groups for the Associate Professional in Talent Development (APTD) and/or Certified Professional in Talent Development (CPTD).

False

The chapter hosts its own awards program

False

Page: Programming: Demographic questions

When are the majority of your regular programs held?

Lunchtime

What is the average number of people at your regular chapter meetings?

16

What is the approximate registration fee for a chapter member to attend a chapter program?

10

What is the approximate registration fee for a chapter non-member to attend a chapter program?

20

What is the approximate registration fee for a chapter member to attend a chapter-sponsored conference?

100

What is the approximate registration fee for a chapter non-member to attend a chapter-sponsored conference?

140

Page: Communication: CARE Foundational Items

The chapter maintains a current website with up-to-date information.

True

The chapter disseminates a communication piece to members at least once per quarter that includes chapter and ATD programs and initiatives.

True

The chapter board shares the following information with members at least once per year: membership numbers, financial performance, and progress toward annual goals.

True

Board members hold, at minimum, an annual phone call with their chapter relations manager to identify opportunities for support.

True

Do you agree with the data listed above?

Yes

Page: Communication: CARE Plus Items

The chapter communicates with its membership about non-programming information. This can be included in a blog, video blog (vlog), newsletter, etc.

True

What does the chapter use?

Email, Facebook page, LinkedIn group, Newsletter, Twitter, Website

The chapter has a targeted communication strategy and plan (including social media) to communicate with chapter prospects and members.

True

The chapter provides a member-only section through the chapter's website or social media platforms.

True

Select what information is provided behind the member gateway or social medial channels used.

Job board, Member directory

The chapter participates in and promotes Employee Learning Week.

True

What did your chapter do to support Employee Learning Week (ELW)?

Hosted a themed event, Other

Please describe:

Cookie grams mailed to all members with "we love our members" and "happy holidays" themes.

Page: Communication: Demographic questions

Which of the following social media channels does your chapter have?

Facebook , LinkedIn group, Twitter

What is your Facebook link?

<https://www.facebook.com/ATDTulsa> (<https://www.facebook.com/ATDTulsa>)

What is your LinkedIn group name?

<https://www.linkedin.com/company/atd-tulsa>

What is your Twitter username?

<https://twitter.com/ATDTulsa>

Page: Confirm Submission

How many hours did it take to gather information for the CARE survey?

4

How many hours did it take to complete the online CARE survey?

2

To better assist your chapter in completing CARE in the future, what do you wish you would have known in advance?

I affirm that the responses collected in their submission have been approved by my fellow board members.

I affirm

**Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - January 2022**

Category Description	2020 Actual	2021 Approved Budget	2021 Actual	2022 Budget	Jan-22	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
INCOME								
ATD CHIP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 2,487.82	\$ 2,500.00	\$ 490.00	\$ 490.00	\$ 2,010.00	CHIP and Power Membership Income from ATD
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 1,810.00	\$ 4,000.00	\$ 60.00	\$ 60.00	\$ 3,940.00	\$40 for Jan 22 Program Meeting and \$20 for Feb 22 Program Meeting
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 1,275.00	\$ 1,250.00	\$ 150.00	\$ 150.00	\$ 1,100.00	3 ATD Tulsa Chapter Memberships
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ 250.00	\$ 250.00	\$ 750.00	\$250 Meeting Sponsorship for December 2022 Employee Learning Week meeting from Jenkins Consulting Group
ATD Newsletter Sponsorship	\$ -	\$ 200.00	\$ -	\$ 200.00		\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ 300.00	\$ -	\$ 300.00		\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00	\$ 10.00	\$ 100.00		\$ -	\$ 100.00	
Special Event - State Conference	\$ -	\$ 10,000.00	\$ 6,507.01	\$ -		\$ -	\$ -	
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00	\$ 2,000.00	\$ -		\$ -	\$ -	
TOTAL INCOME	\$ 9,253.09	\$ 28,550.00	\$ 14,339.83	\$ 12,350.00	\$ 950.00	\$ 950.00	\$ 11,400.00	
EXPENSES						\$ -	\$ -	
Board Expense						\$ -	\$ -	
National ATD Dues	\$ -	\$ -	\$ 179.00	\$ -		\$ -	\$ -	
Retreat	\$ -	\$ 120.00	\$ -	\$ -		\$ -	\$ -	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00	\$ 700.00	\$ 1,750.00		\$ -	\$ 1,750.00	
Treasurer Expense	\$ 7.50	\$ 350.00	\$ -	\$ 60.00		\$ -	\$ 60.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00	\$ 1,260.00	\$ 1,500.00		\$ -	\$ 1,500.00	
TOTAL Board Expense	\$ 1,907.50	\$ 5,270.00	\$ 2,139.00	\$ 3,310.00	\$ -	\$ -	\$ 3,310.00	
Communications Expense						\$ -	\$ -	
GoDaddy Domains	\$ 84.68	\$ -	\$ -	\$ 169.36		\$ -	\$ 169.36	
Go Daddy Email	\$ 119.76	\$ 540.00	\$ 646.92	\$ 700.00	\$ 503.16	\$ 503.16	\$ 196.84	Annual renewal for 7 of 9 ATD Tulsa board member email accounts.
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00	\$ 1,536.00	\$ 1,824.00		\$ -	\$ 1,824.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00	\$ 539.95	\$ 608.00	\$ 408.00	\$ 408.00	\$ 200.00	Auto renewal for annual SurveyMonkey subscription to be paid on 1/10/22 via Visa debit card (\$408).
PO Box Subscription	\$ 92.00	\$ 92.00	\$ 118.00	\$ 118.00		\$ -	\$ 118.00	
Marketing	\$ -	\$ 250.00	\$ -	\$ -		\$ -	\$ -	
TOTAL Communications Expense	\$ 2,240.44	\$ 3,390.00	\$ 2,840.87	\$ 3,419.36	\$ 911.16	\$ 911.16	\$ 2,508.20	
Meeting Expense						\$ -	\$ -	
Annual ATD Program Certification Expense				\$ 100.00		\$ -	\$ 100.00	
Facility Charge	\$ 220.00	\$ 500.00	\$ -	\$ -		\$ -	\$ -	
Meals-Food	\$ 778.11	\$ 2,000.00	\$ -	\$ -		\$ -	\$ -	
ATD December Special Program	\$ 141.69	\$ 200.00	\$ 123.30	\$ 250.00		\$ -	\$ 250.00	
Recognition Items	\$ -	\$ 700.00	\$ -	\$ 600.00	\$ 46.00	\$ 46.00	\$ 554.00	\$46 for plaque presented to ATD Tulsa 2021 President in Dec 2021

Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - January 2022

TOTAL Meeting Expense	\$ 1,139.80	\$ 3,400.00	\$ 123.30	\$ 850.00	\$ 46.00	\$ 46.00	\$ 804.00	
	\$ -							
Membership Expense						\$ -	\$ -	
Name Badges	\$ 309.73	\$ -	\$ -	\$ -		\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00	\$ 920.82	\$ 1,000.00		\$ -	\$ 1,000.00	
New Member Appreciation/Recognition	\$ -	\$ 400.00	\$ -	\$ -		\$ -	\$ -	
TOTAL Membership Expense	\$ 509.73	\$ 800.00	\$ 920.82	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
	\$ -							
Misc. Expenses						\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 246.06	\$ 350.00	\$ 3.77	\$ 3.77	\$ 346.23	Monthly expenses from AffiniPay for processing payments via ATD Tulsa website (Wild Apricot)
Oklahoma ATD State Conference	\$ -	\$ 10,000.00	\$ 8,962.70	\$ 1,000.00	\$ 429.07	\$ 429.07	\$ 570.93	\$400 for 2 \$200 ATDOK21 Speaker Honorariums and \$29.07 for mailing Kahoot! Game prize from Zink to winner during ATDOK21.
Other Special Event Expense	\$ -	\$ 1,500.00	\$ -	\$ 1,000.00		\$ -	\$ 1,000.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 1,070.24	\$ 1,200.00	\$ 50.82	\$ 50.82	\$ 1,149.18	Monthly general liability insurance payment
TOTAL Misc Expense	\$ 1,251.30	\$ 13,700.00	\$ 10,279.00	\$ 3,550.00	\$ 483.66	\$ 483.66	\$ 3,066.34	
	\$ -							
TOTAL EXPENSES	\$ 7,048.77	\$ 26,560.00	\$ 16,302.99	\$ 12,129.36	\$ 1,440.82	\$ 1,440.82	\$ 10,688.54	
	\$ -							
OVERALL TOTAL	\$ 2,204.32	\$ 1,990.00	\$ (1,963.16)	\$ 220.64	\$ (490.82)	\$ (490.82)	\$ 711.46	

Prepared by Linda Jenkins, 2022 Past-President on 2-3-22

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Todd Long, President, Leadership Innovations

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
Performance Leadership – Inspiring Growth in Others

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD’s Mission to “empower professionals to develop talent in the workplace.”**
The content of this presentation is completely focused on people development. We will examine the four Growth Phases a learner goes through and how “leaders” can come up under the learning to help them move through this process well.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less
This workshop gives the ATD attendees an easy-to-understand framework, practical application, and motivation to lead with joy.

5. **Workshop Description In 300 words or less:** *(It should be written in a format that will help us market your workshop to program attendees.)*

A foundational leadership competency is to help others grow in skills and knowledge. Yet, many leaders lack the abilities and motivation to do this well. The purpose of this interactive presentation is to provide participants with a useful framework to lead people through the four natural Growth Phases by using the seven Leader Engagement skills.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses
Performance Improvement, Coaching, and Collaboration & Leadership

7. **Learning Objectives:** 300 words or less
State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to...”
 - Discover the joy of helping others learn.
 - Understand the four Growth Phases of learning (Consideration, Practice, Self-Sufficient, and Excel).
 - Learn the seven Leader Engagement skills to inspire growth in others.

8. Workshop Design Plan:

Include a workshop outline with timeframes and delivery methods for all activities. Each workshop timeframe is 60 minutes including time for questions and answers.

Opening: The Joy of Leading Others

Warm-Ups: Breakout Rooms (building relationship & collaborative question)

Growth Phases: Teaching & Discussion

Task Tree: Modeling and Discussion

Leadership Engagement: Interactive Discussion

Closing: Reflections and Application

9. Handout / Performance Tools:

Include a title and description of each handout or item that will be given to participants.

A 2-page handout will be provided.

10. AV and / or Room Configuration Requirements: (Not applicable for a virtual program)

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). Additional AV or configuration needs, including internet access or computer audio projection, must be noted in your proposal.

Projection System, Tables in Pods, Flip chart stand and paper

11. Virtual Presentation Requirements: (For virtual presentations)

The ATD Tulsa Chapter can provide a virtual link to a Zoom session for this event. Or you can provide your own virtual platform link (Zoom, WebEx Meeting, WebEx Training, GoTo Meeting, etc.) The platform must be accessible to participants who may be connecting from a company (corporate) environment.

I would prefer Zoom. I have my own account or I can use yours.

12. Evidence of Professional Qualifications and Credentials: 300 words or less

Include relevant education, Professional Certifications, personal and professional awards and/or commendations received personally or as a “key player” in the organization for specific project(s). Include your public speaking experience(s), listing similar presentations with particulars about when, where, size of audience, subject, etc. You may attach a resume for further elaboration.

I have a Master’s Degree in Organizational Communication. I have been working in the field of leadership development for nearly 25 years. I have taught at William Jewell College, ran a community leadership program, and have own my own business (Leadership Innovations) for the past 11 years. I have deliver and facilitated thousands of workshops

in the United States and India. I have worked with clients such as The Federal Reserve Bank, Yellow Freight, Hallmark Cards, Kansas City Royals, and Cerner.

13. Demonstration of Presenter Ability:

- A. Provide evaluation results from a past presentation that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.
- B. *Optional* – Provide a link or video attachment of you presenting that demonstrates your style and ability. Preferred videos will include content related to the proposed topic.

I can provide feedback summary documents from clients upon request.

14. Biography: 300 words or less per speaker



To appear in workshop promotional/marketing materials



Todd Long
President / Owner, Leadership Innovations

Todd...

- Is passionate about helping people lead with confidence.
- Loves dynamic facilitated interaction.
- Believes in the power of collaboration.
- Holds tightly to his faith and values.
- Inspires with a steady confidence.

He has served tens of thousands of people around the world over the past 25 years, building confident leaders and healthy teams. Todd believes in experiential interactive learning that challenges people to think deeper and discover application.

Professionally - Todd is a leadership adviser, facilitator, speaker, author (*Performance Leadership – Inspiring Growth in Others* - Book), and executive coach.

Personally - Todd is a husband, father of five, piano player, ukulele enthusiast, song writer, motorcyclist, exerciser, and faith builder.

Contact Information

toddlong@leadkc.com
816-210-6400
www.leadkc.com

15. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with

your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Amy Scheitler, Netsmart, AScheitler@ntst.com, 816-500-7757

Matt Marasco, Kansas City Royals, Matt.marasco@royals.com, 816-645-7624

Martha Burt, TVH, martha.burt@tvh.com, 913-829-1000 x3094

16. Professional Photo:

Submit a professional color headshot photo of the presenter(s) in JPEG or PNG format.

For workshop promotional/marketing materials

**ATD TULSA 2021 PROGRAMS
SPEAKER AGREEMENT**

Speaker / Presenter Information

Primary Presenter Name	Todd Long
Co-Presenter Name (if any)	
Workshop Title	Performance Leadership - Inspiring Growth in Others

Please complete the below based on the primary presenter.

Phone	Primary#: 816-210-6400	Co-presenter#:
Email Address	toddlong@leadkc.com	
Title	President / Owner	
Company or Organization	Leadership Innovations	
Mailing Address	324 SE Williamsburg Circle	
City, State, Zip	Lee's Summit, MO 64063	

Statement of Understanding

By signing this proposal information sheet:

1. I acknowledge that if my proposal is accepted by ATD Tulsa, I will provide workshop speaking services *pro bono publico* in support of the goals and objectives of ATD Tulsa.
2. I agree to indemnify and hold ATD Tulsa harmless from any liability.
3. I agree to refrain from using any portion of my (our) workshop presentation as a platform to promote products or services, solicit funds or take political positions.
4. I agree to convey my (our) remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
5. I agree that submitting this proposal for conducting a workshop for ATD Tulsa indicates agreement to comply with the guidelines and expectations stated in the RFP.



Signature of Proposed Presenter

1-27-2022

Date

Signature of Proposed Co-Presenter

Date

2021 Oklahoma ATD Statewide Virtual Conference Budget

Category Description	2021 Approved Budget	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Total	Notes
Income									
Registrations									
\$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
Registrations Total	\$9,750.00	\$460.00	\$1,020.00	\$4,710.00	\$0.00	\$0.00		\$6,190.00	60 Paid Early Bird (9) & Reg. Registrations (51) in WA by month
Sponsorships									
\$250 Level								\$0.00	
\$500 Level		\$500.00		\$500.00				\$1,000.00	Jenkins Consulting Group & BJ Glover Learning & Consulting
\$750 Level								\$0.00	
\$1000 Level	\$1,000.00			\$1,000.00				\$1,000.00	COC-ATD Support
Sponsorships Total	\$1,000.00	\$500.00	\$0.00	\$1,500.00	\$0.00	\$0.00		\$2,000.00	

2021 Oklahoma ATD Statewide Virtual Conference Budget

Category Description	2021 Approved Budget	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Total	Notes
Miscellaneous		\$27.00	\$0.01					\$27.01	Payment for 2nd Polo (Hansmann) & In-kind Sponsorship (\$.01)
Total Income	\$10,750.00	\$987.00	\$1,020.01	\$6,210.00	\$0.00	\$0.00		\$8,217.01	
Expense									
Training Umbrella	\$5,800.00				\$5,400.00			\$5,400.00	
TSHA, Inc.	\$1,760.00				\$1,608.75			\$1,608.75	Sign Language Interpreters
Speaker Honorariums	\$2,100.00					\$1,000.00	\$400.00	\$1,400.00	Will be \$1,600 with 8 @ \$200. 7 have been cashed.
AffiniPay	\$500.00			\$32.08	\$170.31			\$202.39	Fee for processing payments made through ATD Tulsa website (Wild Apricot)
HRCI Credits	\$250.00		\$250.00					\$250.00	HRCI Certification Application Fee
Postage & Mailing	\$0.00			\$5.80	\$42.41		\$29.07	\$77.28	Mailed polo to BJ, purchased boxes for mailing ATD Kahoot! Game Prizes, mailed 2 Kahoot! Game prizes. \$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
Total Expense	\$10,750.00	\$333.35	\$250.00	\$37.88	\$7,221.47	\$1,000.00	\$429.07	\$9,271.77	
Overall Total	\$0.00	\$653.65	\$770.01	\$6,172.12	-\$7,221.47	-\$1,000.00	-\$429.07	-\$1,054.76	

CHAMPION OF LEARNING

Workforce Development is Everyone's Business[®]

Certificate of Recognition Presented to:

Tulsa Chapter

an ATD "Champion of Learning" for successful implementation of
Employee Learning Week, December 6–10, 2021.



Samantha Herman
Manager, Chapter Learning
and Development



Jennifer Homer
Vice President, Community and Branding



February 2022 Membership Report for January 2022

Total Membership as of 1/31/22: 76 (+3)

PM: 49 (-2)

Tulsa: 24(+4)

Student: 1 (0)

Student PM: 1 (0)

PM/Membership: 65% (-4%) (49/76)

New Members as of 1/31/22:

Charles Austin, 1/26/2022, OSU

Stacey Whala, 1/19/2022, Apex Systems

Renewing Members as of 1/31/22:

Gary Cathey, 1/31/2022, Tulsa city/county Library

Scott Dixon, 1/31/2022, Encore

Heather Quintero, 1/1/2022, Tulsa city/county Library

Amy Ratliff, 1/31/2022, QuikTrip

Alaina Taylor, 1/1/2022, Truity Credit Union

Power Members Past Due as of 1/31/22:

Tracie Gregory - 12/31/2021, emailed and called. Move to non member 3/30/2022

Julia Fletcher - 11/30/2021, emailed and called, move to non member 2/28/2022

Starla Halcomb - 11/30/2021, emailed and called, move to non member 2/28/2022

Greg Kittinger - 1/31/2022, emailed and called, move to non member 4/30/2022

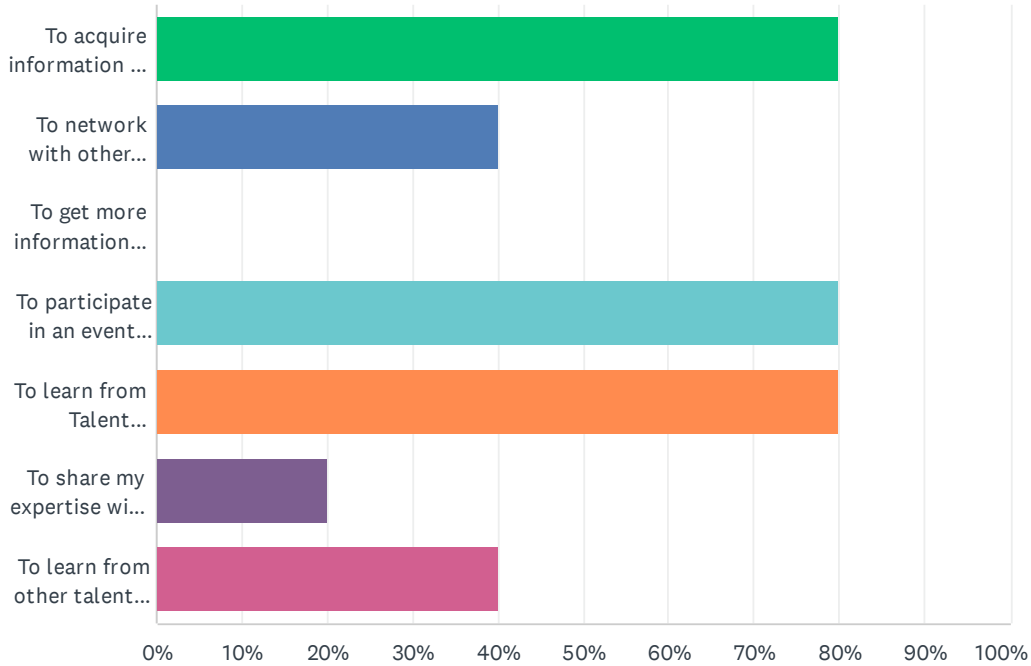
Jennifer Roberson - 1/31/2022, emailed and called, move to non member 4/30/2022

Rachel Wagner - 1/31/2022, emailed and called, move to non member 4/30/2022

Moved to Non-member:

Q1 Why did you attend this ATD Tulsa Program Meeting? Check all that apply.

Answered: 5 Skipped: 0

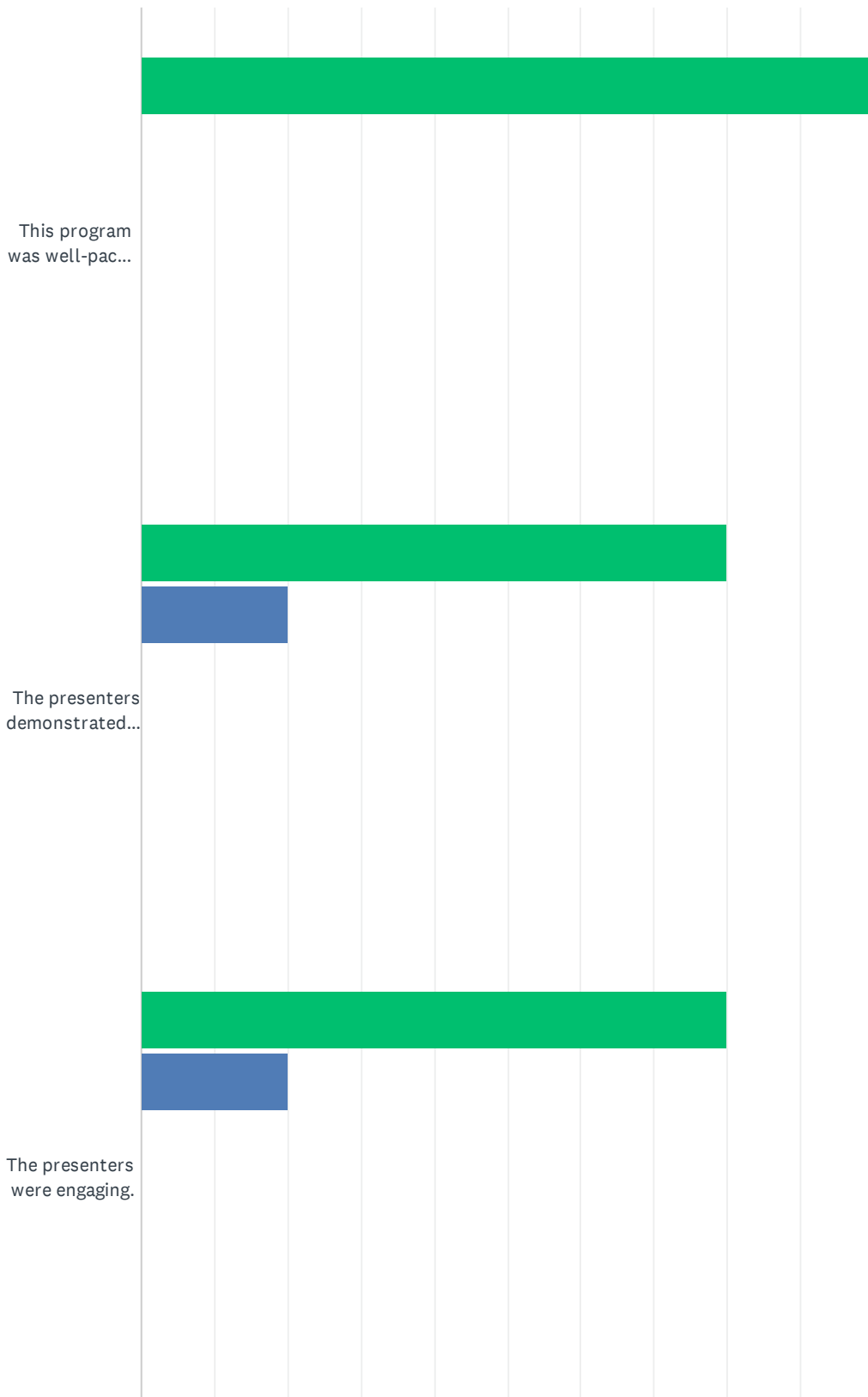


ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	80.00%	4
To network with other talent management professionals.	40.00%	2
To get more information about ATD Tulsa.	0.00%	0
To participate in an event delivered by the presenter.	80.00%	4
To learn from Talent Management industry leaders.	80.00%	4
To share my expertise with other talent management professionals.	20.00%	1
To learn from other talent management professionals attending the program meeting.	40.00%	2
Total Respondents: 5		

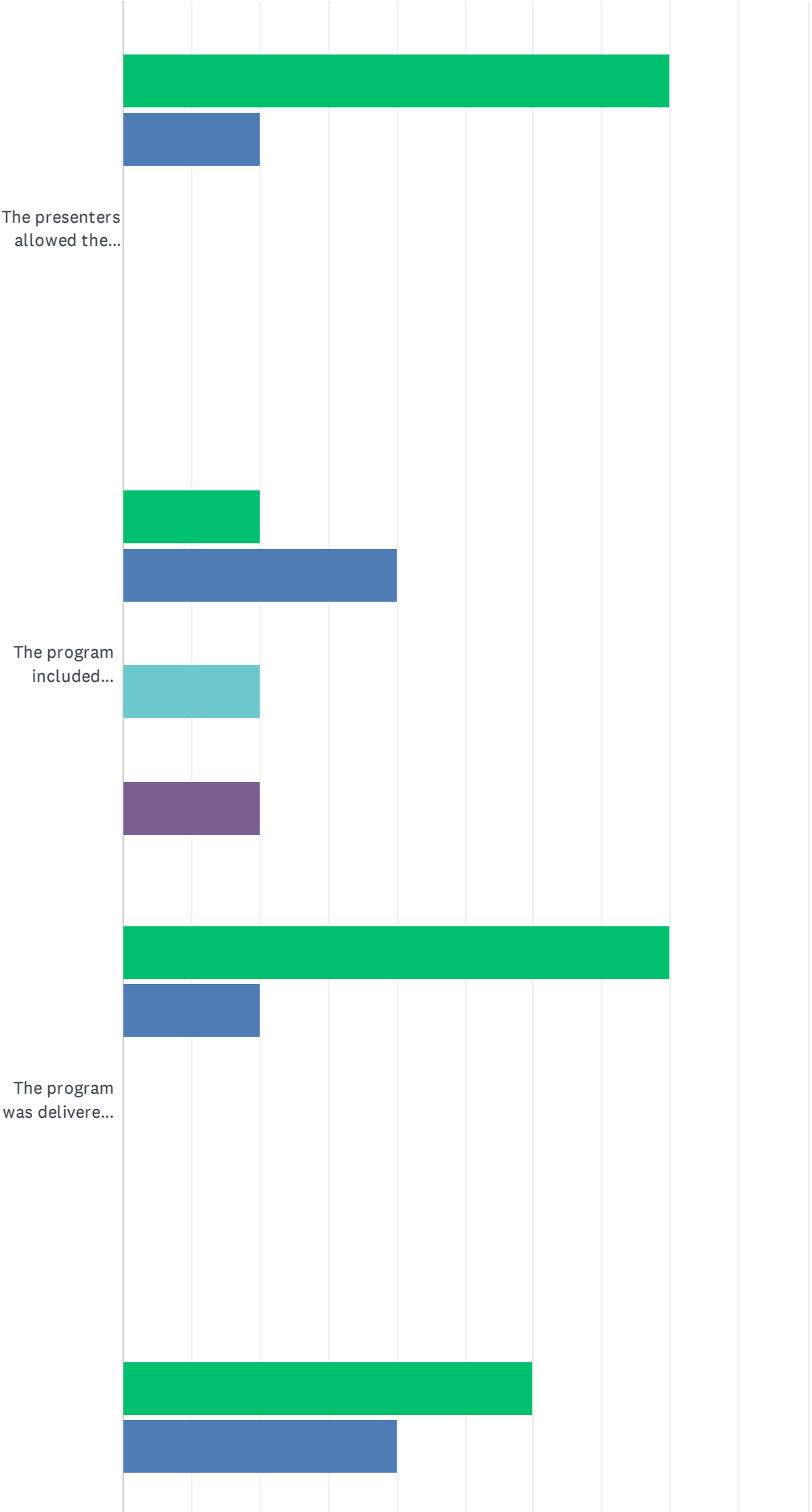
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q2 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.

Answered: 5 Skipped: 0

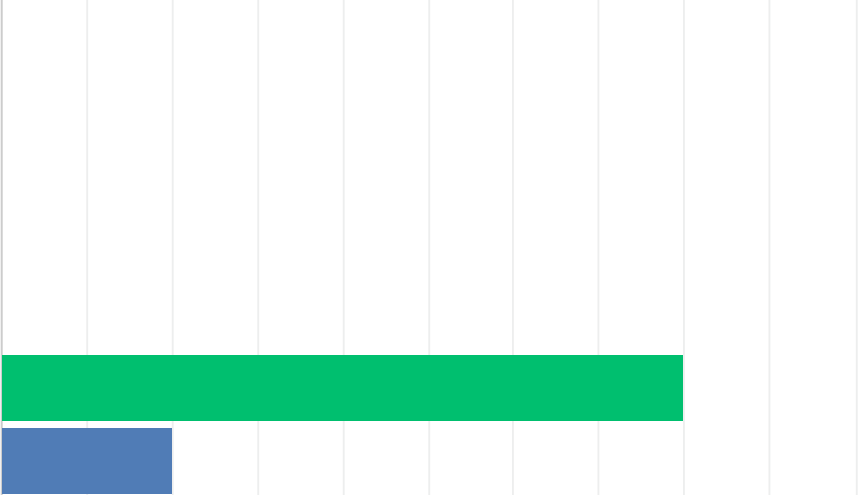


ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022

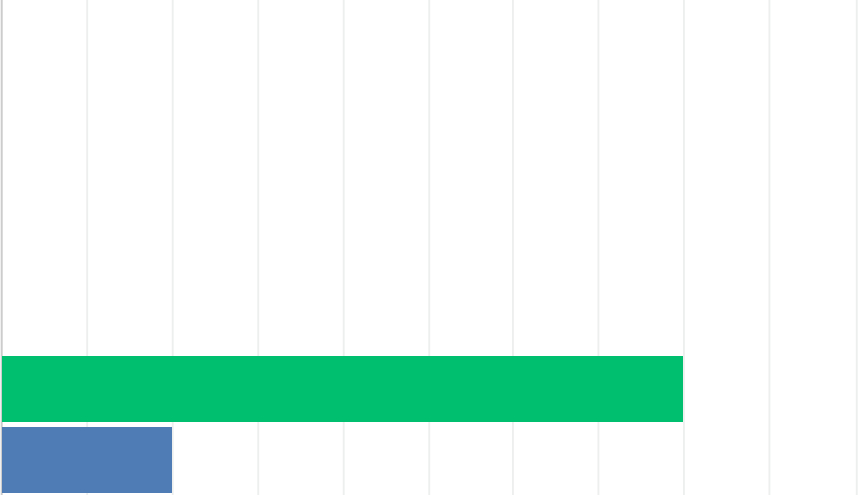


ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022

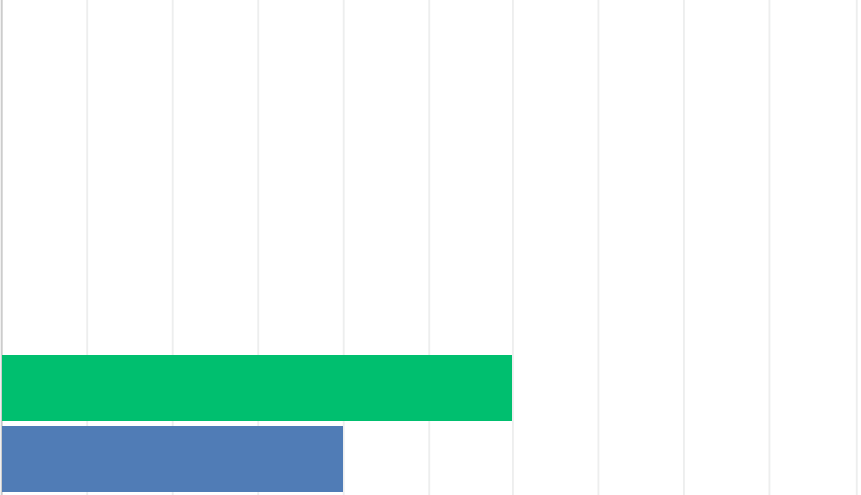
The presenters outlined...



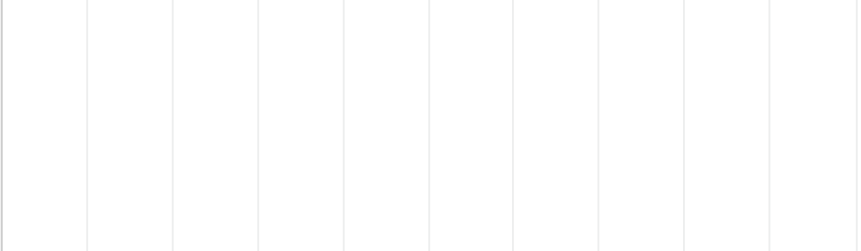
The presenters met the...



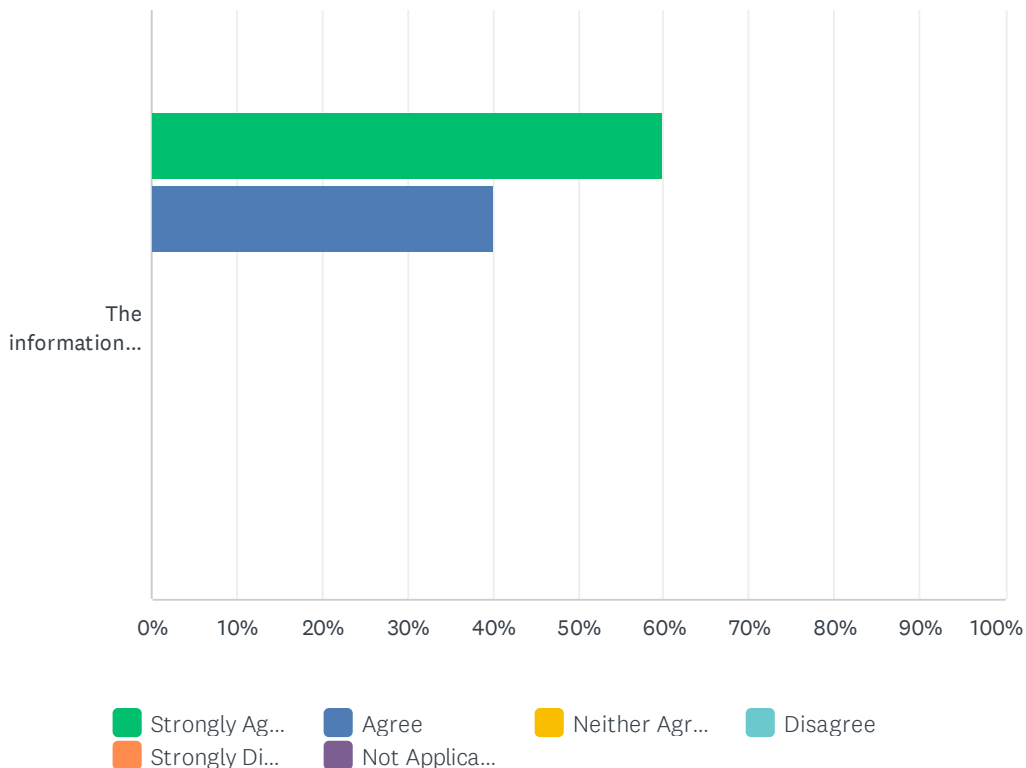
The information...



The information...



ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022



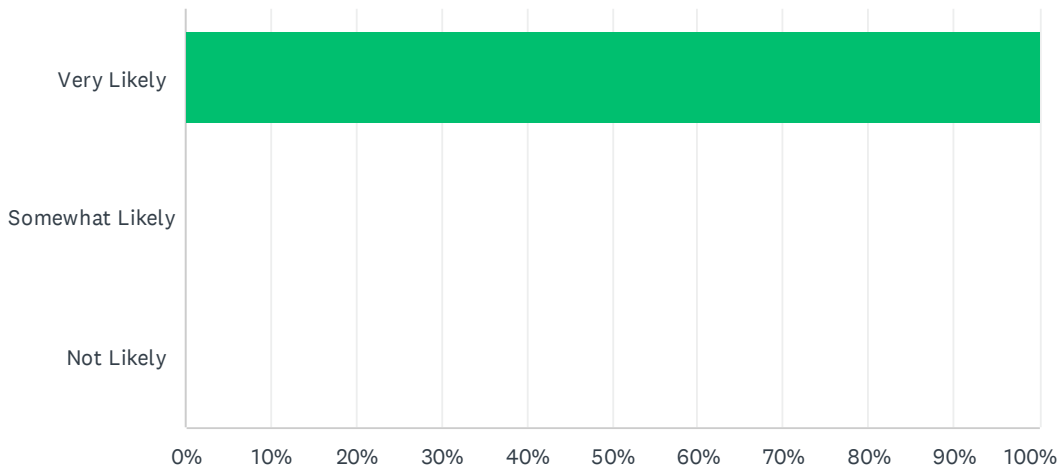
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	100.00% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenters demonstrated subject matter expertise and knowledge.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenters were engaging.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenters allowed the right amount of time for discussion.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The program included hands-on learning activities.	20.00% 1	40.00% 2	0.00% 0	20.00% 1	0.00% 0	20.00% 1	5
The program was delivered as promoted.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenters outlined objectives for their session.	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The presenters met the objectives as outlined.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The information presented during this program was well organized.	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The information presented during this program is useful to my job.	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
The information presented during this program can be applied to my business.	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5

ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022

#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	Good engagement with use of chat questions but no actual hands-on activity. But, perhaps that wasn't realistic in this session on this topic	1/21/2022 7:22 PM

Q3 How likely are you to recommend the State of the Industry Insights Presenters to other organizations?

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.	

Q4 What were your top one or two takeaways from this session?

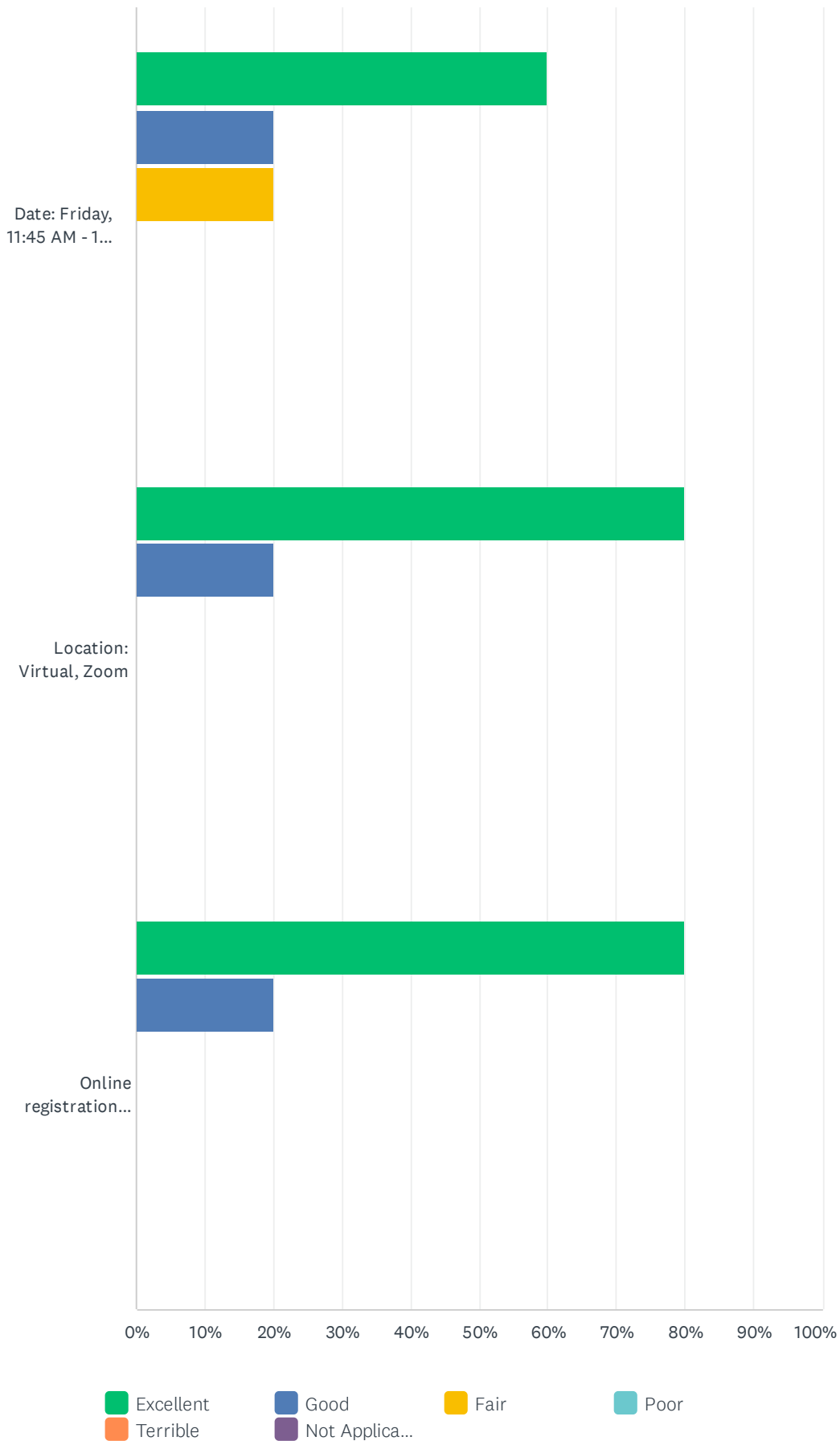
Answered: 3 Skipped: 2

#	RESPONSES	DATE
1	Learning about the average training spend per person and how virtual is here to stay, although how it's embraced will vary greatly.	2/1/2022 10:42 AM
2	Supervisors and managers need formal training on coaching. Virtual instructor-led training is here to stay.	1/27/2022 5:31 PM
3	Amount per employee spent on professional development. That we are still in a mix of virtual and in-person training.	1/21/2022 7:22 PM

Q5 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

ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022

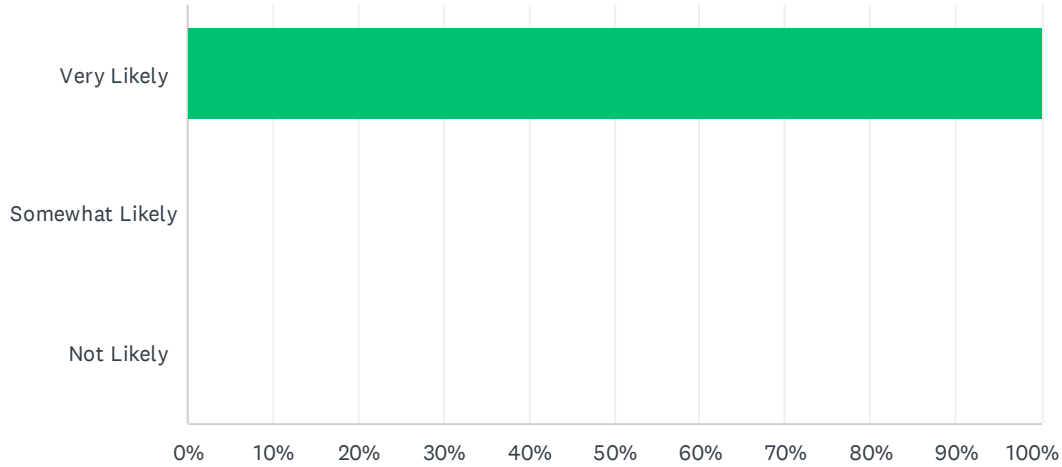


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	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	60.00% 3	20.00% 1	20.00% 1	0.00% 0	0.00% 0	0.00% 0	5
Location: Virtual, Zoom	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Online registration process	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5

Q6 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.	

Q7 Are there trainers, consultants, 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

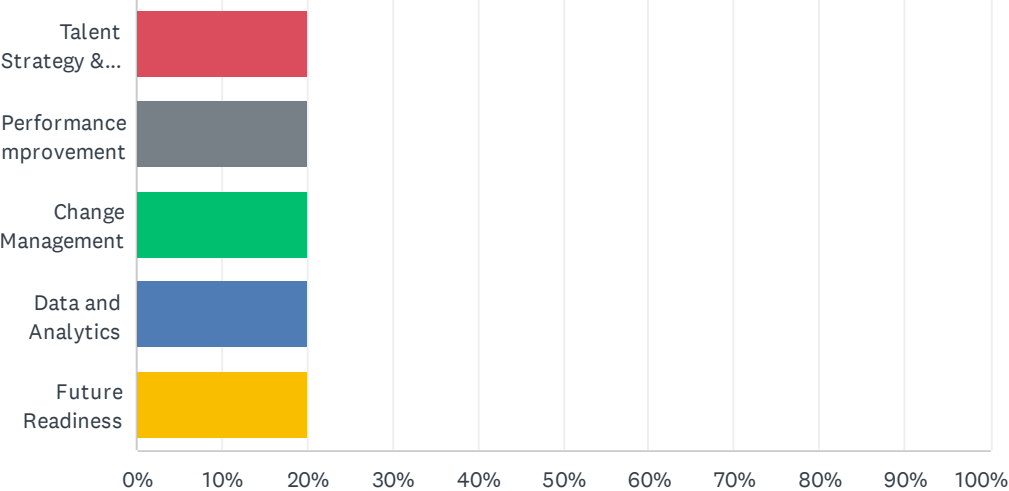
#	RESPONSES	DATE
1	Not at this time	2/1/2022 10:42 AM

Q8 Which of the following ATD Capability Model topics are you most interested in seeing presented? Check all that apply.

Answered: 5 Skipped: 0



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ATD Tulsa Insights from the 2021 State of the Industry: Talent Development Benchmarks and Trends by ATD Research - January 21, 2022

ANSWER CHOICES	RESPONSES	
Communication	20.00%	1
Emotional Intelligence & Decision Making	20.00%	1
Collaboration & Leadership	0.00%	0
Cultural Awareness & Inclusion	0.00%	0
Project Management	20.00%	1
Compliance and Ethical Behavior	0.00%	0
Lifelong Learning	0.00%	0
Learning Sciences	0.00%	0
Instructional Design	60.00%	3
Training Delivery & Facilitation	60.00%	3
Technology Application	20.00%	1
Knowledge Management	0.00%	0
Career & Leadership Development	0.00%	0
Coaching	0.00%	0
Evaluating Impact	0.00%	0
Business Insight	20.00%	1
Consulting & Business Partnering	20.00%	1
Organizational Development & Culture	20.00%	1
Talent Strategy & Management	20.00%	1
Performance Improvement	20.00%	1
Change Management	20.00%	1
Data and Analytics	20.00%	1
Future Readiness	20.00%	1
Total Respondents: 5		

Q9 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 1 Skipped: 4

#	RESPONSES	DATE
1	No - very insightful program. Thanks for putting it together!	2/1/2022 10:42 AM





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a world that works **better.**

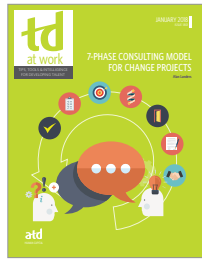
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ATD Membership Benefits

▲ ATD membership connects you to a global network of like-minded peers and provides you with a wealth of resources to help you find solutions to whatever challenge you're facing. From practical ready-to-use tools, templates, and checklists to cutting-edge research and insights into trending talent development topics, ATD membership has the resources you need.

Use best practices from leading training experts, top companies, and a network of 30,000 global members to help you land your goals. As a member, you will have access to the most essential ATD resources providing on-hand tools, analysis, and insights.

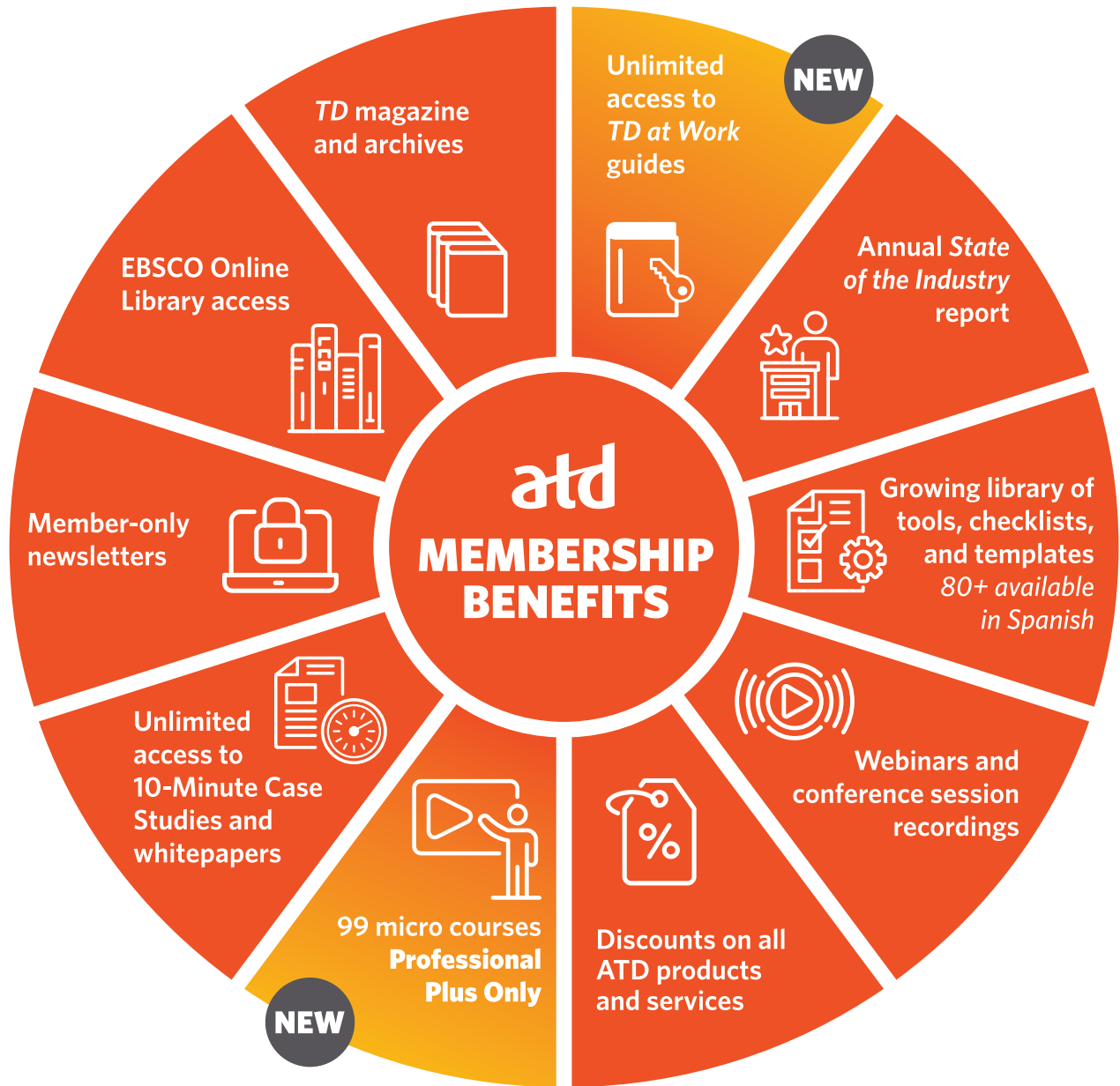


atd 21
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AUG 29-SEPT 1, 2021



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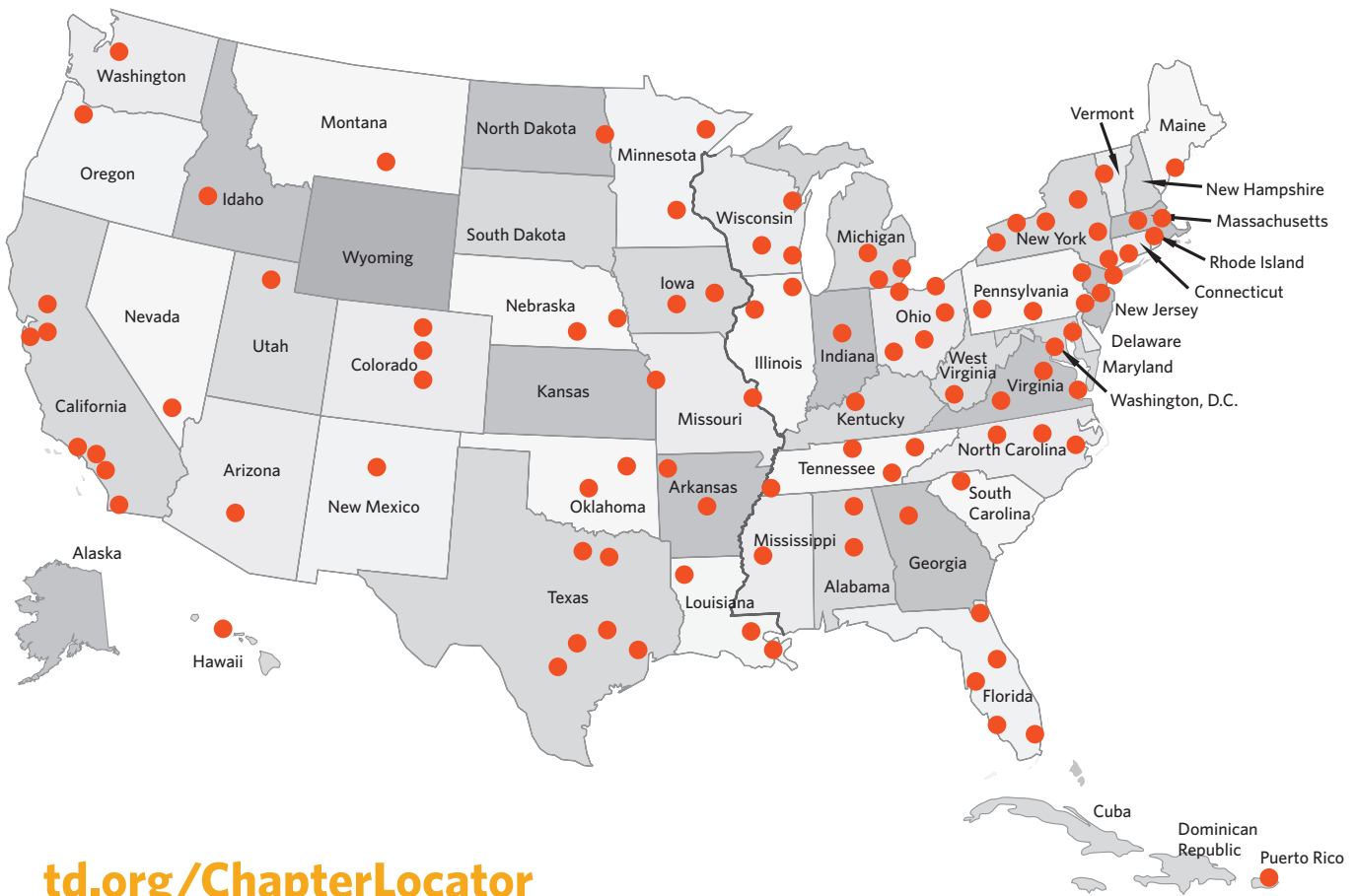


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GROW YOUR BUSINESS



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LOCAL CONNECTIONS

PROFESSIONAL GROWTH

ORGANIZATIONAL IMPACT



Combine the support and networking opportunities you receive from your ATD chapter with the resources of ATD membership to become an ATD Power Member.

When you join your ATD chapter and ATD, you choose to be a knowledge leader in the talent development profession and a change maker in your own backyard.

About the Association for Talent Development

▲ 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.

OUR VISION

Create a World That Works Better

OUR MISSION

Empower Professionals to Develop Knowledge and Skills Successfully

About ATD Chapters

▲ ATD's nearly 100 chapters provide local networking and professional development opportunities for training, HRD, and performance improvement professionals across the United States. Chapters support the ATD mission and vision within a specific geographical area through:

- Networking
- Programming aligned with the Talent Development Capability Model
- Special interest groups
- CPTD and APTD study groups
- Personal, professional, and leadership development
- Local conferences
- Career opportunities

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