ATD TULSA CHAPTER
Association for Talent Development
Board Meeting Agenda

Date & Time: Thursday, August 3, 2023 – 4:30pm-6:30pm
Location: Virtual via Zoom
https://us06web.zoom.us/j/81144528584?pwd=NEVYa2pQRDdyd0JLaE5zbDBwOWVBZz09
Meeting ID: 811 4452 8584
Passcode: 915004

1. Call Meeting to Order - President
   a. Roll Call - VP of Administration- Ana Vaqueiro
   b. Confirm Quorum – Declare if Quorum is or is not Present *(51% of board members)*
   c. Guests Present - Acknowledge and Record
   d. Agenda for July 6, 2023, Board Meeting – Review and Approve
   e. Record meeting minutes-Ana Vaqueiro

2. Board of Directors – President
   a. Minutes from July 6, 2023 Board Meeting – Review and Approve (attached)
   b. NAC Meeting Attendance – Identify two members to attend August 18, 1pm – 2pm CST (all board members can attend meetings, but we like to have 2.)
   c. State Conference Update – Suni Hertt
      a. Next meeting August 10, 4:30pm, Zoom
      b. **Local SHRM organizations**... Several people on the board said they had connection to local HR groups, could you please do me a favor and send our conference information?

3. Governance – President
   a. CARE Update – Each board member discuss their progress so far on CARE requirements
   b. Bylaws and Policies Committee update – Jennifer
      i. Next Meeting, August 21, 4:30pm, Zoom

4. Communications/Marketing – VP of Communications Ceci Martin-Smith
   a. Communications Scheduled for August
   b. Newsletter schedule-When will next newsletter go out?
   c. Communications Needs & Opportunities
      1. Set up events and webpage for next monthly program meeting by end of day of current month program meeting. (September program is live on event page by 11:59 pm, August 18, etc.)

5. Programming – VP of Programming
   a. August Program Meeting – Tips and Tricks for using Canva and AI
      i. Crystal Ifekoya
      ii. In person only event
      iii. What do we need logistically?
      iv. Day of program involvement?
         i. Set up
         ii. Food prep
         iii. Check-in

        iv.   Recording meeting

        v.   Clean up

   b. 2023 Programming

      i.   September15 - Gnowbe is going to submit an RFP, they are a conference sponsor, so I (Suni) suggest this being a totally virtual meeting. We can speak more and vote at the August meeting. The topic will be something like design training for the modern learner, she will be presenting in their software, via our zoom.

      ii.   October 20 – Samuel Apata – Making Chat GPT Work for You

      iii.   November 9 – No meeting / Conference

      iv.   December 8 – End of year celebration

   c. June Program Meeting Survey Results (loaded to files)

6. Membership – VP of Membership – Kristin Wise
   a. July 2023 Membership Report

7. Old Business

8. New Business

   a. (Suni) We need to plan a **power member drive**.. This could be something we do concurrently with the conference... it doesn't have to be in person, this could be a special email about the conference and membership.. Maybe it's a special rate just for these people? Kristen, did you have any other ideas?

   b. (Suni) attached two slides that we might want to think about using next time... both or one, during the first 30/ 15 minutes? It will need some input just put something on a slide, so please make it look or sound better!

   c. (Suni) Maybe we can create a virtual "think take" or "testing lab" SIG to allow people to talk about pain points or test new ideas on a group to get feedback . This could be free to power members or both power and local members? This could double as our networking? (if not this year next) i might be willing to volunteer to support this if the board wants to do that?

d. questions I sent to you and SUNY and that perhaps SUNY can address during the meeting, if appropriate for our board meeting

ARTICLE XI VICE PRESIDENT OF ADMINISTRATION

SECTION 11.1 DUTIES AND RESPONSIBILITIES

A. The Vice President of Administration (Secretary) shall:

1. Cause minutes of all Membership Business Meetings of the Corporation to be recorded in writing (minutes).

Page **18** of 27

Adopted 01-10-2014; Amended 01-01-2023

ATD Tulsa Chapter Bylaws

2. Cause minutes of all Board of Directors meetings of the Corporation to be recorded in writing (minutes).
3. Ensure Membership Meeting and Board of Director meeting minutes are reviewed and approved by the Board of Directors in a timely manner.
4. Ensure copies of approved Membership Meeting and Board of Director meeting minutes are posted on the Corporation's website for public review.
5. Ensure copies of approved Membership Meetings and Board of Directors meetings are uploaded to the Corporation website file folder annually.
6. Maintain policy and procedure manuals of the Corporation.
7. Serve as Corporation archivist.
8. Maintain incorporation status, including reporting as required, with the State of Oklahoma.
9. Maintain and protect all Trademarks and Copyrights of the Corporation.
10. Cause the Corporation to secure and renew General Liability insurance coverage for the Corporation, and secure and renew Directors and Officers Liability insurance coverage for the Corporation on an annual basis.
11. Renew and keep current the Corporation's Post Office Box.
12. Collect mail from the Corporation's Post Office Box prior to all meetings of the Board of Directors and/or the Membership.

i.

e. job aid I created for hosting monthly meetings- Uploaded job aid to files for review

f. I was wondering if we have a "guide" for each of the VP positions, similar to the job aid I created, already exists, and if not, should we create something like that to help with onboarding people – Each outgoing officer last year put together a list of job responsibilities. Suni, do you remember where we uploaded them?

9. Confirm Action Items

10. Confirm Dates for Next Two Board Meetings

    a.   Next meeting September 7, 4:30-6:30

11. Adjourn Meeting

TULSA CHAPTER
Association for Talent Development
Board Meeting Minutes

Date & Time: Thursday, July 6, 2023 – 4:30pm-6:30pm
Location: Virtual via Zoom
https://us06web.zoom.us/j/81144528584?pwd=NEVYa2pQRDdyd0JLaE5zbDBwOWVBZz09
Meeting ID: 811 4452 8584   Passcode: 915004

1. Call Meeting to Order – President **at 4:55 pm CST**
   a. Roll Call - VP of Administration- Ana Vaqueiro
   b. Quorum established with 5 out of 8 members present *(>51% of board members)*
      i. *Present: Kim Boggs, President; Sunilyn Hertt, Past President, Andrew Engelbrecht, President Elect; Kristin Wise, VP of Membership; Ana Vaqueiro, VP of Administration*
      ii. *Absent - Excused: Jennifer Roberson, VP of Finance; Scott Dixon, VP of Logistics, Cecilia Martin, VP of Communications*
   c. Guests Present - Acknowledge and Record – **No guests**
   d. Agenda for July 6, 2023, Board Meeting – **Motion made, seconded, approved**
   e. Record meeting minutes-Ana Vaqueiro

2. Board of Directors – President
   a. Minutes from June 8, 2023, Board Meeting **(attached)** – **Motion made, seconded, approved**
   b. NAC Meeting Attendance –
      a. June meeting – Suni attended.
      b. Identify two members to attend July 21, 1pm – 2pm CST (all board members can attend meetings, but we have to have 2.) - **Action item:** Suni, Ana to attend (Kim to forward NAC invitation)
   c. State Conference Update – Suni Hertt/Andrew Engelbrecht
      a. Last meeting was attended by Suni, Mattie and Jennifer. No RFPs yet completed by presenters; Logo selected; Budget somewhat defined. Need RFPs so we can start marketing it; Two keynotes confirmed, titles yet to be confirmed. One of the ideas being considered is to ask Bright Carpet (UK company that provides PowerPoint training) to facilitate a post conference event to keep attendees/members engaged. Next meeting scheduled for Monday, 7/10

3. Governance – President
   a. Care Update (Suni Hertt): We need to ramp up for Election; We need to do a membership drive (we can couple this with Employee Learning Week). We need to think about how to encourage National members to join Local chapter, convey the benefits of being a Power Member (Suni shared brochure that explains this: https://d22bbllmj4tvv8.cloudfront.net/70/c5/82ba30324f8f84e006dccba64ac6/power-membership-brochure-february-2021.pdf)
   b. Bylaws and Policies Committee updates: meeting to be scheduled by Jennifer

4. Communications/Marketing – VP of Communications Ceci Martin-Smith
   a. Communications Scheduled for July **(attached)**
   b. ~~Newsletter schedule-When will next newsletter go out? Monthly/Quarterly?~~
   c. ~~Upcoming elections-What are the communication plan?~~

~~d.   Communications Needs & Opportunities~~
  ~~1.   Set up events and webpage by what day?~~
  ~~2.   Zoom links for future meetings~~

5. Programming – VP of Programming
   a. July Program Meeting – ATD ICE Attendees present **ICE in Review**
      i. **July 21st, via Zoom.**
         i. **Action items**: Kim to set July meeting up in Wild Apricot (will be set up as virtual); Andrew, Andrea, Suni to present; Andrew to email presenters to check on their availability
   b. 2023 Programming
      i. RFPs for August – December?
         i. Crystal Ifekoya's RFP on Tips and Tools for using Canva & AI with your team – **Motion made, seconded, approved**
            1. **Action item**: Suni will attempt to get her scheduled in August
         ii. September and October still to be determined – **Action item**: All members to help identify ideas for these months

   c. June Program Meeting Survey Results (loaded to files)
      i. Only one respondent – any ideas for increasing responses? Less questions, incentives for responding, QR code at the end of presentation. **Action item**: Kim to check on Care requirements regarding questions required for surveys

6. Membership – VP of Membership – Kristin Wise
   a. June 2023 Membership Report
      i. Members: 83 (down 2 from last month)
      ii. Power members: 48 (2 test accounts)
      iii. Power Members overdue: 18
      iv. Tulsa-only members: 34
      v. % of Power Members: 57.5% (went up)
      vi. New members: +1
      vii. Renewing members: 2

7. Old Business
   a. How can we attract members to our monthly meetings?
      i. Can we look at past meetings, which topics are best attended? Look at job roles and identify topics that cater to those roles
      ii. **Action item**: Andrew to put plan together for July meeting, recap on ICE and perhaps incorporate some of the ideas discussed to engage members in identifying topics of interest; think of a title (looking to the future) and provide
      iii. **Action item**: All members to read Suni's WHY message and brochure (https://d22bbllmj4tvv8.cloudfront.net/70/c5/82ba30324f8f84e006dccba64ac6/power-membership-brochure-february-2021.pdf)

8. New Business – **N/A**

9. Confirm Action Items - **Confirmed**

10. Confirm Dates for Next Two Board Meetings

    a. Discuss other options so we are able to get quorum or all attendance
        i. Kim set up a recurring meeting in our ATD outlook calendar, through December 31st, with multiple reminders.
    b. Meetings will be 1st Thursday of every month; 4:30-6:30
    c. Next meeting August 3, 4:30-6:30

11. Adjourned Meeting **@6:20 pm CST**

ATD TULSA PROFESSIONAL DEVELOPMENT PROGRAMS
SPEAKER AGREEMENT

Speaker / Presenter Information

Primary Presenter Name	Nicola Murphy
Co-Presenter Name (if any)	N/A
Workshop Title	Engaging Modern Day Learners Effectively

Please complete the below based on the primary presenter.

Phone	Primary#: Co-presenter#: 530 407 5252
Email Address	nicola.murphy@gnowbe.com
Title	Head of Microlearning
Company or Organization	Gnowbe
Mailing Address	Global Online Company
City, State, Zip	CA, 96002

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 to allow ATD Tulsa to video record my session, with recording made available to registrants.
6. I agree to grant ATD Tulsa permission to use video and/or still images taken of me during the event in any and all publications, including website and social media, without payment or any other consideration in perpetuity.
7. 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.

*Nicola Murphy*_____   08/01/23_____
Signature of Proposed Presenter   **Date**

_____   _____
Signature of Proposed Co-Presenter   **Date**

ATD TULSA PROFESSIONAL DEVELOPMENT PROGRAMS
REQUEST FOR PROPOSAL FORM

1. **Name/Title/Credentials:** (*to appear in promotional/marketing materials):*
   Nicola Murphy/Gnowbe: Head of Microlearning

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*

- **Subject:** From Programs to Learning Experiences

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."**

   Developing people effectively unto the goal of lifelong transformation requires an understanding of the changes in learner behaviors, needs and preferences for learning over time, as technology has advanced and information is now more readily available. The goal of this session is to equip trainers, educators, consultants, L&D professionals and corporates with essential tools to ensure their content and delivery of that content is effective, engaging, transformative and current.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less

   Understanding how to craft and deliver content effectively with the modern learner in mind will set attendees up to train, consult, teach and create better, leading to improved employee engagement, retention, productivity, better business outcomes and learner transformation.

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.)*

   This interactive session will explore strategies for engaging modern-day learners effectively, using innovative and engaging approaches such as microlearning, active learning, and technology-enabled learning. We will discuss the importance of understanding the unique characteristics and preferences of modern-day learners and how to create learning experiences that cater to their needs. By the end of the session, attendees will have a deeper understanding of how to engage a wide variety of learners effectively by applying key instructional design principles.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses

   Life Long Learning, Instructional Design, Training Delivery and Facilitation

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…"

- Understand how to convert learners from passive consumers of information, to engaged participants

- Demonstrate understanding of the implications that covering content versus causing learners to learn can have on the success of your learning goals/KPI's

- Construct & deliver content effectively, using the ACE principle

8. **Workshop Design Plan:**

Include a workshop outline with timeframes and delivery methods for all participant interaction and hands-on activities. Each workshop timeframe is 60- to 75-minutes including time for questions and answers.

Introductions (5 mins):
- Best/worst learning experience you've had in past 3-6 months

Collaborative Group Discussion (5 mins):
- "Passive versus Engaged Learners" What's the difference? What factors contribute to each category?

Lecture (10 mins):
- Changes in Learner Behavior over time in light of technological advances
- Introducing the Modern Day Learner: behaviors, attitudes, preferences
- Video: putting ourselves in the shoes of the modern day learner

Quick Brainstorm (5 mins):
- What repercussions does this have for us as people who create and deliver content?

Instructional Design Best Practices Diagram (15 mins)
- Know Your Audience
- What does success look like?
- Needs, Objective, Scaffolding, Impact Measurement
- ACE Strategy

Practical Application/Workshopping (20 mins)
- Attendee's to create a simple "session" using Gnowbe based on a subject of their choice (applying the above strategies)

Wrap up (5 mins)
- Share content creation and receive constructive feedback
- Main points shared/consolidated
- Q and A

9. **Handout / Performance Tools:**

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

Gnowbe Program link: which will be sent out ahead of time for participants to join (this is a free app and will help to create interaction between speaker and participants, the participants and the content) Think of it like a living interactive PPT

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.

Click or tap here to enter text.

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.

An ATD Tulsa Chapter Zoom link is fine!

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.

- Post Graduate Diploma in Teaching & Learning (New Zealand)
- Full time teaching experience in numerous settings, numerous ages in NZ and USA (13+ years)
- Bethel Conservatory of the Arts: Head of Education/ Teacher Training/ Performance Reviews/Teacher Hiring/ Curriculum Development, got them accredited (5 years)
- University Lecturer: Art of Learning Course, Art of Teaching Course developed and executed (5 years)
- Content Creator/Consultant for numerous creative projects for numerous ages (13+ years)
- Speaking session on ATD Conference Learning Stage "Creating Effective Microlearning Experiences" (2023)

- Head of Microlearning Instructional Design at Gnowbe (an all in one, mobile first, content creation tool) (1+ Years)

- Speaking opportunities: several webinars, workshops, online conferences, facilitating podcasts with influential creators including Fernando Garibay (5+ years)

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.

Apologies, it was difficult to download survey results off the systems they were sent to me in. Here is a smattering of quotes which I hope will suffice:

- *In brief, she is the reason BCA has teachers and we are accredited. We all started off with very little teaching experience and she worked to develop us into College level professors! She has a creative mind that can hear your content and open your mind to clever, engaging, activating ways for the learner to grasp the often abstract concepts we teach" (BCA Founder)*
- *"The insights Nicola has into teaching and learning and the way she facilitates an environment of learning is incredible" (College student)*
- *"You go out of your way to make sure students have a great experience. I believe students want to be a part of what you offer because of the quality and consistency (School Principal)*
- *"What I consider to be one of the most helpful aspects of this class is how engaging and interactive its structure is! We had an immediate opportunity to test, explore, and apply the content we were taught" (College student)*
- *"What she put together was significant for us. Way more engaging and effective for training students than just giving information. If you got her to train others the outcome for students will multiply" (Corporate Consultant)*

14. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Nicola Murphy has an extensive background in education, curriculum development and teacher training and works for Gnowbe as the Head of Microlearning Instructional Design and Success Manager Lead. Originally from New Zealand, Nicola is passionate about equipping instructors, teachers, trainers and content creators with innovative strategies and tech solutions to maximize learner engagement, knowledge retention, performance and impact, both online and in person.

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

So-Young Kang: (Gnowbe CEO: who has witnessed me speak on numerous occasions (online webinars, conference break out sessions, podcasts and interviews, teaching, create-a-thons)

skang@gnowbe.com

Kirsten Mount: Gnowbe employee who has witnessed me speak on numerous occasions (online webinars and events, conference break out sessions, podcasts and interviews, teaching, create-a-thons) kirsten.mount@gnowbe.com

Fabiano Altamura: Bethel Conversatory of the Arts Founder: has witnessed me help to build their Degree and Certificate programs, schedules, curriculum structures, accreditation processes, provide teaching/curriculum training and hire staff & teach university students from the ground up (since the conception of the Arts University in 2017) fab.altamura@bethel.com

16. **Professional Photo:**

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

For workshop promotional/marketing materials

See below

JULY MEMBERSHIP REPORT

As of July 31st, 2023

Membership Data:

Members: 84 (+1)

Power Members: 47 (-2 test accounts)

Power Members Overdue: 18

Tulsa-only Members: 36 (+2)

Student Members: 0 (+0)

Student Power Members: 0 (0)

% Power Members: 55.95% (-1.55%)

New Members as of 7/31/23: +2

Renewing Members as of 7/31/23: +2

Coman, Samuel 65146859 TTCU Federal Credit Union	Chapter Member (Chapter Member Only) (Individual) Individual	Active July 11, 2024	scoman@ttcu.com Fully subscribed	July 05, 2023
Fanning, Myra 3576693 Koch Engineered Solutions Institute (KESI) - formally John Zink Institute	Chapter Member (Chapter Member Only) (Individual) Individual	Active February 28, 2024	myra.fanning@kes.global Fully subscribed	July 17, 2023