



## **Board Meeting Agenda**

Date & Time: Thursday, May 4, 2023 – 4:30pm-6:30pm

Location: Virtual via

Zoom <https://us06web.zoom.us/j/84385507585?pwd=dVN2eEM5L2x1UWVhV3ZKUUh2WmJQUt09>

Meeting ID: 843 8550 7585

Passcode: 510052

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 April 6, 2023, Board Meeting – Review and Approve
  - e. Record meeting minutes-Ana Vaqueiro
  
2. Board of Directors – President
  - a. Minutes from April 6, 2023, Board Meeting – Review and Approve (**attached**)
  - b. NAC Meeting Attendance – Identify two members to attend April 21, 1pm – 2pm CST (all board members can attend meetings, but we have to have 2.)
  - c. Conference Update-Suni Hertz
  
3. Governance – President
  - a. Bylaw and Policy Committee Update- Jennifer Robertson
  
4. Communications/Marketing – VP of Communications Ceci Martin-Smith
  - a. Communications Scheduled for May- submit calendar document- this is a goal for each month.
  - b. Newsletter schedule-
  - c. First Quarter Calendar
  - d. Communications Needs & Opportunities

**Board Meeting Agenda**

5. Programming –Past President Suni Hertt
  - a. 2023 Programming
    - i. May Program – Learning by Sharing: An Interactive Session for Learning Professionals - Laurie Wofford (RFP approved 3/15/2023 @ 7:24am)
      1. Program prep- Greet/Sign in, room/virtual setup, food prep
      2. Virtual attendees -in a breakout room before the start of the meeting 3. After meeting- Clean up (food/room)
      3. Guest Pass request-Suni
  - b. RFPs - June/July
  - c. Survey results -Kim (attached)
    - i. April Program – Why the Human Experience Matters at Work – Matt Palmer
6. Financial – Jennifer Roberson VP of Finance
  - a. Financial Reports as of April 30, 2023 – Review and Accept
7. Membership – VP of Membership – Kristin Wise
  - a. March 2023 Membership Report
8. Old Business
  - a. Sponsorships - Memo attached. How to approach and get sponsors? Committee?
9. New Business
  - a. *CARE/Operational Plan UPDATE*
10. Confirm Action Items
11. Confirm Dates for Next Two Board Meetings
  - a. Meetings will be 1<sup>st</sup> Thursday of every month; 4:30-6:30
  - b. Meet in person every other month – **June**, August, October, **December 12**. Adjourn Meeting



Date & Time: Thursday, April 6, 2023 – 4:30pm-6:30pm

Location: Virtual via

Zoom <https://us06web.zoom.us/j/84385507585?pwd=dVN2eEM5L2x1UWVhV3ZKUUh2WmJQUt09>

Meeting ID: 843 8550 7585      Passcode: 510052

1. Call Meeting to Order – President – called to order at 4:35 pm
  - a. Roll Call - VP of Administration- Ana Vaqueiro
    - Present: Kim Boggs, President; Andrew Engelbrecht, President Elect; Jennifer Roberson, VP of Finance; Kristin Wise, VP of Membership; Sunilyn Hertt, Past President; Scott Dixon, VP of Logistics; Cecilia Martin-Smith, VP of Communications; Ana Vaqueiro, VP of Administration
    - Absent (excused): Jeremy Smith
  - b. **Quorum established** with 8 out of 9 (89%) board members present
  - c. Guests Present - Acknowledge and Record – **no guests**
  - d. Agenda for April 6, 2023, Board Meeting
    - Zoom link incorrect – correct link sent to attendees
    - **Motion made, seconded, approved**
  - e. Record meeting minutes-Ana Vaqueiro
  
2. Board of Directors – President
  - a. Minutes from March 2, 2023, Board Meeting – **Motion made, seconded, approved (attached)**
  - b. New VP of Programming, Jeremy Smith
    - a. Nominated, motion approved via email on 3/15/2023 @ 7:23AM
    - b. Scholarship for Jeremy to be PM accepted via email on 3/21/2023 @ 11:04 AM
      - i. President brought up Jeremy Smith’s message to her (shared with the board) about his lack of availability at the moment to be on the board and his desire to withdraw from the position; members agreed that this can be a challenging time, although it might also be an opportunity to connect with people and opportunities, but respect his decision
      - ii. Jennifer confirmed that the Chapter has not paid for his ATD membership
      - iii. Members fully understand and accept Jeremy Smith’s resignation
  - c. NAC Meeting Attendance – Identify two members to attend April 21, 1pm – 2pm CST (all board members can attend meetings, but we need 2 at a minimum)
    - i. It overlaps with our local meeting, which runs until 1:15 pm
    - ii. Suni Hertt and Kim Boggs confirmed that they can attend the NAC meeting
  - d. State Conference Update – Suni Hertt/Andrew Engelbrecht
    - i. Planning committee-who is on the planning committee? Suni, Andrew and Kim attended (they’re in the committee)
    - ii. Date for conference – November 9<sup>th</sup> is the target day (one day)
    - iii. Location for conference – TTC location (36<sup>th</sup> and Memorial campus), secured by Kim for free. Point of contact is Heather Garner
    - iv. Need to define title and theme for conference

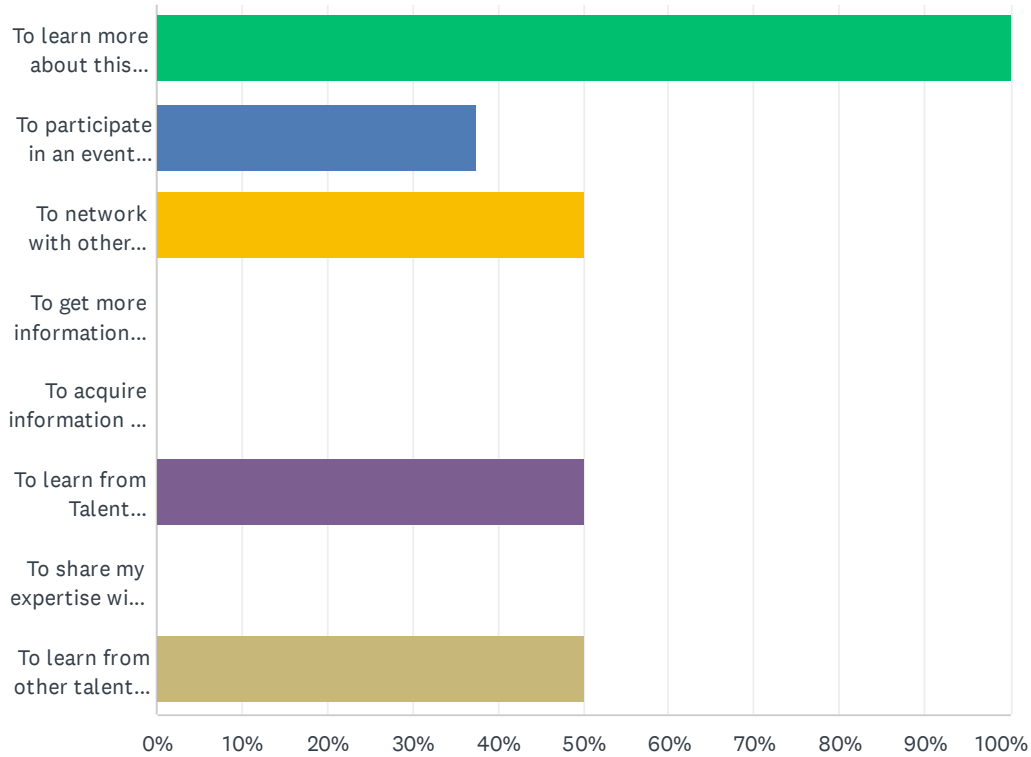
- v. Names that were discussed by the committee:
    - 1. Abby Davis (OSU Professor); David Skidmore (Author); Cynthia Stewart (Owner of EverMore Services, Tulsa); Shalynne Jackson (Chief Inclusion and Diversity Officer, City of OK City); Monika Turek (L&D Manager at Hogan Taylor); Jeff Wilkie (Human Capital Principal at Hogan Taylor, Tulsa); Jill Castila (President and CEO, Citizens Bank, Edmond); Mike Todd (Learning Unlimited, Tulsa); Raj Basu, OSU Professor, Tulsa; Sandra Quince, Bank of America's Paradigm for Parity, Jenks. **Plan is to reach out to some of them to see if they are available**; nothing is set in stone
  - vi. Next meeting's date is Monday, April 17, 4:30-6:00 pm
  - vii. Shelby Morris and Kyle (?) (attended happy hour) demonstrated interest in participating in the committee
3. Governance – President
- a. Care Requirements (Suni Hertt) (attached)
    - Kim shared that we're on target for meeting Care requirements and that each of our positions have requirements and that the easiest way would be for each of us to maintain a spreadsheet updated; Suni encouraged all to pay attention to review the Operational Plan and the requirements; Suni will send the spreadsheets with each positions' requirements.
  - b. Professional Development Pre-Approval Form for APTD/CPTD credits submitted 3/21/2023 (Kim) (attached)
    - We were pre-approved again for APTD/CPTD credits, which means that our conference is also approved
4. Communications/Marketing – VP of Communications Ceci Martin-Smith
- a. Communications Plan for 2023 (attached)
  - b. Communications Scheduled for March- submit calendar document- this is a goal for each month.
  - c. Newsletter schedule-When will next newsletter go out? Monthly/Quarterly? – Ceci will send out the tomorrow (Friday, April 7<sup>th</sup>) or over the weekend
  - d. First Quarter Calendar – Rather than going back in time to provide 1<sup>st</sup> quarter's calendar, Ceci will provide April's calendar and second quarter
  - e. Communications Needs & Opportunities – Ceci encouraged the team to share ideas on what to include in communication
    - 1. Suni asked the team if we should include a "save the date" for our State Conference; members agreed that we should hold off on that until after we have a little more context and at least a theme
5. Programming – VP of Programming (Past President Sunilyn Hertt will discuss)
- a. 2023 Programming
    - i. RFPs for April and May approved via email.
    - ii. April Program – Why the Human Experience Matters at Work – Matt Palmer (RFP approved 3/8/2023 @3:20pm)

- iii. May Program – Learning by Sharing: An Interactive Session for Learning Professionals - Laurie Wofford (RFP approved 3/15/2023 @ 7:24am)
    - b. Dina Fox volunteered for Program Meeting (Ceci is the contact; no RFP yet)
    - c. Jeffery Berk with Performativ: The next generation of Learning Analytics RFP – Kim reached out to other chapters (references provided by him) and two of them got back to her. Feedback was “good content but dry presentation”; members agreed to not pursue it further
    - d. June-November – still open
      - i. Jennifer is willing to present. She submitted a RFP to Programming inbox
        - i. Kim had set Jeremy up with access and removed herself, but now that he has resigned, she will remove him and add herself again
      - ii. Suni reached out to the past president of the Dallas Fort Worth chapter and he said he could do a virtual training. Topics he can present on include Storyline, Vyond, Chat GTP, Effective Portfolios, Acing an ID interview. Team to let her know what topic we might think would be good so Suni can ask him for a RFP
      - iii. We don’t need a presenter for November as that is the month of the state conference; December we could do a fun event
    - e. March 7 Workshop
      - i. Survey results (attached) – Kim said that feedback was good; 86% of the attendees were certified (in Gamification)
    - f. April meeting:
      - i. Jennifer provided the Zoom meeting link:  
<https://cbiz.zoom.us/j/91941257728?pwd=b3RvZUFEdGsvSVdsQjN2N25ydkdidz09>;  
she will order Qdoba/Chipotle (to arrive at 11:30 am)
      - ii. Andrew won’t be able to do the producing for the April 21 meeting; Suni offered to help with the producing
    - g. May 12 meeting –
      - i. Suni asked: do we have it on the Calendar, who is putting it as an event, and who is setting up the emails so we can set up the Zoom?
        - i. Kim mentioned that there is an order: first, it needs to be put on our website, then the event needs to be created in Wild Apricot, then Ceci can put the communication out; Kim can commit to doing the May and June meetings to Wild Apricot but it won’t be anytime soon
      - ii. Jennifer reserved space at Stinnett; Set Zoom: <https://cbiz.zoom.us/j/93502607571>  
Meeting ID: 935 0260 7571; Jennifer to add Scott and Suni as hosts as well
    - h. Kim mentioned she is supposed to get a card, which means more than just one of us have a card to pay for expenses; Suni suggested that we look into the possibility of getting the Logistics person a card
    - i. Jennifer suggested we consider giving speakers a nominal gift (\$50 if they drive to event or \$25 if virtual presentation) or ATD swag to thank speakers who presented for free; We’d need to create a new budget item
      - i. Suni made a motion to accept Jennifer’s idea – **Motion made, seconded, approved**
    - j. Kim brought up the discussion the team had before about proactively contacting potential speakers

6. Financial – Jennifer Roberson VP of Finance
  - a. Financial Reports as of March 31, 2023 – Not ready yet; Jennifer will send a revision for February and the month end for March.
  - b. Discuss changes to February financial report and Workshop profit due to combining registration with ATD Tulsa membership - The revision is mainly because we had to recategorize some of our revenue for the Gamification because when people registered for the event, they paid \$385 (\$325 plus a year of membership). All that revenue went for special event and \$50/per person should go to membership revenue. We did not need to refund people the \$50 but instead extended their membership for a year (if they already had membership).
  
7. Membership – VP of Membership – Kristin Wise
  - a. April 2023 Membership Report (as of March 31) – 3 additional memberships (apparently due to the Gamification workshop participants); 45 power members (2 of these are test accounts); 13 power members overdue (those who have been delinquent since end of 2022 will be moved out, to a guest status); Currently, percentage of Power members is 51.72%. For Care membership, we need 48 or 51% (?) Power members
    - Kim suggested we offer a discounted Tulsa membership fee for those who sign up to power membership; Jennifer suggested we tie it to something during the State conference
    - Ana asked if a trend report can be created on membership data; Kristin said she can try to create one
  
8. Old Business
  - a. Sponsorships - Memo attached. How to approach and get sponsors? Committee?
    - Motion to create a sponsorship committee; sponsor for committee yet to be defined – **Motion made, seconded, approved**
  
9. New Business - none
  
10. Confirm Action Items – Ana to list all action items and email members afterwards
  
11. Confirm Dates for Next Two Board Meetings
  - a. Meetings will be 1<sup>st</sup> Thursday of every month; 4:30-6:30
    - May 4, 5:00 pm- meet in person and have a zoom backup
  - b. Meet in person every other month – April, June, August, October, December??? – n/a
  
12. Adjourn Meeting – at 6:14 pm

## Q1 Why did you attend this ATD Tulsa Professional Development Program? Check all that apply.

Answered: 8 Skipped: 0

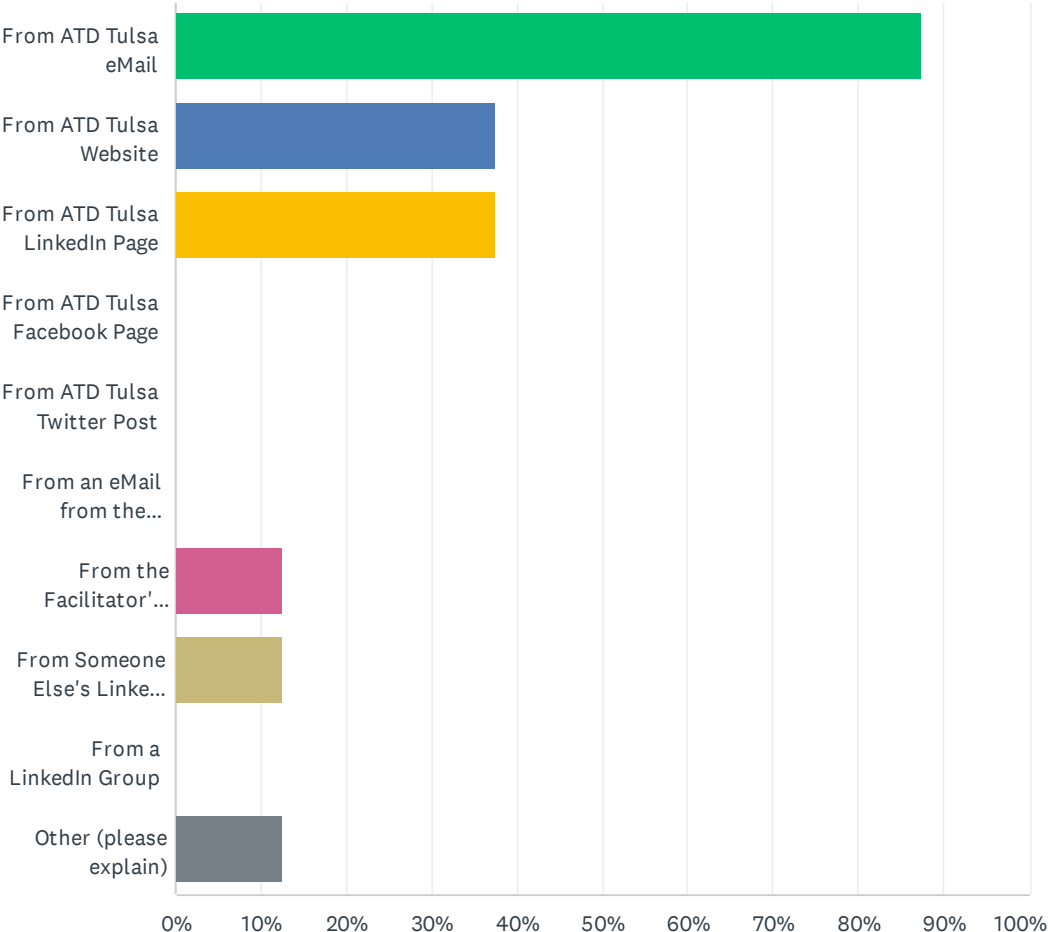


ANSWER CHOICES	RESPONSES	
To learn more about this specific topic.	100.00%	8
To participate in an event delivered by this presenter.	37.50%	3
To network with other talent management professionals.	50.00%	4
To get more information about ATD Tulsa.	0.00%	0
To acquire information on developments in the talent management industry.	0.00%	0
To learn from Talent Management industry leaders.	50.00%	4
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	50.00%	4
Total Respondents: 8		



# Q2 How did you hear about this ATD Tulsa Professional Development Program? Check all that apply.

Answered: 8 Skipped: 0

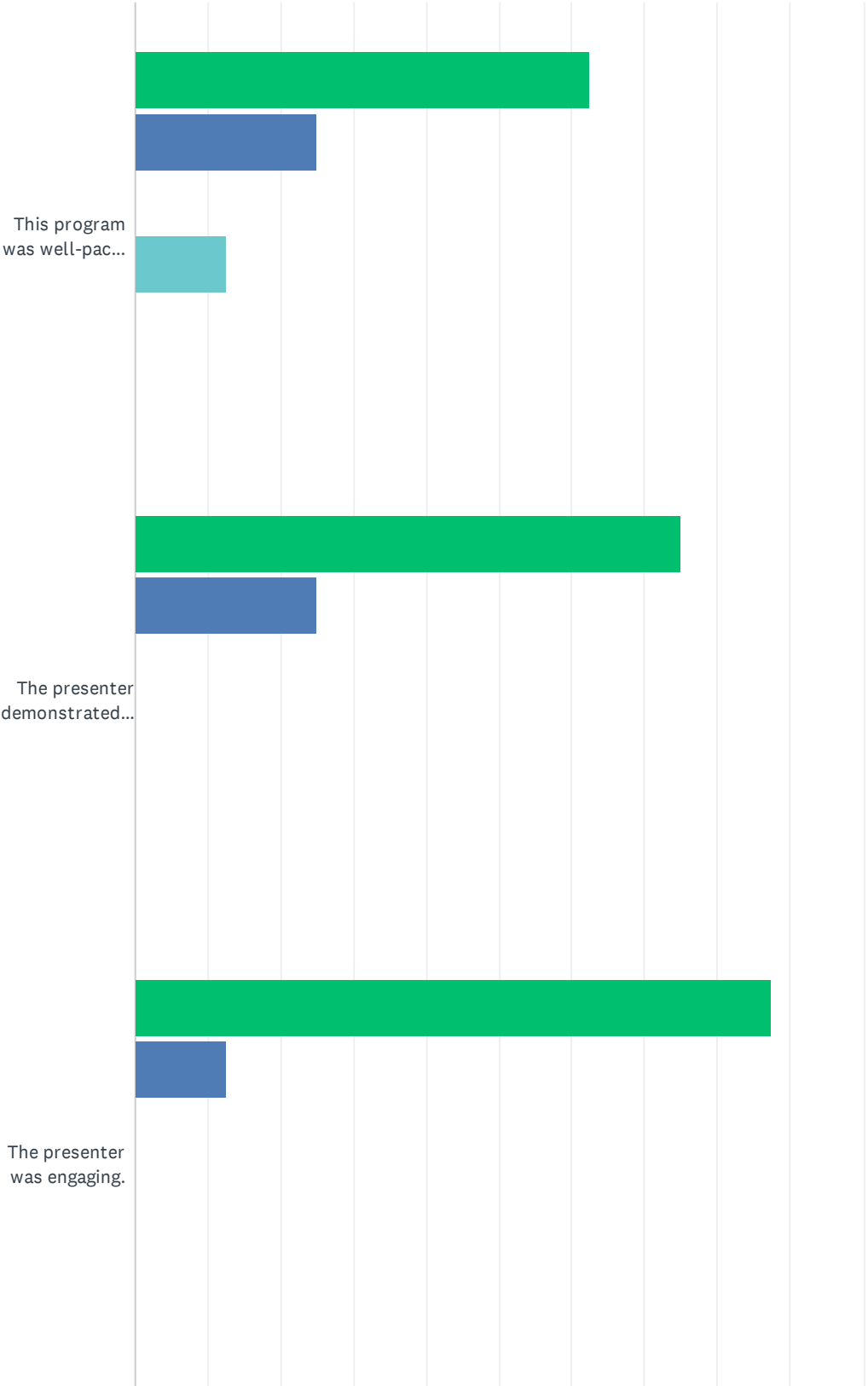


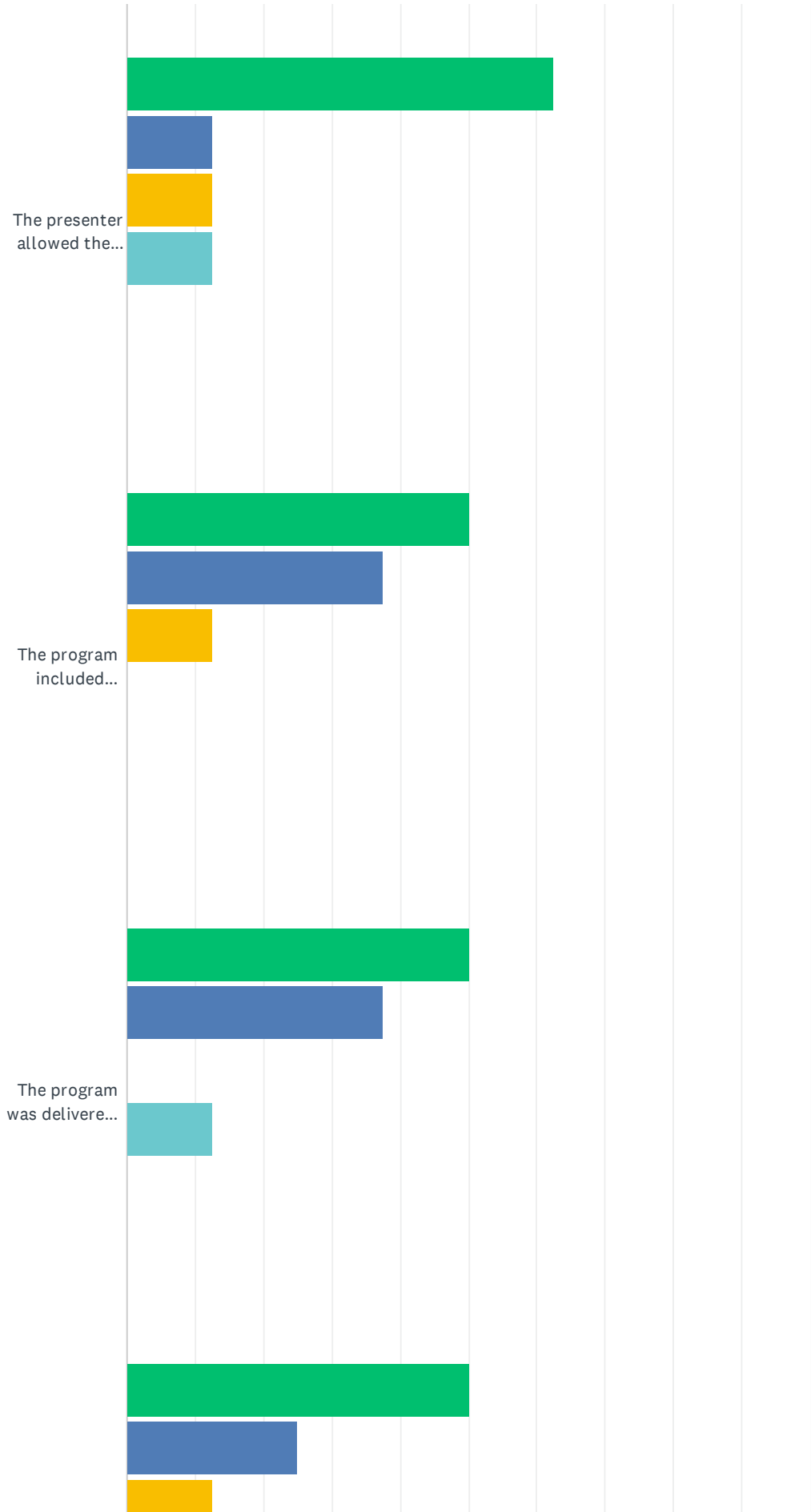
ATD Tulsa April 2023 Program - Why the Human Experience Matters at Work

ANSWER CHOICES	RESPONSES	
From ATD Tulsa eMail	87.50%	7
From ATD Tulsa Website	37.50%	3
From ATD Tulsa LinkedIn Page	37.50%	3
From ATD Tulsa Facebook Page	0.00%	0
From ATD Tulsa Twitter Post	0.00%	0
From an eMail from the Facilitator	0.00%	0
From the Facilitator's LinkedIn Post	12.50%	1
From Someone Else's LinkedIn Post	12.50%	1
From a LinkedIn Group	0.00%	0
Other (please explain)	12.50%	1
<b>Total Respondents: 8</b>		

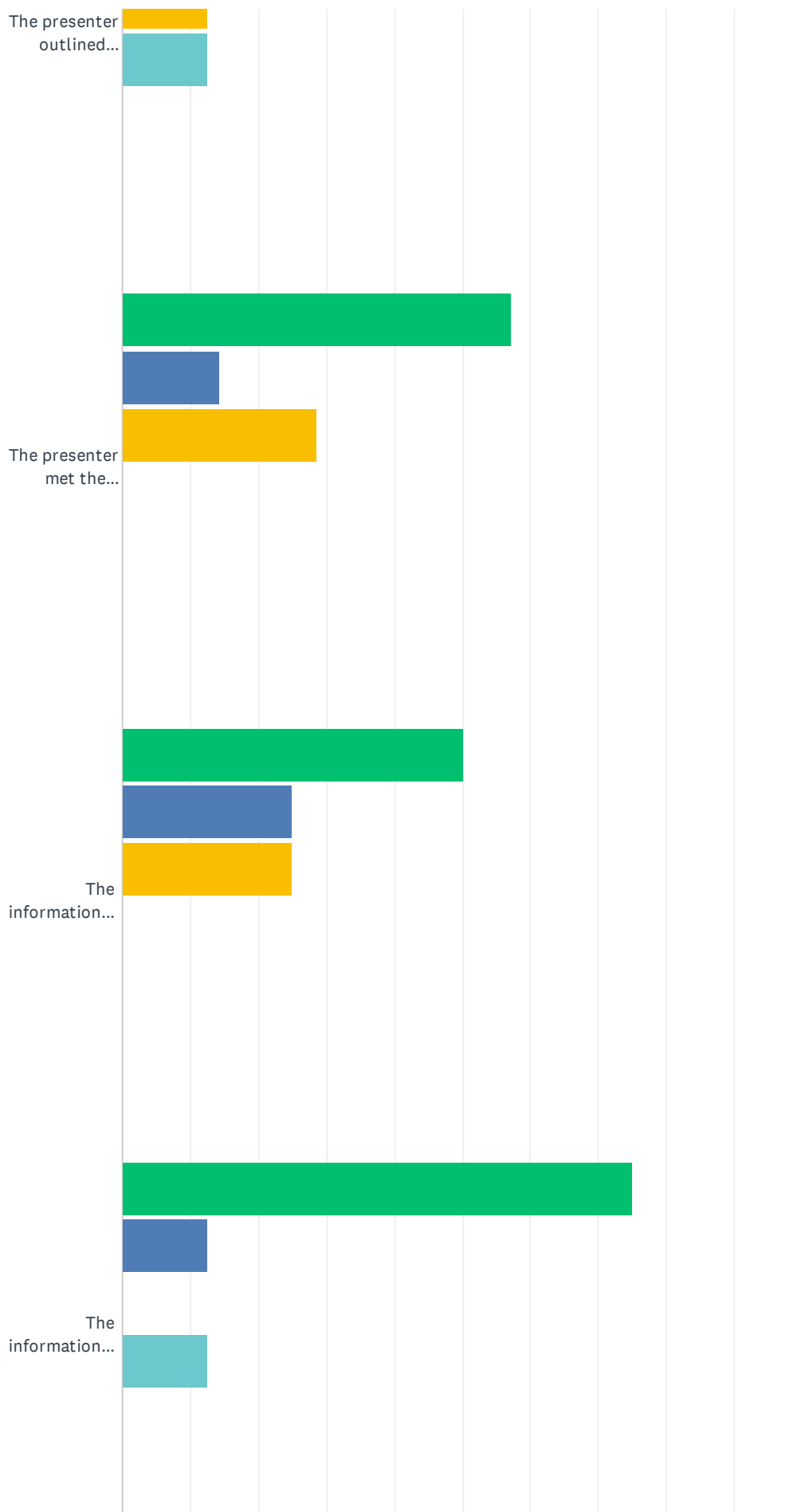
### Q3 Please indicate your level of agreement with the following aspects of the presenter(s) and workshop content.

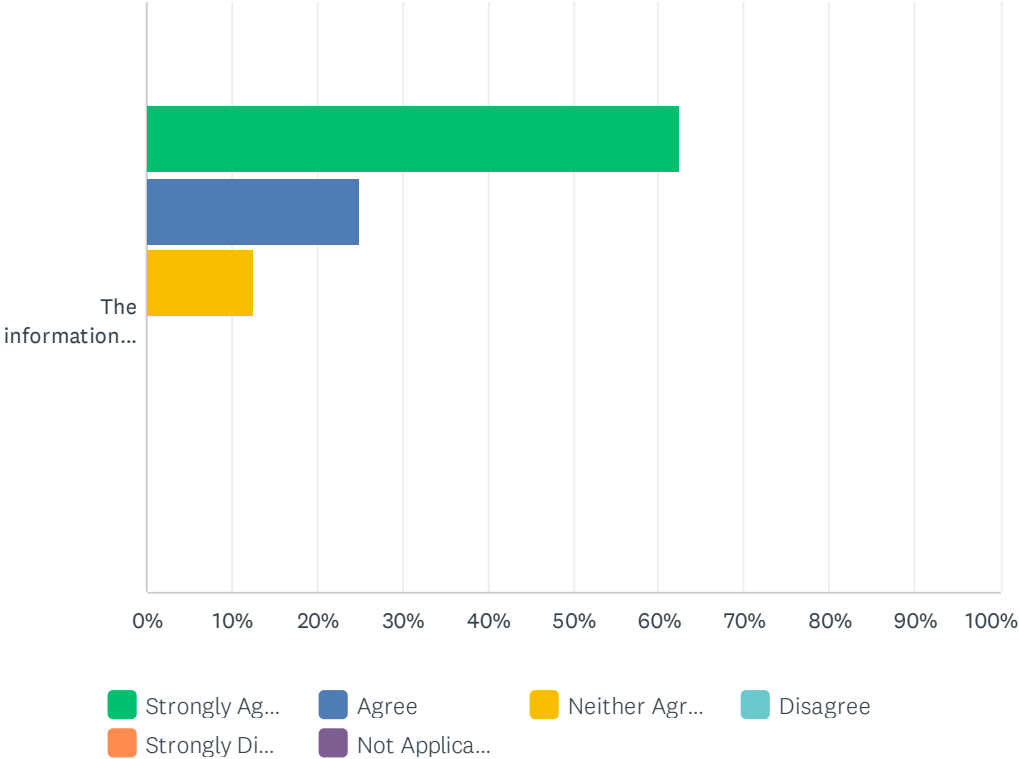
Answered: 8 Skipped: 0





# ATD Tulsa April 2023 Program - Why the Human Experience Matters at Work



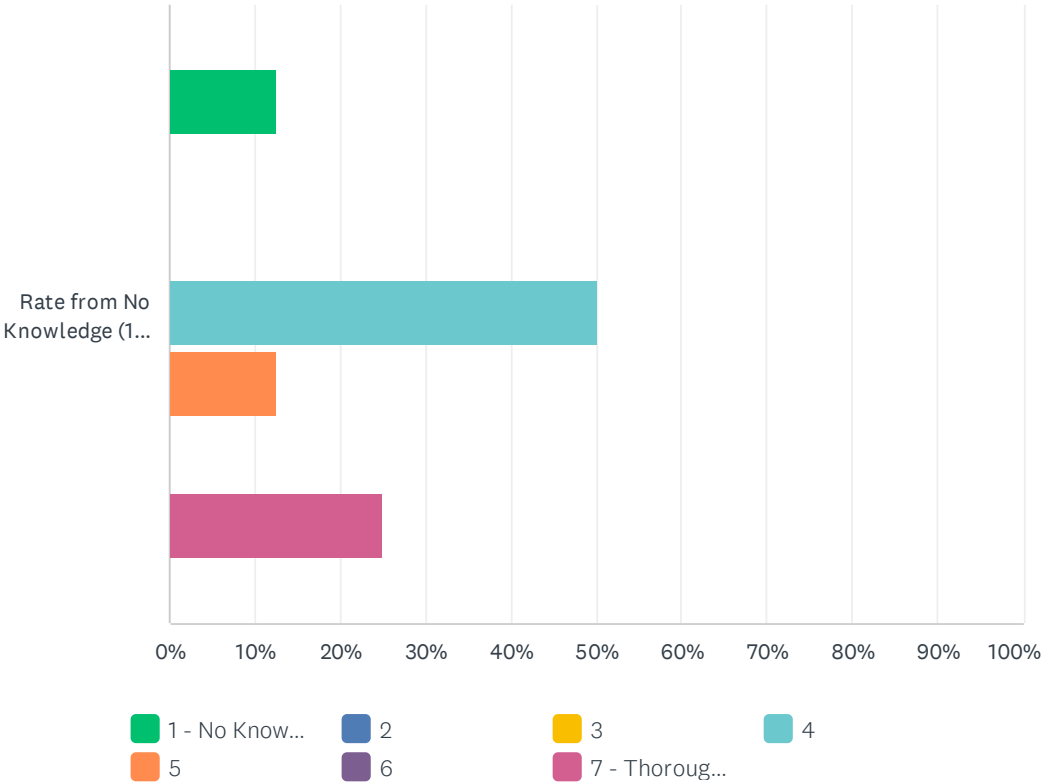


ATD Tulsa April 2023 Program - Why the Human Experience Matters at Work

	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.	62.50% 5	25.00% 2	0.00% 0	12.50% 1	0.00% 0	0.00% 0	8
The presenter demonstrated subject matter expertise and knowledge.	75.00% 6	25.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
The presenter was engaging.	87.50% 7	12.50% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
The presenter allowed the right amount of time for discussion.	62.50% 5	12.50% 1	12.50% 1	12.50% 1	0.00% 0	0.00% 0	8
The program included interactive discussion, an activity, or a hands-on learning experience.	50.00% 4	37.50% 3	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
The program was delivered as promoted.	50.00% 4	37.50% 3	0.00% 0	12.50% 1	0.00% 0	0.00% 0	8
The presenter outlined objectives for the session.	50.00% 4	25.00% 2	12.50% 1	12.50% 1	0.00% 0	0.00% 0	8
The presenter met the objectives as outlined.	57.14% 4	14.29% 1	28.57% 2	0.00% 0	0.00% 0	0.00% 0	7
The information presented during this program was well organized.	50.00% 4	25.00% 2	25.00% 2	0.00% 0	0.00% 0	0.00% 0	8
The information presented during this program is useful to my job.	75.00% 6	12.50% 1	0.00% 0	12.50% 1	0.00% 0	0.00% 0	8
The information presented during this program can be applied to my business.	62.50% 5	25.00% 2	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8

# Q4 BEFORE attending this session, how much did you know about the Human Experience?

Answered: 8 Skipped: 0

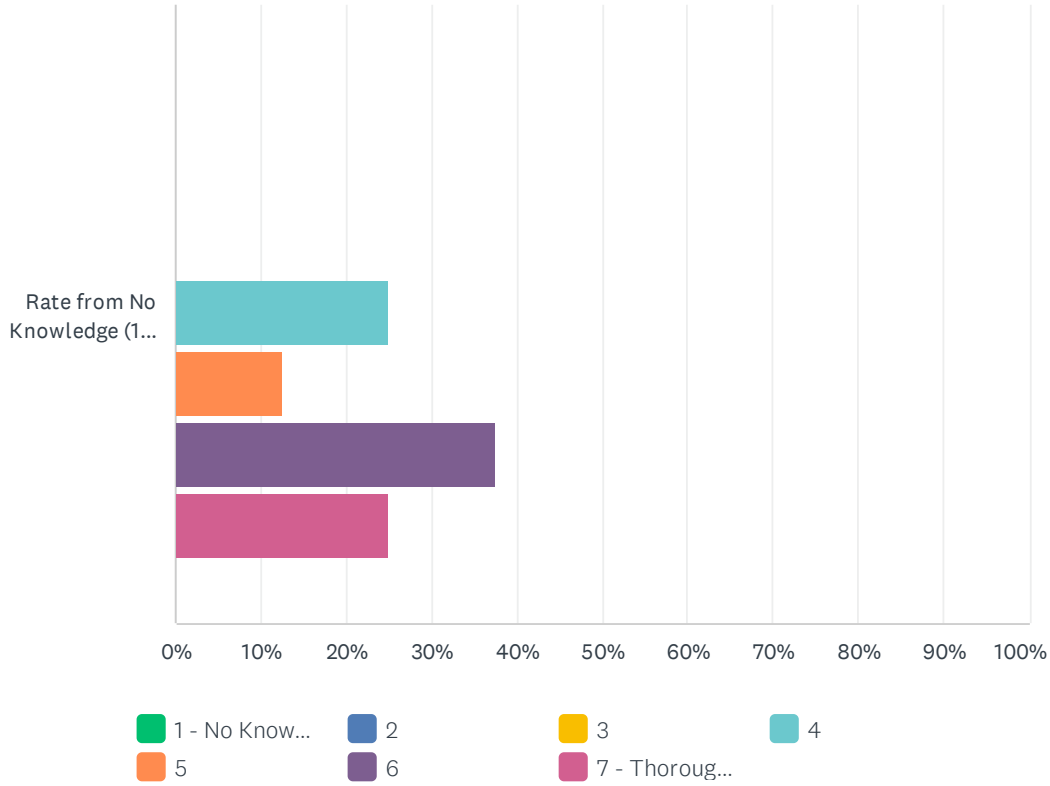


	1 - NO KNOWLEDGE	2	3	4	5	6	7 - THOROUGH KNOWLEDGE	TOTAL
Rate from No Knowledge (1) to Thorough Knowledge (7).	12.50% 1	0.00% 0	0.00% 0	50.00% 4	12.50% 1	0.00% 0	25.00% 2	8



## Q5 AFTER attending this session, how much do you know about the Human Experience?

Answered: 8 Skipped: 0



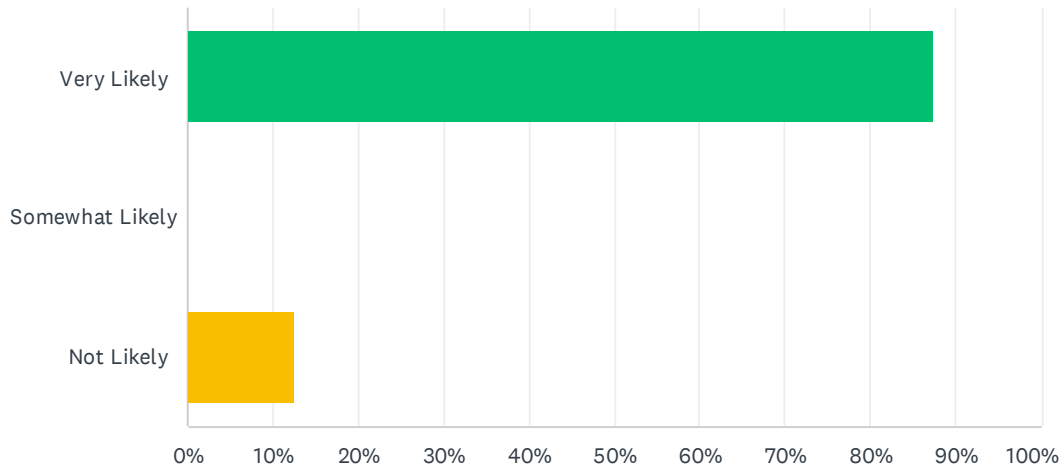
	1 - NO KNOWLEDGE	2	3	4	5	6	7 - THOROUGH KNOWLEDGE	TOTAL
Rate from No Knowledge (1) to Thorough Knowledge (7).	0.00% 0	0.00% 0	0.00% 0	25.00% 2	12.50% 1	37.50% 3	25.00% 2	8

Q6 What were your top one or two takeaways from this session?

Answered: 8 Skipped: 0

## Q7 How likely are you to recommend this Professional Development program to other Talent Development Professionals or other organizations?

Answered: 8 Skipped: 0

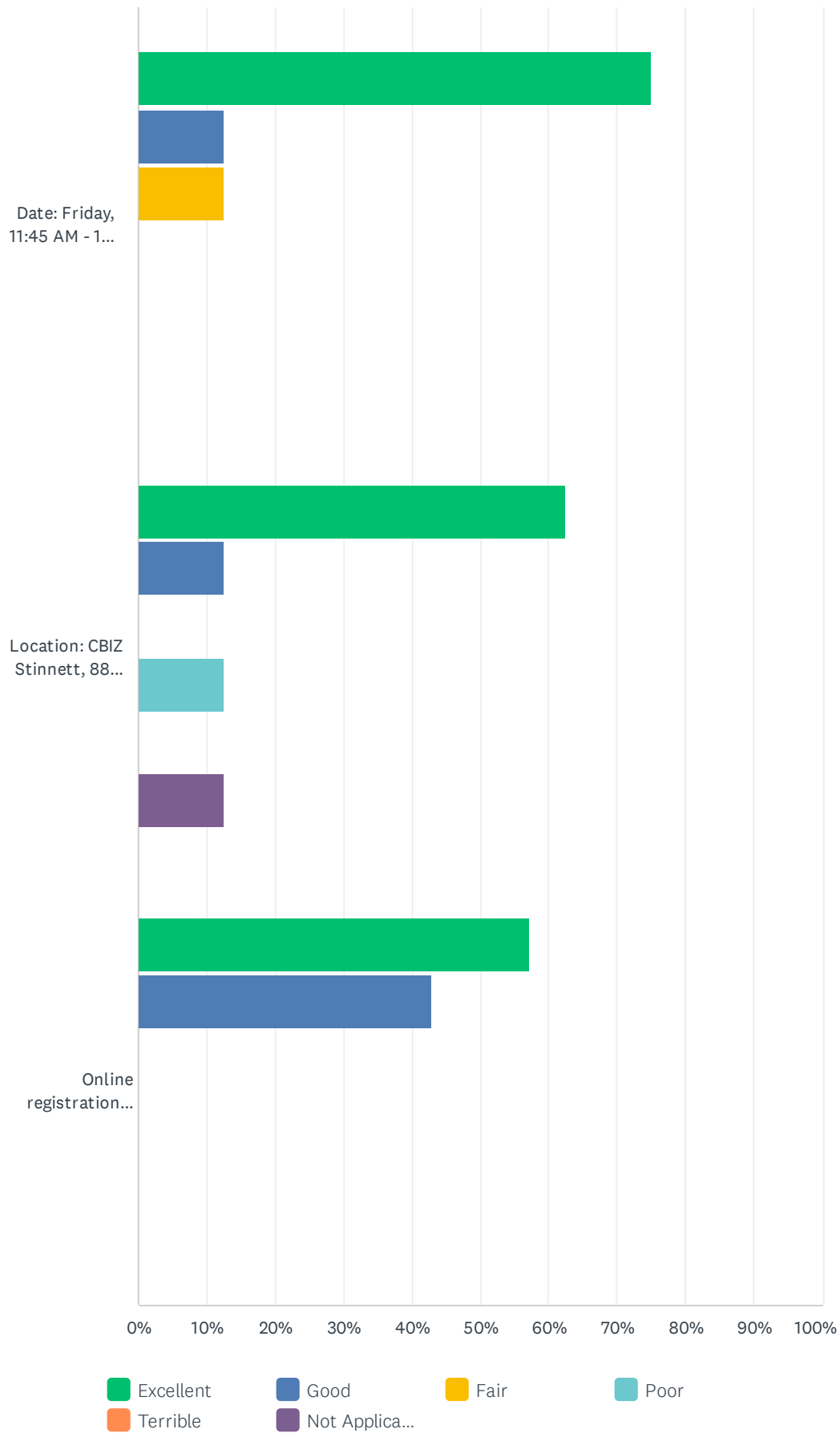


ANSWER CHOICES	RESPONSES	
Very Likely	87.50%	7
Somewhat Likely	0.00%	0
Not Likely	12.50%	1
<b>TOTAL</b>		<b>8</b>

**Q8 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: 8 Skipped: 0

ATD Tulsa April 2023 Program - Why the Human Experience Matters at Work

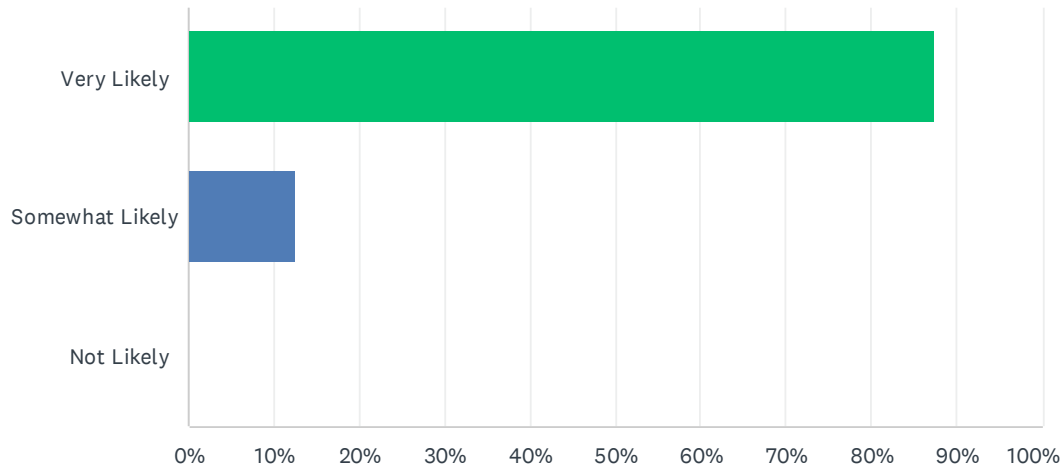


ATD Tulsa April 2023 Program - Why the Human Experience Matters at Work

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	75.00% 6	12.50% 1	12.50% 1	0.00% 0	0.00% 0	0.00% 0	8
Location: CBIZ Stinnett, 8811 S Yale, Suite 300, Tulsa, OK	62.50% 5	12.50% 1	0.00% 0	12.50% 1	0.00% 0	12.50% 1	8
Online registration process	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7

## Q9 Based on your experience at this ATD Tulsa Professional Development program meeting, how likely are you to attend another ATD Tulsa Professional Development program?

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	87.50%	7
Somewhat Likely	12.50%	1
Not Likely	0.00%	0
<b>TOTAL</b>		<b>8</b>

**Q10 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa Professional Development program? If yes, please list them.**

Answered: 1 Skipped: 7



**Q11 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: 7

**Association for Talent Development Tulsa Chapter**  
**Monthly Income and Expense Report - February 2023 (Revised)**

Category Description	2022 Actual	2023 Budget	Jan-23	Feb-23	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
<b>INCOME</b>							
ATD ChiP/Membership Fees/Award	\$ 2,986.29	\$ 2,350.00	\$ 330.00	\$ 300.00	\$ 630.00	\$ 1,720.00	ATD Membership Fees - \$300 - Six Memberships
Meeting Fees	\$ 3,070.00	\$ 8,525.00	\$ 1,025.00	\$ 375.00	\$ 1,400.00	\$ 7,125.00	ATD Members - 6; Guest Registrations - 2; Virtual - 3
Membership Dues		\$ 2,650.00	\$ 100.00	\$ 340.00	\$ 440.00	\$ 2,210.00	Two memberships; \$240 in membership updates due to overpayment at Gamification Event
ATD Meeting Sponsorship	\$ 250.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - Training	\$ -	\$ 1,500.00	\$ -	\$ 1,625.00	\$ 1,625.00	\$ (125.00)	Five registrations for Level 1 Gamification Certification Workshop
Networking Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Networking Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - State Conference	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	
<b>TOTAL INCOME</b>	<b>\$ 8,206.29</b>	<b>\$ 34,025.00</b>	<b>\$ 1,455.00</b>	<b>\$ 2,640.00</b>	<b>\$ 4,095.00</b>	<b>\$ 29,930.00</b>	
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	
ATD Leader's Conference (ALC)	\$ 1,000.00	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	
Annual Audit	\$ 937.30	\$ 2,730.00	\$ -	\$ 910.00	\$ 910.00	\$ 1,820.00	M&M Comilation for 2021 Payment 2 of 2
<b>TOTAL Board Expense</b>	<b>\$ 1,937.30</b>	<b>\$ 4,665.00</b>	<b>\$ -</b>	<b>\$ 910.00</b>	<b>\$ 910.00</b>	<b>\$ 3,755.00</b>	
<b>Communications Expense</b>							
GoDaddy Domains	\$ 84.68	\$ 186.30	\$ -	\$ -	\$ -	\$ 186.30	
Go Daddy Email	\$ 646.92	\$ 770.00	\$ 503.16	\$ -	\$ 503.16	\$ 266.84	
Wild Apricot Web Site	\$ 1,824.00	\$ 2,052.00		\$ -	\$ -	\$ 2,052.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 539.95	\$ 600.00	\$ 468.00	\$ -	\$ 468.00	\$ 132.00	
PO Box Subscription	\$ 156.00	\$ 179.40	\$ -	\$ 166.00	\$ 166.00	\$ 13.40	USPS PO Box Payment for 12 months ending for 3/1/23 - 2/29/24
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Communications Expense</b>	<b>\$ 3,251.55</b>	<b>\$ 3,787.70</b>	<b>\$ 971.16</b>	<b>\$ 166.00</b>	<b>\$ 1,137.16</b>	<b>\$ 2,650.54</b>	
<b>Meeting Expense</b>							
Annual ATD Program Certification Expense	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	
Facility Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ -	\$ 7,218.75	\$ 753.54	\$ -	\$ 753.54	\$ 6,465.21	
ATD December Special Program	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ 115.99	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	
<b>TOTAL Meeting Expense</b>	<b>\$ 215.99</b>	<b>\$ 8,168.75</b>	<b>\$ 753.54</b>	<b>\$ -</b>	<b>\$ 753.54</b>	<b>\$ 7,415.21</b>	
<b>Membership Expense</b>							
Name Badges	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	
Membership Development/Appreciation	\$ 1,071.96	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	
New Member Appreciation/Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**Association for Talent Development Tulsa Chapter**  
**Monthly Income and Expense Report - February 2023 (Revised)**

<b>TOTAL Membership Expense</b>	\$ 1,071.96	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00	
<b>Misc. Expenses</b>							
Online Payment Processing Expense	\$ 228.61	\$ 918.68	\$ 1.76	\$ 41.02	\$ 42.78	\$ 875.90	Affinipay fees for January 2023
Oklahoma ATD State Conference	\$ 629.07	\$ 13,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	
Other Special Event Expense	\$ 300.00	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	
Insurance	\$ 1,070.24	\$ 1,200.00	\$ 50.82	\$ 50.52	\$ 101.34	\$ 1,098.66	Hartford Monthly Insurance
<b>TOTAL Misc Expense</b>	\$ 2,227.92	\$ 15,868.68	\$ 1,052.58	\$ 91.54	\$ 1,144.12	\$ 14,724.56	
<b>TOTAL EXPENSES</b>	\$ 8,704.72	\$ 33,590.12	\$ 2,777.28	\$ 1,167.54	\$ 3,944.82	\$ 29,645.30	
<b>OVERALL TOTAL</b>	\$ (498.43)	\$ 434.88	\$ (1,322.28)	\$ 1,472.46	\$ 150.18	\$ 284.70	

Prepared by Jennifer Roberson, 2022 VP Finance on 2/28/23

**Association for Talent Development Tulsa Chapter  
Monthly Income and Expense Report - March 2023**

Category Description	2022 Actual	2023 Budget	Mar-23	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
<b>INCOME</b>						
ATD ChiP/Membership Fees/Award	\$ 2,986.29	\$ 2,350.00	\$ 50.00	\$ 680.00	\$ 1,670.00	ATD Membership Fees - \$50 - One Memberships
Meeting Fees	\$ 3,070.00	\$ 8,525.00	\$ 455.00	\$ 1,855.00	\$ 6,670.00	Ten registrations for April Mtg (7 in-person; 2-guests; 1-virtual)/One HH guest/One virtual AR from Feb
Membership Dues		\$ 2,650.00	\$ 210.00	\$ 650.00	\$ 2,000.00	Two memberships; \$110 in membership updates due to overpayment at Gamification Event
ATD Meeting Sponsorship	\$ 250.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - Training	\$ -	\$ 1,500.00	\$ 650.00	\$ 2,275.00	\$ (775.00)	Two registrations for Level 1 Gamification Certification Workshop (5 pd in Feb; 2 pd in Mar)
Networking Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Networking Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - State Conference	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	
<b>TOTAL INCOME</b>	<b>\$ 8,206.29</b>	<b>\$ 34,025.00</b>	<b>\$ 1,365.00</b>	<b>\$ 5,460.00</b>	<b>\$ 28,565.00</b>	
<b>EXPENSES</b>						
<b>Board Expense</b>						
National ATD Dues	\$ -	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	
ATD Leader's Conference (ALC)	\$ 1,000.00	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ -	\$ 35.00	\$ -	\$ -	\$ 35.00	
Annual Audit	\$ 937.30	\$ 2,730.00	\$ -	\$ 910.00	\$ 1,820.00	
<b>TOTAL Board Expense</b>	<b>\$ 1,937.30</b>	<b>\$ 4,665.00</b>	<b>\$ -</b>	<b>\$ 910.00</b>	<b>\$ 3,755.00</b>	
<b>Communications Expense</b>						
GoDaddy Domains	\$ 84.68	\$ 186.30	\$ -	\$ -	\$ 186.30	
Go Daddy Email	\$ 646.92	\$ 770.00	\$ -	\$ 503.16	\$ 266.84	
Wild Apricot Web Site	\$ 1,824.00	\$ 2,052.00	\$ -	\$ -	\$ 2,052.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 539.95	\$ 600.00	\$ -	\$ 468.00	\$ 132.00	
PO Box Subscription	\$ 156.00	\$ 179.40	\$ -	\$ 166.00	\$ 13.40	
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Communications Expense</b>	<b>\$ 3,251.55</b>	<b>\$ 3,787.70</b>	<b>\$ -</b>	<b>\$ 1,137.16</b>	<b>\$ 2,650.54</b>	
<b>Meeting Expense</b>						
Annual ATD Program Certification Expense	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	APTD/CPTD Recertification
Facility Charge	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ -	\$ 7,218.75	\$ 753.54	\$ 1,507.08	\$ 5,711.67	DoubleTree from February
ATD December Special Program	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ 115.99	\$ 600.00	\$ -	\$ -	\$ 600.00	

**Association for Talent Development Tulsa Chapter  
Monthly Income and Expense Report - March 2023**

Special Event (Instructor Fees + Food)	\$ -	\$ -	\$ 1,337.89	\$ 1,337.89	\$ (1,337.89)	Gamification Instructor (\$1,125) + Breakfast/Lunch (\$212.89)
<b>TOTAL Meeting Expense</b>	<b>\$ 215.99</b>	<b>\$ 8,168.75</b>	<b>\$ 2,191.43</b>	<b>\$ 2,944.97</b>	<b>\$ 5,223.78</b>	
<b>Membership Expense</b>						
Name Badges	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	
Membership Development/Appreciation	\$ 1,071.96	\$ 1,000.00	\$ 357.01	\$ 357.01	\$ 642.99	HH Membership Event - Qdoba (\$296.06) + Ice/Beverages (\$60.95)
New Member Appreciation/Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Membership Expense</b>	<b>\$ 1,071.96</b>	<b>\$ 1,100.00</b>	<b>\$ 357.01</b>	<b>\$ 357.01</b>	<b>\$ 742.99</b>	
<b>Misc. Expenses</b>						
Online Payment Processing Expense	\$ 228.61	\$ 918.68	\$ 88.26	\$ 131.04	\$ 787.64	Affinipay fees for February 2023
Oklahoma ATD State Conference	\$ 629.07	\$ 13,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	
Other Special Event Expense	\$ 300.00	\$ 750.00	\$ -	\$ -	\$ 750.00	
Insurance	\$ 1,070.24	\$ 1,200.00	\$ 50.98	\$ 152.32	\$ 1,047.68	Hartford Monthly Insurance
<b>TOTAL Misc Expense</b>	<b>\$ 2,227.92</b>	<b>\$ 15,868.68</b>	<b>\$ 139.24</b>	<b>\$ 1,283.36</b>	<b>\$ 14,585.32</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 8,704.72</b>	<b>\$ 33,590.12</b>	<b>\$ 2,687.68</b>	<b>\$ 6,632.50</b>	<b>\$ 26,957.62</b>	
<b>OVERALL TOTAL</b>	<b>\$ (498.43)</b>	<b>\$ 434.88</b>	<b>\$ (1,322.68)</b>	<b>\$ (1,172.50)</b>	<b>\$ 1,607.38</b>	

Prepared by Jennifer Roberson, 2022 VP Finance on 4/28/23

**Association for Talent Development Tulsa Chapter  
Monthly Income and Expense Report - April 2023**

Category Description	2022 Actual	2023 Budget	Mar-23	Apr-23	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
<b>INCOME</b>							
ATD Chip/Membership Fees/Award	\$ 2,986.29	\$ 2,350.00	\$ 50.00	\$ 626.25	\$ 1,306.25	\$ 1,043.75	ATD Membership Fees - \$386.25; ATD Q1 Chip - \$240
Meeting Fees	\$ 3,070.00	\$ 8,525.00	\$ 455.00	\$ 415.00	\$ 2,270.00	\$ 6,255.00	April and May Chapter Meeting Registrations
Membership Dues		\$ 2,650.00	\$ 210.00	\$ 50.00	\$ 700.00	\$ 1,950.00	Membership Level Change
ATD Meeting Sponsorship	\$ 250.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - Training	\$ -	\$ 1,500.00	\$ 650.00	\$ -	\$ 2,275.00	\$ (775.00)	
Networking Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Networking Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - State Conference	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 2,500.00	
<b>TOTAL INCOME</b>	<b>\$ 8,206.29</b>	<b>\$ 34,025.00</b>	<b>\$ 1,365.00</b>	<b>\$ 1,091.25</b>	<b>\$ 6,551.25</b>	<b>\$ 27,473.75</b>	
<b>EXPENSES</b>							
<b>Board Expense</b>							
National ATD Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	
ATD Leader's Conference (ALC)	\$ 1,000.00	\$ 1,750.00	\$ -	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ 35.00	
Annual Audit	\$ 937.30	\$ 2,730.00	\$ -	\$ -	\$ 910.00	\$ 1,820.00	
<b>TOTAL Board Expense</b>	<b>\$ 1,937.30</b>	<b>\$ 4,665.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 910.00</b>	<b>\$ 3,755.00</b>	
<b>Communications Expense</b>							
GoDaddy Domains	\$ 84.68	\$ 186.30	\$ -	\$ -	\$ -	\$ 186.30	
Go Daddy Email	\$ 646.92	\$ 770.00	\$ -	\$ -	\$ 503.16	\$ 266.84	
Wild Apricot Web Site	\$ 1,824.00	\$ 2,052.00	\$ -	\$ 2,304.00	\$ 2,304.00	\$ (252.00)	Wild Apricot Renewal
SurveyMonkey & Virtual Meeting Subscriptions	\$ 539.95	\$ 600.00	\$ -	\$ -	\$ 468.00	\$ 132.00	
PO Box Subscription	\$ 156.00	\$ 179.40	\$ -	\$ -	\$ 166.00	\$ 13.40	
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Communications Expense</b>	<b>\$ 3,251.55</b>	<b>\$ 3,787.70</b>	<b>\$ -</b>	<b>\$ 2,304.00</b>	<b>\$ 3,441.16</b>	<b>\$ 346.54</b>	
<b>Meeting Expense</b>							
Annual ATD Program Certification Expense	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	
Facility Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ -	\$ 7,218.75	\$ 753.54	\$ 352.59	\$ 1,859.67	\$ 5,359.08	Food for April Chapter Membership Meeting
ATD December Special Program	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ 115.99	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	
Special Event (Instructor Fees + Food)	\$ -	\$ -	\$ 1,337.89	\$ 50.00	\$ 1,387.89	\$ (1,387.89)	April Speaker Gift
<b>TOTAL Meeting Expense</b>	<b>\$ 215.99</b>	<b>\$ 8,168.75</b>	<b>\$ 2,191.43</b>	<b>\$ 402.59</b>	<b>\$ 3,347.56</b>	<b>\$ 4,821.19</b>	
<b>Membership Expense</b>							
Name Badges	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	
Membership Development/Appreciation	\$ 1,071.96	\$ 1,000.00	\$ 357.01	\$ -	\$ 357.01	\$ 642.99	
New Member Appreciation/Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

**Association for Talent Development Tulsa Chapter  
Monthly Income and Expense Report - April 2023**

<b>TOTAL Membership Expense</b>	\$ 1,071.96	\$ 1,100.00	\$ 357.01	\$ -	\$ 357.01	\$ 742.99	
<b>Misc. Expenses</b>							
Online Payment Processing Expense	\$ 228.61	\$ 918.68	\$ 88.26	\$ 18.20	\$ 149.24	\$ 769.44	Affinipay fees for March 2023
Oklahoma ATD State Conference	\$ 629.07	\$ 13,000.00	\$ -	\$ -	\$ 1,000.00	\$ 12,000.00	
Other Special Event Expense	\$ 300.00	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00	
Insurance	\$ 1,070.24	\$ 1,200.00	\$ 50.98	\$ 50.82	\$ 203.14	\$ 996.86	Hartford Monthly Insurance
<b>TOTAL Misc Expense</b>	\$ 2,227.92	\$ 15,868.68	\$ 139.24	\$ 69.02	\$ 1,352.38	\$ 14,516.30	
<b>TOTAL EXPENSES</b>	\$ 8,704.72	\$ 33,590.12	\$ 2,687.68	\$ 2,775.61	\$ 9,408.11	\$ 24,182.01	
<b>OVERALL TOTAL</b>	\$ (498.43)	\$ 434.88	\$ (1,322.68)	\$ (1,684.36)	\$ (2,856.86)	\$ 3,291.74	

Prepared by Jennifer Roberson, 2022 VP Finance on 5/3/23

**ATD Tulsa Chapter**  
**Statement of Financial Position as of March 31, 2023**

<b>Assets</b>		<b>Liabilities</b>	
Arvest Checking Account	\$ 3,921.49	Accounts Payable***	\$ -
Arvest Money Market Account	\$ 15,062.19		
Cash	\$ 47.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ -	<b>Total Liabilities</b>	<u><u>\$ -</u></u>
(Less doubtful accounts)**	\$0.00	<b>Net Assets</b>	
		Unrestricted Net Assets	\$ 19,030.98
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 19,030.98</u>	<b>Total Net Assets</b>	<u><u>\$ 19,030.98</u></u>
<b>Total Assets</b>	<u><u>\$ 19,030.98</u></u>	<b>Total Liabilities Plus Net Assets</b>	<u><u>\$ 19,030.98</u></u>

Prepared by Jennifer Roberson, 2023 VP Finance on April 28, 2023.

\* Accounts Receivable - None to report.

\*\*Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status - None to report.

\*\*\*Accounts Payable - None to report.



**ATD Tulsa Chapter  
Statement of Financial Position as of April 30, 2023**

<b>Assets</b>		<b>Liabilities</b>	
Arvest Checking Account	\$ 2,337.13	Accounts Payable***	\$ 460.23
Arvest Money Market Account	\$ 15,062.19		
Cash	\$ 47.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ 25.00	<b>Total Liabilities</b>	<u><u>\$ 460.23</u></u>
(Less doubtful accounts)**	\$0.00	<b>Net Assets</b>	
		Unrestricted Net Assets	\$ 17,011.39
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 17,471.62</u>	<b>Total Net Assets</b>	<u><u>\$ 17,011.39</u></u>
<b>Total Assets</b>	<u><u>\$ 17,471.62</u></u>	<b>Total Liabilities Plus Net Assets</b>	<u><u>\$ 17,471.62</u></u>

Prepared by Jennifer Roberson, 2023 VP Finance on May 3, 2023.

\* Accounts Receivable - Miranda Foust - Member Renewal for Student Membership

\*\*Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status - None to report.

\*\*\*Accounts Payable - Midwest Series of Lockton for D&O Premiums 3/1/23 - 3/1/24 paid 4/28/23 for \$460.23 via Check #1364

# MAY MEMBERSHIP REPORT

As of April 30, 2023

## Membership Data:

Members:	85 (+0)
Power Members:	45 (-2 test accounts)
Power Members Overdue:	17

<b>Arnold, Lenzi</b> 52904138 BOK Financial	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active April 30, 2023	larnold@bokf.com Subscribed
<b>Booth, Nick</b> 62666147 NFS	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active December 31, 2022	ntbooth74136@yahoo.com Subscribed
<b>Customer_tulsa, Test</b> 53785704	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active February 28, 2023	test.customer.tulsa123@astd.org
<b>Fanning, Myra</b> 3576693 Koch Engineered Solutions Institute (KESI) - formally John Zink Institute	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active February 28, 2023	myra.fanning@kes.global Subscribed
<b>Fuselier, Kevin</b> 63648029	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active March 31, 2023	kfuselier@bokf.com Subscribed
<b>Grover, Brett</b> 51752856 Matrix Service Company	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active February 28, 2023	brettgrover@matrixservicecompany.com Subscribed
<b>Heerlyn, Ron</b> 51747324 Matrix Service Company	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active April 30, 2023	ronaldheerlyn@matrixservicecompany.com Subscribed
<b>Krogull, Steve</b> 63131198 University of Arkansas	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active February 28, 2023	steve.krogull@gmail.com Subscribed
<b>Nightingale, Susan</b> 53165982 Tulsa Technology Center	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active December 31, 2022	susan.nightingale@tulstatech.edu Subscribed
<b>Norris, David</b> 53602097 FlightSafety Textron Aviation	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active January 31, 2023	hatlad@yahoo.com Subscribed
<b>Olejownik, Debra</b> 64282924	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active April 30, 2023	deb@coachingwithheart.net Subscribed
<b>Ratliff, Amy</b> 53778061 QuikTrip Corporation	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active January 31, 2023	amyratliffspbr@yahoo.com Subscribed

<b>Saint, Kristen</b> 33562466 We Street Credit Union	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active April 11, 2023	ksaint@weststreet.org
<b>Schrammel, Lorinda</b> 6947023 Growth Training and Consulting, LLC	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active April 30, 2023	lorinda@growthtrainingandconsulting.com Subscribed
<b>Tedesucci, Matthew</b> 48811610 TTCU Federal Credit Union	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active December 31, 2022	mtescucci@ttcu.com Subscribed
<b>Ward, Stu</b> 50984416 Simple Tire	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active January 31, 2023	thetrainingbrit@gmail.com Subscribed
<b>Williams, Jacqueline</b> 53828852 CAP Tulsa	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active February 28, 2023	jrwilliams@captulsa.org Subscribed

**Tulsa-only Members:** 37 (-5)



**Student Members:** 0 (-2)

**Student Power Members:** 0 (0)

**% Power Members:** 54.21% (+2.49%)

**New Members as of 4/30/23:** 0

# Renewing Members as of 4/30/23: 5

<p>Davis, Stacy 3928693 Baysshore Consulting</p>	<p>Chapter Member (Chapter Member Only) (Individual) Individual</p>	<p>Active February 28, 2024</p>	<p>stacydavis1209@gmail.com Fully subscribed</p>	<p>April 15, 2023</p>
<p>Dixon, Scott 50629149 Encore  Administrator access granted: Full access</p>	<p>Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual</p>	<p>Active Never</p>	<p>scott.dixon@psav.com Fully subscribed</p>	<p>April 19, 2023</p>
<p>Eberle, Tina 13174876 Hilti</p>	<p>Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual</p>	<p>Active November 30, 2023</p>	<p>tina.eberle@hilti.com Fully subscribed</p>	<p>April 12, 2023</p>
<p>Hefner, Susan 38373338 Cherokee Nation Entertainment</p>	<p>Chapter Member (Chapter Member Only) (Individual) Individual</p>	<p>Active April 25, 2024</p>	<p>susan.hefner@cnet.com Fully subscribed</p>	<p>April 25, 2023</p>
<p>Roberson, Jennifer 36110670 Stinnett &amp; Associates  Administrator access granted: Full access</p>	<p>Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual</p>	<p>Active Never</p>	<p>jennifer.roberson@stinnett-associates.com Fully subscribed</p>	<p>April 28, 2023</p>