

Date & Time: Tuesday, August 3, 2021, 4:00 PM to 6:00 PM

Location: Virtual via Zoom

## Meeting Minutes

1. Meeting called to order by President Linda Jenkins at 4:10 p.m.
  - a. Board Meeting Minutes were taken by VP of Administration, Rachel Wagner
  - b. Roll Call – VP of Administration  
All Board Members in attendance: Linda Jenkins, President; Sunilyn Hertt, President-Elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Rachel Wagner, VP Administration; Lewana Harris, Past-President (arrived 4:12)
  - c. Quorum confirmed (*51% of board members, had 100% present*)
  - d. No guests
  - e. Agenda for August 3, 2021 Board Meeting – Motion for approval moved, seconded, and approved.
2. Board of Directors – President – Linda Jenkins
  - a. Minutes from July 6, 2021 Board Meeting – motion for approval moved, seconded, and approved.
  - b. Bylaws and Policies Committee Policies for Review and Approval – VP of Administration
    - i. 3 sub-committees met separately via Zoom in June and July; full Bylaws/Policies Committee met July 20 to review, edit and recommend the 3 newly created policies (Conflict of Interest, Whistleblower Protection, and Document Retention and Destruction) for Board approval.
    - ii. Motion was made, seconded, and approved for acceptance of all three policies created by the Bylaws/Policies Committee.

**Action Item:** Walt and Rachel will coordinate a time to add these policies to the Policies Manual.

- c. Elections Committee Update – President
  - i. Only one completed set of nominations forms received as of 8-3-21
  - ii. Board members can recruit members to encourage participation
  - iii. Reminder email message will be sent to members on 8-4-21
  - iv. Social media posts on LinkedIn, Twitter, and Facebook on 8-4-21

**Action Item:** Linda, Walt will send out email and social media posts re: board member nominations

**Action Item:** Suni will put together a brief video to encourage members to submit nomination forms that Linda can share on LinkedIn

- d. NAC Meeting – President-Elect
  - 1) ATD Chapter Leader Networking event held on July 13<sup>th</sup> for 1 hour (in lieu of July NAC meeting) – Main topic of discussion: value propositions for Chapters. Linda attended and also shared about the state conference.
  - 2) NAC Meeting August 17, 2021 @ 1 p.m. CDT

**Action Item:** Kim will attend. Linda and Suni tentatively plan to attend.

3) NAC meeting on Tuesday, September 21, 2021 at 1 p.m. CDT

**Action Item:** Kim and Linda will attend; possibly Rachel.

3. Governance – President

a. Airtable – All board members encouraged to update as projects completed and not put off until end of year.

4. Financial - President

a. Financial Reports as of July 31, 2021

i. Per Statement of Financial Position, we have total assets of \$20,863.57 including \$20,863.57 in our Arvest checking account as of July 31, 2021.

ii. Per Income and Expense Report:

Total July 2021 Income =	\$377.08
Total July 2021 Expense =	<u>\$1,409.03</u>
Overall July 2021 Total =	(\$1,031.95)

Motion for acceptance of Financial Reports as of July 31, 2021. Moved, seconded, and approved.

b. Per notification from ATD, we have paid \$700 for a team of five (5) 2022 board members to attend virtual ALC in November.

c. With approved minutes for May board meeting, Linda scheduled two phone call appointments with Arvest to establish Business Money Market account and transfer \$15,000 into the account from the Business Checking Account. Arvest did not call at scheduled appointment times. Linda has now scheduled in-person meeting for Friday, August 6, 2021 at 10 AM.

**Action Item:** Linda will have an in-person meeting with Arvest on August 6, 2021 to establish the Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.

d. Annual Financial Compilation Report

Moved, seconded, and approved Annual Compilation Report by M&M Consulting Partners PLLC.

e. Review of draft Compilation Report resulted in need to revise Statement of Financial Position and Income & Expense Report as of December 31, 2020. Linda reviewed all transactions and found two errors that resulted in the need for a revised Statement of Financial Position and Income & Expense Report as of December 31, 2020.

Moved, seconded, and approved the revised Statement of Financial Position and Income & Expense Report as of December 31, 2020 “in compliance with the information that came out of the Compilation.”

f. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming Walt

i. Will use it for next two Program Meetings

- ii. No procedures developed yet for board members using it

5. Membership – VP of Membership

a. Monthly Membership Report

**Total Membership as of 7/31/21: 84 (0)**

PM: 51 (0) (7 Past due)

Tulsa: 26 (+1)

Student: 2 (No change)

Student PM: 1 (no change)

PM/Membership: 61% (0)

All seven past-due Power Members as of 7/31/2021 have been emailed personally by Kim in addition to ATD automatic emails.

Motion made, seconded, accepted Monthly Membership Report

- b. ATD Automatic Renewal Opportunity – Vote needed if we want to opt out of 10% discount for renewal participants (attached) Note: Item not addressed during board meeting.
- c. August Membership Event Ideas – With uptick of Covid, board members are comfortable with holding an outdoor event vs. indoor event. Possibly in-person morning event/breakfast in patio area of Neighborhood JAM at 61<sup>st</sup>/Yale. Option for ATD Tulsa to pay for coffee/bagels. Possibly do 5 ice breakers at event.

**Action Item:** Rachel will contact Neighborhood JAM on 8/4 for information re: use of their patio area and capacity. Will email board same day since we're looking at a late August date.

**Break - 4:52 p.m. Resumed - 4:59 p.m.**

6. Programming – VP of Programming

a. Update on plans for distributing session videos for attendees

- i. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom – located under Monthly Programs on website. Have to be logged in to access.
- ii. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light – Walt will edit and get it on website.

**Action Item:** Walt will edit June 18 Program Meeting and will send email to members that both these videos are available. Will send a link.

- b. Program Evaluation Summary - July Program Meeting - The Skillset Economy presented by Jon Tota. Only a few evals received. Ratings per our normal.
- c. Plans for August 20, 2021 Program Meeting
  - i. Topic & Presenter was supposed to be: Staying on the Path to Making Training Stick with Dr. Tammy Means, PhD, Chief Learning Officer, Make Training Stick. During board meeting, Tammy emailed Walt that she would need to reschedule. No other presenters are in pipeline.

**Action Item:** Walt will investigate other workshop options to confirm new speaker as soon as possible.

**Action Item:** Rachel will give feedback on Bob Schooley as a possible presenter since she will hear him speak on 8/4 at Bixby Metro Chamber lunch meeting.

- ii. Accommodations – Virtual via ATD Zoom
  - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
  - iv. Board Member Attendance & Participation – Walt, Linda, Kim, and Rachel currently registered
    - 1. Elections Update
    - 2. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
    - 3. Power Membership Promotional Activities – ATD21 ICE Team
  - v. Post Meeting Evaluation Online Distribution by Monday, August 23, 2021 & Options to use Zoom polls at the beginning of the session to ask marketing questions currently included on evaluation.
- d. Plans for Statewide Conference – President-Elect
- i. Date Selected – Thursday, October 28, 2021
  - ii. Keynote Speaker – Dr. Maureen Orey, Workplace Learning and Performance Group
  - iii. Title & Theme - Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
  - iv. Items for Review and Approval:
    - 1. Conference Budget
      - a. Conference Registration rates schedule

**Action Item** – Conference Committee will meet again soon to confirm conference registration fees. Suni will send this information to board to discuss at a separately scheduled board meeting so Walt can set up in Wild Apricot.
      - 2. Conference platform services provided by Training Umbrella

Motion to accept proposal from Training Umbrella as State Conference platform, seconded, approved.

**Action Item** – Suni will confirm with Training Umbrella that we accepted their proposal and will move forward with them.
      - c. Honorariums for presenters – no discussion on this at board meeting
      - d. ATD Tulsa branded polo shirts will be provided for Conference Planning Committee members. Also, can provide for board members, Rachel and Lewana, who aren't on Planning Committee if they volunteer at conference.

**Action Item:** Linda will get polo shirt size info to Rachel and Lewana.
  - 3. RFP's for Conference presenters

Speakers are fully vetted by Conference Committee. Agenda structure will have 30-minute breaks in between sessions, per recommendation of Training Umbrella.

Motion to approve Conference Agenda and presenters that Suni presented, seconded, approved.

**Action Item** – Suni will send conference agenda and RFPs to board members.

7. Communications

a. Communications Plan for 2021

1. Continue to build social media following on LinkedIn with posts four to five times per week – Now have 124 followers on LI.

b. Communications Scheduled for August

1. Special Announcement to ATD Tulsa members only on August 4<sup>th</sup> re: the following:
  - a. Elections – Nomination Forms due by August 6, 2021
  - b. 2020 Annual Report – that it's posted and available for download by members
  - c. Process/Code for attending COC-ATD events at Chapter Member rate is "Tulsa"
  - d. August Program Meeting – that details will be coming soon
  - e. Save the Date for Statewide Conference on October 28, 2021 – conference website and registration coming soon!
2. August Program Meeting Announcements and Invitations
3. Statewide Conference Communications – once website is established after August 16, 2021

c. Communications Needs & Opportunities –

**Action Item** – Suni will try to do a brief video for LinkedIn encouraging members to consider board opportunities. Linda will post it when she gets it from Suni.

8. Old Business - none

9. New Business - none

10. Confirm Dates for Next Two Board Meetings

- a. September Board Meeting – **Tuesday, September 7**, 4-6 p.m.
- b. October Board Meeting – **Tuesday, October 5**, 4-6 p.m.

11. Action Items

- **Walt** and **Rachel** will coordinate a time to add the 3 new policies to the Policies Manual.
- **Linda** and **Walt** will send out email and Social Media posts re: board member nominations
- **Suni** will put together a brief video to encourage members to submit board nomination forms that **Linda** can share on LinkedIn
- **Kim** will attend August 17 NAC meeting. **Linda** and **Suni** tentatively plan to attend.
- **Kim** and **Linda** will attend September 21 NAC meeting; possibly **Rachel**.
- **Linda** will have an in-person meeting with Arvest on August 6, 2021 to establish the Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.
- **Rachel** will contact Neighborhood JAM on 8/4 for information re: use of their patio area and capacity. Will email board same day since we're looking at a late August date.

- **Walt** will edit June 18 Program Meeting (Copyright Law) and will send email to members that both these videos are available. Will send a link.
- **Walt** will investigate other workshop options to confirm new speaker as soon as possible.
- **Rachel** will give feedback on Bob Schooley as a possible presenter since she will hear him speak on 8/4 at Bixby Metro Chamber lunch meeting.
- **Conference Committee** will meet again soon to confirm conference registration fees. **Suni** will send this information to board to discuss at a separately scheduled board meeting so **Walt** can set up in Wild Apricot.
- **Suni** will confirm with Training Umbrella that we accepted their proposal and will move forward with them.
- **Linda** will get polo shirt size info to Rachel and Lewana.
- **Suni** will send conference agenda and RFPs to board members.

12. Meeting adjourned 5:51 p.m.

Minutes respectfully submitted by Rachel Wagner, VP of Administration, 8/9/21

Date & Time: Tuesday, August 3, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

<https://us02web.zoom.us/j/7496535431?pwd=R0hrSktvcHpxVVE5UUZNcm1XQnJ6dz09>

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Call Meeting to Order - President
  - a. Board Meeting Minutes will be taken by VP of Administration
  - b. Roll Call – VP of Administration
  - c. Confirm Quorum – Declare if Quorum is or is not Present *(51% of board members)*
  - d. Guests Present - Acknowledge and Record
  - e. Agenda for August 3, 2021 Board Meeting – **Review and Approve**
  
2. Board of Directors – President
  - a. Minutes from July 6, 2021 Board Meeting – **Review and Approve** – VP of Administration **(attached)**
  - b. Bylaws and Policies Committee Policies for Review and Approval – VP of Administration **(attached)**
    - i. Conflict of Interest
    - ii. Whistleblower Protection
    - iii. Document Retention and Destruction
  - c. Elections Committee Update – President
    - i. One completed set of nominations forms received as of 8-3-21
    - ii. Reminder email message to members on 8-4-21?
    - iii. Social media posts on LinkedIn, Twitter and Facebook on 8-4-21?
  - d. NAC Meeting – President-Elect
    - 1) ATD Chapter Leader Networking event on July 13<sup>th</sup> in lieu of July NAC meeting – Attended by Linda with value propositions for Chapters as main topic of discussion
    - 2) Kim will attend; Linda and Suni tentatively will plan to attend August NAC meeting on August 17, 2021 @ 1 PM CDT
    - 3) Need at least one board member to attend NAC meeting on Tuesday, September 21, 2021 at 1 PM CDT
  
3. Governance – President
  - a. Airtable – All board members encouraged to update as projects completed
  
4. Financial - President
  - a. Financial Reports as of July 31, 2021 – **Review and Accept**
    - i. Per Statement of Financial Position, we have total assets of \$20,863.57 including \$20,863.57 in our Arvest checking account as of July 31, 2021.
    - ii. Per Income and Expense Report:

Total July 2021 Income =	\$377.08
Total July 2021 Expense =	<u>\$1,409.03</u>
Overall July 2021 Total =	(\$1,031.95)
  - b. Per notification from ATD, we have paid \$700 for a team of 5 2022 board members to attend virtual ALC.

- c. With approved minutes for May board meeting, Linda will follow up with Arvest to establish Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.
    - i. Update - Linda has scheduled two phone call appointments with Arvest. Arvest did not call at scheduled appointment times. Now, have scheduled in-person meeting for Friday, August 6, 2021 at 10 AM.
  - d. Annual Financial Compilation Report – **Review and Approve (attached)**
  - e. Review of draft Compilation Report resulted in need to revise Statement of Financial Position and Income & Expense Report as of December 31, 2020. **(attached) Review & Accept**
  - f. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming
    - i. System for use by all board members?
    - ii. Options to consider other TechSoup purchases?
5. Membership – VP of Membership
- a. Monthly Membership Report - **Review and Accept**  
**Total Membership as of 7/31/21: 84 (0)**
    - PM: 51 (0) (7 Past due)
    - Tulsa: 26 (+1)
    - Student: 2 (No change)
    - Student PM: 1 (no change)
    - PM/Membership: 61% (0)
  - b. ATD Automatic Renewal Opportunity – Vote needed if we want to opt out of 10% discount for renewal participants **(attached)**
  - c. August Membership Event Ideas?
  - d. Plans for Annual Member Survey?
6. Programming – VP of Programming
- a. Update on plans for distributing session videos for attendees?
    - i. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
    - ii. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
  - b. Program Evaluation Summary - July Program Meeting - The Skillset Economy presented by Jon Tota **(attached)**
  - c. Plans for August 20, 2021 Program Meeting - Content & Logistics:
    - i. Topic & Presenter – Staying on the Path to Making Training Stick with Dr. Tammy Means, PhD, Chief Learning Officer, Make Training Stick
    - ii. Accommodations – Virtual via Zoom
    - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
    - iv. Board Member Attendance & Participation – Walt, Linda, Kim, and Rachel currently registered
      - 1. Elections Update
      - 2. Pitch to Attend Future Program Meetings and Ideas for Future Meetings



3. Power Membership Promotional Activities – ATD21 ICE Team
    - v. Post Meeting Evaluation Online Distribution by Monday, August 23, 2021 & Options to use Zoom polls at the beginning of the session to ask marketing questions currently included on evaluation
  - d. Plans for Statewide Conference – President-Elect
    - i. Date Selected – Thursday, October 28, 2021
    - ii. Keynote Speaker – Dr. Maureen Orey, Workplace Learning and Performance Group
    - iii. Title & Theme - Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
    - iv. Items for Review and Approval:
      1. Conference Budget
        1. Registration rates schedule
        2. Conference platform services provided by Training Umbrella
        3. Honorariums for presenters
        4. ATD Tulsa branded polo shirts for Planning Committee members
      2. Conference registration rates schedule
      3. RFP's for Conference presenters
      4. Conference Platform Services Proposal from Training Umbrella (attached)
    - v. Next Steps
7. Communications –
    - a. Communications Plan for 2021
      1. Build social media following on LinkedIn with posts four to five times per week – Now have 124 followers
    - b. Communications Scheduled for August
      1. Special Announcement to ATD Tulsa members only on August 3<sup>rd</sup>?
        - a. Elections – Nomination Forms due by August 6, 2021
        - b. 2020 Annual Report – Posted and available for download by members
        - c. Process/Code for attending COC-ATD events at Chapter Member rate is “Tulsa”
        - d. August Program Meeting
        - e. Save the Date for Statewide Conference on October 28, 2021 – conference website and registration coming soon!
      2. August Program Meeting Announcements and Invitations
      3. Statewide Conference Communications – once website is established after August 16, 2021
    - c. Communications Needs & Opportunities
  8. Old Business
  9. New Business
  10. Confirm Dates for Next Two Board Meetings

- a. Date for September Board Meeting – **September 7**
- b. Date Options for October Board Meeting – Tuesday, October 5<sup>th</sup>, Wednesday, October 6<sup>th</sup> or Thursday, October 7<sup>th</sup>

11. Confirm Action Items

12. Adjourn Meeting

Date & Time: Tuesday, July 6, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

1. Meeting called to order by President Linda Jenkins a 4:09 p.m.
  - a. Board Meeting Minutes were taken by VP of Administration, Rachel Wagner
  - b. Roll Call – VP of Administration, Rachel Wagner
    - i. Attendees: Linda Jenkins, President; Sunilyn Hertt, President-elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Rachel Wagner, VP Administration
    - ii. Excused absence: Lewana Harris, Past-President
    - iii. Quorum confirmed – (83% of board members present)
    - iv. No guests in attendance
  - c. Agenda for July 6, 2021 Board Meeting –Motion for approval moved, seconded, and approved.
  
2. Board of Directors – President Linda Jenkins
  - a. Minutes from June 7, 2021 Board Meeting – motion for approval moved, seconded, and approved  
  
**Action Item:** Rachel will post the approved June Board Minutes on Wild Apricot.
  
  - b. Bylaws and Policies Committee Update – Rachel Wagner, Committee Chair
    - i. The three Risk Assessment subcommittees have met or are scheduled to meet during July to complete document drafts for Conflict of Interest, Whistleblower Policy, and Document Retention. Each subcommittee will present its document draft to the full Bylaws/Policy Committee before the August Board Meeting.  
  
**Action Item:** Rachel will send out email next week to firm up Bylaws/Policy Committee Meeting for end of July in which the three draft documents will be presented and voted on for recommendation to the Board at its August Board Meeting.
  
  - c. Elections Committee Update – President Linda Jenkins presented the Elections Process Timeline and Forms, including names of those on the Elections Committee.
    - i. Voting (online) will be in September so that newly elected Board Members will be able to attend ALC in November.
    - ii. Motion for approval of the Elections Timeline and Forms moved, seconded, and approved.
  
  - d. NAC Meeting – President-Elect Suni
    - 1) June NAC participation report – Linda & Suni attended – Linda gave a presentation on board meeting best practices, highlighting what the Tulsa chapter is doing well.
    - 2) July 20<sup>th</sup> NAC changed to July 13<sup>th</sup> as a board networking event.  
**Action Item:** Kim will attend. Suni may also attend.  
August 17 NAC @ 1 PM  
**Action Item:** Kim will attend; Linda and Suni tentatively will plan to attend.
  
3. Governance – President Linda Jenkins
  - a. Airtable – All board members encouraged to update as projects are completed

- b. Received email from OSU-Tulsa on 7-2-21 stating it was scheduling room rentals for Fall 2021 and 2022. No pandemic related restrictions and room rates same as 2019.
  - i. Need to consider Membership Needs Assessment in annual membership survey. (Member Survey will be in late August or early Sept.) Give people options re: in person or virtual or hybrid; also live streaming.
  - ii. Need to consider catering/serving constraints – Buffet not an option. Needs to be separately packaged food, such as boxed lunches from Panera, etc.
  - iii. Next year’s Board to decide on whether to even have food.
  - iv. Need to consider our positions on masking/social distancing/vaccination – Recommend events be held in BS Roberts Room to accommodate social distancing for folks who want it. BOK Room too tight for social distancing.
  - v. Need to consider time for events – morning and afternoon options in addition to or in lieu of lunchtime. Ex: morning meeting before people go to work.

4. Financial - President

- a. Financial Reports as of June 30, 2021 –
  - i. Per Statement of Financial Position, we have total assets of \$21,895.52 including \$21,822.22 in our Arvest checking account as of June 30, 2021.
  - ii. Per Income and Expense Report:

Total June 2021 Income =	\$660.00 (income from memberships and program meeting)
Total June 2021 Expense =	<u>\$186.24</u>
Overall June 2021 Total =	\$473.76

- iii. Motion for approval of Financial Reports moved, seconded, and accepted.
- b. With an approved copy of the May 2021 Board Meeting Minutes, Linda will follow up with Arvest to establish Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.

**Action Item:** Linda will set up the accounts at Arvest (taking approved copy of Board Minutes to validate this action).

- c. M&M submitted a draft compilation report. Upon review, Linda identified a \$110 difference in the opening and closing asset balances. Although M&M considers the difference to be immaterial, Linda is working to identify sources for the difference so they can be corrected. She had already identified and corrected two sources for the difference through checking account reconciliation. Now, working to see if remaining difference is related to A/R from previous year.
- d. Update on Teams Group on ATD Tulsa Office 365 account to facilitate 2021 ATD Oklahoma Statewide Planning Committee communications by June 15, 2021.
  - i. Did not do because change required upgrade to Enterprise account for approximately \$500.
  - ii. Determined it was not a cost-effective change to make.
- e. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming

- i. At August Board Meeting, will decide how this account will be used by board members.
- ii. Will consider other TechSoup purchases to save money, such as SurveyMonkey.

5. Membership – VP of Membership

- a. Monthly Membership Report – 4 new members in June, 3 Tulsa, 1 PM
- b. Total Membership as of 6/30/21: 84 (+3)
  - PM: 51 (-3) (5 Past due)
  - Tulsa: 25 (+1)
  - Student: 2 (No change)
  - Student PM: 1 (no change)
  - PM/Membership: 61% (-5%)

Past due members from April 30 moved to non-member status (no response from calls/emails to them)

Motion for accepting Monthly Membership Report – moved, seconded, accepted.

- c. Feedback regarding Membership Meeting on Tuesday, June 29<sup>th</sup> from 3:30 PM to 4:30 PM – The Value of ATD Membership with Brandon Grubesky, Director, Membership, Association for Talent Development (ATD) – No action or discussion during meeting.
- d. Drawing to determine winner of FREE online ATD course per attendance of ATD Tulsa events during the 2nd quarter.
  - i. Kim has an app to use to determine winner.
  - ii. Attendees receive 1 credit for each event attended, including board meeting and state conference meetings in addition to Program meetings and Member meetings.

**Action Item:** Walt will run report to determine who attended April – June.

**Action Item:** Kim will use the report to determine winner and communicate logistics for acquiring course with winner.

- e. July Membership Event
  - i. Tabled due to members and board on vacation.
  - ii. Want future Member Events to be a networking-type of event and held outdoors. Any food/beverage to be packaged individually.

**Action Item:** Kim will bring proposal to August Board Meeting with ideas for August Member Event.

- f. New Member Orientation Process – Kim shared her process of what’s being covered and how is it being received.
  - i. Sends welcome email that their membership is accepted
  - ii. Thank-you email sent with list of upcoming events and explains Power options

- g. Annual Member Survey – need to determine what questions to ask, including meeting in person or not.
- h. Membership outreach to promote Chapter engagement and social media followers:
  - i. Continue highlighting Member accomplishments on social media
  - ii. Continue highlighting New and Renewing Members on social media

**Meeting break – 5:10-5:15 p.m.**

- 6. Programming – VP of Programming – Walt Hansmann
  - a. May 21, 2021, Program Meeting – Tips & Tricks for Training in Zoom
    - i. Video of this session is edited; is “hidden” on Walt’s personal YouTube account. YouTube has coded into it a way to share the link. Video is also on Tulsa ATD website. Still working to find a way for meeting attendees to view but not download the video.
  - b. June 18, 2021, Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
    - i. Takeaways from Meeting Survey Summary responses
      - a. Not getting enough responses
      - b. Consider streamlining survey with fewer questions
      - c. Possibly add ZOOM poll at beginning of meeting re: how they heard about meeting, etc. and do simpler survey via email relevant to topic and facilitator
  - c. Program for February 18, 2022 - Going Solo? Realities and Rewards of Consulting presented by Elaine Biech and Halelly Azulay
    - i. Given their positions as talent development thought leaders, a modified shorter version of our RFP was used by these presenters.
    - ii. Motion to approve this RFP – moved, seconded, approved.
  - d. Plans for July 16 Program Meeting - Content & Logistics:
    - i. Topic & Presenter – The Skillset Economy presented by Jon Tota
    - ii. Accommodations – will be virtual via Zoom
    - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT

**Action Item:** Walt will send a document to Linda how to claim host (as a backup if he can’t attend.)

- iv. Board Member Attendance & Participation – Walt and Linda currently registered. Rachel plans to register and attend.
- v. Will share information re: Elections Committee and Elections
- vi. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
- vii. Power Membership Promotional Activities – ATD21 ICE Team

**Action Item:** Walt will send Post Meeting Evaluation - online distribution by Monday, July 19, 2021

- e. Plans for Statewide Conference – President-Elect Suni Hertt
  - i. Conference date – Thursday, October 28, 2021.
  - ii. Keynote Speaker – Dr. Maureen Orey, Workplace Learning and Performance Group
  - iii. Title & Theme - Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
  - iv. Identified workshop presenters preparing written proposals and speaker agreements – working to have them completed by July 9, 2021
  - v. Considering proposal from Training Umbrella to provide conference platform and producer services for the conference. They can assist with training the speakers and marketing; this company will allow committee members to be more in attendance versus concerned with the technical aspects. Their professional fee: \$5,400.
  - vi. Next Steps
    - a) Next Committee Planning Meeting to discuss RFP's, scheduled for Thursday, July 15 from 4 -5:30 p.m.

## 7. Communications

- a. Communications Plan for 2021
  - 1. Build social media following on LinkedIn with posts 4-5 times per week – Now have 119 followers.
- b. Communications Scheduled for July
  - 1. 2021 Board Member Communications
    - a. Email request (dated June 17, 2021) from ATD to send an email message regarding the summer sale – COC-ATD sent out an email on 7-6-21.

Motion to approve summer sale email to our members – moved, seconded, approved.

**Action Item:** Walt will email members from board about ATD Summer Sale; will use template ATD sent out.

- b. Elections information in emails
  - 1. 2020 Annual Report – Rachel has posted this. Needs to be distributed to members

**Action Item:** **Walt** will include in email communications that 2020 Annual Report is available.

- c. Process/Code for attending COC-ATD events at Chapter Member rate
- d. July Program Meeting Announcements and Invitations
- e. Statewide Conference Communications
- f. Communications Needs & Opportunities - Option to skip July newsletter and publish newsletter in early August to include state-wide conference and other items.

## 8. Old Business - none

9. New Business - none

10. Confirm Dates for Next Two Board Meetings

- a. August Board Meeting – Tuesday, August 3<sup>rd</sup>, 4-6 p.m.
- b. September Board Meeting – September 7, 4-6 p.m.

11. Confirm Action Items

- A. **Action Item:** Rachel will post the approved June Board Minutes on Wild Apricot.
- B. **Action Item:** Rachel will send out email next week to firm up Bylaws/Policy Committee Meeting for end of July in which the three draft documents will be presented for recommendation to the Board at its August Board Meeting.
- C. **Action Item:** Kim will attend. Suni may also attend.  
August 17 NAC @ 1 PM
- D. **Action Item:** Kim will attend; Linda and Suni tentatively will plan to attend.
- E. **Action Item:** Linda will set up the accounts at Arvest (taking approved copy of Board Minutes to validate this action).
- F. **Action Item:** Kim will run report to determine who attended April – June.
- G. **Action Item:** Linda will assist Kim in pulling the attendance report.
- H. **Action Item:** Kim will send email to Board or bring proposal to August Board Meeting with ideas for August Member Event.
- I. **Action Item:** Walt will send a document to Linda how to claim host (as a backup if he can't attend.)
- J. **Action Item:** Walt will send Post Meeting Evaluation - online distribution by Monday, July 19, 2021
- K. **Action Item:** Walt will email members from board about ATD Summer Sale; will use template ATD sent out.
- L. **Action Item:** Walt will include in email communications that 2020 Annual Report is available.

12. Meeting adjourned 6 p.m. (Suni left at 4:50 p.m.)

Minutes respectfully submitted by Rachel Wagner, VP of Administration, July 16, 2021



## **ARTICLE II - PURPOSE (updated 9-15-21)**

### **SECTION 2.2.2 (2.3)? CONFLICT OF INTEREST PURPOSE**

The purpose of the conflict-of-interest policy is to protect this tax-exempt Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest Board members of Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **SECTION 2.2.3 DEFINITIONS**

#### **Policy 2.2.3.1 Interested Person**

Any board member who has a direct or indirect financial interest, as defined below, is an interested person.

If a person is an interested person with respect to any entity in the network of which the organization is a part, he or she is an interested person with respect to all entities in the network.

#### **Policy 2.2.3.2 Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family,

- A. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
- B. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement,
- C. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Policy 2.2.3.1, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **SECTION 2.2.4 PROCEDURES**

### **Policy 2.2.4.1 Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board of directors and members of committees with governing board-delegated powers considering the proposed transaction or arrangement.

### **Policy 2.2.4.2 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **Policy 2.2.4.3 Procedures for Addressing the Conflict of Interest**

- A. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- B. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- C. After exercising due diligence, the governing board or committee shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- D. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested board members whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, the governing board shall make its decision as to whether to enter into the transaction or arrangement.

### **Policy 2.2.4.4 Violations of the Conflicts-of-Interest Policy**

- A. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the

member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- B. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Policy 2.2.4.5 Records of Proceedings**

The minutes of the governing board and all committees shall contain:

- A. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed;
- B. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Policy 2.2.4.6 Compensation**

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- D. People who receive compensation from the organization, whether directly or indirectly or as employees or independent contractors, are precluded from membership on any committee whose jurisdiction includes compensation matters. No person, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### **Policy 2.2.4.7 Annual Statements**

Each board member shall annually sign a statement that affirms such person:

- A. has received a copy of the conflict-of-interest policy,
- B. has read and understands the policy,
- C. has agreed to comply with the policy,
- D. understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

#### **Policy 2.2.4.8 Periodic Reviews**

To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews (to be conducted during the annual risk assessment) shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.
- C. Ensure that the corporation is in compliance with the annual statements as described in 2.2.4.7 above.

#### **Policy 2.2.4.9 Use of Outside Experts**

When conducting the periodic reviews as provided for in Policy 2.2.4.8, the Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE II – PURPOSE (updated 9-15-21)**

### **SECTION 2.3 WHISTLEBLOWER POLICY PURPOSE**

- A. The purpose of the Whistleblower policy is to protect members, board members or volunteers who bring forth credible information on illegal practices or violation of adopted policies.
- B. This Whistleblower Policy is intended to encourage and enable members, board members, or volunteers to raise serious concerns within ATD Tulsa prior to seeking resolution outside the organization.

#### **SECTION 2.3.1 INTRODUCTION**

As representatives of ATD Tulsa, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is ATD Tulsa's policy with respect to reporting good-faith concerns about the legality or propriety of ATD Tulsa's action or plans.

#### **Policy 2.3.2 REPORTING OF CONCERNS**

It is the responsibility of all members, board members or volunteers to comply with ATD Tulsa's Code of Ethics and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

#### **Policy 2.3.3 CONFIDENTIALITY**

ATD Tulsa will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a complete and fair investigation, or 2) for review of ATD Tulsa operations by ATD Tulsa's board, ATD Tulsa's independent public accountants, and ATD Tulsa's legal counsel.

#### **Policy 2.3.4 RETALIATION**

- A. ATD Tulsa will not permit any negative or adverse actions to be taken against any members, board members or volunteers or individual for making a good-faith report of a possible violation of its Code of Ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation.
- B. Retaliation in any form will not be tolerated. Any person who retaliates against someone who has reported a violation in good faith may be subject to discipline up to and including termination of board positions or termination of membership in ATD Tulsa; and/or inability to hold ATD Tulsa board position or membership for a minimum of two years from date of infraction. After two years, application for membership may be reviewed and/or reinstated by the current ATD Tulsa board.

#### **Policy 2.3.5 HOW TO REPORT CONCERNS OR COMPLAINTS**

- A. Board members, members, or volunteers may communicate suspected violations of its Code of Ethics, applicable law, or other wrongdoing or alleged retaliation by contacting any of ATD

Tulsa's current board members via the USPS sent to **ATD Tulsa Chapter, P.O. Box 33351, Tulsa, OK 74153.**

- B. If you wish to remain anonymous, it is not necessary that you give your name in any notification.
- C. Whether or not you identify yourself, for a proper investigation to be conducted, please provide ATD Tulsa with as much information as you can, sufficient to do a proper investigation, including the following: 1) where and when the incident occurred, 2) names and titles of the individuals involved, and 3) as much other detail as you can provide.

### **POLICY 2.3.6 TYPES OF CONCERNS**

The following is a partial list of the kinds of improprieties that should be reported:

- A. Supplying false or misleading information on ATD Tulsa's financial or other public documents.
- B. Illegal acts or questionable conduct involving ATD Tulsa's assets, including outright theft of equipment or cash, fraudulent expense reports, misstatement of any account to any board members or ATD Tulsa's auditors, or any conflict of interest that results in financial harm to ATD Tulsa.
- C. Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records (print or electronic) that may be connected to an official proceeding, in violation of federal or state law or regulations.
- D. Altering, destroying, or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstruction, influencing, or impeding any official proceeding, in violation of federal or state law or regulations.
- E. Embezzling, self-dealing, private inurement (i.e., ATD Tulsa earnings inuring [familiarizing] to the benefit of a director, officer, board member, member, or volunteer) and private benefit (i.e., ATD Tulsa assets being used by anyone in the organization for personal gain or benefit.)
- F. Deliberately paying for goods or services that are not rendered or delivered.
- G. Using remarks or actions of a sexual nature that are not welcome and are likely to be viewed as personally offensive, including sexual flirtations; unwelcome physical or verbal advances; sexual propositions; verbal abuse of a sexual nature; the display of sexually suggestive objects, cartoons, or pictures; and physical contact of a sexual or particularly personal nature.
- H. Using epithets, slurs, negative stereotyping, and threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or veteran status.
- I. Circulating or posting written or graphic material in the ATD Tulsa meeting space or on social media, or any other type of digital communication, such as email or virtual platforms, that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sexual orientation, gender, gender identity, nationality, age, disability, or veteran status.
- J. Discriminating against a member, board member, or volunteer due to a person's race, color, religion, sexual orientation, gender identity, national origin, age, physical or mental impairment, or veteran status.
- K. Violating any or all of ATD Tulsa's Bylaws and Policies and Procedures.
- L. Facilitating any of the above or similar actions.
- M. Concealing any of the above or similar actions.

**ARTICLE V – BOARD OF DIRECTORS (updated 9-15-21)**

**Section 5.8 DUTIES AND RESPONSIBILITIES**

**Policy 5.8.2 DOCUMENT RETENTION AND DESTRUCTION POLICY PURPOSE**

To ensure ATD Tulsa functions in compliance with the expectations of governmental, legal, and ATD requirements regarding document retention and destruction.

**Policy 5.8.3 SPECIFIC AND GENERAL POLICIES RELATIVE TO DOCUMENT RETENTION AND DESTRUCTION**

**Procedure 5.8.3.1** General Guidelines.

Documents must be digitized and retained in ATD Tulsa Chapter’s virtual storage space.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable journals and checks	7 years
Accounts receivable journals	7 years
Annual financial statements and audits	Permanently
Bank statements	3 years
Board meeting minutes	Permanently
Emails	Permanently
Insurance policies (expired)	Permanently
Membership records	3 complete years
Organizational documents (charters, bylaws, etc.)*	Permanently
Payroll records	7 years
Supporting documentation (such as paid invoices and cash receipts)	3 complete years
Tax returns Permanently	Permanently

*\* ATD Chapter Services maintains an electronic archive of chapter organizational documents.*

**Procedure 5.8.3.2 Exception for Litigation-Relevant Documents**

If the chapter is in litigation or under investigation by the IRS or state authorities, no records should be discarded until the investigation or litigation is concluded.

**ATD Tulsa Chapter  
Statement of Financial Position as of July 31, 2021**

<b>Assets</b>		<b>Liabilities</b>	
Arvest Checking Account	\$ 20,790.27	Accounts Payable	\$ -
Cash	\$ 73.30	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	\$ 20,863.57
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 20,863.57</u>	<b>Total Net Assets</b>	<u><u>\$ 20,863.57</u></u>
<b>Total Assets</b>	<u><u>\$ 20,863.57</u></u>	<b>Total Liabilities Plus Net Assets</b>	<u><u>\$ 20,863.57</u></u>

\* Accounts Receivable (0 to 90 Days)

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

Prepared by Linda Jenkins, 2021 President on 8-2-21



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

Category Description	2020 Actual	2021 Approved Budget	Jul-21	2021 Total	Difference (+/-)	Notes
<b>INCOME</b>						
ATD ChIP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 177.08	\$ 1,827.93	\$ (327.93)	\$77.08 ChIP payment & \$100 for 2 Power Memberships
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 150.00	\$ 1,390.00	\$ 2,610.00	\$60 - July Program Meeting (Skillset Economy) & \$90 - August Program Meeting (Staying on the Path)
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 50.00	\$ 1,025.00	\$ 4,125.00	\$50 - 1 Level Change from Power to Associate
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00		\$ -	\$ 1,000.00	
ATD Newsletter Sponsorship	\$ -	\$ 200.00		\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ 300.00		\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00		\$ -	\$ 400.00	
Special Event - State Conference	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
<b>TOTAL INCOME</b>	<b>\$ 9,253.09</b>	<b>\$ 28,550.00</b>	<b>\$ 377.08</b>	<b>\$ 4,242.93</b>	<b>\$ 24,307.07</b>	
	\$ -			\$ -	\$ -	
<b>EXPENSES</b>						
<b>Board Expense</b>						
National ATD Dues	\$ -	\$ -		\$ 179.00	\$ (179.00)	
Retreat	\$ -	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00	\$ 700.00	\$ 700.00	\$ 2,800.00	Early Bird Payment for 5 2022 ATD Tulsa Board Members to attend virtual ALC in November
Treasurer Expense	\$ 7.50	\$ 350.00		\$ -	\$ 350.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00	\$ 630.00	\$ 1,260.00	\$ 40.00	2nd (final) payment to M&M Consultants for 2020 Compilation Report
<b>TOTAL Board Expense</b>	<b>\$ 1,907.50</b>	<b>\$ 5,270.00</b>	<b>\$ 1,330.00</b>	<b>\$ 2,139.00</b>	<b>\$ 3,131.00</b>	
	\$ -			\$ -	\$ -	
<b>Communications Expense</b>						
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00		\$ 575.04	\$ (35.04)	
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ 1,536.00	\$ 164.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00		\$ 539.95	\$ 268.05	
PO Box Subscription	\$ 92.00	\$ 92.00		\$ 118.00	\$ (26.00)	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
<b>TOTAL Communications Expense</b>	<b>\$ 2,240.44</b>	<b>\$ 3,390.00</b>	<b>\$ -</b>	<b>\$ 2,768.99</b>	<b>\$ 621.01</b>	
	\$ -			\$ -	\$ -	
<b>Meeting Expense</b>						
Facility Charge	\$ 220.00	\$ 500.00		\$ -	\$ 500.00	
Meals-Food	\$ 778.11	\$ 2,000.00		\$ -	\$ 2,000.00	
ATD December Special Program	\$ 141.69	\$ 200.00		\$ -	\$ 200.00	

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

Category Description	2020 Actual	2021 Approved Budget	Jul-21	2021 Total	Difference (+/-)	Notes
Recognition Items	\$ -	\$ 700.00		\$ -	\$ 700.00	
<b><u>TOTAL Meeting Expense</u></b>	<b>\$ 1,139.80</b>	<b>\$ 3,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,400.00</b>	
	\$ -			\$ -	\$ -	
<b>Membership Expense</b>	\$ -			\$ -	\$ -	
Name Badges	\$ 309.73			\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00		\$ -	\$ 400.00	
New Member Appreciation/Recognition	\$ -	\$ 400.00		\$ -	\$ 400.00	
<b><u>TOTAL Membership Expense</u></b>	<b>\$ 509.73</b>	<b>\$ 800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800.00</b>	
	\$ -			\$ -	\$ -	
<b>Misc. Expenses</b>	\$ -			\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 28.21	\$ 173.46	\$ 826.54	Monthly AffiniPay online payment processing expenses.
Oklahoma ATD State Conference	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00	
Other Special Event Expense	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 50.82	\$ 866.96	\$ 333.04	1 monthly general liability insurance payment
<b><u>TOTAL Misc Expense</u></b>	<b>\$ 1,251.30</b>	<b>\$ 13,700.00</b>	<b>\$ 79.03</b>	<b>\$ 1,040.42</b>	<b>\$ 12,659.58</b>	
	\$ -			\$ -	\$ -	
<b><u>TOTAL EXPENSES</u></b>	<b>\$ 7,048.77</b>	<b>\$ 26,560.00</b>	<b>\$ 1,409.03</b>	<b>\$ 5,948.41</b>	<b>\$ 20,611.59</b>	
	\$ -			\$ -	\$ -	
<b><u>OVERALL TOTAL</u></b>	<b>\$ 2,204.32</b>	<b>\$ 1,990.00</b>	<b>\$ (1,031.95)</b>	<b>\$ (1,705.48)</b>	<b>\$ 3,695.48</b>	

Prepared by Linda Jenkins, 2021 President on  
8-2-21



# M&M Consulting Partners PLLC

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July 12, 2021

Association for Talent Development - Tulsa Chapter

Linda Jenkins, President

PO Box 33351

Tulsa, OK 74153-3351

We have compiled the accompanying statement of financial position of Association for Talent Development – Tulsa Chapter (a nonprofit organization), as of December 31, 2020 and 2019 and the related statement of activities for the year then ended. We have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standard for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there were no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures required by the accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, and changes in net assets. Accordingly, these financial statements are not designed for those who are not informed about such matters.

M&M Consulting Partners PLLC

July 12, 2021

**ATD - TULSA CHAPTER**  
**Statement of Financial Position**  
**For the Year Ended December 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<u>Assets:</u>		
Cash	22,568	20,394
Accounts receivable - Net of allowance	-	130
 Total Assets	<u>22,568</u>	<u>20,524</u>
 <u>Liabilities and Net Assets:</u>		
Liabilities	-	-
 Net assets without donor restrictions	22,568	20,524
 Total Liabilities and Net Assets	<u>22,568</u>	<u>20,524</u>

**ATD - TULSA CHAPTER**  
**Statement of Activities**  
**For the Year Ended December 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<u>Revenues:</u>		
Special event-training	-	2,890
Special event - state conference	-	17,996
Special event - state conference sponsorships	-	2,000
Meeting sponsorship	250	750
Newsletter sponsorship	-	200
Meeting fees	3,690	6,580
Membership dues	2,875	5,526
Other	2,398	945
Total Revenue	<u>9,213</u>	<u>36,887</u>
<u>Expenses:</u>		
State conference	-	16,233
Meeting expenses	1,140	6,438
Membership expenses	510	-
National dues	-	129
Retreat	-	191
Leaders conference	700	2,649
Communications	2,240	2,024
Insurance	971	985
Annual audit	1,200	1,200
Other	408	2,889
Total expenses	<u>7,169</u>	<u>32,738</u>
Change in net assets	2,044	4,149
Net assets at beginning of year	20,524	16,375
Net assets at end of year	<u><u>22,568</u></u>	<u><u>20,524</u></u>

## July 2021 Membership Report

### **Total Membership as of 7/31/21: 84 (0)**

PM: 51 (0) (7 Past due)

Tulsa: 26 (+1)

Student: 2 (No change)

Student PM: 1 (no change)

PM/Membership: 61% (0)

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

0 new members in July

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

1 renewing Members in July

Andrew Engelbrecht - Tulsa ONLY Membership

### **Power Members Past Due as of 7/31/2021:**

Erin Quinn - 7/31/2021

Dona Conn, American Airlines - 6/30/21-emailed 7/9/2021, 8/2/2021. Will move to non-member 9/1/2021

Diana DeLeon, CP Kelco - 6/10/21-emailed 7/9/2021, 8/2/2021. Will move to non-member 9/1/2021

Becky Greene - 6/30/2021-emailed 7/9/2021, 8/2/ 2021. Will move to non-member 9/1/2021

Ashley Earl, Tulsa Federal Credit Union - 5/31/2021-emailed 7/9/2021, 8/2/2021. Will move to non-member 9/1/2021

Cecilia Martin-Smith, CAP Tulsa - 5/31/2021-emailed 7/9/2021. 8/2/2021. Will move to non-member 9/1/2021

Lisa Espinosa, Hilti, Inc - 7/31/2021. emailed 8/2/2021.

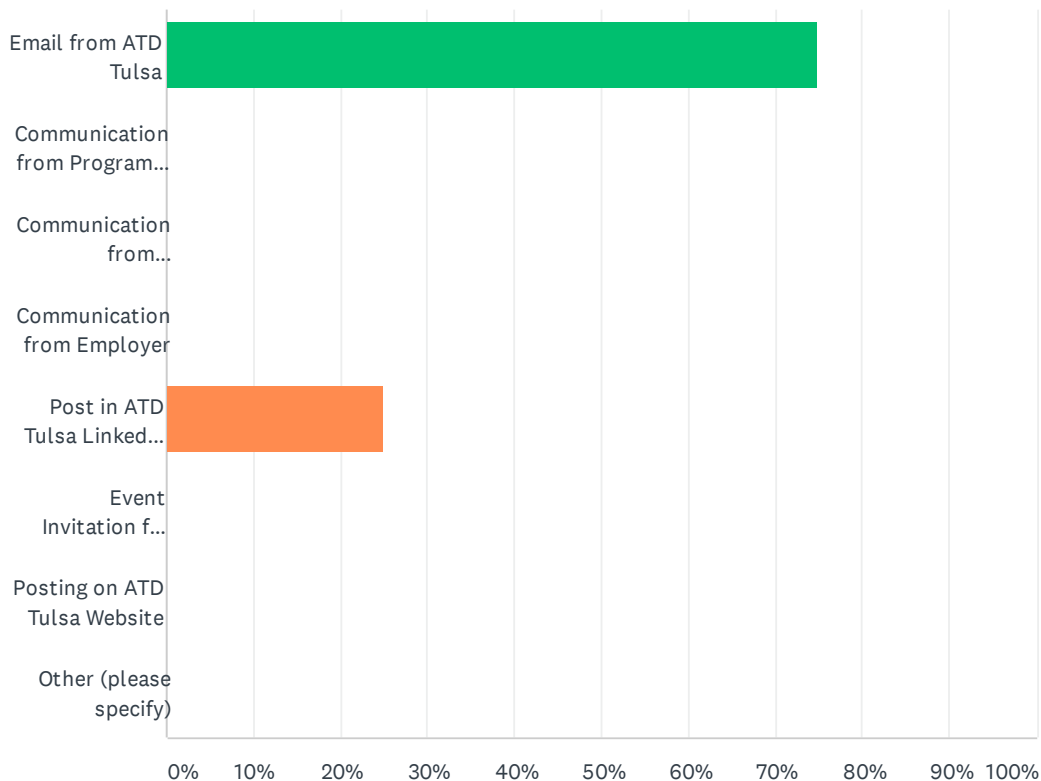
### **Member event for August**

August ideas:

- Ice cream social, baseball game, Networking at Rachel's
- Challenges we've overcome in transitioning from ILT to ViLT? 4-5 panel members (and 1 ViLT veteran) discussing changes they have made. Then breakout rooms to discuss with one of the presenters in each room (depending on number of attendees)
- Getting back into ATD
- Get together in person at park or packaged foods outdoors at rooftop location, etc

## Q1 How did you hear about this ATD Tulsa program meeting?

Answered: 4 Skipped: 0

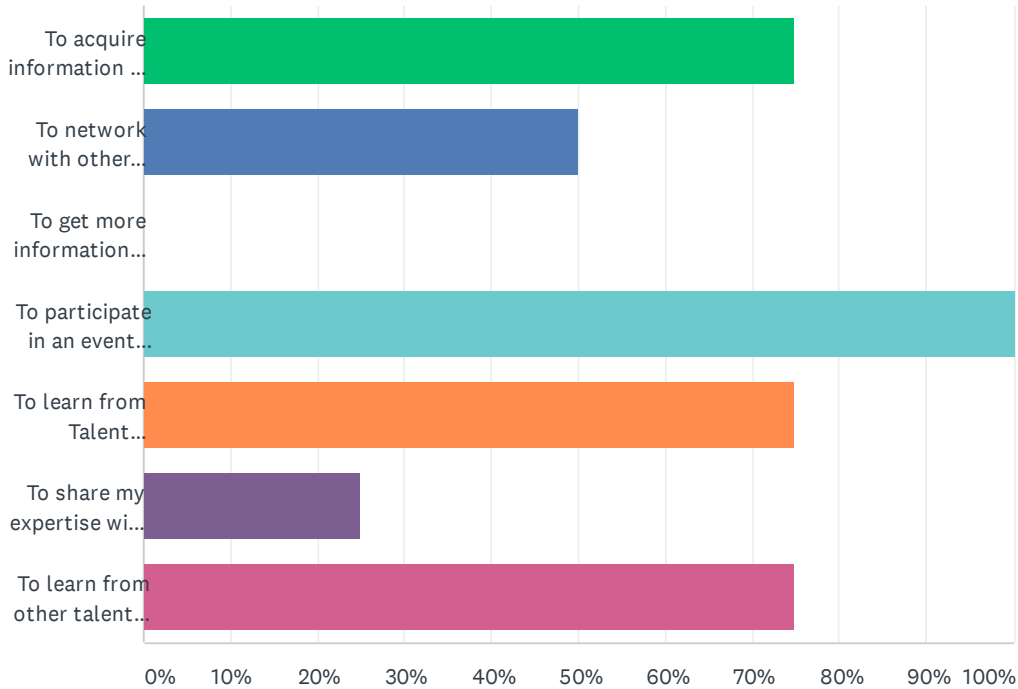


ANSWER CHOICES	RESPONSES
Email from ATD Tulsa	75.00% 3
Communication from Program Presenter(s)	0.00% 0
Communication from Colleague/Friend	0.00% 0
Communication from Employer	0.00% 0
Post in ATD Tulsa LinkedIn Group	25.00% 1
Event Invitation from ATD Tulsa's Facebook Page	0.00% 0
Posting on ATD Tulsa Website	0.00% 0
Other (please specify)	0.00% 0
<b>TOTAL</b>	<b>4</b>

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

## Q2 Why did you attend this ATD Tulsa Program Meeting? Check all that apply.

Answered: 4 Skipped: 0



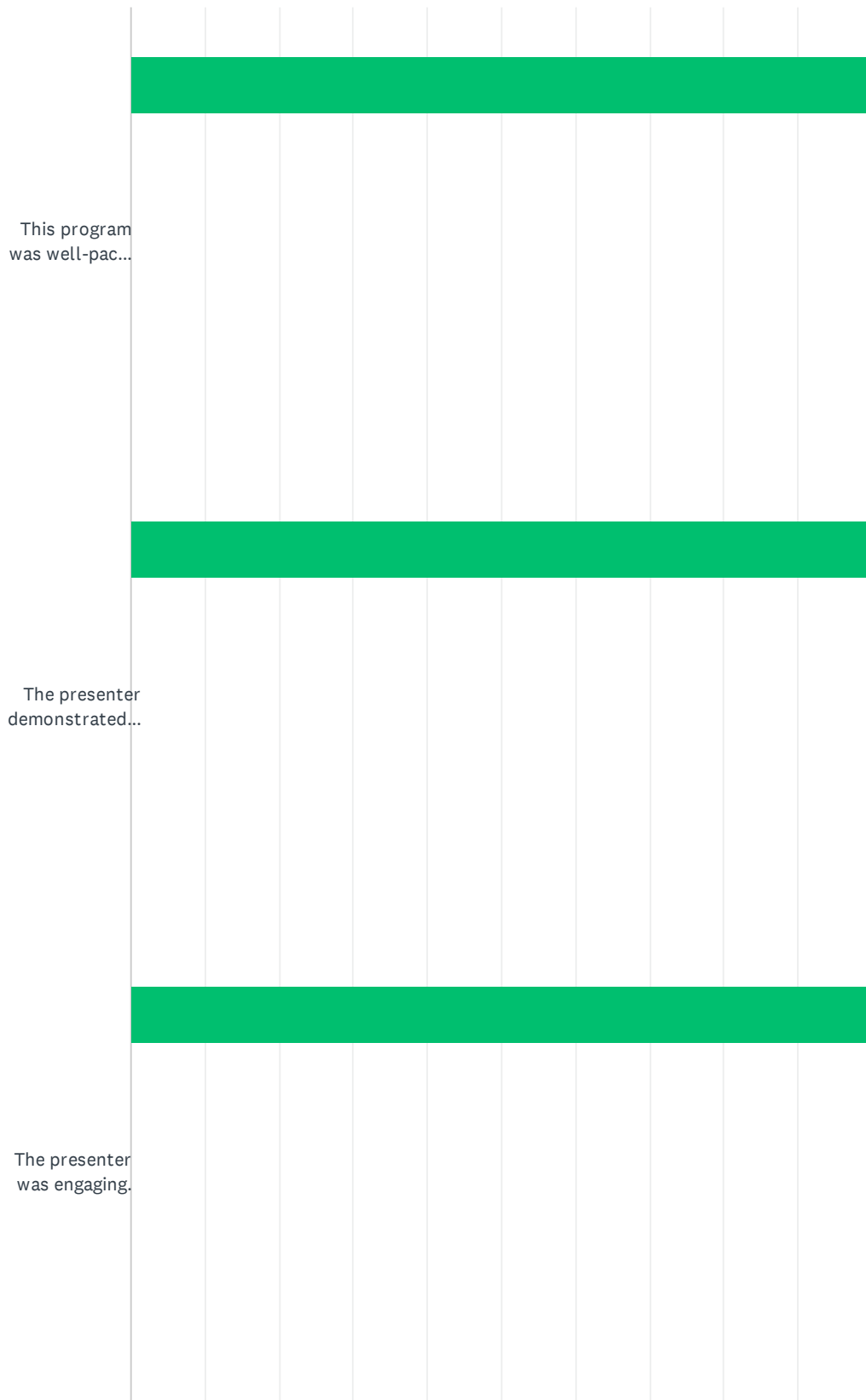
ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	75.00%	3
To network with other talent management professionals.	50.00%	2
To get more information about ATD Tulsa.	0.00%	0
To participate in an event delivered by the presenter.	100.00%	4
To learn from Talent Management industry leaders.	75.00%	3
To share my expertise with other talent management professionals.	25.00%	1
To learn from other talent management professionals attending the program meeting.	75.00%	3
Total Respondents: 4		

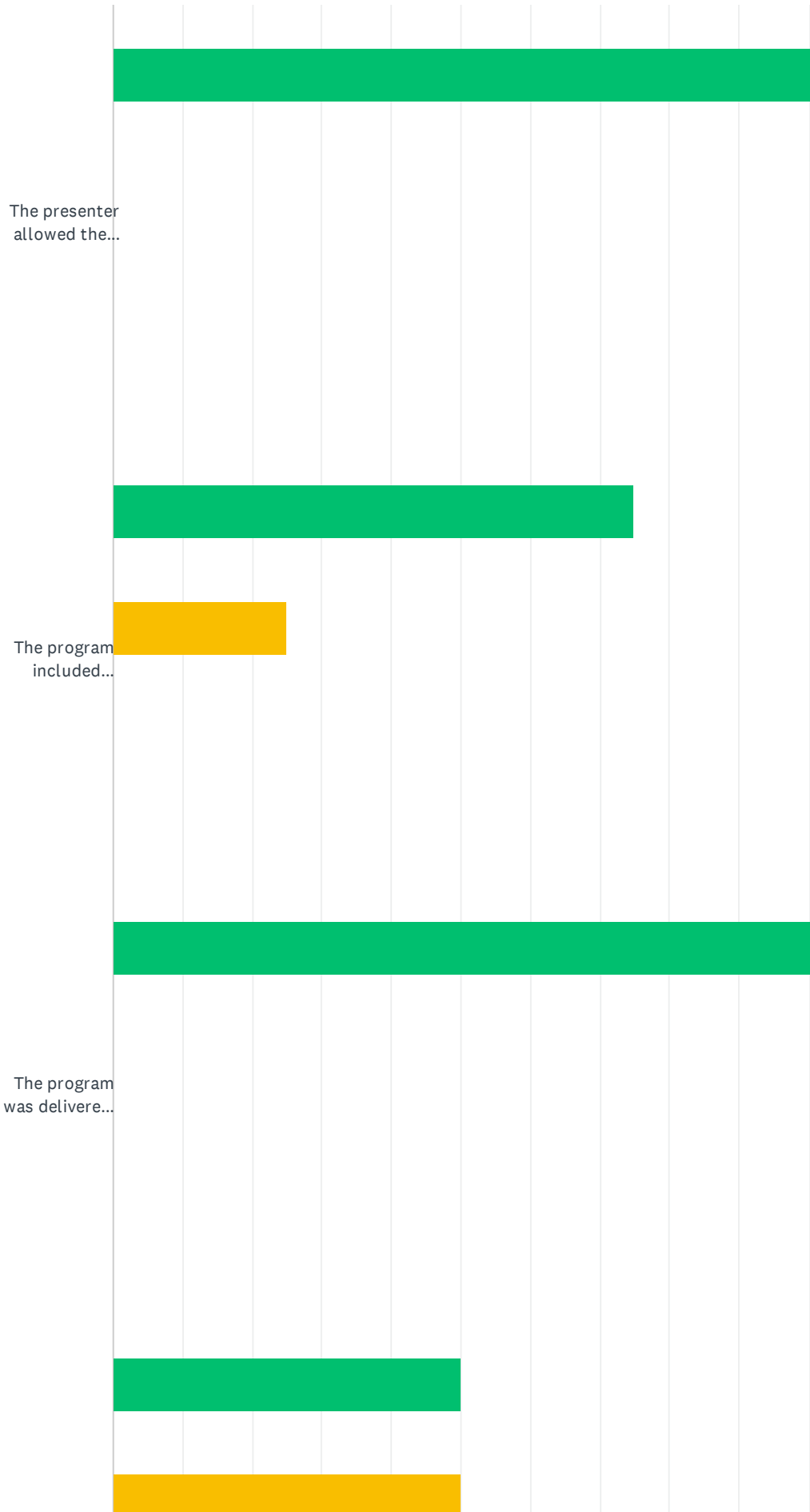
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	



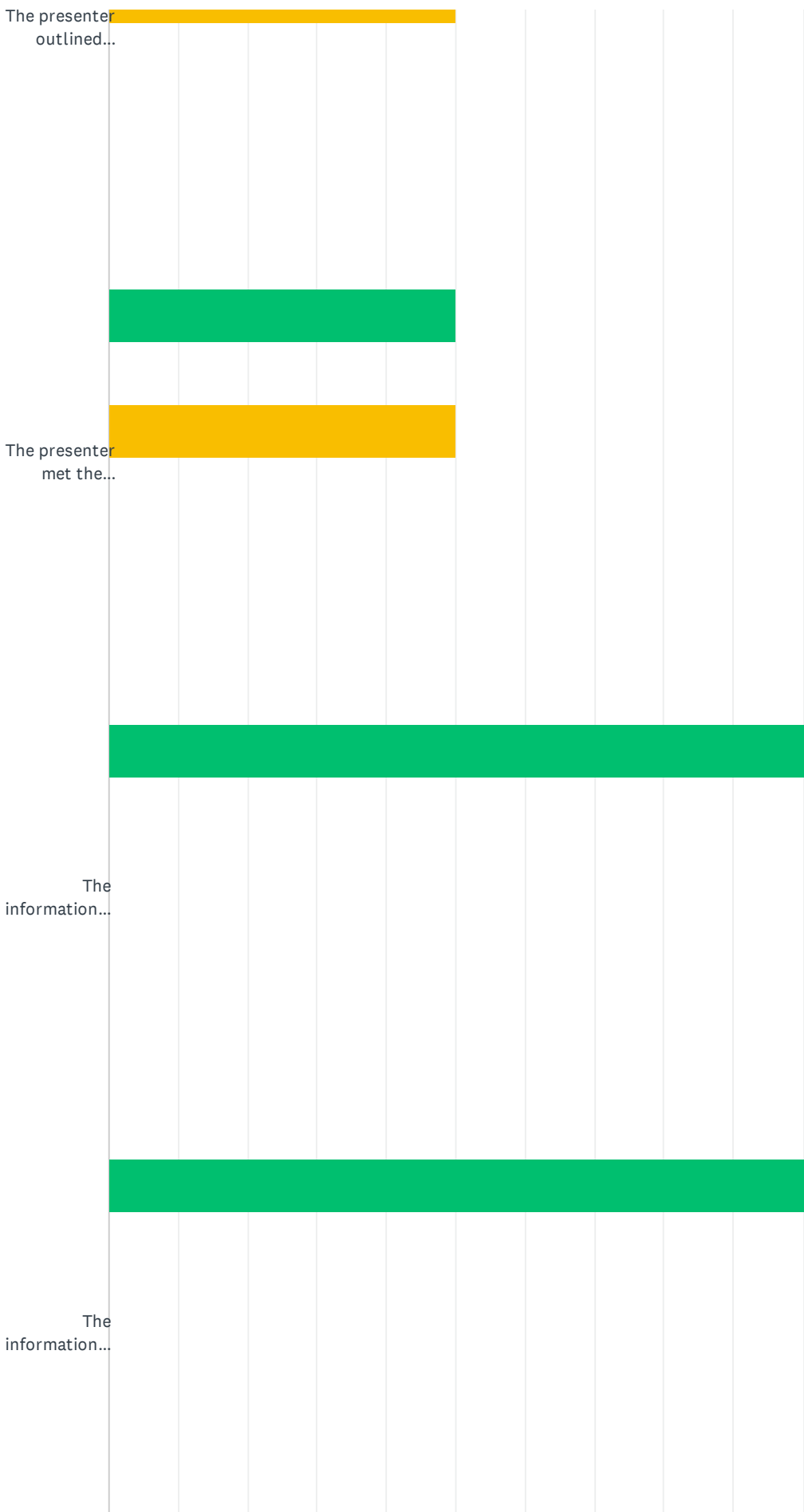
### Q3 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.

Answered: 4 Skipped: 0

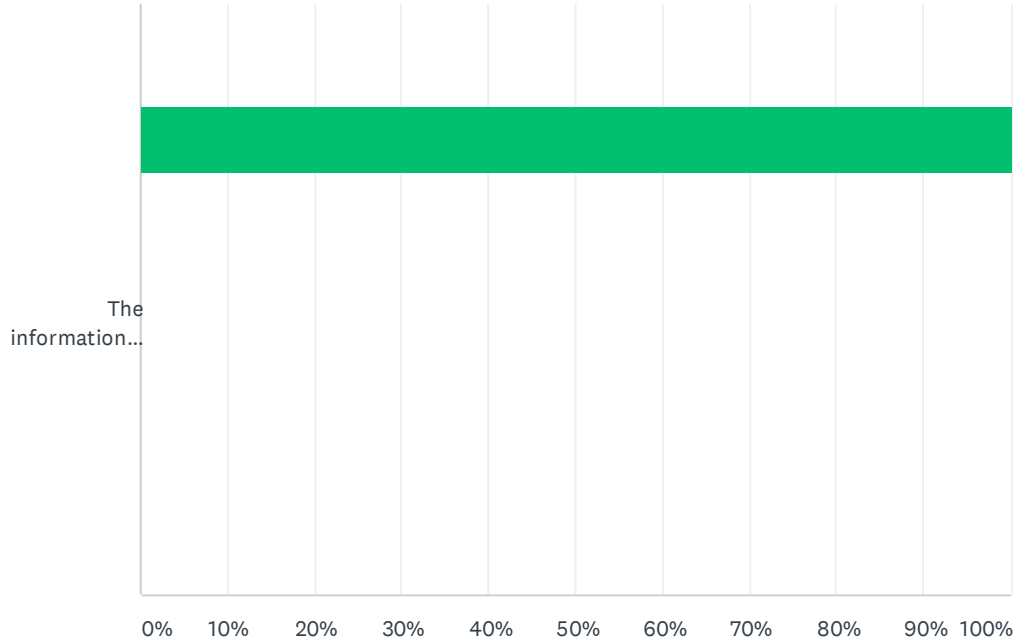




Tulsa July Professional Development The Skillset Economy: Leveraging Learning & Development Strategy to Win the Battle for Talent presented by Jon Tota - July 16, 2021



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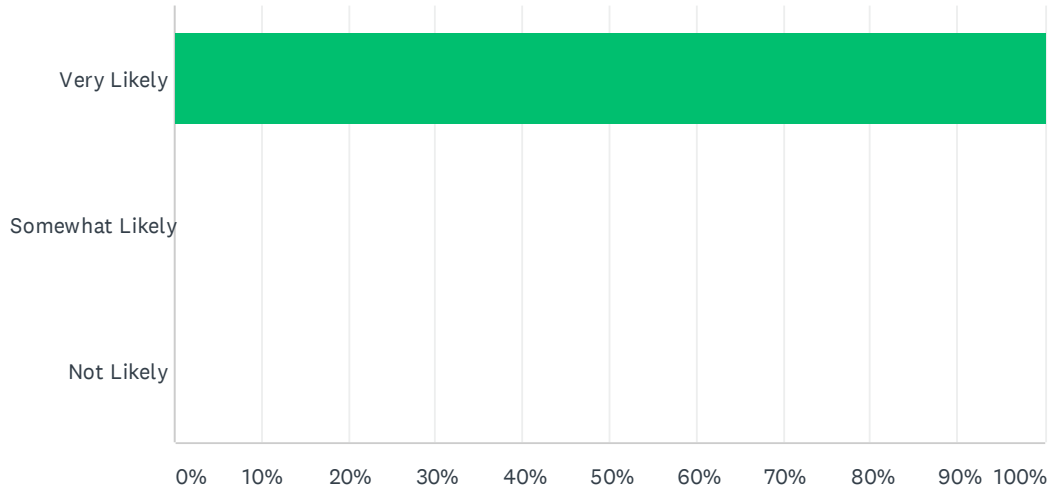


■ Strongly Agree  
 ■ Agree  
 ■ Neither Agree nor Disagree  
 ■ Disagree  
■ Strongly Disagree  
 ■ Not Applicable

	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% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The presenter demonstrated subject matter expertise and knowledge.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The presenter was engaging.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The presenter allowed the right amount of time for discussion.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The program included hands-on learning activities.	75.00% 3	0.00% 0	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
The program was delivered as promoted.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The presenter outlined objectives for their session.	50.00% 2	0.00% 0	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
The presenter met the objectives as outlined.	50.00% 2	0.00% 0	50.00% 2	0.00% 0	0.00% 0	0.00% 0	4
The information presented during this program was well organized.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The information presented during this program is useful to my job.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
The information presented during this program can be applied to my business.	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4

## Q4 How likely are you to recommend the session facilitator to other organizations?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	4
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
<b>TOTAL</b>		<b>4</b>

#	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.	

## Q5 What were your top one or two takeaways from this session?

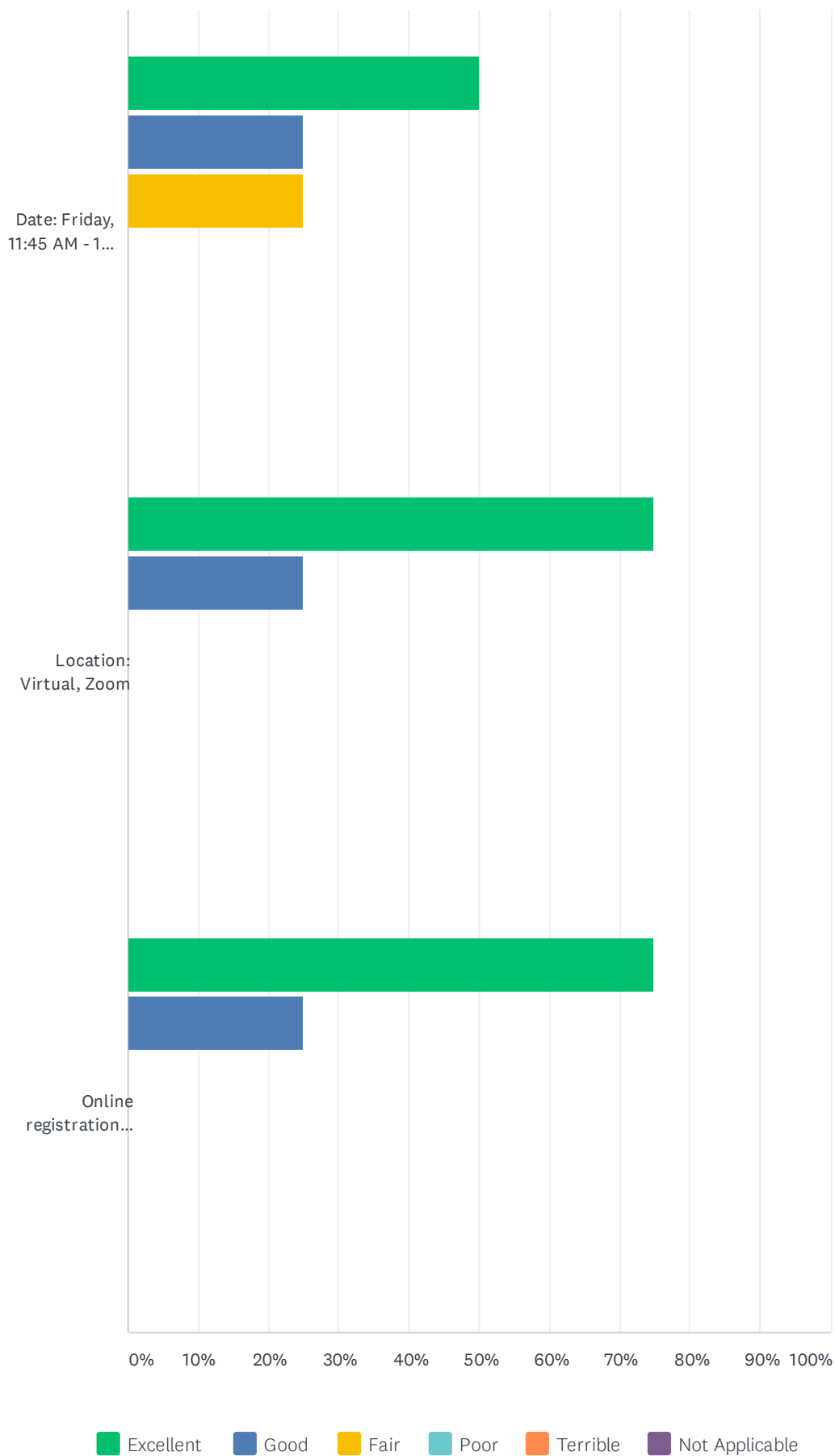
Answered: 4 Skipped: 0

#	RESPONSES	DATE
1	76% of Gen Z learners believe learning is the key to a successful career	7/17/2021 2:22 PM
2	That 64% of L&D professionals agree that L&D has transitioned from "nice to have" to "need to have" for 2021 and beyond. 2.) Learning more about upskilling and reskilling.	7/16/2021 3:35 PM
3	Upskilling and reskilling our workers continues to be a critical need.	7/16/2021 1:49 PM
4	The difference between upskilling and reskilling and how important they both are. What positions have a high chance of becoming automated in the future.	7/16/2021 1:23 PM

**Q6 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: 4 Skipped: 0

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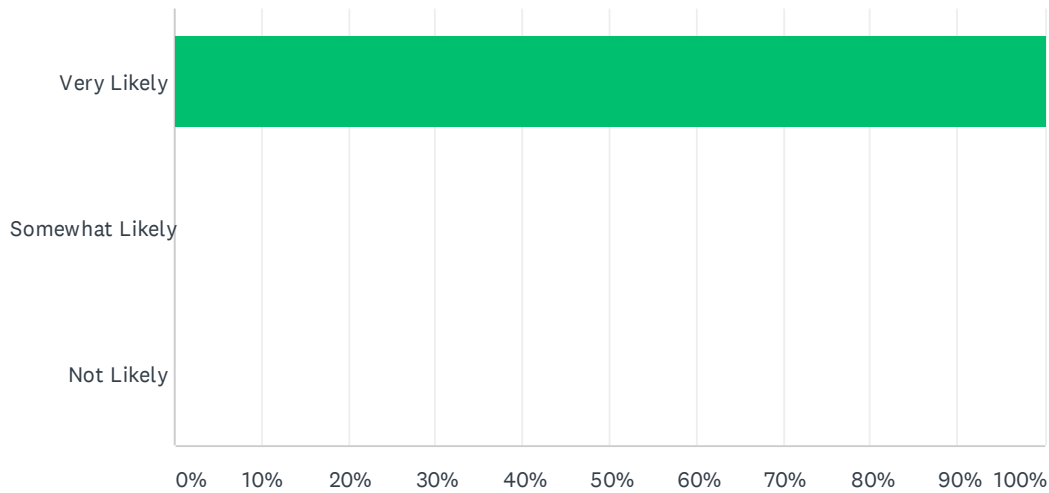


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	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	50.00% 2	25.00% 1	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4
Location: Virtual, Zoom	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
Online registration process	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4

## Q7 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Likely	100.00% 4
Somewhat Likely	0.00% 0
Not Likely	0.00% 0
TOTAL	4

#	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.	

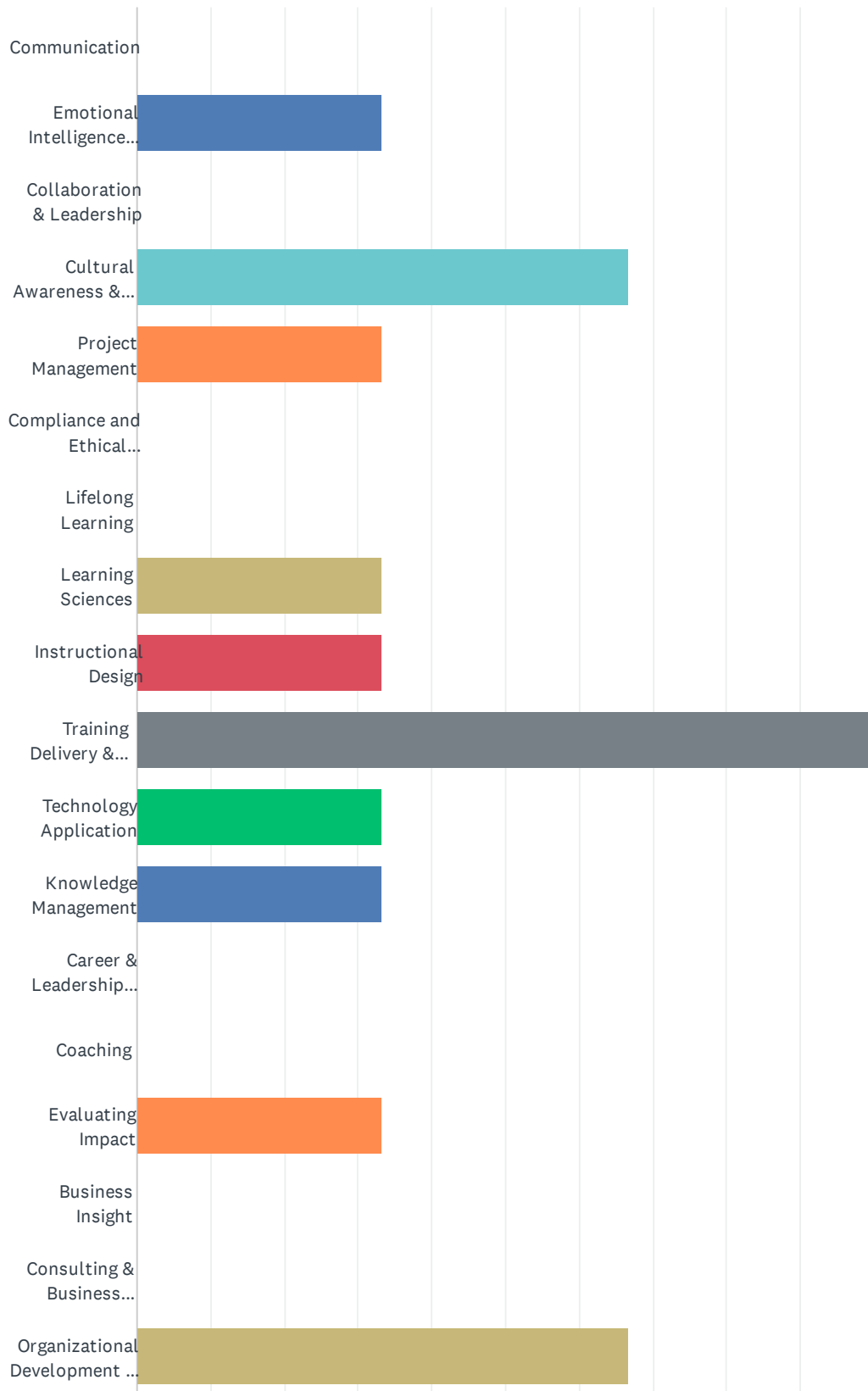
**Q8 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.**

Answered: 1 Skipped: 3

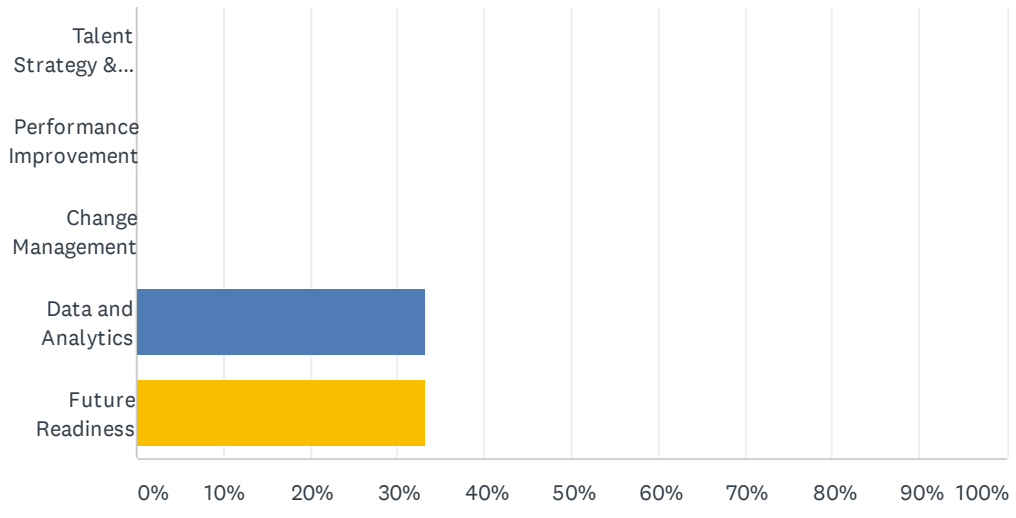
#	RESPONSES	DATE
1	Walt has already gotten everyone! ;)	7/16/2021 1:23 PM

### Q9 Which of the following ATD Capability Model topics are you most interested in seeing presented? Check all that apply.

Answered: 3 Skipped: 1



# Tulsa July Professional Development The Skillset Economy: Leveraging Learning & Development Strategy to Win the Battle for Talent presented by Jon Tota - July 16, 2021



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ANSWER CHOICES	RESPONSES	
Communication	0.00%	0
Emotional Intelligence & Decision Making	33.33%	1
Collaboration & Leadership	0.00%	0
Cultural Awareness & Inclusion	66.67%	2
Project Management	33.33%	1
Compliance and Ethical Behavior	0.00%	0
Lifelong Learning	0.00%	0
Learning Sciences	33.33%	1
Instructional Design	33.33%	1
Training Delivery & Facilitation	100.00%	3
Technology Application	33.33%	1
Knowledge Management	33.33%	1
Career & Leadership Development	0.00%	0
Coaching	0.00%	0
Evaluating Impact	33.33%	1
Business Insight	0.00%	0
Consulting & Business Partnering	0.00%	0
Organizational Development & Culture	66.67%	2
Talent Strategy & Management	0.00%	0
Performance Improvement	0.00%	0
Change Management	0.00%	0
Data and Analytics	33.33%	1
Future Readiness	33.33%	1
Total Respondents: 3		

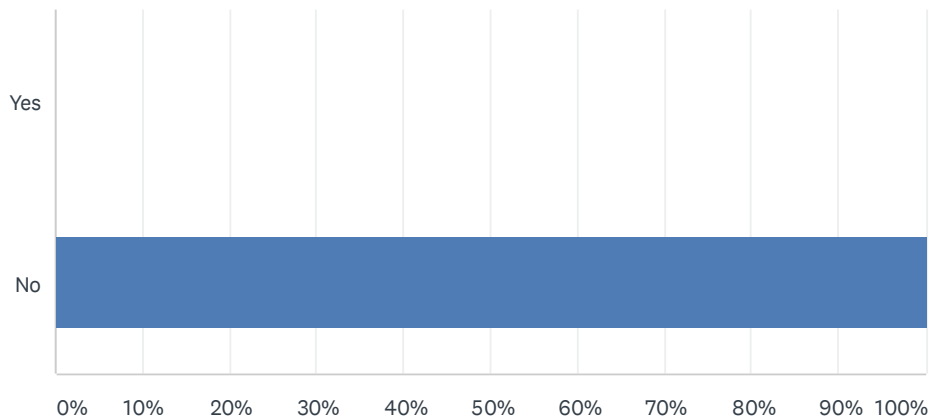
## Q10 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 1 Skipped: 3

#	RESPONSES	DATE
1	Jon was an engaging presenter and allowed time for questions and interaction. Helpful information and infographics to consider as I plan my business's strategy for Q4 and beyond. Loved how he used QR codes for polls! Only suggestion is perhaps Jon make his bio/intro remarks a bit more succinct/pithy...my interest began to wane a bit.	7/16/2021 3:35 PM

## Q11 Was this the first time you attended an ATD Tulsa program meeting?

Answered: 4 Skipped: 0

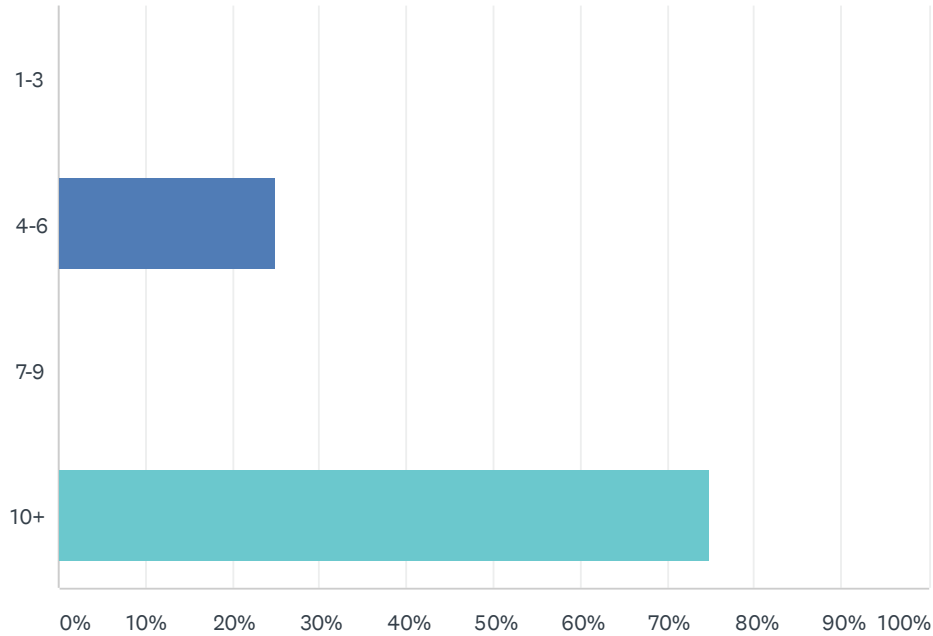


ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	4
TOTAL		4



## Q12 If no, how many ATD Tulsa program meetings have you attended in the last year?

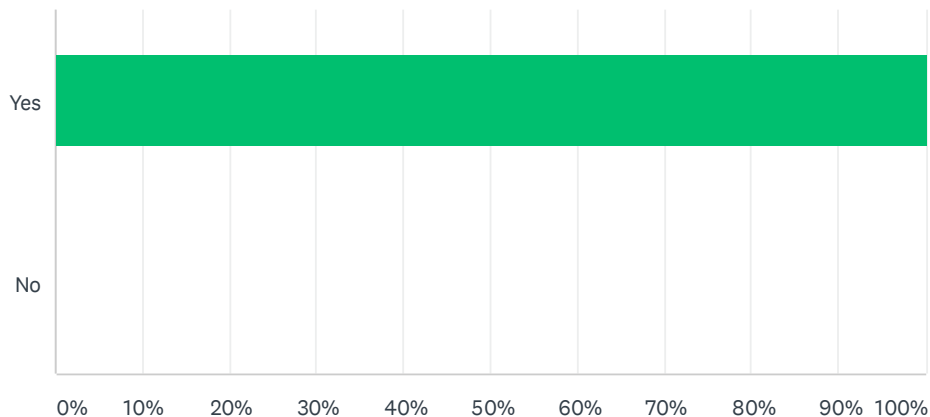
Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
1-3	0.00%	0
4-6	25.00%	1
7-9	0.00%	0
10+	75.00%	3
TOTAL		4

### Q13 Are you an ATD Tulsa member?

Answered: 4 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	4
No	0.00%	0
TOTAL		4

# 7 Simple Rules For Making Slides That Make Sense

Presented by:

**Wendy Gates Corbett**

*President and Chief Presentation Officer*

*Refresher Training, LLC / Signature Presentations, LLC*

*a virtual event with ATD Tulsa*

**Friday, August 20, 2021**

12:00 p.m. - 1:15 p.m. CDT

Virtual Event (Zoom)

Presentation slides are our visual voice—the way we communicate visually. Yet we see (and yes, sometimes even create) slides so overcrowded with words, images, and data that we have no earthly idea what the slides are saying! Whether we're presenting to the executive team or to newly hired employees, our slides need to clearly, visually, and SIMPLY communicate our point. For professionals who deliver presentations that are intended to move our organizations and its people forward (nowadays, who doesn't?) and for professionals who design those presentations, the ability to make clean, crisp, engaging slides that make sense is mission critical.

This session combines the science of learning with seven super easy-to-apply rules for designing presentation slides that help learners and audience members see your point. Since the rules are rooted in neuroscience, the session will include a brief summary of how the brain processes words, images, and data followed by an introduction of the seven rules. Each rule will be described, discussed and demonstrated using real-life slide examples with varying levels of complexity.

Attendees will have opportunities to discuss various ways to apply the rules to sample slides and/or their own slides. They'll practice applying the rules during the session and plan at least one action step toward applying the rules in their real world.

**In this session, participants will:**

- Select the key idea for presentation slides in order to focus the audience's attention.
- Apply the rules for creating slides that clearly communicate using words, images, and/or data.

- Identify one presentation to which they can apply one or more of the rules in the next 30 days.

This session falls under the Instructional Design and Technology Application Capabilities under the Developing Professional Capabilities domain of the **ATD Capability Model**. To learn more about this model, go to: <https://tdcapability.org/#/>



**Wendy Gates Corbett, MS, CPTD** is on a mission to make sure you know that you belong here (wherever 'here' is). She works with individuals to uncover the confidence that comes when you know it. Wendy believes some of that confidence comes from presenting compelling training programs and other presentations knowing your point is being conveyed clearly. She's an experienced international speaker, former global training executive who has trained more than 100,000 people over the past 20+ years. Wendy has spoken for more than 150,000 people around the world about belonging, being memorable, and powerful presence. Her research on belonging explores the intersection of all three of these topics. She is in her 11th year serving on her local ATD chapter board in North Carolina. Wendy is a past chair of the ATD National Advisors for Chapters and is a former member of the ATD international board of directors.

**Wendy Gates Corbett**  
**President and Chief Presentation Officer**  
**Refresher Training / Signature Presentations**

What to expect:

- The Zoom meeting link will be sent to you the week of the event.
- 11:30 AM - Attendees can logon to the ZOOM session as early as 11:30 AM and enjoy an opportunity to converse and catch up with one another.
- 11:45 AM - Welcome and Announcements
- 12:00 PM to 1:00 PM - **7 Simple Rules For Making Slides That Make Sense**
- 1:00 PM to 1:30 PM - Networking

**ATD TULSA 2021 PROGRAMS  
SPEAKER AGREEMENT**

**Speaker / Presenter Information**

<b>Primary Presenter Name</b>	Wendy Gates Corbett
<b>Co-Presenter Name (if any)</b>	
<b>Workshop Title</b>	7 Simple Rules for Making Slides that Make Sense

**Please complete the below based on the primary presenter.**

<b>Phone</b>	<b>Primary#:</b>	<b>Co-presenter#:</b>
<b>Email Address</b>	wendy@signature-presentations.com	
<b>Title</b>	President	
<b>Company or Organization</b>	Signature Presentations, LLC (formerly Refresher Training, LLC)	
<b>Mailing Address</b>	8311 Brier Creek Parkway, Suite 105209	
<b>City, State, Zip</b>	Raleigh, NC 27617	

**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.

Wendy Gates Corbett  
**Signature of Proposed Presenter**

8/5/2021  
**Date**

\_\_\_\_\_  
**Signature of Proposed Co-Presenter**

\_\_\_\_\_  
**Date**

## ATD Tulsa: Virtual Conference 2021

[Virtual Conference Platform Quick Tour](#)

### Date Options:

- Thursday, October 28, 2021

### Timing: TBD by the conference committee

- Opening Keynote
- Breakouts - 6-8 sessions
- Closing Keynote/Session

### Flat Rate \$ 5400 - One Full Day

- Conference Platform and Zoom license.
- Enabling [Live Transcription](#) for closed captioning in Zoom Webinar. CC will display in the virtual conference platform as optional for viewers.
- Conference platform programming and links, Live conference hours, Dry run, Conference meetings/discussions, production time with speakers (live and on-demand)
- Use of HTML to integrate speaker info, schedule and session list into Wild Apricot.  
Example: <https://pheedloop.com/atdkc2020/site/home/>
- Includes up to 100 Participants. (members, volunteers, speakers, sponsors, hosts are all considered participants)

### Additional fees

- \$9 per participant over 100 will be added to the flat rate cost.
- \$1500 for each additional FULL conference day.
- \*Beta\* Mobile App integration. (not sure on pricing yet)
- \$1350 Gamification add-on (optional)
  - Include codes throughout the conference to redeem for points. Attendees can turn points in for prizes. Similar to a "Scavenger hunt".
- \$1350 Virtual Networking Upgrade (25x25) (optional)
  - Base package includes (5x5). See below.
- \$1350 Sponsor Booths (Exhibit Hall) (Optional)
  - Unlimited Sponsors Booths up to 100 conference participants
  - \$2.95 per participant over 100 will be added.
  - Sponsors can promote their products and services.
  - Sponsors can track visitors. Minimal contact information.
  - Host private chat and 1 to 1 video calls with visitors.
  - \$199 Add on for Exhibitors: *Premium Exhibit Booth* (3D Map, Exhibitor Lead Retrieval and Live Video Booth Combo (up to 25 people in video chat))

### Conference set up includes:

- One room at Training Umbrella location for staging area or Virtual setting
  - Professional lighting
  - High definition cameras
  - Chairs/tables
  - Business Professional environment
  - Includes up to 3 Production Hours: For example, pre-recording opening session, trim video start and finish (basic splicing)
    - \$175/hour for additional Production hours.
- Staging/production area that includes: Approximately 6-8 live conference hours.
- Dry run with Training Umbrella and emcee to discuss/test timing of live presentation/breakouts
  - TBD - 2 weeks prior? (plan for 1-2 hours)
- Includes the Training Umbrella team to attend virtual conference planning meetings
  - One hour meeting, once/twice a month. (3-5 months)?
- **Includes conference software platform** with video links managed by TrainingUmbrella
  - Link and password provided to each attendee via welcome email
- **Host session Recordings for at least 60 days on a conference platform**
  - Offer on-demand sessions?
    - On-demand sessions will be available for viewing any time throughout the event, and all live sessions will be recorded and available On-demand after the session, so you can view at the times most convenient to you. Access to these recordings will be available for 60 days, so you don't have to rush through them.
    - (Optional) Approximately 2-4 on-demand recordings. Provided to Training Umbrella at least 2 weeks prior to the event.

### Collaboration with Speakers

- Recommendations to on-demand speakers. Give parameters.
- Possibly use **Volunteers as handlers for live speakers**. Training Umbrella will work with handlers to manage the following:
  - Help them go over the pre-conference checklist so they may communicate with their speaker with confidence.
  - Give guidance on set up, whether they are at home or in an office space.
  - Best practices on lighting, camera, sound, what to wear.
  - The handler may also monitor chat during their speaker's session.
  - Dry run with each live speaker to test their set up. 6-8 live speakers.
    - Allow 30 minutes per speaker. Approximately 3-4 hours total. May offer group speaker sessions and/or video help tutorials.

## **Sponsors and Lobby - will discuss ideas with the sponsor team.**

- Showcase sponsor logos in the “Lobby” area of the conference platform.
  - Will open Lobby 1-2 days prior to the conference. This will encourage pre-conference networking and sponsor awareness. Will discuss.
- Add Sponsor Logos on front page scrolling marquee
- Sponsors can select a session to sponsor.
- Show Sponsor videos. Like “Commercials” - need to be pre-recorded.
- Sponsors can communicate with participants in the public Lobby Chat.
  - Include Twitter and/or Facebook feed in Lobby.
- In the OnDemand session description, the sponsor logo can be added with a link to their website. “Sponsor an OnDemand Session”.

## **Virtual Networking**

- **\*NEW\*** Virtual Photo Booth: users can snap a selfie and post to the Lobby feed. (included)
- The Conference Platform includes a Networking Area. Place for people to find each other and start conversations. Full list of attendees and online statuses, unlimited one-on-one video/audio/text meetings between attendees, push notifications.
- Host “Networking Groups” - Breakout by topic or job description - maximum 5 groups with 5 people in each.
- Moderated Networking Session. Example: host a half hour session that is moderated by a volunteer to run a Trivia game via Kahoot (<https://kahoot.com/business/>). Offer prizes! This is an opportunity for a sponsor to give a “commercial” and or sponsor the entire networking session.
- Closing session idea: Use wheelofnames.com to virtually spin the wheel and give away prizes.
- Use of [curator.io](https://curator.io)
  - To include ATD Tulsa LinkedIn on Social Wall in Lobby according to terms in link below
  - <https://curator.frill.co/announcements/linkedin-is-back-for-now>

## **What are the system requirements to attend this conference?**

### **Internet Connection**

- You will need a stable internet connection. Sessions could be delivered via Meet & Stream, Zoom or Clickmeetings in our Conference Platform.

### **Laptops/Desktops - Best Experience**

- All you need is a modern browser. Google Chrome (Highly Recommended), and Mozilla Firefox.
- We recommend having a current (or very recent) version of your browser installed. If you're running a very outdated version, please consider updating before logging-in.

### **Tablets**

- All you need is a modern browser. Google Chrome (Highly Recommended).

Possible Verbiage:

The Virtual Conference will be available through [date]. All live sessions and keynote presentations will be recorded and available On-Demand within the conference platform. So even if you aren't able



to join us for the live portion of the event, but still need professional development and career resources, you can still enjoy the sessions!