

Date & Time: Thursday, January 7, 2021 from 4:00 PM to 6:14 p.m.

Location: Virtual Meeting

Meeting Minutes

1. Meeting called to order by President Linda Jenkins at 4:04 p.m.
 - a. Roll Call and Check in – Rachel Wagner, VP of Administration
 - b. Attendees
 - i. Linda Jenkins, President
 - ii. Lewana Harris, Past president (left meeting at 5:30 p.m.)
 - iii. Sunilyn Hertt, President-Elect
 - iv. Walt Hansmann, VP Programming
 - v. Rachel Wagner, VP Administration
 - vi. Late arrival: Kim Boggs, VP Membership - joined meeting at 5:00 p.m.
 - c. No guests in attendance
 - d. With 5 of 6 Board Members present at 4:04 p.m., a quorum was established. (over 51%)

2. **Board of Directors – President Linda Jenkins**
 - a. Approval of Minutes from December 4, 2020 Board Meeting – no discussion, Suni moved, Lewana seconded, approved, no objections.
 - b. Confirmed that all Board Members had received ATD Tulsa Email Access and Email Policy – Confirmed that everyone had access and processing expectations, i.e., no emails are to be deleted including Spam; use ATD email for all ATD-related communication
 - **Action item:** Linda asked that all Board Members put a picture in their email setting to help find emails more easily.
 - c. Wild Apricot Access & Training – will be held for new Board Members and returning Board Members in new roles.
 - **Action item:** Walt will send out a training schedule for Wild Apricot
 - d. Per bylaws, President, Linda Jenkins appoints Rachel Wagner – VP of Administration to serve as Parliamentarian.
 - e. Per bylaws, President, Linda Jenkins appoints Lewana Harris – Past President, Rachel Wagner - VP of Administration, Sunilyn Hertt - President-Elect, and Walt Hansmann – VP of Programming, and Linda Jenkins – President to serve on the Bylaws and Policies Committee. Rachel Wagner is designated to serve as Committee Chair.
 - **Action item:** Rachel will set up first meeting with objective of reviewing risk assessment and other bylaw updates pertaining to technology.
 - f. Vacant Board Positions: Per bylaws, current board may solicit applications, from current members, to fill vacant board positions – VP of Accommodations, VP of Finance and VP of Marketing. Per discussion, need a new VP of Accommodations to take on role of setting up virtual meetings. Motion by Lewana to fill all 3 vacant positions, seconded by Suni. Approved.
 - g. NAC Meeting Attendance – per CARE PLUS, must have one board member at each NAC meeting. President-Elect Suni said board members will rotate attending, especially important for succession planning. Board members who attend will bring back takeaways from the meeting and will also share on the call what we’re doing at ATD Tulsa.

- **Action item:** Linda will attend Jan. 19 NAC meeting.

3. Governance topics – President Linda Jenkins

- Airtable - Spreadsheet-database created to document all 2021 ATD Tulsa board actions and activities in one online location accessible by all board members
 - All board members encouraged to update Airtable information as needed and appropriate
 - We are using the free version
 - **Action item:** Linda will email all board members with Airtable access by January 8, 2021
- 2021 ATD Tulsa Operating Plan – Motion by Suni to approve it, Walt seconded, approved.
 - **Action item:** Linda will send Lewana copy of the approved Operating Plan for 2021 for submission with the CARE 2020 Report
- Update on Preparation of 2020 Annual Report - Chapter board shares an annual report at least once per year with members noting membership numbers, financial performance, and progress toward annual goals – Past President Lewana
 - **Action item:** Lewana will complete after CARE Report is completed.
- Update on Preparation of 2020 Chapter Affiliations Requirements (CARE) Report - Early Submission Deadline = January 15, 2021 (to be entered in drawing for free ticket to ALC); Regular Submission Deadline = January 31, 2021 – Past President Lewana.
 - **Action Item:** Lewana will send it to Linda and Walt to review before submission since they have done it before.

4. Financial Report – President Linda Jenkins

- Financial Reports as of December 31, 2020 – Reviewed Statement of Financial Position as of December 31, 2020 and noted total net assets of \$22,623.23. Reviewed Income and Expense Report as of December 31, 2020 and noted net income for FY2020 at \$2,204.32. Finished year in the black. Motion to accept by Walt, seconded by Suni. Accepted.
- 2021 Budget Review – Walt made motion to place the 2021 Budget on the floor, seconded by Suni, approved.
 - New budget item to purchase two annual licenses for virtual meeting software
 - **Action item:** Walt will poll membership on LinkedIn and Facebook with preference for Zoom vs. WebEx and space to tell why this is their preference
 - Per CARE, includes funding for 2 board members to attend ALC in person or all board members to attend virtually
 - Budget includes funds to support membership engagement incentives e.g., drawings for gift cards for completing surveys
 - Discussed State Conference budget for virtual event vs in-person

5. Membership Update – VP of Membership Kim Boggs

- Current membership as of December 31, 2020: 54% Power Members, 43 Power Members out of 79 members
- 2020 Membership Survey – all Board Members had received and reviewed

- c. Kim gave summary of programming ideas identified in Survey: creating blended learning solutions, in person courses to online, how to market yourself, technologies, certification of CPCD, info and training on Capability Model, etc.
- d. Kim noted most members don't know benefits of Tulsa membership or benefits of Power Membership
- e. Survey results indicated the benefits that members want more of include the following: bundled payment options, more networking events, monthly events and members-only events, recordings of virtual programs. Discussion re: recording only the presenter, not participants in Gallery mode/networking before presenter speaks.
 - **Action item:** Bylaws & Policies Committee will review what bundled payment options would look like.
 - **Action item:** Linda asked Walt to add text on RFPs that presenter is okay with being recorded. That presenter could not use the recording as a marketing/promotional tool.
- f. Linda reported that Tracie Gregory and Walt Hansmann won the 2 \$50 QT gift cards from the Member Survey drawing held in December 2020. Gift cards were distributed and paid for online.
- g. Annual Guest Passes for Board Members –
 - i. Reminder that to promote Power Membership, each board member can distribute up to two guest passes to attend an ATD Tulsa event
 - ii. Let VP of Membership Kim know if we have someone coming as our guest. There will be no printed guest passes as in the past. Kim will process event registration and confirmation with guest(s).

6. Programming Update - Monthly Meetings – VP of Programming Walt Hansmann

- a. For the January 22, 2021 Program Meeting (virtual) – Walt has contacted Sue Weller (sp?), Chicago chapter, to speak on change management.
- b. RFP has been submitted by Amber Vanderburg and is anticipated from Michael Brown (for Feb/March meeting)
- c. Upcoming meetings will be virtual. Can use Linda or Walt's Zoom account

Action item: Walt to contact Sue again to confirm for January meeting or see if Amber Vandenberg is available for January meeting program. Send info to board members by Monday, Jan. 11 re: January programming.

7. Programming Update - State Conference – President-Elect Suni

- Discussion re: conference date - will need to determine conference date to not conflict with SHRM, TARA, ALC2021, etc. Do as late in year as possible to have enough time to prepare, no later than first week of November 2021.
 - **Action item:** Suni will set up conference committee, including outreach to our chapter members to serve on the committee.
 - **Action item:** Suni will send poll re: when to have state conference meeting
 - **Action item:** Linda will contact Central OK chapter re: how they would like to participate with our chapter after first committee meeting

8. Communications – President Linda Jenkins

- a. Communications scheduled for January
 1. **Action item:** Rachel will post the following to the website (Walt will teach her.)
 1. 2021 Approved Budget
 - **Action item:** Linda will send Rachel the version to publish
 2. 2020 Annual Report: Plans to publish annual report by 1-31-21 that includes but is not limited to: membership numbers, list of board members and their positions, financial performance, and progress toward annual goals. Based on information provided in CARE submission
 - **Action item:** Lewana will send this to Rachel
 3. 2020 Membership Survey Summary reviewed by Board
 - b. January Program Meeting Announcements
 - c. January newsletter

9. New Business

Walt mentioned Bob Pike's health situation: a mass in leg, kidney, lung. Prayers appreciated.

10. Confirm Action Items

- a. **Action item:** Linda asked that all Board Members put a picture in their email setting to help find emails more easily.
- b. **Action item:** Walt will send out a training schedule for Wild Apricot
- c. **Action item:** Rachel will set up first meeting with objective of reviewing risk assessment and other bylaw updates pertaining to technology.
- d. **Action item:** Linda will attend Jan. 19 NAC meeting.
- e. **Action item:** Linda will email all board members with Airtable access by January 8, 2021
- f. **Action item:** Linda will send Lewana copy of the approved Operating Plan for 2021 for submission with the CARE 2020 Report
- g. **Action item:** Lewana will complete 2020 Annual Report after CARE Report is completed.
- h. **Action Item:** Lewana will send draft CARE Report to Linda and Walt to review before submission since they have done it before.
- i. **Action item:** Walt will poll membership on LinkedIn and Facebook with preference for Zoom vs. WebEx and space to tell why this is their preference
- j. **Action item:** Finance and Bylaw Committee will review what bundled payment options would look like.
- k. **Action item:** Linda asked Walt to add text on RFPs that presenter is okay with being recorded. That presenter could not use the recording as a marketing/promotional tool.
- l. **Action item:** Walt to contact Sue again to confirm for January meeting or see if Amber Vandenberg is available for January meeting program. Send info to board members by Monday, Jan. 11 re: January programming.
- m. **Action item:** Suni will set up conference committee, including outreach to our chapter members to serve on the committee.
- n. **Action item:** Suni will send poll re: when to have state conference meeting

- o. **Action item:** Linda will contact Central OK chapter re: how they would like to participate with our chapter (planning/involvement in State Conference)
- p. **Action item:** Rachel will post the following to the website (Walt will teach her.)
 - 1. 2020 Membership Survey Summary reviewed by Board
 - 2. 2021 Approved Budget
 - **Action item:** Linda will send Rachel the version to publish
 - 3. 2020 Annual Report: Plans to publish annual report by 1-31-21 that includes but is not limited to: membership numbers, list of board members and their positions, financial performance, and progress toward annual goals. Based on information provided in CARE submission
 - **Action item:** Lewana will send this to Rachel
- q. **Action item:** Linda will schedule February and March board meetings and distribute Zoom links to members

11. Confirm Dates for Next Two Board Meetings (virtual)

- a. Thursday, February 4, 2021 at 4 PM CST via Zoom – Linda will schedule the meeting and distribute Zoom link to members
- b. Thursday, March 4, 2021 at 4 PM CST via Zoom - Linda will schedule the meeting and distribute Zoom link to members

12. Meeting adjourned at 6:14 p.m.

Minutes respectfully submitted by Rachel Wagner, VP Administration.

Date & Time: Thursday, January 7, 2021 from 4:00 PM to 5:30 PM

Location: Virtual via Zoom

<https://us02web.zoom.us/j/7496535431?pwd=ROhrSktvcHpxVVE5UUZncm1XQnJ6dz09>

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Call Meeting to Order - President
 - a. Roll Call - VP of Administration
 - b. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
 - c. Guests Present - Acknowledge and Record
 - d. Agenda for January 7, 2021 Board Meeting – Review and Approve

2. Board of Directors – President
 - a. Minutes from December 4, 2020 Board Meeting – Review and Approve (**attached**) – President-Elect
 - b. ATD Tulsa Email Access and Email Policy – Confirm access and processing expectations – VP of Programming
 - c. Wild Apricot Access & Training – Schedule Wild Apricot training for new board members and returning board members in new roles – VP of Programming
 - d. Per bylaws, President, Linda Jenkins appoints Rachel Wagner – VP of Administration to serve as Parliamentarian.
 - e. Per bylaws, President, Linda Jenkins appoints Lewana Harris – Past President, Rachel Wagner - VP of Administration, Sunilyn Hertt - President-Elect, and Walt Hansmann – VP of Programming, and Linda Jenkins – President to serve on the Bylaws and Policies Committee. Rachel Wagner is designated to serve as Committee Chair.
 - f. Per bylaws, current board may solicit applications, from current members, to fill vacant board positions – VP of Accommodations, VP of Finance and VP of Marketing. Should current board solicit for all three vacant positions? – Discuss and Approve
 - g. NAC Meeting Attendance – Identify member to attend January meeting – Meeting scheduled for Tuesday, January 19, 2021 @ 1 PM with only Past President, President and President Elects invited to attend (all board members will be invited to attend future meetings) – President-Elect

3. Governance – President
 - a. Airtable
 - i. Spreadsheet-database created to document all 2021 ATD Tulsa board actions and activities in one online location accessible by all board members
 - ii. All board members provided with Airtable access by January 8, 2021
 - iii. All board members encouraged to update Airtable information as needed and appropriate
 - b. 2021 ATD Tulsa Operating Plan – Review & Approve (**attached**)
 - a. Update on Preparation of 2020 Annual Report - Chapter board shares an annual report at least once per year with members noting membership numbers, financial performance, and progress toward annual goals – Past President

- b. Update on Preparation of 2020 Chapter Affiliations Requirements (CARE) Report - Early Submission Deadline = January 15, 2021; Regular Submission Deadline = January 31, 2021 – Past President

- 4. Financial - President
 - a. Financial Reports as of December 31, 2020 – Review and Accept (attached)
 - b. 2021 Budget – Review and Approve (attached)
 - i. New budget item to purchase two annual licenses for virtual meeting software
 - ii. Per CARE, includes funding for 2 board members to attend ALC in person or all board members to attend virtually
 - iii. Budget includes funds to support membership engagement incentives e.g., drawings for gift cards for completing surveys

- 5. Membership – VP of Membership
 - a. 2020 Membership Survey (Identify recommendations from Survey for board consideration and possible action) – Review & Accept (attached)
 - i. Note: Tracie Gregory and Walt Hansmann won the 2 \$50 QT gift cards from the Member Survey drawing held in December 2020. The gift cards were distributed and paid for online.
 - b. Annual Guest Passes for Board Members –
 - i. To promote Power Membership, each board member can distribute up to two guest passes to attend an ATD Tulsa event
 - ii. Redeem passes by providing guest contact and event information to VP of Membership
 - iii. VP of Membership will process event registration and confirmation with guest(s)

- 6. Programming – VP of Programming
 - a. December 2020 Programming – Review & Discuss Opportunities for Improvement
 - b. January 22, 2021 Program Meeting - Content & Logistics:
 - i. Workshop Topic
 - ii. Workshop Program (led by Walt Hansmann)
 - iii. Accommodations – Virtual Platform
 - iv. Board Member Attendance & Participation
 - v. Networking Activity
 - vi. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
 - vii. Power Membership Promotional Activities
 - viii. Post Meeting Evaluation Online Distribution by January 25, 2021
 - c. Future Programming – Needs & Opportunities

- 8. Communications - President
 - a. Communications Plan for 2021
 - 1. Identify permissions to publish on Website, Email, LinkedIn, Facebook, & Twitter
 - b. Communications Scheduled for January
 - 1. 2021 Board Member Information

2. 2020 Annual Report: Plans to publish annual report by 1-31-21 that includes but is not limited to: membership numbers, list of board members and their positions, financial performance, and progress toward annual goals. Based on information provided in CARE submission
 3. 2021 Approved Budget
 4. January Event
 5. Newsletter
 - c. Communications Needs & Opportunities
9. Old Business
 10. New Business
 11. Confirm Action Items
 12. Confirm Dates for Next Two Board Meetings
 - a. February 2021 – T: 2/2, W: 2/3 or Th: 2/4
 - b. March 2021 – T: 3/2, W: 3/3 or Th: 3/4
 13. Adjourn Meeting

Date & Time: Friday, December 4, 2020, 10:00am-11:30
Virtual Meeting

1. Meeting called to order by Lewana Harris at 10:16am
 - a. Roll Call and Check in– Lewana Harris
 - Designation of Board member to take minutes
 - Lewana Harris, President
 - Linda Jenkins, VP of Finance
 - Sunilyn Hertt, VP of Accommodations
 - Walt Hansmann, Past President
 - Rachel Wagner, Guest- 2021 Board Member
 - Kim Boggs, Guest- 2021 Board Member
 -
 - b. With 4 of 5 Board Members present, a quorum was established.
 - c. The Board Designated Sunilyn Hertt to take minutes for this meeting.
 - d. Approval of November minutes- approved Suni moved, Linda seconded approval, no objections.
2. Administrative- N/A
3. Financial
 - a. Financial Report review – The income expense report- had income- more income membership than program income this month. Six renewed memberships on the Tulsa on our site, Two memberships via the ATD store.
 - b. Review and acceptance of our Statement of Financial Position as of November 2020.
 - c. Review and acceptance of our Income and Expense report for November 2020.
 - i. Moved to accept all three by Suni, Lewana seconded approval, no objections.
 - d. 2019 Compilation report was provided to all in attendance.
4. Membership
 - a. Membership Report – N/A
5. Professional Development
 - a. 4th Quarter Programs-n/a
 - a. Review of any new RFPs- n/a
 - b. Timing of future programs-n/a
6. Communications- n/a
 - a. Newsletter
7. Program Scheduled
 - a. Dates: December 11, 2020

- b. Virtual
 - c. Marketing Update – posted on social media
 - d. Program – Trainer Throwdown
8. Old Business
- a. CARE Review- Lewana completed the Care Review and reviewed the findings.
 - b. Annual Member Survey- Sent out Dec 2nd the deadline to complete by December 10th. Will send out a second time to all members.
 - c. Risk Assessment- Linda completed the Rick Assessment and reviewed the findings. Board will be looking back at the findings next year with the policy/bylaw committee. Moved to accept all three by Lewana, Suni seconded approval, no objections.
9. New Business-N/A
10. Confirm Action Items-
- Walt will we send the member survey with different heading for members to complete.
11. Next Board Meeting:
- a. TBD
 - b. TBD
 - c. Virtually
12. Adjourn Meeting – Lewana Harris 11:25

2021 Operating Plan for ATD Tulsa

Annual Goal – Achieve CARE Plus Status

After attending ALC and completing our 2021 planning meetings, we agreed to set our 2021 annual goal at achieving CARE Plus status for our Chapter. Given our goal, we identified all CARE Plus elements we would work to achieve and assigned responsibility for and due dates for completing each element. Then we created an Airtable spreadsheet-database to document all 2021 ATD Tulsa board actions and activities in one online location accessible by all board members. All board members will be provided with Airtable access by January 8, 2021. All board members will be encouraged to update Airtable information as needed and appropriate.

Following are tables that reflect the CARE Plus elements we will be working to achieve in each ATD CARE category.

Board of Directors							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Board of Directors - CARE Plus	Board Member Onboarding: Chapter provides a defined orientation/onboarding process for new board members.	President - Linda	11/1/2020	1/31/2021	12/14/2020	Done	Meetings scheduled with Rachel, Kim, and Suni. Rachel is only required meeting.
Board of Directors - CARE Plus	ATD Chapter Leaders Conference (ALC): Chapter has a board member(s) present at ALC annually.	President - Linda	7/1/2021	10/31/2021		To Do	Funding needs to be included in 2021 budget for 2 to attend in-person and all to attend virtual.
Board of Directors - CARE Plus	Strategic Planning: Chapter board meets to plan for the future.	President - Linda	11/1/2020	12/31/2020	12/15/2021	Done	Held 3 1.5 Hour meetings
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	1/1/2021	1/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	2/1/2021	2/28/2021		To Do	

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Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	12/1/2021	12/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	11/1/2021	11/30/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	7/1/2021	7/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	8/1/2021	8/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	9/1/2021	9/30/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	3/1/2021	3/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	6/1/2021	6/30/2021		To Do	

2021 Operating Plan for ATD Tulsa

Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	5/1/2021	5/31/2021		To Do	
Board of Directors - CARE Plus	National Advisor for Chapters (NAC) Area Calls: At least one board member (excluding paid administrators) attends a NAC area call.	President-Elect - Suni	4/1/2021	4/30/2021		To Do	

Communication Actions/Activities

Communications							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Communication - CARE Plus	Member Communication: Chapter communicates with its members about non-programming information. This can be included in a blog, vlog, newsletter, etc.	President-Elect - Suni & VP Administration - Rachel	1/1/2021	12/31/2021		To Do	We will produce at least one video per quarter. Per preferences from the annual member survey will focus communications on email and LinkedIn.
Communication - CARE Plus	Employee Learning Week (ELW): Chapter participates in and promotes ELW. (Dec. 6 - 10, 2021)	VP Programming - Walt	7/1/2021	12/10/2021		To Do	

Finance							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Finance - CARE Plus	Cash Reserve: Chapter has approximately three to six months of operating expenses set aside for emergencies.	President - Linda	1/1/2021	12/31/2021		To Do	

2021 Operating Plan for ATD Tulsa

Finance - CARE Plus	Risk Assessment: Chapter board completes a risk assessment and reviews it annually.	VP Administration - Rachel	1/1/2021	3/31/2021		To Do	Need to complete it in the 1st quarter because it should influence tasks to be completed during rest of the year.
Finance - CARE Plus	Financial Support for Board Development: Chapter budgets to send board members to the ALC, and/or covers the cost of ATD membership.	President - Linda	1/1/2021	1/31/2021		To Do	

Governance Actions/Activities

Governance							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Governance - CARE Plus	Standard Operating Procedures (SOPs): Chapter board maintains and updates its SOPs annually or as needed throughout the year.	VP Administration & Bylaws & Policies Cmte	1/1/2021	12/31/2021		To Do	Per bylaws, President needs to establish Bylaws & Policies Committee during 1st Quarter 2021.
Governance - CARE Plus	Bylaws Review: Chapter board reviews its bylaws annually, including a review of the bylaws as part of board member onboarding.	President - Linda	11/1/2020	1/31/2021		In progress	Bylaws reviewed as part of operational planning process and new board member onboarding.
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	1/1/2021	1/31/2021		To Do	
Governance - CARE Plus	Central Repository: Board maintains a central repository or document library for archiving important chapter documents.	VP Administration - Rachel	1/1/2021	12/31/2021		To Do	

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Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	2/1/2021	2/28/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	11/1/2021	11/30/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	12/1/2021	12/31/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	10/1/2021	10/31/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	9/1/2021	9/30/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	8/1/2021	8/31/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	7/1/2021	7/31/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	6/1/2021	6/30/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	5/1/2021	5/31/2021		To Do	

2021 Operating Plan for ATD Tulsa

Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	4/1/2021	4/30/2021		To Do	
Governance - CARE Plus	Board Transparency: Chapter makes board meeting minutes/summaries available to members.	VP Administration - Rachel	3/1/2021	3/31/2021		To Do	

Membership Recruitment & Retention Activities

Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Membership - CARE Plus	Recognition: Chapter has a member/volunteer recognition or spotlight program.	VP Membership - Kim	1/1/2021	3/31/2021		To Do	
Membership - CARE Plus	Services: Chapter offers a job board, consultant referral service, resume workshop, or other service(s) not included in your chapter's member benefit.	VP Membership - Kim	1/1/2021	12/31/2021		To Do	
Membership - CARE Plus	New Member Orientation: Chapter hosts an orientation for new members.	VP Membership - Kim	1/1/2021	12/31/2021		To Do	
Membership - CARE Plus	Chapter Membership on the ATD Sore: Chapter makes its membership available on the TD.org website.	VP Membership - Kim	1/1/2021	1/1/2021	1/1/2021	Done	
Membership - CARE Plus	Power Membership: Chapter achieves a Power Membership rate of 45 percent or higher and the 20 Power Member minimum.	VP Membership - Kim	1/1/2021	12/31/2021		To Do	

2021 Operating Plan for ATD Tulsa

Membership - CARE Plus	Membership Campaign: Chapter holds a membership drive to recruit prospective members.	VP Membership - Kim	1/1/2021	12/31/2021		To Do	Per bylaws, B-2.1 Purpose Encouraging multi-cultural and industry-diverse membership that truly reflects Tulsa and Northeast Oklahoma; Need to define multi-cultural and industry-diverse. Once defined need to measure level of encouragement.
Membership - CARE Plus	Recognition: Chapter has a member/volunteer recognition or spotlight program.	VP Membership - Kim	4/1/2021	6/30/2021		To Do	
Membership - CARE Plus	Recognition: Chapter has a member/volunteer recognition or spotlight program.	VP Membership - Kim	7/1/2021	9/30/2021		To Do	
Membership - CARE Plus	Recognition: Chapter has a member/volunteer recognition or spotlight program.	VP Membership - Kim	10/1/2021	12/31/2021		To Do	
Membership - CARE Plus	Member Benefits & Power Member Promotion: Participate in ATD Member Appreciation Month - March 22–26.	VP Membership - Kim	2/15/2021	3/31/2021		To Do	

Programming							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Programming - CARE Plus	ATD Capability Model: Chapter uses the ATD Capability Model in program development.	VP Programming - Walt	1/1/2021	12/31/2021		To Do	
Programming - CARE Plus	Expanded Programming: Chapter hosts more than six professional development events each year.	VP Programming - Walt	1/1/2021	12/31/2021		To Do	

2021 Operating Plan for ATD Tulsa

Programming - CARE Plus	Chapter or Regional Conference: Chapter hosts or partners with other local chapters to host a conference for its members and prospects.	President-Elect - Suni	1/1/2021	10/31/2021		To Do	Will partner with Central OK Chapter to host annual Statewide Conference.
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Succession Planning Strategy							
Category	Elements	Board Lead	Start Date	End Date	Completion Date	Status	Notes
Board of Directors & Governance	B-Vacancy - Identify vacant positions that may be filled and solicit members to fill positions.	President - Linda	1/1/2021	2/28/2021		To Do	Current vacancies = VP of Accommodations, VP of Finance & VP of Marketing
Board of Directors & Governance	Transparency - Provides notification to membership of date/time/location of board meetings with invitation to attend.	VP of Administration	1/1/2021	12/31/2021		To Do	Increase knowledge of board roles, responsibilities, and actions by posting board agendas and inviting Chapter members to attend.
Board of Directors & Governance	Fill President-Elect position. Assign specific projects to position for completion, and have President provide governance and leadership training for person holding position.	President - Linda	1/1/2021	12/31/2021		To Do	President-Elect position is filled and designated to Chair statewide conference committee.
Board of Directors & Governance	Nominations & Elections Process – Uses inclusive online system (including voting) that promotes member knowledge and engagement	President - Linda	4/1/2021	10/1/2021		To Do	

Association for Talent Development (ATD) Tulsa Chapter

2020 Budget - Income and Expense Report as of 12-31-2020

Category Description	2020 Approved Budget	12/1/2020 - 12/31/2020	YTD Total	VARIANCE	Monthly Notes
INCOME					
ATD	\$ 1,000.00	\$ 83.33	\$ 2,208.09	\$ 1,208.09	\$83.33 - 2 Associate Memberships (1 @ \$33.33)
Meeting Fees	\$ 7,200.00	\$ 130.00	\$ 3,730.00	\$ (3,470.00)	\$130 for Trainer Throwdown December Program
Membership Dues	\$ 5,150.00	\$ 50.00	\$ 2,875.00	\$ (2,275.00)	1 Associate Membership @ \$50
ATD Tulsa Meeting Sponsorship	\$ 1,000.00		\$ 250.00	\$ (750.00)	
ATD Tulsa 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	\$ 1,000.00		\$ 190.00	\$ (810.00)	
Special Event - State Conference			\$ -	\$ -	
Special Event- State Conference Sponsorships			\$ -	\$ -	
TOTAL INCOME	\$ 18,850.00	\$ 263.33	\$ 9,253.09	\$ (9,596.91)	
			\$ -	\$ -	
EXPENSES			\$ -	\$ -	
Board Expense			\$ -	\$ -	
National ATD Dues			\$ -	\$ -	
Retreat	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 3,500.00		\$ 700.00	\$ 2,800.00	
Treasurer Expense	\$ 400.00		\$ 7.50	\$ 392.50	
Annual Audit	\$ 1,300.00		\$ 1,200.00	\$ 100.00	2nd and final payment to M&M Consulting (NextGen) for FY 2019 compilation report
TOTAL Board Expense	\$ 5,320.00	\$ -	\$ 1,907.50	\$ 3,412.50	
			\$ -	\$ -	
Communications Expense			\$ -	\$ -	
GoDaddy Domains	\$ 100.00		\$ 84.68	\$ 15.32	
Go Daddy Email	\$ 120.00		\$ 119.76	\$ 0.24	
Wild Apricot Web Site	\$ 1,728.00		\$ 1,536.00	\$ 192.00	
SurveyMonkey	\$ 408.00		\$ 408.00	\$ -	
PO Box Subscription	\$ 92.00		\$ 92.00	\$ -	
Marketing	\$ 250.00		\$ -	\$ 250.00	
TOTAL Communications Expense	\$ 2,698.00	\$ -	\$ 2,240.44	\$ 457.56	
			\$ -	\$ -	
Meeting Expense			\$ -	\$ -	

Association for Talent Development (ATD) Tulsa Chapter

2020 Budget - Income and Expense Report as of 12-31-2020

Category Description	2020 Approved Budget	12/1/2020 - 12/31/2020	YTD Total	VARIANCE	Monthly Notes
Facility Charge	\$ 1,100.00		\$ 220.00	\$ 880.00	
Meals-Food	\$ 5,200.00		\$ 778.11	\$ 4,421.89	
ATD December Special Program	\$ 200.00		\$ 141.69	\$ 58.31	
Recognition Items	\$ 700.00		\$ -	\$ 700.00	
<u>TOTAL Meeting Expense</u>	\$ 7,200.00	\$ -	\$ 1,139.80	\$ 6,060.20	
			\$ -	\$ -	
Membership Expense			\$ -	\$ -	
Name Badges	\$ 400.00		\$ 309.73	\$ 90.27	
Membership Development/Appreciation	\$ 400.00	\$ 100.00	\$ 200.00	\$ 200.00	2 \$50 QT gift cards for Annual Member Survey Drawing
New Member Appreciation/Recognition	\$ 400.00		\$ -	\$ 400.00	
<u>TOTAL Membership Expense</u>	\$ 800.00	\$ 100.00	\$ 509.73	\$ 290.27	
			\$ -	\$ -	
Misc. Expenses			\$ -	\$ -	
Online Payment Processing Expense	\$ 600.00	\$ 15.97	\$ 280.70	\$ 319.30	Monthly payment for AffiniPay transactions via Wild Apricot
Oklahoma ATD State Conference	\$ 1,000.00		\$ -	\$ 1,000.00	Will not need to pay. COC-ATD did not host a 2020 state-wide conference
Other Special Event Expense			\$ -	\$ -	
Insurance	\$ 1,200.00	\$ 50.82	\$ 970.60	\$ 229.40	Monthly autopay for Hartford insurance premium.
<u>TOTAL Misc Expense</u>	\$ 2,800.00	\$ 66.79	\$ 1,251.30	\$ 1,548.70	
			\$ -	\$ -	
<u>TOTAL EXPENSES</u>	\$ 18,818.00	\$ 166.79	\$ 7,048.77	\$ 11,769.23	
			\$ -	\$ -	
<u>OVERALL TOTAL</u>	\$ 32.00	\$ 96.54	\$ 2,204.32	\$ (2,172.32)	

Prepared by Linda Jenkins, 2020 VP of Finance on January 1, 2021

ATD Tulsa - Proposed FY21 Budget

Association for Talent Development Tulsa Chapter

2021 Budget

Category Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Proposed Budget	FY 21 Budget Notes
INCOME							
ATD ChiP	\$ 1,237.27	\$ 500.00	\$ 944.91	\$ 1,000.00	\$ 2,208.09	\$ 1,500.00	Income from ATD for ChiP purchases and Chapter memberships, from ATD Store
Meeting Fees	\$ 8,130.00	\$ 7,920.00	\$ 6,580.00	\$ 7,200.00	\$ 3,730.00	\$ 4,000.00	11 Meetings = 30 Members per Meeting at \$10 each = \$3,300 80 @ \$50 standard memberships = \$4,000; 6 @ \$25 student = \$150 = \$4,150
Membership Dues	\$ 4,214.00	\$ 5,000.00	\$ 5,525.83	\$ 5,150.00	\$ 2,875.00	\$ 5,150.00	4 Regular Meeting Sponsorships (\$250 each)
ATD Meeting Sponsorship	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$100 per newsletter sponsorship
ATD Newsletter Sponsorship	\$ -	\$ -	\$ 100.00	\$ 200.00	\$ -	\$ 200.00	One Special Event Training
Special Event - Training	\$ 5,840.00	\$ 3,000.00	\$ 2,890.00	\$ 3,000.00	\$ -	\$ 3,000.00	Sponsorships for 4 networking events
Networking Event Sponsorship				\$ 300.00	\$ -	\$ 300.00	
Networking Event Fees				\$ 1,000.00	\$ 190.00	\$ 400.00	\$10 per person for 40 guests attending 4 quarterly networking events.
Special Event - State Conference	\$ -	\$ 14,500.00	\$ 17,996.00		\$ -	\$ 10,000.00	ATD Tulsa hosts the ATD OK State Conf in odd years - In even years, ATD Tulsa sponsors the Conf with a \$1,000 sponsorship to the COC-ATD Chapter - budget assumes virtual event
Special Event- State Conference Sponsorships	\$ -	\$ 8,000.00	\$ 2,000.00		\$ -	\$ 3,000.00	Should include \$1,000 sponsorship from COC-ATD.
TOTAL INCOME	\$ 20,421.27	\$ 39,920.00	\$ 36,786.74	\$ 18,850.00	\$ 9,253.09	\$ 28,550.00	
EXPENSES							
Board Expense							
National ATD Dues	\$ 1,341.00	\$ 358.00	\$ 129.00		\$ -	\$ -	
Retreat	\$ 53.05	\$ 100.00	\$ 190.50	\$ 120.00	\$ -	\$ 120.00	Budget for refreshments for annual board retreat in December
ATD Leader's Conference (ALC)	\$ 3,346.00	\$ 3,500.00	\$ 2,648.55	\$ 3,500.00	\$ 700.00	\$ 3,500.00	Expenses for 2 ATD Tulsa board members to attend - 2 Registrations, 2 Hotel Rooms, 2 Airfares, & Meals or all board members to attend virtual ALC
Treasurer Expense	\$ 347.70	\$ 400.00	\$ 2.00	\$ 400.00	\$ 7.50	\$ 350.00	1. \$33 for Stamps, Envelopes, etc. 2. Quickbooks online annual fee @ \$25/month = \$300 3. \$7.50 for new Visa debit card
Annual Audit	\$ -	\$ 1,000.00	\$ 1,200.00	\$ 1,300.00	\$ 1,200.00	\$ 1,300.00	Annual Financial Audit - Should be completed by June 30, 2021 (CARE Requirement)
TOTAL Board Expense	\$ 5,087.75	\$ 5,358.00	\$ 4,170.05	\$ 5,320.00	\$ 1,907.50	\$ 5,270.00	
Communications Expense							
GoDaddy Domains	\$ 80.68	\$ 100.00	\$ -	\$ 100.00	\$ 84.68	\$ -	Web Domains for ATDTulsa.org and TDTulsa.org (set up as bi-annual payments of \$41.98 each) with auto-renew on 9/11/2022. Therefore, no payment needed in 2021.
Go Daddy Email	\$ 501.48	\$ 525.00	\$ -	\$ 120.00	\$ 119.76	\$ 540.00	1) 9 Email ID's for ATD Tulsa board members @ tdtulsa.org 2) Admin & Finance set to auto-renew for 1 year @ \$60 each on 8/3/2021 3) 7 emails for set to auto-renew for 1 year @ \$60 each on 1/24/2021.
Wild Apricot Web Site	\$ 1,536.00	\$ 1,600.00	\$ 1,536.00	\$ 1,728.00	\$ 1,536.00	\$ 1,700.00	Annual Expense - Next Due 04/27/2021 - billing contact info updated to finance@tdtulsa.org & Linda Jenkins phone #
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 425.00	\$ 408.00	\$ 408.00	\$ 408.00	\$ 808.00	Auto renewal for annual SurveyMonkey subscription to be paid on 1/10/21 via Visa debit card (\$408). - Annual subscription for video conferencing (Zoom or Webex) @ \$400

Association for Talent Development Tulsa Chapter

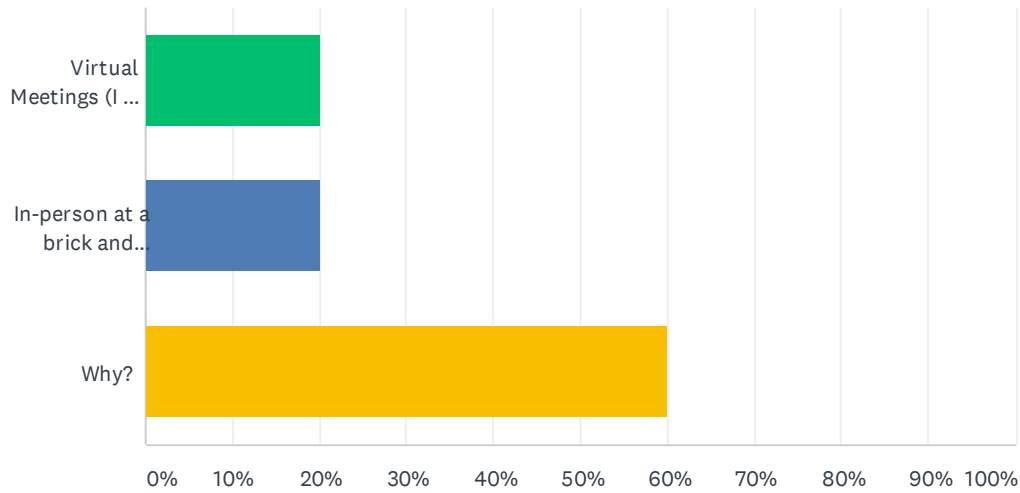
2021 Budget

Category Description	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Proposed Budget	FY 21 Budget Notes
PO Box Subscription	\$ 70.00	\$ 75.00	\$ 80.00	\$ 80.00	\$ 92.00	\$ 92.00	Annual Expense - Due Each February - Payment is not auto renew. Invoice sent to PO Box. It must be paid by mail, or by credit card in person at our branch.
Marketing	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00	Printing / Mailing Costs for Special Meeting or Communcation
TOTAL Communications Expense	\$ 2,596.16	\$ 2,975.00	\$ 2,024.00	\$ 2,686.00	\$ 2,240.44	\$ 3,390.00	
					\$ -		
Meeting Expense					\$ -		
Facility Charge	\$ 915.00	\$ 870.00	\$ 1,350.00	\$ 1,100.00	\$ 220.00	\$ 500.00	We have been receiving invoices from Danielle Roper <danielle.roper@okstate.edu> Program Specialist, North Hall Information Desk. Phone 918-594-8000. BOK Room \$105 X 5 = \$525 and BS Roberts Room \$115 x 5 = \$575 Budget \$500 for possible in-person meetings in 3rd or 4th quarter
Meals-Food	\$ 5,981.58	\$ 5,200.00	\$ 4,676.58	\$ 5,200.00	\$ 778.11	\$ 2,000.00	Agreement with Catering by Orr provides meals at \$17/meal including delievery fee and credit card processing fee. Linda contacted Catering by Orr to update the credit card information on file on 2-4-20 Budget \$2000 for possible in-person meetings in 3rd or 4th quarter
ATD December Special Program	\$ -	\$ -	\$ -	\$ 200.00	\$ 141.69	\$ 200.00	
Recognition Items	\$ 246.02	\$ 750.00	\$ 411.90	\$ 700.00	\$ -	\$ 700.00	Thank you gifts for speakers = Up to \$25 each for 15 speakers = \$375; thank you plaque for ATDT president = \$100; \$100 cash for Trainer Throwdown winner (Dec program mtg)
TOTAL Meeting Expense	\$ 7,142.60	\$ 6,820.00	\$ 6,438.48	\$ 7,200.00	\$ 1,139.80	\$ 3,400.00	
					\$ -		
Membership Expense					\$ -		
Name Badges				\$ 400.00	\$ 309.73		
Membership Development/Appreciation	\$ -	\$ 450.00	\$ -	\$ 400.00	\$ 200.00	\$ 400.00	\$100 = 2 \$50 QT gift cards for winners of 2021 Membership Survey drawing. \$200 for incentives for completing event surveys.
New Member Appreciation/Recognition	\$ 158.60	\$ 660.00	\$ -	\$ 400.00	\$ -	\$ 400.00	
TOTAL Membership Expense	\$ 158.60	\$ 1,110.00	\$ -	\$ 800.00	\$ 509.73	\$ 800.00	
					\$ -		
Misc. Expenses					\$ -		
Online Payment Processing Expense	\$ 490.86	\$ 850.00	\$ 988.47	\$ 600.00	\$ 280.70	\$ 1,000.00	Will be higher in 2021 to handle statewide conference payment processing
Oklahoma ATD State Conference	\$ 1,000.00	\$ 20,000.00	\$ 16,233.37	\$1,000.00	\$ -	\$ 10,000.00	
Other Special Event Expense	\$ 1,237.98	\$ 1,500.00	\$ 1,898.62		\$ -	\$ 1,500.00	
Insurance	\$ 992.55	\$ 1,300.00	\$ 985.24	\$ 1,200.00	\$ 970.60	\$ 1,200.00	D&O Insurance paid to Lockton via invoice from ATD for \$460.24 in 2020. Liability insurance paid to Hartford online via autopay for \$510.36.
TOTAL Misc Expense	\$ 3,721.39	\$ 23,650.00	\$ 20,105.70	\$ 2,800.00	\$ 1,251.30	\$ 13,700.00	
					\$ -		
TOTAL EXPENSES	\$ 18,706.50	\$ 39,913.00	\$ 32,738.23	\$ 18,806.00	\$ 7,048.77	\$ 26,560.00	
					\$ -		
OVERALL TOTAL	\$ 1,714.77	\$ 7.00	\$ 4,048.51	\$ 44.00	\$ 2,204.32	\$ 1,990.00	

Prepared by Linda Jenkins, 2021 President on 1-1-2021

Q1 Which do you prefer?

Answered: 25 Skipped: 0



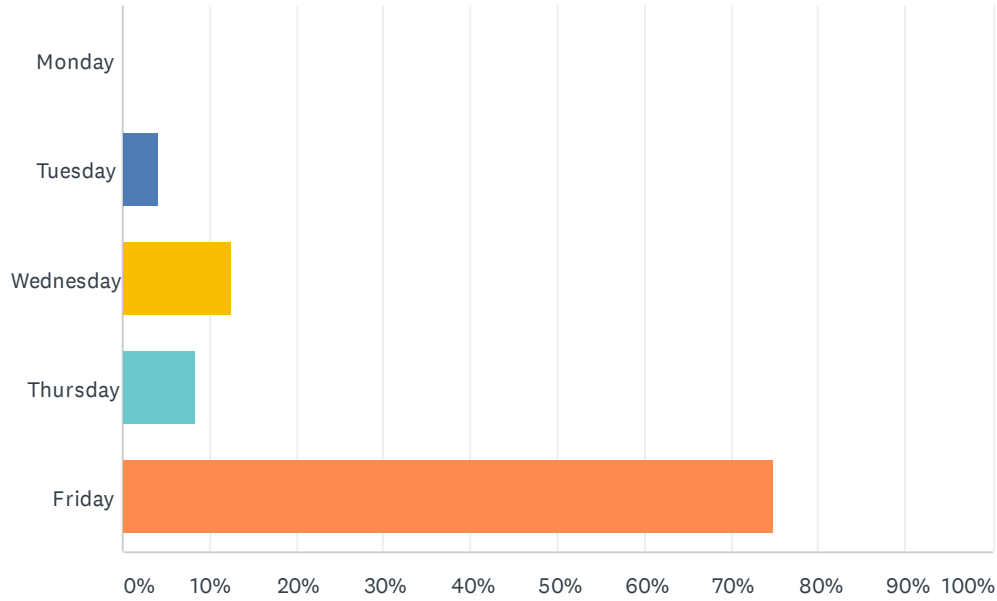
ANSWER CHOICES	RESPONSES	
Virtual Meetings (I can join from anywhere)	20.00%	5
In-person at a brick and mortar location	20.00%	5
Why?	60.00%	15
TOTAL		25

ATD Tulsa Annual Membership Survey 2020

#	WHY?	DATE
1	Connection and networking is easier in person. But I understand virtual is necessary at this time. I would not attend in person until COVID is under control.	12/9/2020 8:19 AM
2	In the world of COVID, I prefer virtual. Once this pandemic is over, I prefer in-person with a virtual session once-in-a-while.	12/8/2020 9:03 AM
3	I like both.	12/7/2020 1:45 PM
4	I live 110 miles away from Tulsa.	12/7/2020 7:23 AM
5	I like them both but would rather be in the same room with others getting to know them.	12/7/2020 7:02 AM
6	COVID, Join from any location, etc.	12/7/2020 6:36 AM
7	Very convenient. I like BOTH!	12/6/2020 10:13 PM
8	Ease of attending.	12/4/2020 10:53 AM
9	safety reasons	12/4/2020 10:49 AM
10	Either works for me.	12/4/2020 10:24 AM
11	Relationship building in person	12/3/2020 12:37 PM
12	At this time, I prefer the virtual. However, living outside of the Tulsa area the option of virtual would be great at anytime!	12/3/2020 9:25 AM
13	Better for networking and connecting with others.	12/3/2020 8:27 AM
14	In person communication is richer and more fulfilling. The before and after time at the meetings is so important for networking and building relationships.	12/2/2020 10:30 PM
15	While I'd actually rather meet in person to just be around humans, for the foreseeable future virtual is the ticket.	12/2/2020 10:25 PM

Q2 What day of the week works best for you for the monthly Chapter Program Meetings?

Answered: 24 Skipped: 1



ANSWER CHOICES	RESPONSES
Monday	0.00% 0
Tuesday	4.17% 1
Wednesday	12.50% 3
Thursday	8.33% 2
Friday	75.00% 18
TOTAL	24

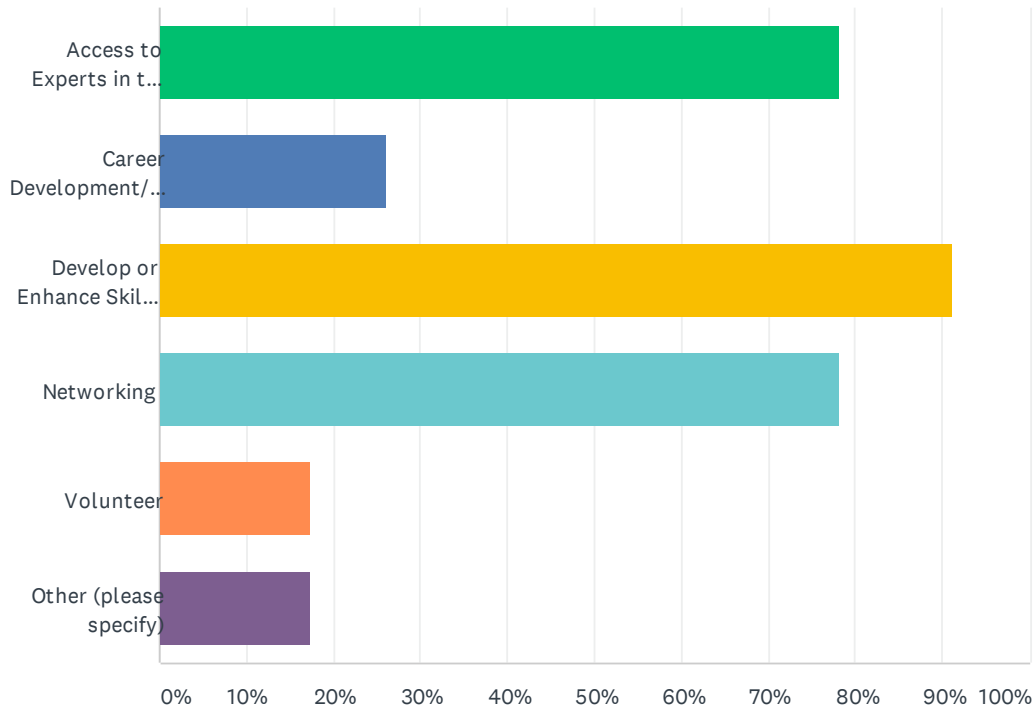
Q3 We want to provide professional development offerings that meet your needs. What can we offer to help you meet your talent development challenges over the next three years?

Answered: 18 Skipped: 7

#	RESPONSES	DATE
1	Training for new managers. Moving from peer to manager. Strengths based leadership.	12/9/2020 8:19 AM
2	Information about the capability model and programs that help me grow the capabilities	12/8/2020 9:03 AM
3	Get back to a focus on what T&D professionals really need. Stay focused on technology, online learning, talent development (Succession Planning, performance management, etc.). I feel like too much of the programming has been specialized and a bit of a stretch for this organization.	12/7/2020 4:51 PM
4	"Coach the Coach" programming Behavioral Economics Organizational Health	12/7/2020 2:35 PM
5	Offer programming that helps recertification of the CPTD - education credits must fall into certain categories of the capability model	12/7/2020 2:06 PM
6	what platforms/technology is out there how to use it, marketing myself as a professional (resume /Linkedin), how to turn in-person training into online courses	12/7/2020 1:45 PM
7	Content -rich, implementable strategies to elevate learning and increase propensity for workplace implementation	12/7/2020 8:58 AM
8	VILT, Performance Management, Survey Data, Employee Engagement.	12/7/2020 7:23 AM
9	How to become a better leader and coach	12/7/2020 7:02 AM
10	Keeping up with new technology!	12/6/2020 10:13 PM
11	techniques to provide virtual training	12/6/2020 11:59 AM
12	Employee performance improvement using HPT	12/4/2020 2:30 PM
13	Training development, design and delivery techniques. Meetings relevant to our field of expertise.	12/4/2020 10:53 AM
14	interactive virtual presentations	12/4/2020 10:49 AM
15	Continue to offer content relevant to the the profession of talent development - training, storytelling, facilitation, etc.	12/3/2020 9:25 AM
16	Topics on virtual training, coaching and executive development.	12/3/2020 8:27 AM
17	Improving communication skills	12/2/2020 10:30 PM
18	Engaging activities and techniques for virtual audiences. Learning journey design considerations. Creating blended learning solutions. Learning spotlight on various assessments.	12/2/2020 10:25 PM

Q4 Why did you initially join ATD Tulsa? Select all that apply.

Answered: 23 Skipped: 2

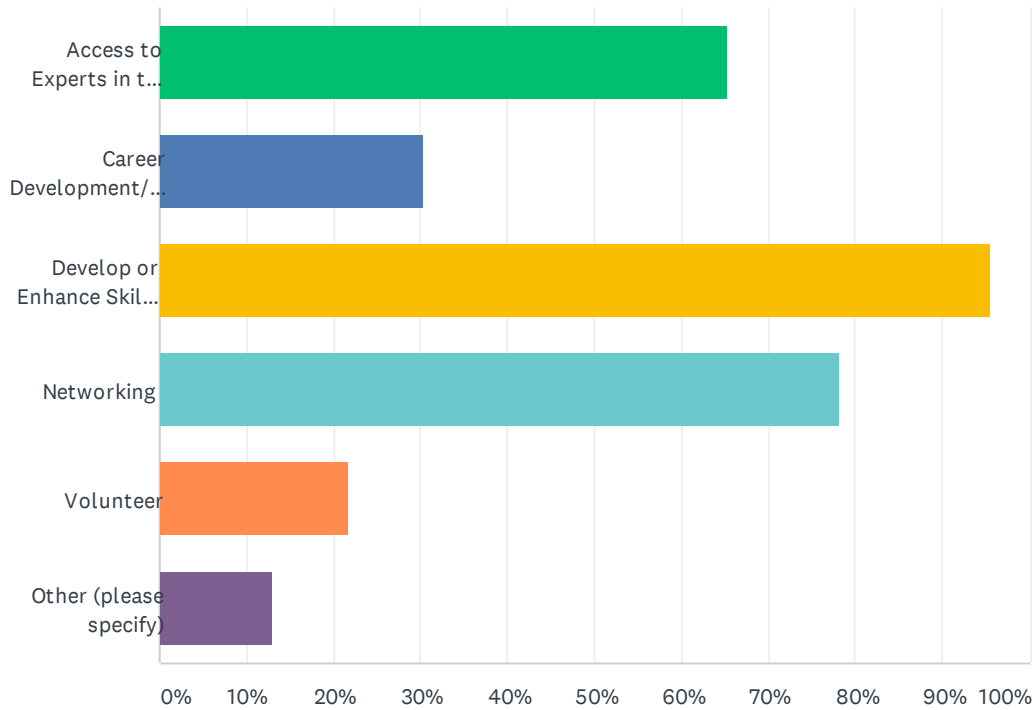


ANSWER CHOICES	RESPONSES
Access to Experts in the Field	78.26% 18
Career Development/Find a Job	26.09% 6
Develop or Enhance Skills and Knowledge	91.30% 21
Networking	78.26% 18
Volunteer	17.39% 4
Other (please specify)	17.39% 4
Total Respondents: 23	

#	OTHER (PLEASE SPECIFY)	DATE
1	Just love training and I want to continue to add items to my toolbox.	12/6/2020 10:16 PM
2	To share ideas.	12/4/2020 2:32 PM
3	Employer request	12/3/2020 12:41 PM
4	Learn more about learning needs of organizations in local market	12/2/2020 10:28 PM

Q5 Why have you stayed a member of ATD Tulsa? Select all that apply.

Answered: 23 Skipped: 2

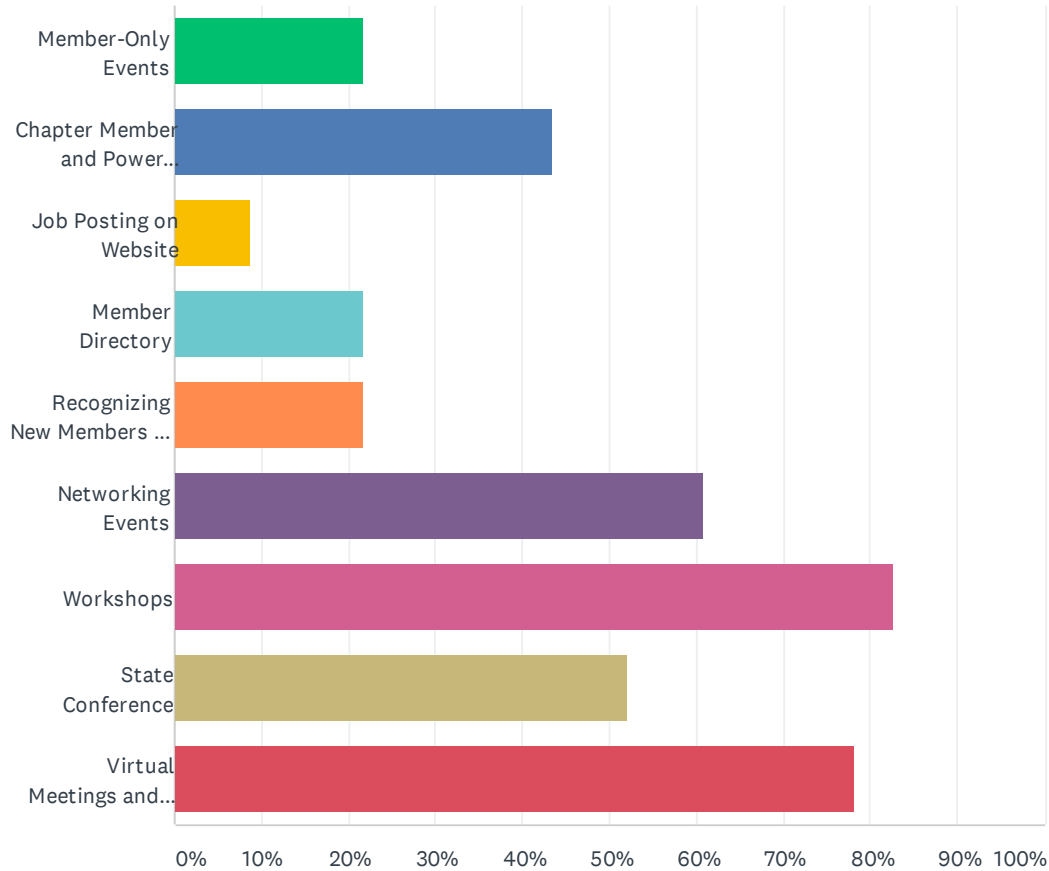


ANSWER CHOICES	RESPONSES
Access to Experts in the Field	65.22% 15
Career Development/Find a Job	30.43% 7
Develop or Enhance Skills and Knowledge	95.65% 22
Networking	78.26% 18
Volunteer	21.74% 5
Other (please specify)	13.04% 3
Total Respondents: 23	

#	OTHER (PLEASE SPECIFY)	DATE
1	The programming and guest speakers both continue to be very helpful	12/7/2020 2:41 PM
2	I'm sharing ideas.	12/4/2020 2:32 PM
3	Employer request	12/3/2020 12:41 PM

Q6 Check the 4 membership benefits which you find have the most value.

Answered: 23 Skipped: 2

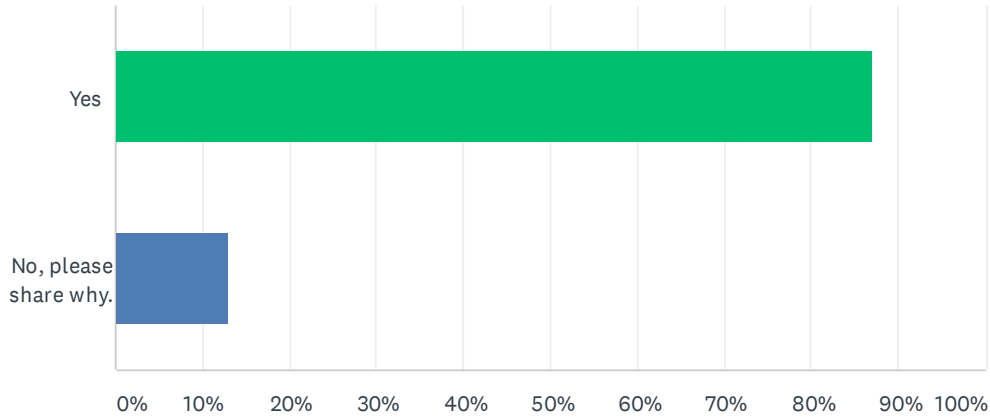


ANSWER CHOICES	RESPONSES
Member-Only Events	21.74% 5
Chapter Member and Power Member Pricing Discounts	43.48% 10
Job Posting on Website	8.70% 2
Member Directory	21.74% 5
Recognizing New Members and Power Members at each monthly Chapter Program Meeting	21.74% 5
Networking Events	60.87% 14
Workshops	82.61% 19
State Conference	52.17% 12
Virtual Meetings and Events	78.26% 18
Total Respondents: 23	

#	OTHER (PLEASE SPECIFY)	DATE
1	Best practices	12/7/2020 2:41 PM

Q7 Are you satisfied with the member benefits provided to you by ATD Tulsa Chapter? If you answered No, please share why you answered that way.

Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES
Yes	86.96% 20
No, please share why.	13.04% 3
TOTAL	23

#	NO, PLEASE SHARE WHY.	DATE
1	Not sure of the benefits of a local chapter membership other than discounted meetings.	12/7/2020 4:55 PM
2	Want more networking opportunities	12/6/2020 12:02 PM
3	It sure I have a good grasp of what those benefits are	12/2/2020 10:28 PM

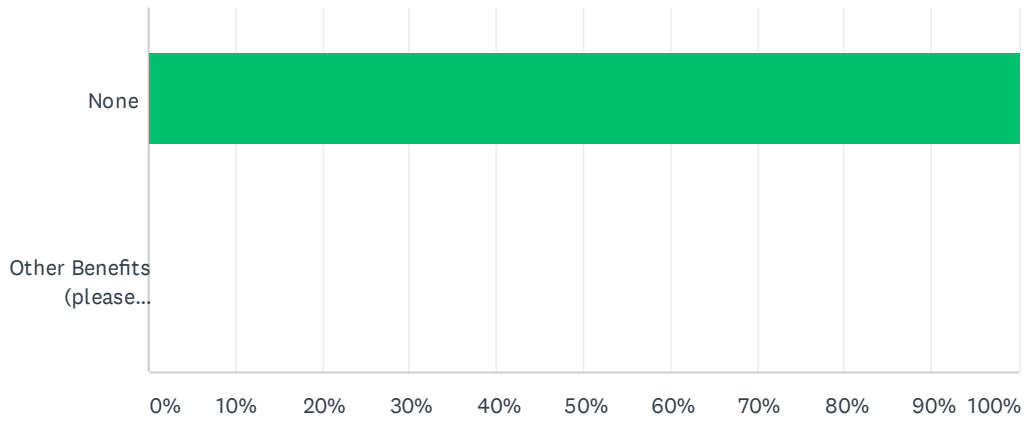
Q8 What membership benefits would you like to see changed and/or added?

Answered: 23 Skipped: 2

#	RESPONSES	DATE
1	-	12/9/2020 8:21 AM
2	Bundled options to purchase more than one event at a time, like 10 at a time.	12/8/2020 9:04 AM
3	Better communications, focus on members, more networking events (even if virtual), more after hours events.	12/7/2020 4:55 PM
4	A "community of practice" focused on coaching	12/7/2020 2:41 PM
5	N/A	12/7/2020 2:07 PM
6	n/a	12/7/2020 1:46 PM
7	none	12/7/2020 8:59 AM
8	None	12/7/2020 8:27 AM
9	.	12/7/2020 8:09 AM
10	When we pay for virtual events, it would be nice to have access to a recording later on. The first one, the speaker was late and I had a hard stop and didn't get to experience the whole workshop. The second one, I pulled into an emergency meeting at work and missed the session completely.	12/7/2020 7:26 AM
11	na	12/7/2020 7:04 AM
12	None	12/7/2020 6:38 AM
13	None at this time.	12/6/2020 10:16 PM
14	More networking - want to see it added back into the monthly meetings and separate networking events - want more ways to connect with other members	12/6/2020 12:02 PM
15	n/a	12/4/2020 2:32 PM
16	none	12/4/2020 10:54 AM
17	Perhaps virtual Happy Hr every 6 wks or so	12/4/2020 10:53 AM
18	None	12/4/2020 10:28 AM
19	Unsure	12/3/2020 12:41 PM
20	Nothing really. An annual membership to pre-pay for monthly events would be nice.	12/3/2020 9:27 AM
21	None	12/3/2020 8:30 AM
22	None	12/2/2020 10:32 PM
23	All access pass (to once for all meetings/ events packaged over entire year)	12/2/2020 10:28 PM

Q9 What membership benefits would you like to see removed?

Answered: 23 Skipped: 2

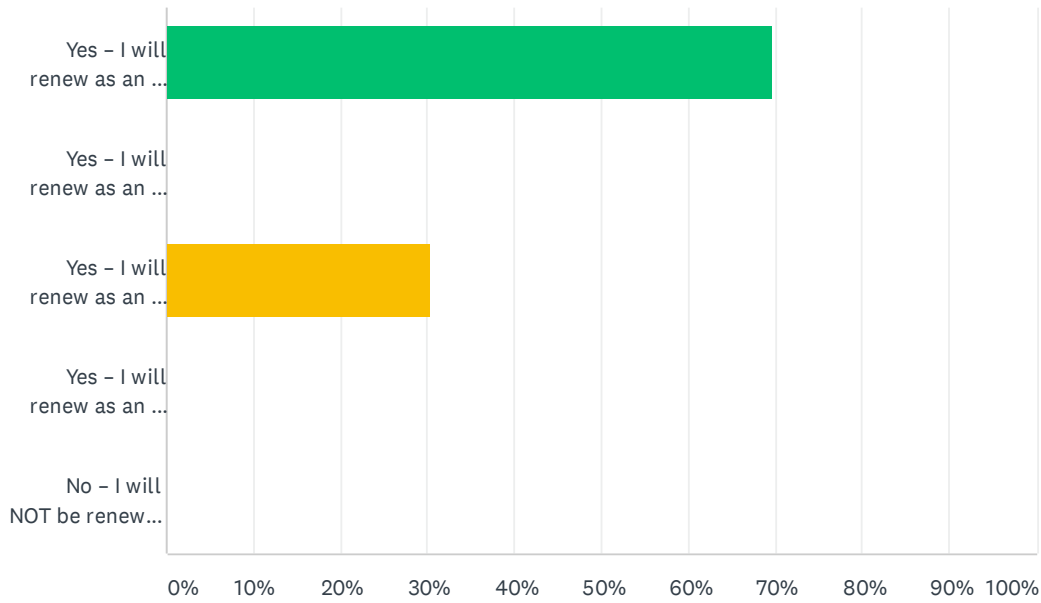


ANSWER CHOICES	RESPONSES
None	100.00% 23
Other Benefits (please specify)	0.00% 0
TOTAL	23

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

Q10 Do you plan to renew your ATD Membership this upcoming year?

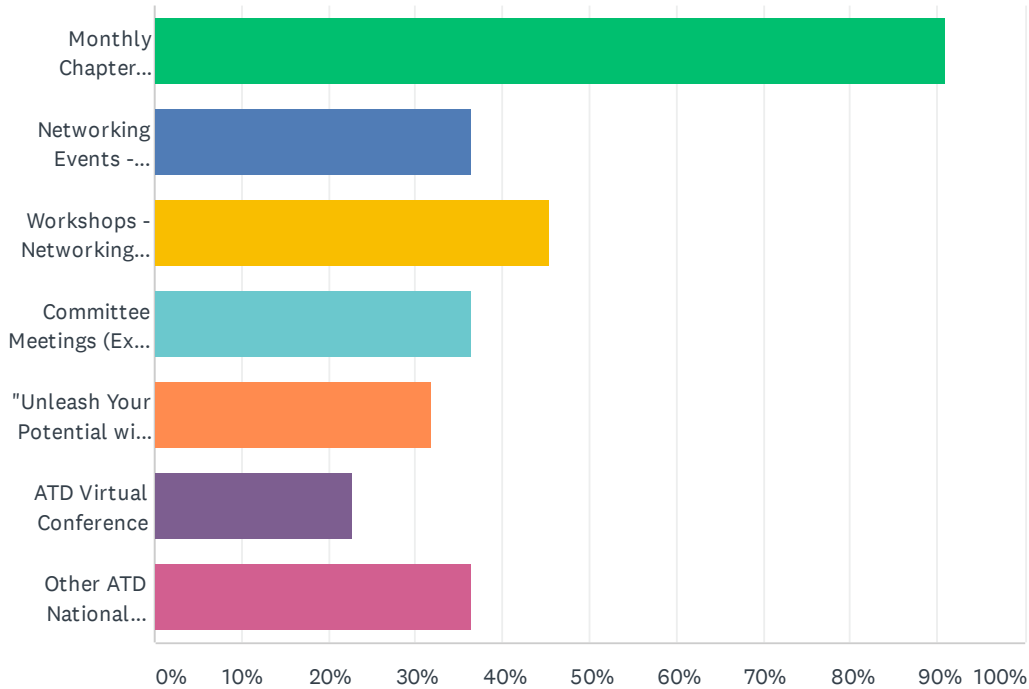
Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes – I will renew as an ATD Tulsa Power Member (ATD Tulsa Chapter + ATD National Member).	69.57%	16
Yes – I will renew as an ATD Student Power Member (ATD Tulsa Chapter + ATD National Member).	0.00%	0
Yes – I will renew as an ATD Tulsa Chapter Member.	30.43%	7
Yes – I will renew as an ATD Tulsa Student Member.	0.00%	0
No – I will NOT be renewing any form of ATD Membership.	0.00%	0
TOTAL		23

Q11 During 2020, in what ATD events have you participated? Select all that apply.

Answered: 22 Skipped: 3



ANSWER CHOICES	RESPONSES	
Monthly Chapter Programming Meetings	90.91%	20
Networking Events - Networking is Networking Virtual Event - June 3	36.36%	8
Workshops - Networking Event Share Your Favorite Virtual Tools on October 6	45.45%	10
Committee Meetings (Ex: Bylaws Committee, Election Committee, Credentials, etc)	36.36%	8
"Unleash Your Potential with the ATD Talent Development Capability Model – Your Blueprint for Success" on November 12	31.82%	7
ATD Virtual Conference	22.73%	5
Other ATD National Conferences, Workshops, and/or Trainings	36.36%	8
Total Respondents: 22		

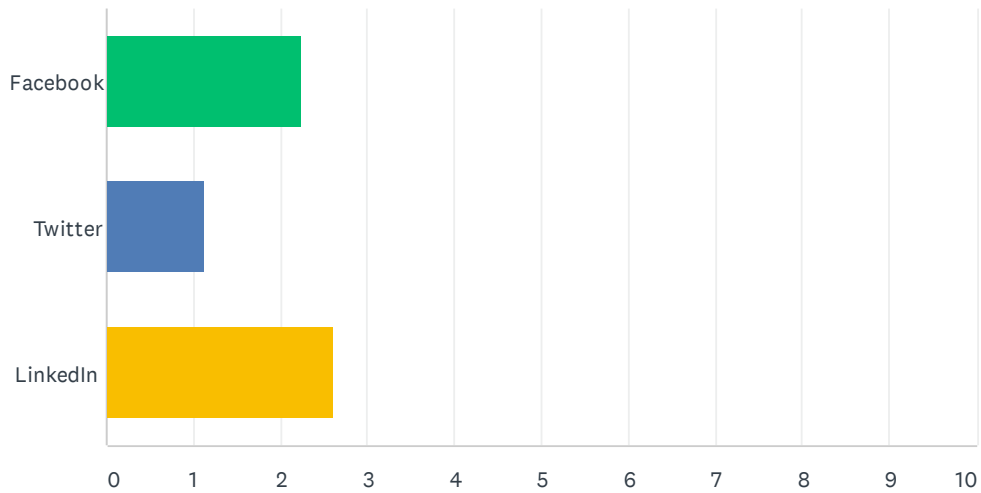
Q12 What has prevented you from participating in ATD Events like networking, workshops, conferences, etc.?

Answered: 18 Skipped: 7

#	RESPONSES	DATE
1	Don't prefer the virtual format and sometimes the topic isn't of interest.	12/9/2020 8:22 AM
2	Work conflicts and lack of time	12/8/2020 9:05 AM
3	Timing was bad or the subject was not applicable or enticing.	12/7/2020 4:56 PM
4	My work schedule	12/7/2020 2:42 PM
5	Availability	12/7/2020 2:07 PM
6	schedule	12/7/2020 9:00 AM
7	My schedule	12/7/2020 8:27 AM
8	Personal work schedule.	12/7/2020 8:10 AM
9	Time, it's so hard to balance what virtual events to place on my calendar.	12/7/2020 7:27 AM
10	time constraints	12/7/2020 7:05 AM
11	As a manager, I'm overseeing direct reports, onboarding new employees to my team, meetings every day, and have little time to attend to my own tasks.	12/7/2020 6:41 AM
12	Work commitments and COVID!	12/6/2020 10:16 PM
13	work schedule	12/4/2020 10:55 AM
14	N/A	12/4/2020 10:31 AM
15	Timing	12/3/2020 12:41 PM
16	The relevancy of the content.	12/3/2020 9:28 AM
17	Time conflicts	12/2/2020 10:32 PM
18	Why was there a cutoff for registration 48 hours before a virtual session? I have at times run a very tight and fluid schedule but found self available at last minute to attend regular meeting only not able to join because I hadn't register by 2-3 days earlier. I understand if necessary to order food, but we aren't meeting in person so that seems unnecessary. I value content and networking over the food evenin traditional times.	12/2/2020 10:32 PM

Q13 What are your preferred method to interact on social media with ATD Tulsa? Rank from your favorite to least favorite 1-3.

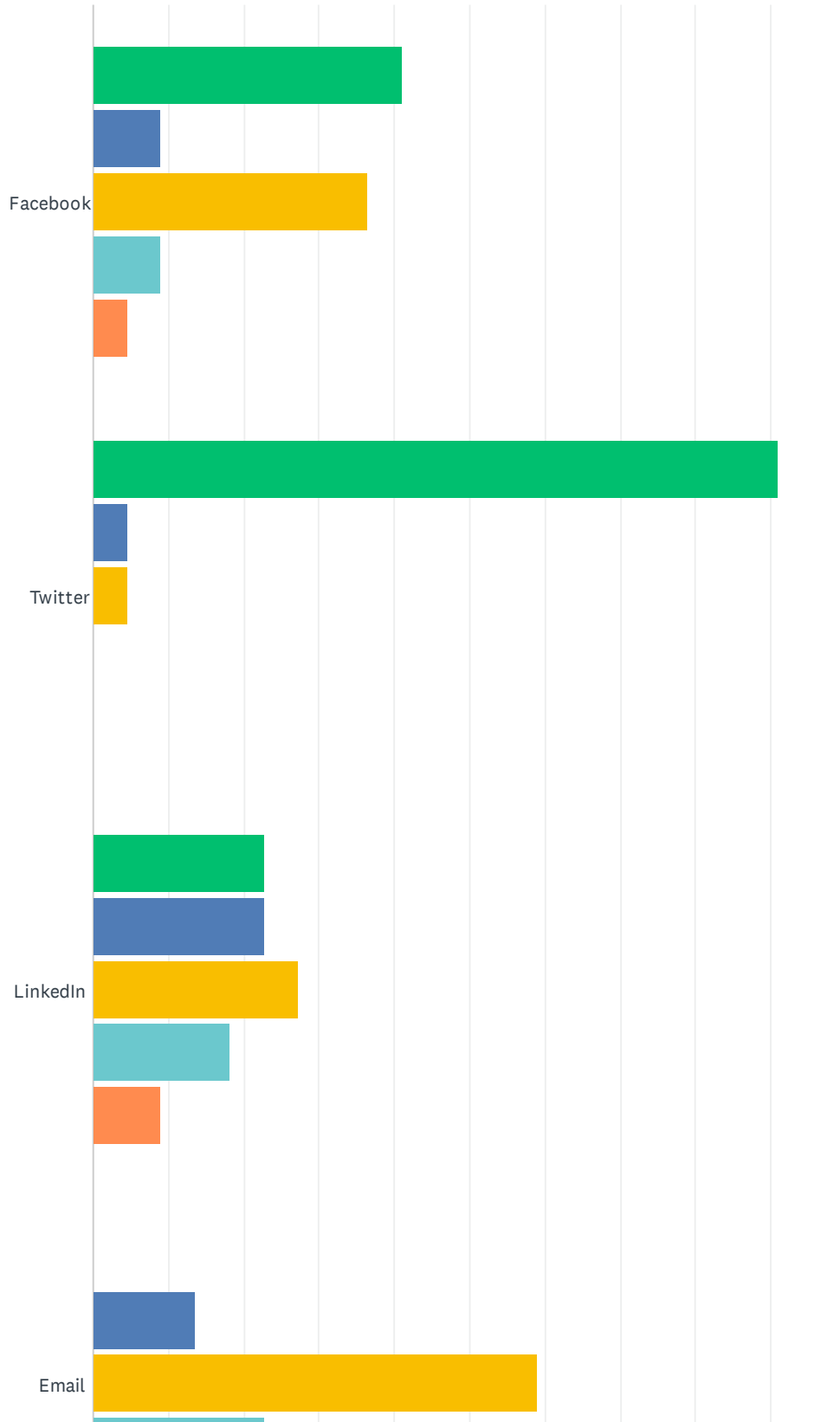
Answered: 21 Skipped: 4



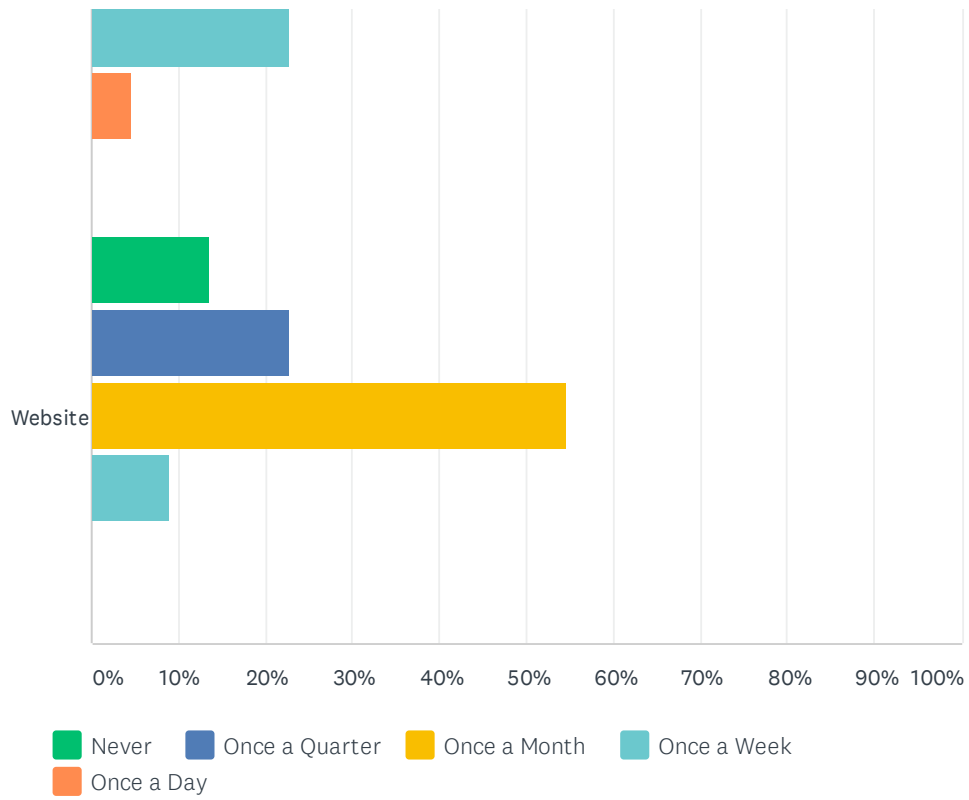
	1	2	3	TOTAL	SCORE
Facebook	33.33% 7	57.14% 12	9.52% 2	21	2.24
Twitter	4.76% 1	4.76% 1	90.48% 19	21	1.14
LinkedIn	61.90% 13	38.10% 8	0.00% 0	21	2.62

Q14 How often do you interact with ATD Tulsa through the following communication methods?

Answered: 22 Skipped: 3



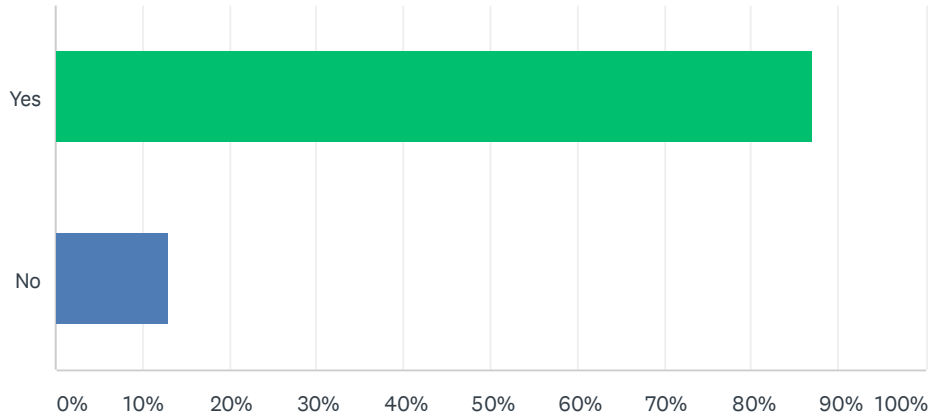
ATD Tulsa Annual Membership Survey 2020



	NEVER	ONCE A QUARTER	ONCE A MONTH	ONCE A WEEK	ONCE A DAY	TOTAL
Facebook	40.91% 9	9.09% 2	36.36% 8	9.09% 2	4.55% 1	22
Twitter	90.91% 20	4.55% 1	4.55% 1	0.00% 0	0.00% 0	22
LinkedIn	22.73% 5	22.73% 5	27.27% 6	18.18% 4	9.09% 2	22
Email	0.00% 0	13.64% 3	59.09% 13	22.73% 5	4.55% 1	22
Website	13.64% 3	22.73% 5	54.55% 12	9.09% 2	0.00% 0	22

Q15 Do you read the emailed ATD Tulsa Monthly Newsletter?

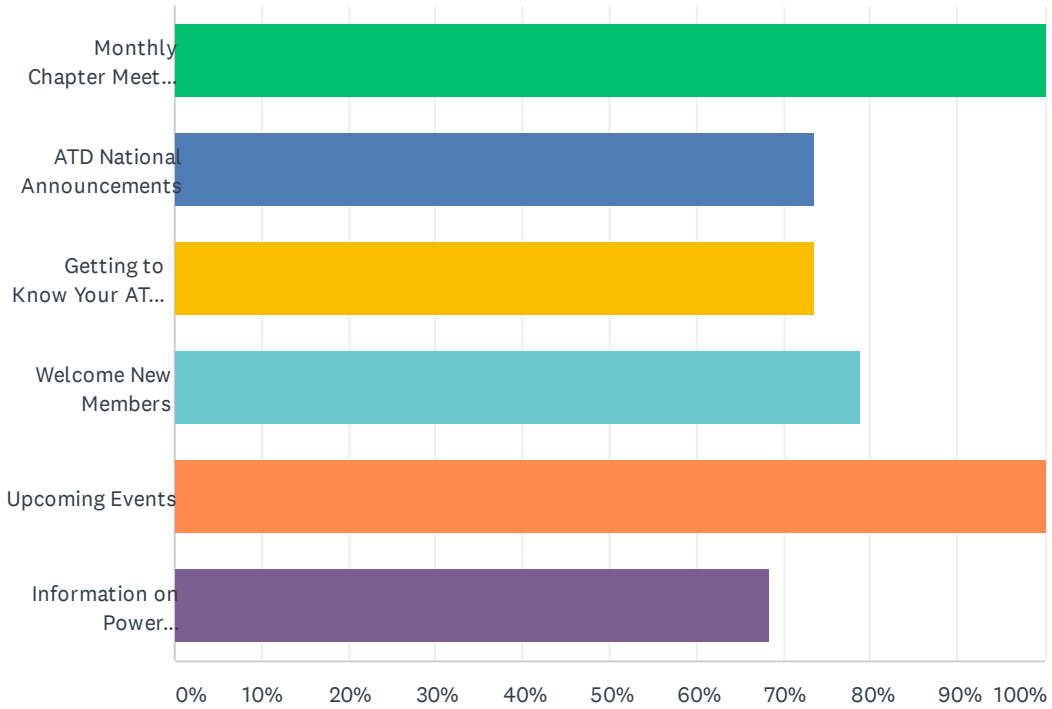
Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	86.96%	20
No	13.04%	3
TOTAL		23

Q16 What type of content would you like to see in the ATD Tulsa Monthly Newsletter?

Answered: 19 Skipped: 6



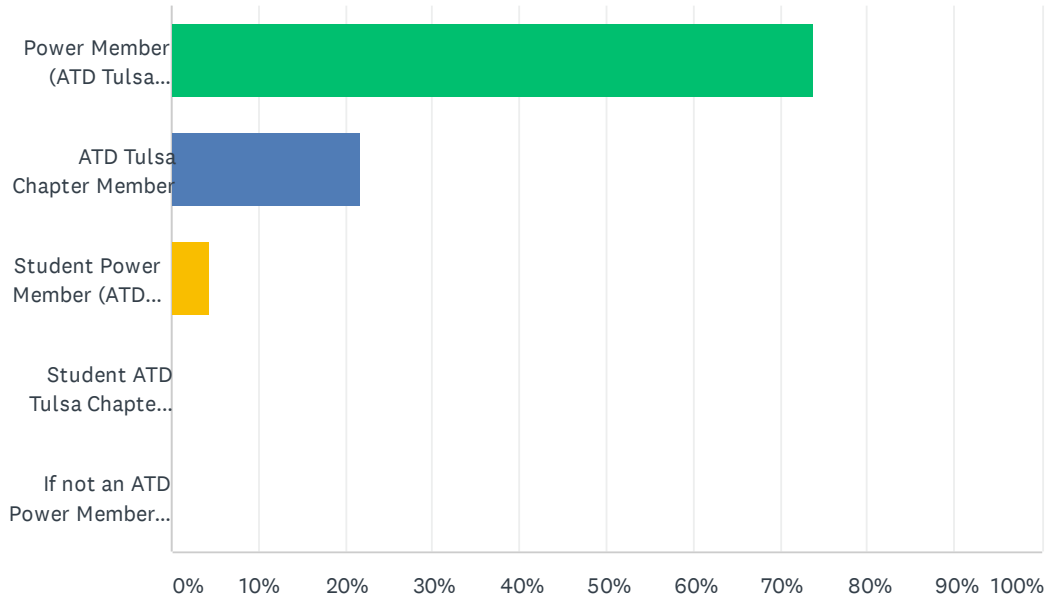
ANSWER CHOICES	RESPONSES	
Monthly Chapter Meeting Information	100.00%	19
ATD National Announcements	73.68%	14
Getting to Know Your ATD Board Members	73.68%	14
Welcome New Members	78.95%	15
Upcoming Events	100.00%	19
Information on Power Membership	68.42%	13
Total Respondents: 19		

ATD Tulsa Annual Membership Survey 2020

#	OTHER (PLEASE SPECIFY)	DATE
1	Job openings, Member Profiles	12/8/2020 9:06 AM
2	Would help if it looked like a newsletter instead of a prolonged email. There is nothing that differentiates it other than the subject line of the email.	12/7/2020 5:02 PM
3	Didn't realize we had a newsletter!	12/6/2020 10:18 PM
4	Getting to know other ATD members (profiles)	12/4/2020 2:34 PM
5	Spotlight a long-standing member; acknowledge any members who've won awards, recognition or new certifications in their job	12/4/2020 11:49 AM
6	All content is good. Most of the announcements from the chapter meetings can be placed in the newsletter to give the speakers more time.	12/3/2020 9:29 AM
7	Resources. Tools. Practitioner areas of expertise/ focus (especially for independents), opportunities to bid on corporate work	12/2/2020 10:34 PM

Q17 What is your level of membership within ATD?

Answered: 23 Skipped: 2

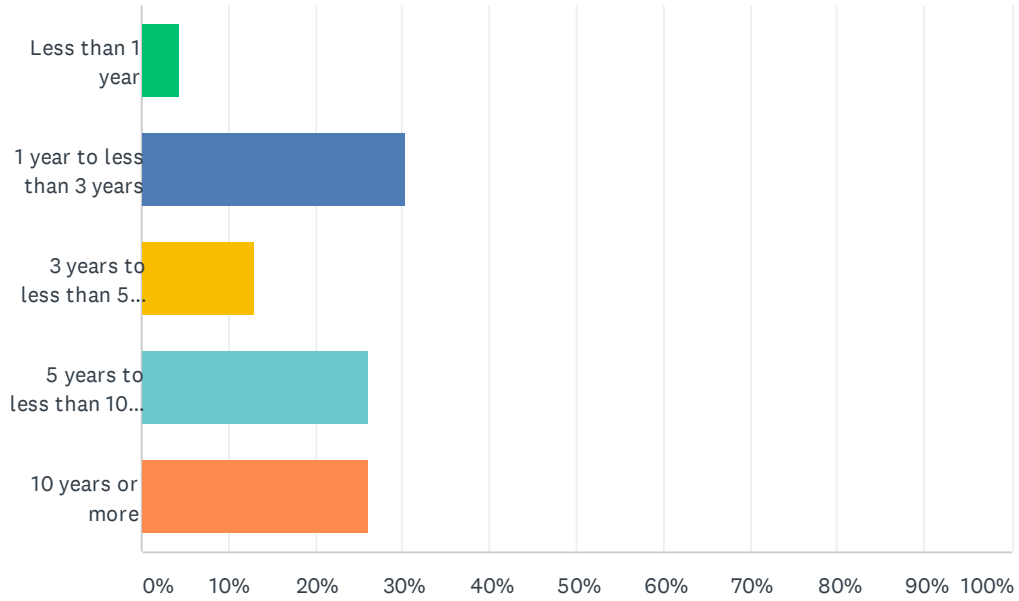


ANSWER CHOICES	RESPONSES	
Power Member (ATD Tulsa Chapter + ATD Member)	73.91%	17
ATD Tulsa Chapter Member	21.74%	5
Student Power Member (ATD Tulsa Chapter + ATD Member)	4.35%	1
Student ATD Tulsa Chapter Member	0.00%	0
If not an ATD Power Member, why not?	0.00%	0
TOTAL		23

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

Q18 How long have you been an ATD Tulsa Chapter member?

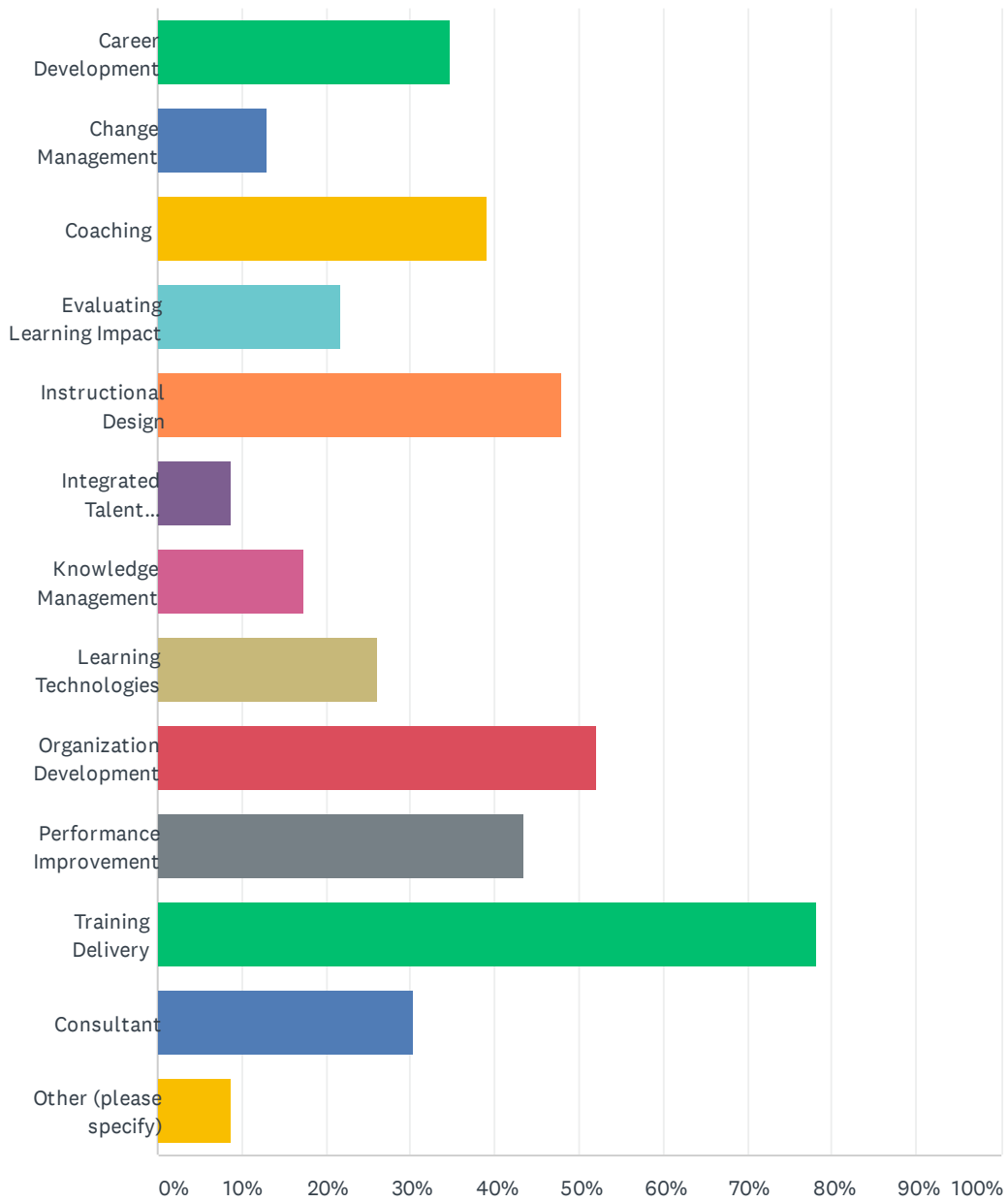
Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES	
Less than 1 year	4.35%	1
1 year to less than 3 years	30.43%	7
3 years to less than 5 years	13.04%	3
5 years to less than 10 years	26.09%	6
10 years or more	26.09%	6
TOTAL		23

Q19 What part of the Training and Development industry do you work in? Select all that apply.

Answered: 23 Skipped: 2



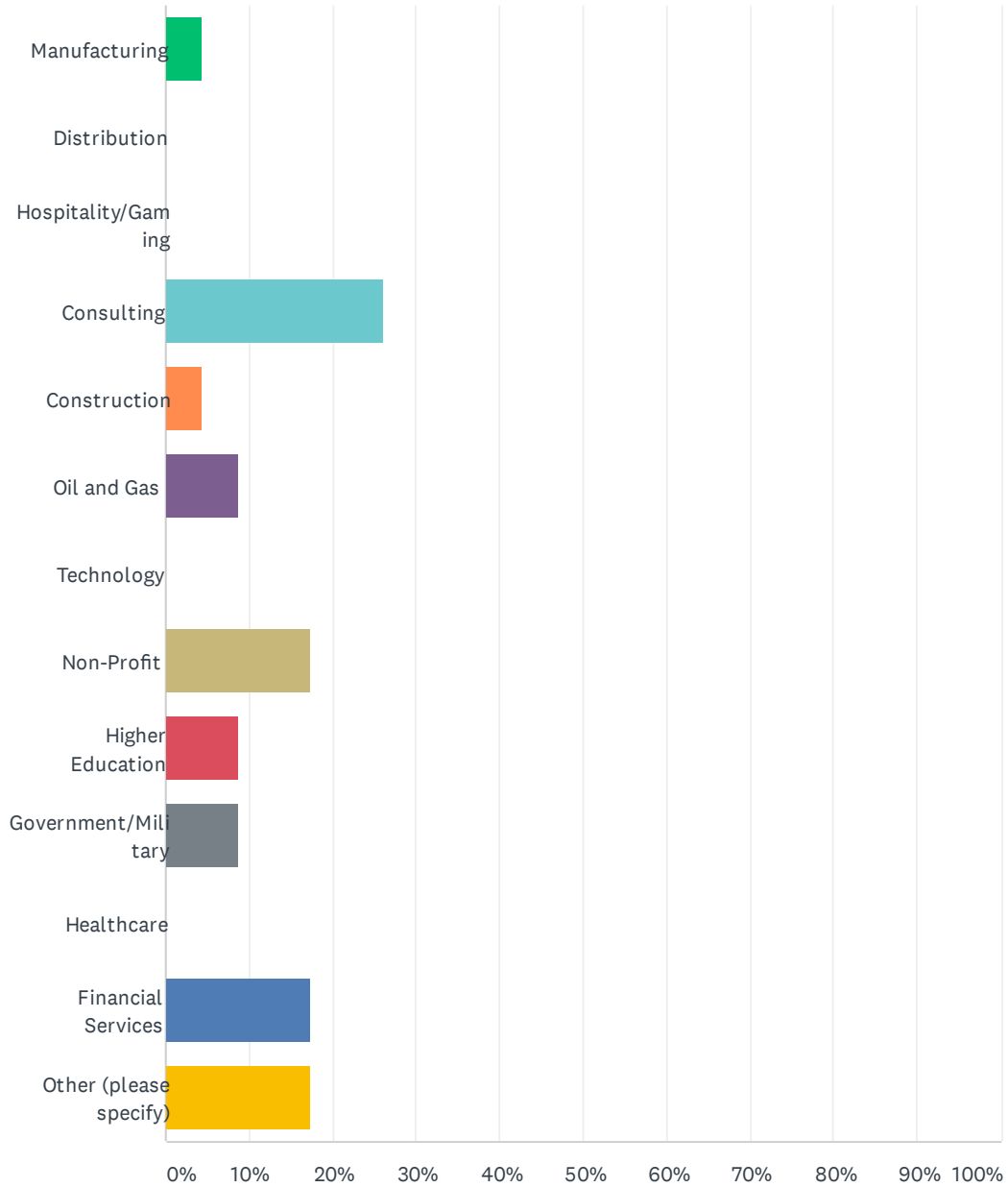
ATD Tulsa Annual Membership Survey 2020

ANSWER CHOICES	RESPONSES	
Career Development	34.78%	8
Change Management	13.04%	3
Coaching	39.13%	9
Evaluating Learning Impact	21.74%	5
Instructional Design	47.83%	11
Integrated Talent Management	8.70%	2
Knowledge Management	17.39%	4
Learning Technologies	26.09%	6
Organization Development	52.17%	12
Performance Improvement	43.48%	10
Training Delivery	78.26%	18
Consultant	30.43%	7
Other (please specify)	8.70%	2
Total Respondents: 23		

#	OTHER (PLEASE SPECIFY)	DATE
1	Employee Relations	12/7/2020 7:29 AM
2	Business owner	12/2/2020 10:36 PM

Q20 What is your company's industry?

Answered: 23 Skipped: 2



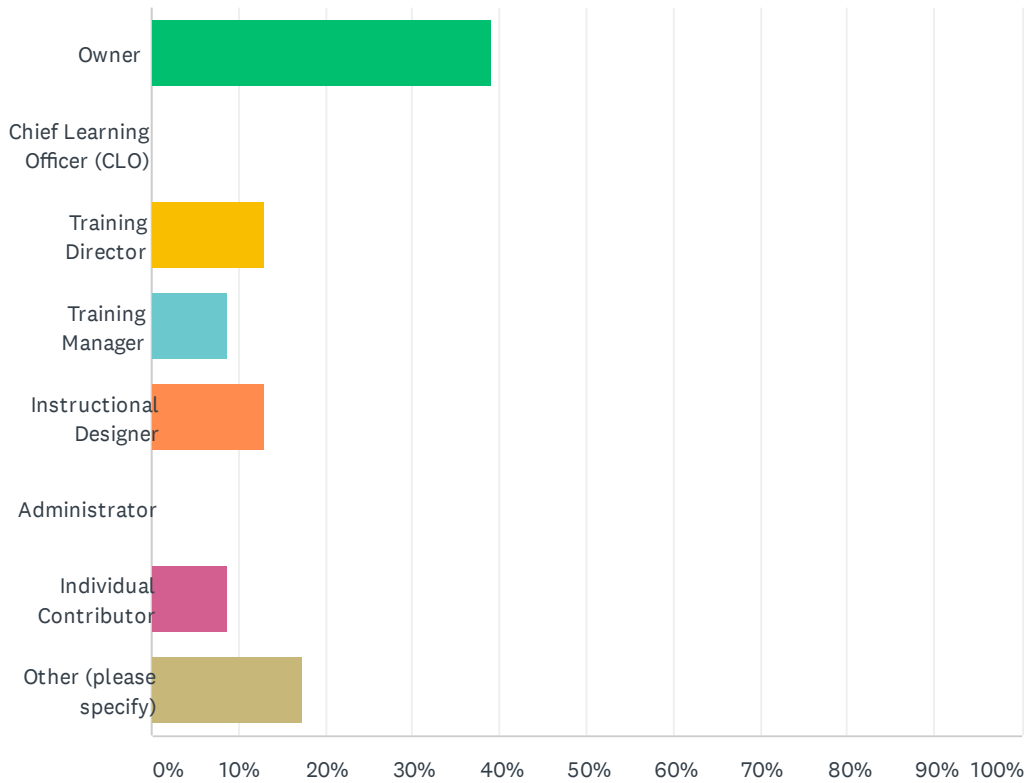
ATD Tulsa Annual Membership Survey 2020

ANSWER CHOICES	RESPONSES	
Manufacturing	4.35%	1
Distribution	0.00%	0
Hospitality/Gaming	0.00%	0
Consulting	26.09%	6
Construction	4.35%	1
Oil and Gas	8.70%	2
Technology	0.00%	0
Non-Profit	17.39%	4
Higher Education	8.70%	2
Government/Military	8.70%	2
Healthcare	0.00%	0
Financial Services	17.39%	4
Other (please specify)	17.39%	4
Total Respondents: 23		

#	OTHER (PLEASE SPECIFY)	DATE
1	We provide services to clients in all of these industries.	12/7/2020 8:31 AM
2	Combustion Training	12/6/2020 10:20 PM
3	currently unemployed	12/4/2020 10:57 AM
4	Service	12/2/2020 10:36 PM

Q21 What best describes your position within your organization?

Answered: 23 Skipped: 2

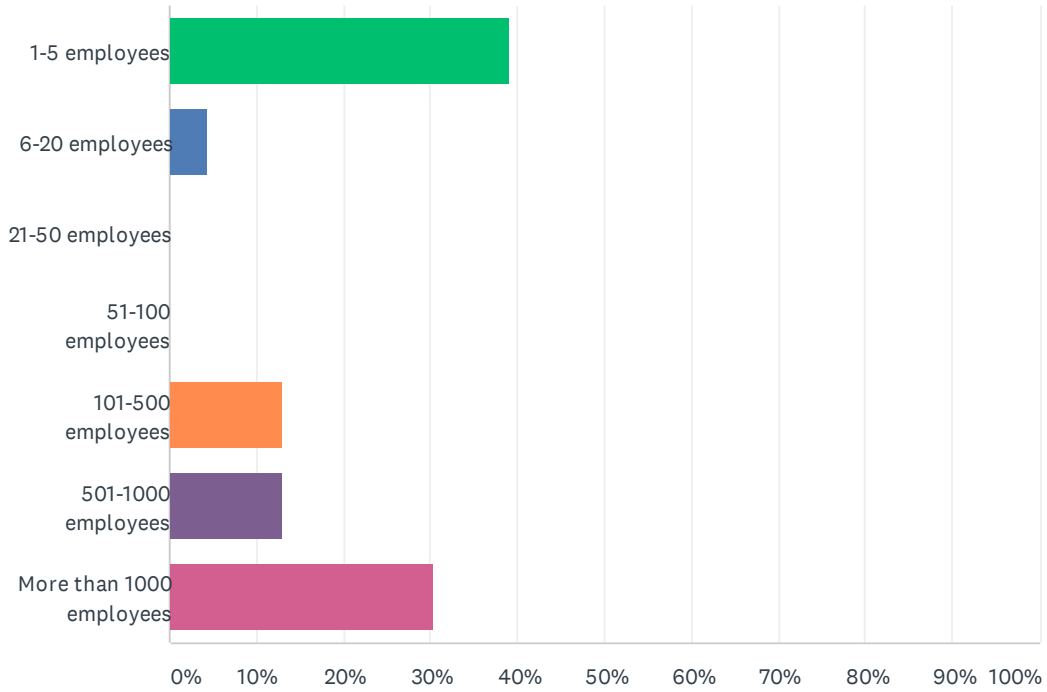


ANSWER CHOICES	RESPONSES
Owner	39.13% 9
Chief Learning Officer (CLO)	0.00% 0
Training Director	13.04% 3
Training Manager	8.70% 2
Instructional Designer	13.04% 3
Administrator	0.00% 0
Individual Contributor	8.70% 2
Other (please specify)	17.39% 4
TOTAL	23

#	OTHER (PLEASE SPECIFY)	DATE
1	Training Specialist	12/7/2020 1:50 PM
2	Coordinator	12/7/2020 7:07 AM
3	Compliance Team Lead	12/7/2020 6:44 AM
4	currently unemployed	12/4/2020 10:57 AM

Q22 What best describes the size of your organization?

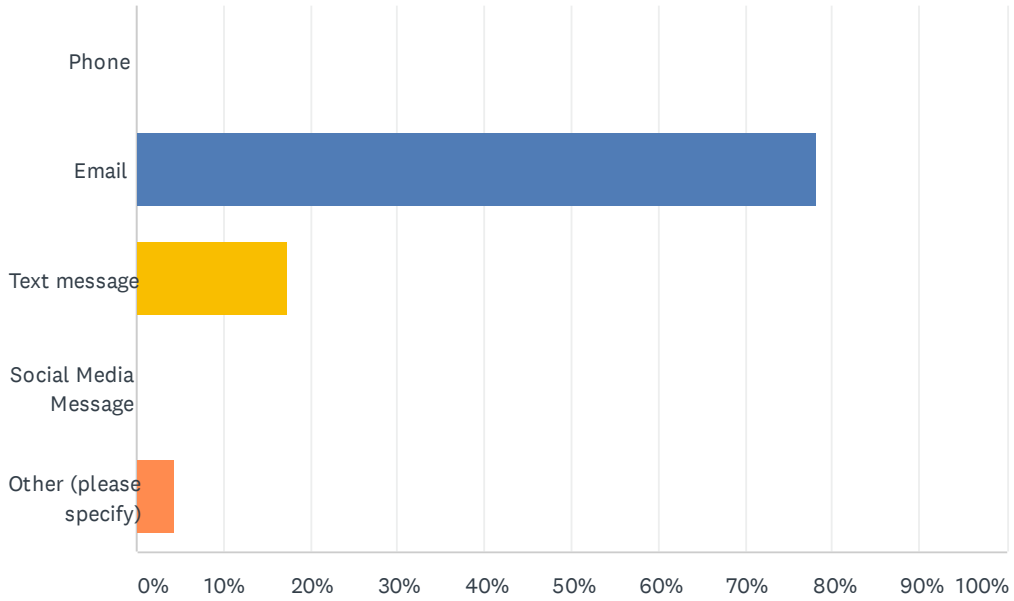
Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES
1-5 employees	39.13% 9
6-20 employees	4.35% 1
21-50 employees	0.00% 0
51-100 employees	0.00% 0
101-500 employees	13.04% 3
501-1000 employees	13.04% 3
More than 1000 employees	30.43% 7
TOTAL	23

Q23 What is your preferred method of contact?

Answered: 23 Skipped: 2



ANSWER CHOICES	RESPONSES
Phone	0.00% 0
Email	78.26% 18
Text message	17.39% 4
Social Media Message	0.00% 0
Other (please specify)	4.35% 1
TOTAL	23

#	OTHER (PLEASE SPECIFY)	DATE
1	email, text, social media	12/7/2020 1:50 PM