

ATD-Tulsa Chapter - Board Meeting Minutes – February 2021

Date & Time: Thursday, February 4, 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 4:11 p.m.
 - a. Roll Call and Check in – Rachel Wagner, VP of Administration
 - b. Attendees
 - Linda Jenkins, President
 - Lewana Harris, Past President
 - Walt Hansmann, VP Programming
 - Kim Boggs, VP Membership
 - Rachel Wagner, VP Administration
 - Sunilyn Hertt, President-Elect (logged into meeting @ 4:15 p.m.)
 - c. With 5 of 6 Board Members present at 4:11 p.m., a quorum was established. (over 51%)
 - d. No guests in attendance
 - e. Agenda for Feb. 4, 2021 Board meeting Motion for approval moved, seconded, and approved.

2. **Update from President Linda Jenkins**
 - a. Approval of Minutes from January 7, 2021 Board Meeting – Motion for approval moved, seconded, and approved.
 - b. Confirmed that all Board Members were able to easily access their ATD Tulsa emails.
 - **Action item:** Linda reminded any Board Members who had not already placed a picture of themselves in their ATD Tulsa email to do so by Feb. 19th.
 - c. Wild Apricot Access & Training – first training session was held on Jan. 18th 5-6 p.m. After brief discussion, the 2nd training session was tentatively scheduled for Wednesday, Feb. 10.
 - e. Update on Bylaws and Policy Committee – committee (Rachel, Walt, Linda, Suni, Lewana) needs to meet by Feb. 26th so a written report can be presented at the March board meeting.
 - **Action item:** Rachel will schedule this soon, with objective of reviewing risk assessment and other bylaw updates pertaining to technology.
 - f. Vacant Board Positions: No vacant positions are filled yet. A formal communication will be sent out to chapter members.
 - **Action item:** Linda is the lead for this communication; assisting are Walt and Kim.
 - g. NAC Meeting Attendance – All board members confirmed receiving email information and invitation to attend NAC meetings from Krishna Clay. Suni and Linda attended January NAC. Jodi Hinkle from Central OK chapter also on the call. Suni reported that it was encouraged that each chapter strive to have 2 board members on the call.
 - **Action item:** Linda and Suni will attend the Feb. 16 NAC call. Rachel will tentatively attend the Mar. 16 call. Lewana will attend the April 16th call.

3. **Governance topics – President Linda Jenkins**

- a. Airtable - Confirmed that all board members have received and activated their Airtable access.
- a. Preparation of 2020 Annual Report – No new update.
 - **Action item:** Lewana will work on it, using examples and templates from previous Annual Reports that are available on the website (under Chapter documents).
- b. Preparation of 2020 Chapter Affiliations Requirements (CARE) Report - The report was submitted by the Early Bird Deadline. Kudos to Lewana for its completion.

4. Financial Reports as of Jan. 31, 2021 – President Linda Jenkins

- a. Noted that GoDaddy annual renewal rate for tdtulsa.org email accounts was \$11.88 higher than budgeted (fees raised by GoDaddy) – (\$71.88 instead of \$60)
- b. Chapter made \$60 from January program event that was free to members and \$10 per guest. Six guests registered for the event.
- c. There are no accounts payable.
- d. Walt reported that P.O. Box renewal increased to \$118.00; can be paid via credit card.
- e. Email request from Kim Boggs, VP Membership, for chapter to sponsor her 2021 Power Membership @ \$179.00, due to job loss. She will pay \$50 chapter dues. Kim will start new job on 2/8/21 and if new employer (Gateway) agrees to pay her professional membership, she will re-pay the chapter. Or, if she leaves the board, she will re-pay the chapter. Motion for approval moved, seconded, and approved. (Kim Boggs abstained.)
 - **Action item:** Linda will contact ATD Customer Care to process the membership payment.
- f. Motion to accept Income and Expense Report as of January 31, 2021 and Statement of Financial Position Report as of January 31, 2021 seconded and carried.

5. Membership Update – VP of Membership Kim Boggs

- a. Monthly Membership Report - Total Membership as of Feb. 4, 2021 = 84 (45 are Power Members, including 4 past due); 41 are Tulsa chapter members only; 2 Student memberships. PM/Membership = 54% - well above requirement for CARE purposes.
- b. 4 Power Members are past due, including Kim (awaiting Board vote re: covering hers).
 - **Action item:** Kim will contact the past due PMs: Nora Morris, Felicia Deatherage, Lisa Akard.
- c. 5 Members lapsed from 2020. All received calls or emails in late January 2021. Michael Chauncey and Aba Hammond won't be renewing. Brett Grover probably won't renew.
 - **Action item:** Kim will call Lenzi Arnold and Tina Ruybalid re: renewing.
- d. Kim reported New Member for January: Alondo Edward (Tulsa), Heather Quintero (Power), Amy Ratliff (Power), Jennifer Roberson (Power)
- e. Renewing Members for January: Laurie Rosenbaum (Power), Kristine Sexter (Tulsa), Skip Eller (Power), Rachel Wagner (Power), Greg Kittinger (Power).
- f. ATD and Tulsa membership reports are "balanced" (reconciled)
- g. Motion to accept Membership Report seconded and carried.

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

- a. Received Champions of Learning Certificate on Feb. 2, 2021 – as 1 of 23 Chapters to participate in Employee Learning Week activities in December 2020.

- b. Review and discussion of Jan. 7, 2021 chapter meeting. Walt shared Member Survey from this meeting. Highlights: 1. Acknowledgement that members appreciated the info. 2. One survey comment suggested using PPT versus scrolling through the document. 3. Members seemed to enjoy the informal networking at the end of the meeting. 4. Agreement to continue networking of some type for future meetings.
 - **Action item:** Walt will forward Member Survey (to Rachel) to be attached to Minutes of Jan. 7 mtg.
- c. Review and discussion of current workshop proposals (RFPs) under consideration, including Amber Vanderburg, Jeff Adcock, Ken Phillips, Michael Brown/Kyle Menig, and Tammy Means. Concern that Jeff's program was a "webinar" and concern it would not meet expectations for interactive engagement with participants.
 - **Action item:** Walt will communicate with Jeff to identify ways in which the webinar would be interactive and engaging for participants.
- d. Programs to move forward with are the following: Ken (for Feb. 19 meeting), Amber (for March meeting), and Tammy (Aug. meeting). If Ken not available for our Feb. 19 meeting, schedule Feb. meeting to accommodate when he is available, to have a 2-week window to market the meeting.
 - **Action item:** Walt will contact Ken regarding his availability for the Feb. 19 meeting and contact the other prospective presenters re: firming up dates.
- e. If Ken not available for week of Feb 19-26, it was determined to have only one event for February: a Feb. 19th meeting. Topic will be Member Survey results and networking. Members no charge; guests \$10.
- f. Consider Michael and Kyle for a members-only meeting. Have a 3-day window between Ken's and members-only meeting. Week of Feb. 22 possible members-only meeting to discuss results of membership survey and networking at end. Either 11:30-12:30 or 4-5 p.m. Event will be free for members; \$10 for guests. Kim indicated she will need help with setting up registration for this event in Wild Apricot and help setting up via Zoom.
 - **Action item:** Kim will take poll re: February date for Members-only event.
- g. Results of survey re: our members' preferred communication platform for virtual events: All 6 of the respondents (100%) prefer Zoom.
 - **Action item:** Walt will initiate application process for ATD Tulsa to join TechSoup. Once application has been accepted, will work with Linda to secure ATD Tulsa Zoom accounts at discounted membership rates available for nonprofit organizations.

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

Outcomes from 1st planning meeting on January 28th:

- a. Would like to host conference in Oct. 2021 between Oct. 18-29. (Time frame selected to avoid overlap with 2021 ALC dates that are usually during second week in October.)
- b. Since October is National Disability Employment Awareness Month, LGBTQ History Month and Global Diversity Awareness Month, our working theme is "Building your skills in integrating diversity, accessibility, equity and inclusion principles into talent development strategies and initiatives." (based on the 6th knowledge/skill principle in the Cultural Awareness and Inclusion Capability from ATD's Capability Model)

- c. Anticipate the conference to be a 1-day event with workshops, at least one keynote, and networking opportunities.
- d. Linda contacted Jodi Hinkle, COC-ATD president on Jan. 31st to initiate opportunities for engagement/collaboration (co-host/co-sponsorship). Jodi and Linda will meet on Feb. 26th.
 - o **Action Item:** Suni and Linda will solicit members to serve on planning committee through personal outreach and Feb. membership communications.

8. Communications – President Linda Jenkins

- a. Communications Plan for 2021
 - **Action item:** Rachel will complete postings of Chapter information on website including 2021 Approved Budget (after getting instruction on how to do this at next Wild Apricot training meeting)
- b. February Communications
 - **Action item:** Walt will do communications after hearing back from Ken re: Feb 19th meeting.
 - **Action item:** Walt will consider shortening the newsletter and using a ‘click’ button for reader to read rest of article on website.
 - **Action item:** Kim will write brief column on new members and welcome returning and renewing members; will send to Walt.
 - **Action item:** Kim and Suni – to update profiles for website. To have this in place before Linda sends communication re: new board members. Also, to update their personal profile page on website.

9. New Business

Walt mentioned Tom Kuhlman – Adobe Articulate (and author of Adobe E-learning) re: doing a chapter program. Walt sent him an email with more information regarding a proposal.

10. Confirm Action Items

- a. **Action item** Linda reminded any Board Members who had not already placed a picture of themselves in their ATD Tulsa email to do so by Feb. 19th.
- b. **Action item:** Rachel will schedule Policy/Bylaws committee to meet soon, with objective of reviewing risk assessment and other bylaw updates pertaining to technology.
- c. **Action item:** Linda is the lead for a formal communication to be sent to membership re: vacant board positions; assisting are Walt and Kim.
- d. **Action item:** Linda and Suni will attend the Feb. 16 NAC call. Rachel will tentatively attend the Mar. 16 call. Lewana will attend the April 16th call.
- e. **Action item:** Linda will send Lewana Operating Plan for 2021 (approved copy, not a draft copy)
- f. **Action item:** Lewana will work on 2020 Annual Report, using examples and templates from previous Annual Reports that are available on the website (under Chapter documents).
- g. **Action item:** Linda will contact ATD Customer Care and will work out how to keep Kim listed as a Power Member during this transition time of the chapter paying her fee.
- h. **Action item:** Kim will contact the past due PMs: Nora Morris, Felicia Deatherage, Lisa Akard.

- i. **Action item:** Kim will call Lenzi Arnold and Tina Ruybalid re: renewing their lapsed membership.
- j. **Action item:** Walt will forward Member Survey (to Rachel?) to be attached to Minutes of Jan. 7 mtg.
- k. **Action item:** Walt will communicate with Jeff to confirm whether he uses Zoom webinar or Zoom meeting; if via webinar to identify ways in which the webinar would be interactive and engaging for participants.
- l. **Action item:** Walt will contact Ken Phillips regarding his availability for the Feb. 19 meeting and contact the other prospective presenters re: firming up dates.
- m. **Action item:** Kim will take poll re: Feb. 22 for Members-only event.
- n. **Action item:** Walt will initiate application process for ATD Tulsa to join TechSoup. Once application has been accepted, will work with Linda to secure ATD Tulsa Zoom accounts at discounted membership rates available for nonprofit organizations.
- o. **Action item:** Suni and Linda will solicit members to serve on planning committee through personal outreach and Feb. membership communications.
- p. **Action item:** Rachel will complete postings of Chapter information on website including 2021 Approved Budget (after getting instruction on how to do this at next Wild Apricot training meeting)
- q. **Action item:** Walt will do communications after hearing back from Ken re: Feb 19th meeting.
- r. **Action item:** Walt will consider shortening the newsletter and using a 'click' button for reader to read rest of article on website.
- s. **Action item:** Kim will write brief column on new members and welcome returning and renewing members; will send to Walt.
- t. **Action item:** Kim and Suni – to update profiles for website. To have this in place before Linda sends communication re: new board members. Also, to update their personal profile page on website.

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

- a. Thursday, March 4, 2021 from 4 PM to 6 PM
- b. Thursday, April 8, 2021 from 4 PM to 6 PM

12. Meeting adjourned at 6:06 p.m. (Lewana left at 5:40 p.m.)

Minutes respectfully submitted by Rachel Wagner, VP Administration. 2/8/21

Date & Time: Thursday, February 4, 2021 from 4:00 PM to 5:30 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. 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 February 4, 2021 Board Meeting – Review and Approve

2. Board of Directors – President
 - a. Minutes from January 7, 2021 Board Meeting – Review and Approve (**attached**) – VP of Administration
 - b. ATD Tulsa Email Access and Email Policy – Any Problems with Email Access & Policy? Thank you to everyone that has added their photo and signature line to their emails. If you have not already done so, please add yours by February 19th
 - c. Wild Apricot Access & Training – Schedule Wild Apricot training for new board members and returning board members in new roles – VP of Programming – 1st session completed on 1-18-21. Date for 2nd session?
 - 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. – Need to schedule date for 1st committee meeting. Should be held by Feb. 26th to be able to provide a written report at the March Board Meeting.
 - 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. Will initiate opportunity to be appointed to one of the positions with February member email communication.
 - g. NAC Meeting Attendance
 - a. Did all Board Members receive email information and invitation to attend NAC meetings from Krishna Clay?
 - b. January NAC participation report – President-Elect
 - c. Identify member to attend February meeting on Feb. 16th @ 1 PM

3. Governance – President
 - a. Airtable – have all board members received and activated their Airtable access?
 - b. 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
 - c. Update on Preparation of 2020 Chapter Affiliations Requirements (CARE) Report – CARE Report submitted by Early Bird Deadline! – Kudos to Lewana for its completion!

4. Financial - President
 - a. Financial Reports as of January 31, 2021 – Review and Accept (**attached**)

- i. Note – Annual renewal rate for tdtulsa.org email accounts was \$11.88 higher than budgeted (\$71.88 instead of \$60)
 - ii. Note - No accounts payable – pending new membership was paid
 - b. Email request from Kim Boggs, VP of Membership (dated 1-28-21) for Chapter to Sponsor (Payment) of her 2021 ATD Membership @ \$179 – Review and Approve
- 5. Membership – VP of Membership
 - a. Monthly Membership Report - Review and Accept (attached)
 - b. Plans for February Membership Meeting to share and review 2020 Membership Survey Summary
- 6. Programming – VP of Programming
 - a. Received Champions of Learning Certificates on February 2, 2021 – 1 of 23 Chapters to participate in Employee Learning Week activities in December 2020 – certificate attached
 - b. January 29, 2021 – Review and discuss event experience and opportunities for improvement – Kudos for distributing Feedback Survey by February 1, 2021
 - c. Workshop proposals submitted for consideration – Review and Approval
 - i. Amber Vanderburg – *Managing Performance Expectations*
 - ii. Jeff Adcock - Build a Coaching Culture to Increase Remote Employee Engagement
 - iii. Ken Philips - *Create Level 2 Quizzes & Tests That Actually Measure Something*
 - iv. Michael Brown and Kyle Menig - *Results Through Relationship Intelligence*
 - v. Tammy Means - *Staying on the Path to Making Training Stick (Would like to present in August)*
 - d. February 2021 Program Meeting on February 19th - Content & Logistics:
 - i. Workshop Topic
 - ii. Workshop Program
 - iii. Accommodations – Virtual Platform (any feedback on survey to help select virtual platform to use for Program Meetings?)
 - 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 February
 - e. Future Programming – Needs & Opportunities for Monthly Program Meetings
 - f. Plans for Statewide Conference – We have designated our President-Elect, Sunilynn Hertt to be our Conference Chair
 - i. Outcomes from 1st planning meeting on January 28th
 - i. In keeping with our past practice, we'd like to host the conference in October 2021 between October 18th and October 29th (We've focused on this two-week window to avoid overlap with ATD's ALC which is usually held during early October. We're hoping ATD will confirm the ALC dates soon.)
 - ii. Since October is National Disability Employment Awareness Month, LGBTQ History Month, and Global Diversity Awareness Month, our working theme is "Building your skills in integrating diversity, accessibility, equity, and

inclusion principles in talent development strategies and initiatives." It's based on the 6th knowledge/skill principle in the Cultural Awareness and Inclusion Capability from ATD's Capability Model.

- iii. In alignment with our response to the pandemic and desire to make the conference accessible statewide, we want it to be virtual. However, we have not identified a virtual conference platform to use for it.
 - iv. We anticipate it to be a one-day conference with workshops, at least one-keynote, and opportunities for networking.
 - v. To help cover conference costs, we'd like for COC-ATD to continue its practice of contributing \$1,000 to ATD Tulsa to cover conference costs and support its designation as co-host/co-sponsor for the conference.
 - ii. Linda reached out to Jodi Hinkle, COC-ATD President on January 31st to initiate opportunities for engagement. Jodi and Linda will meet for discussion on Friday, February 26th
 - iii. Next Step - to solicit members to serve on planning committee through personal outreach and February membership communications
8. Communications –
- a. Communications Plan for 2021
 - 1. Complete postings of Chapter information on website including 2021 Approved Budget
 - 2. Build social media following on LinkedIn with transition from LinkedIn group to followers on LinkedIn Company page (now 53)
 - b. Communications Scheduled for February
 - 1. 2021 Board Member Communications – Vacant board positions, service on Conference planning committee
 - 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. February Membership Meeting to Discuss 2020 Membership Survey Announcements and Invitations
 - 4. February Program Meeting Announcements and Invitations
 - c. Communications Needs & Opportunities
9. Old Business
10. New Business
11. Confirm Action Items
12. Confirm Dates for Next Two Board Meetings
- a. March 2021 – March 4th at 4 PM

- b. April 2021 – Monday, April 5th, Tuesday, April 6th, Wednesday, April 7th or Thursday, April 8th

13. Adjourn Meeting

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.

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

Assets		Liabilities	
Arvest Checking Account	\$ 21,698.85	Accounts Payable	\$ -
Cash	\$ 73.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ -	Total Liabilities	<u><u>\$ -</u></u>
(Less doubtful accounts)**	\$0.00	Net Assets	
		Unrestricted Net Assets	\$ 21,772.15
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 21,772.15</u>	Total Net Assets	<u><u>\$ 21,772.15</u></u>
Total Assets	<u><u>\$ 21,772.15</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 21,772.15</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 2-1-21

**Association for Talent Development Tulsa Chapter
Income and Expense Report for January 2021**

Category Description	2020 Actual	2021 Approved Budget	Jan-21	2021 Total	Difference (+/-)	Notes
INCOME						
ATD ChiP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 150.00	\$ 150.00	\$ 1,350.00	3 Power Memberships
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 60.00	\$ 60.00	\$ 3,940.00	6 Jan. Program Meeting Guest Registrations
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 100.00	\$ 100.00	\$ 5,050.00	2 Associate Memberships
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	
TOTAL INCOME	\$ 9,253.09	\$ 28,550.00	\$ 310.00	\$ 310.00	\$ 28,240.00	
	\$ -			\$ -	\$ -	
EXPENSES						
Board Expense						
National ATD Dues	\$ -			\$ -	\$ -	
Retreat	\$ -	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00		\$ -	\$ 3,500.00	
Treasurer Expense	\$ 7.50	\$ 350.00		\$ -	\$ 350.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00		\$ -	\$ 1,300.00	
TOTAL Board Expense	\$ 1,907.50	\$ 5,270.00	\$ -	\$ -	\$ 5,270.00	
	\$ -			\$ -	\$ -	
Communications Expense						
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00	\$ 575.04	\$ 575.04	\$ (35.04)	Annual renewal for 8 tdtulsa.org email accounts @ \$71.88 each
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ -	\$ 1,700.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00	\$ 408.00	\$ 408.00	\$ 400.00	Annual SurveyMonkey subscription renewal.
PO Box Subscription	\$ 92.00	\$ 92.00		\$ -	\$ 92.00	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
TOTAL Communications Expense	\$ 2,240.44	\$ 3,390.00	\$ 983.04	\$ 983.04	\$ 2,406.96	
	\$ -			\$ -	\$ -	
Meeting Expense						
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	
Recognition Items	\$ -	\$ 700.00		\$ -	\$ 700.00	
TOTAL Meeting Expense	\$ 1,139.80	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00	
	\$ -			\$ -	\$ -	

**Association for Talent Development Tulsa Chapter
Income and Expense Report for January 2021**

Category Description	2020 Actual	2021 Approved Budget	Jan-21	2021 Total	Difference (+/-)	Notes
Membership Expense	\$ -			\$ -	\$ -	
Name Badges	\$ 309.73			\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00		\$ -	\$ 400.00	
New Member Appreciation/Recognition	\$ -	\$ 400.00		\$ -	\$ 400.00	
<u>TOTAL Membership Expense</u>	\$ 509.73	\$ 800.00	\$ -	\$ -	\$ 800.00	
	\$ -			\$ -	\$ -	
Misc. Expenses	\$ -			\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 72.22	\$ 72.22	\$ 927.78	Monthly online payment processing expense @ \$7.22 + purchase of 1 onsite payment processing swipe device (and 1 free swipe device)
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	\$ 50.82	\$ 1,149.18	Monthly general liability insurance payment.
<u>TOTAL Misc Expense</u>	\$ 1,251.30	\$ 13,700.00	\$ 123.04	\$ 123.04	\$ 13,576.96	
	\$ -			\$ -	\$ -	
<u>TOTAL EXPENSES</u>	\$ 7,048.77	\$ 26,560.00	\$ 1,106.08	\$ 1,106.08	\$ 25,453.92	
	\$ -			\$ -	\$ -	
<u>OVERALL TOTAL</u>	\$ 2,204.32	\$ 1,990.00	\$ (796.08)	\$ (796.08)	\$ 2,786.08	

Prepared by Linda Jenkins, 2021 President on 2-1-2021



ATD Tulsa Membership Report as of January 31, 2021

Prepared by Kim Boggs, VP of Membership

February 4, 2021

4 Power Members Past Due as of January 31, 2021:

- Kim Boggs-requesting sponsorship- (I will pay \$50 Tulsa membership; Requesting Chapter to pay ATD Professional \$179.)
- Nora Morris
- Felicia Deatherage
- Lisa Akard

5 Members lapsed from 2020:

- Lenzi Arnold-email sent 1/27
- Michael Chauncey-won't be renewing
- Brett Grover-email sent 1/27; called 1/20; Don't expect he will be renewing.
- Aba Hammond-won't be renewing
- Tina Ruybalid-email sent 1/27

Total Membership: 84

PM: 45 (includes 4 past due)

Tulsa: 41

Student: 2

PM/Membership: 54%

New Members for January:

Alondo Edwards (Tulsa)

Heather Quintero (Power)

Amy Ratliff (Power)

Jennifer Roberson (Power)

Renewing Members for January:

Laurie Rosenbaum (Tulsa)

Kristine Sexter (Tulsa)

Skip Eller (Power)

Rachel Wagner (Power)

Greg Kittinger (Power)

CHAMPION OF LEARNING

Workforce Development is Everyone's Business®

Certificate of Recognition Presented to:

ATD Tulsa Chapter

an ATD "Champion of Learning" for successful implementation of
Employee Learning Week, December 7-11, 2020.



Samantha Herman
Manager, Chapter Learning
and Development



Jennifer Homer
Vice President, Community and Branding



**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. Name/Title/Credentials:

Amber Vanderburg

2. Workshop Title:

The Power of Performance Feedback

3. Workshop Description:

It should be written in a format that will help us market your workshop to program attendees.

Feedback is a critical part of performance. The way you give and receive feedback directly affects the outcomes of your team. If you're like most people, the feedback you provide is often vague, inconsistent, nuanced, and generally ineffective.

To unlock real performance improvement- you must learn how to utilize feedback effectively. It's a game changer for your team.

In this session, I want to teach you how to give feedback that is timely, specific, and simply more effective. I'll share how to set meaningful performance expectations, address unmet expectations effectively, and performance feedback timelines and processes to improve performance. I'll provide you with a set of tools that you can begin using today to deliver feedback, to not only transform your team, but your entire organization.

So, if you're ready- let's go.

4. List the ATD Capability Model topic(s) your workshop addresses (from the RFP Information Sheet):

Communication, EQ & Decision Making, Collaboration & Leadership, Organizational Development & Culture, Cultural Awareness & Inclusion, Talent Strategy & Management, Performance Improvement, Career & Leadership Development, Change Management, Lifelong Learning, Coaching, Data & Analytics, Evaluating Impact, Future Readiness

5. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

1. After participating in this workshop, participants will be able to utilize tools that can guide corrective, coaching, and reinforcing feedback conversations to improve performance.
2. After participating in this workshop, participants will be able to learn how to effectively and proactively address unmet performance expectations
3. After participating in this workshop, participants will be able to learn how to use the data from performance feedback to strategically improve individual and team performance.

6. **Workshop Design Plan:**

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

Pump-up Activity/Introduction - 5 minutes

Creating an Environment for High Performance (Lecture) - 5 minutes

Identify Performance Expectations in Your Team and Communicate (Activity + Discussion) - 7 minutes

Frameworks to Design and Deliver Effective Feedback (Lecture) - 5 minutes

Tools for Addressing Unmet Performance Expectations (Activity + Discussion) - 7 minutes

How to Utilize Feedback Data to Maximize Performance (Lecture) - 5 minutes

Guidelines for Most Effective Feedback Loops (Lecture + Discussion) - 7 minutes

Questions to Ask in an Effective Retrospective/Debrief/Performance Review (Lecture + Activity) - 7 minutes

The Power of Relational Feedback Conclusion/QA (Lecture) - 10 minutes

7. Handout / Performance Tools:

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

Title of Handout : Performance Feedback Handout

8. AV and / or Room Configuration Requirements:

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

Only the provided desktop computer, projector, screen will be needed for this presentation.

9. Professional Qualifications and Credentials:

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

Oklahoma 30 under 30 , Tulsa 40 Under 40, Lean Six Sigma Green Belt, MA Organizational Dynamics, OU - Tulsa Award Leadership

Public Speaking; some highlights include

Scan Agile - Finland - 75 attendees - Lead Change as a Newbie - February 2019

Google Development Group - California - 50 employees - Applying Agile Methods Outside Development - October 2019

KC DevOps Days - Kansas City - 300 attendees - Leading Change - November 2019

Prezi Leadership Conference - Budapest - 750 attendees - Performance Feedback - February 2020

Amazon Days - Online - 5000 attendees - Innovation in Teams - May 2020

10. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Amber Vanderburg is a multi award winning international businessperson, keynote speaker, and founder of The Pathwayz Group. In 2016, she left her job in corporate HR to become the only female, only American, and only blonde Academy elite football coach for the Adidas Gameday Academy/Paris Saint Germain Academy in Bangalore, India. She worked with an international team of coaches to transform the organizational design, training development, and corporate culture to cultivate a higher-performing team. Today, Amber and The Pathwayz Group work with international teams that struggle with co worker tension, inefficient processes, and unmet performance expectations in an action focused approach to become more effective, more efficient, and more enjoyable.

11. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

1. Aaron Blythe - Lead Organizer for DevOpsDays KC
aaron.blythe@gmail.com
2. Fanni Federi - Event Organizer for Prezi Leadership Conference
fanni.federi@prezi.com
3. Chuck GrebChuck Greb - Organizer for Google Development Group Ratoma
charles.greb@gmail.com

I have presented at ATD TULSA dated 19th of June 2020 with the topic "Cultivating a Culture of Creativity, Collaboration, and Captainship"

12. Professional Photo:

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

For workshop promotional/marketing materials

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Jeff Adcock, CEO & Co-Founder of Zero to Ten

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
Build a Coaching Culture to Increase Remote Employee Engagement

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD's Mission to "empower professionals to develop talent in the workplace."**

In addition to individual development, the approach discussed in this webinar introduces a new way to lead teams so they can build their skills as well. Building a peer-to-peer coaching culture provides bite-sized, skills-based coaching to create an agile workforce that is constantly upskilling.

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

The approach discussed in this webinar will help ATD Tulsa program attendees recognize situations that should have them thinking, "Get a coach!" We also discuss how to strategically leverage existing (and new) networks to find the right coaches, as well as coaching strategies that maximize efficiency.

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

Many organizations experienced a large transition of their workforce going to remote work last year. This has benefited many with greater flexibility but also presented challenges when it comes to keeping employees engaged and ensuring their overall wellbeing for sustainable productivity and results.

A critical tool to keep remote employees engaged is a coaching culture that gets people throughout the organization the answers/assistance/support they need, when they need it- even while working remotely, to get desired results.

In this webinar, Jeff Adcock will introduce a self-directed approach for people getting the help they need with a new process called Self-Directed Performance Coaching®. This framework helps organizations of all sizes create a coaching culture where everyone can get a coach and be a coach to dramatically accelerate collaboration, knowledge transfer, and overall engagement, regardless of where they are working, to drive the results needed in 2021.

Based on research from his No. 1 national bestselling book, Get a Coach | Be a Coach, Jeff will talk about how Self-Directed Performance Coaching® helps you launch 2021's strategic initiatives.

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

Coaching (Developing Professional Capability)

Organization Development and Culture (Impacting Organizational Capability)

Performance Improvement (Impacting Organizational Capability)

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

After participating in this workshop, participants will be able to:
1) *Learn how to scale coaching in your organization to support current reshaping/pivoting of the business*

2) *Strategically point your coaching culture at 2021 objectives.*

3) *Reinforce and accelerate ongoing results to achieve end-of-year targets.*

8. **Workshop Design Plan:**

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

The presentation will be done virtually (typically via Zoom).

We begin with a presentation (typically takes about 50-55 minutes) that is aided with a PowerPoint presentation. Participants are regularly asked questions and asked to chat in responses. We have a moderator who can take questions and bring them to the attention of the presenter so we can meet the specific needs of the audience.

The last 5-10 minutes is reserved for Q&A.

9. **Handout / Performance Tools:**

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

There will be occasional links to research referenced in the presentation

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

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

Click or tap here to enter text.

11. Virtual Presentation Requirements: (For virtual presentations)

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

We would like to provide the Zoom room.

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

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

Click or tap here to enter text.

13. Demonstration of Presenter Ability:

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

14. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Jeff Adcock is a seasoned entrepreneurial business leader who drives exceptional growth in early stage companies. He has 30 years of leadership in the technology industry with a history of building winning teams that accelerate company growth and value.

As a thought leader and strategist Jeff has played key roles in companies that defined market segments in networking, sales AI, SaaS, marketing and coaching.

One of the key roles he plays in companies is partnerships and alliances. Jeff has personally built and executed partnerships with Salesforce, HP, Microsoft, and Intel that led to hundreds of millions of dollars in new revenue growth and valuation increases to the business in the billions.

Jeff is the CEO and cofounder of Zero To Ten, a coaching and leadership training company with the first ever Coaching Community®; service in the industry.

15. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Judy Iannacchino: judy.iannacchino@hgv.com, 702-985-1622

Judy is the President of the ATD Las Vegas chapter. We have presented for them and have developed a partnership to help provide benefits to their chapter membership.

Seth Connors: seth.connors@zerototen.com, 801-857-0909

Seth is a founding partner at Zero to Ten and co-author of Get a Coach | Be a Coach. He has presented alongside Jeff many times.

Alex Boone: alextheboone@gmail.com, 801-628-5083

Alex has seen Jeff present in a variety of settings (professionally, educationally, and personally).

16. Professional Photo:

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

For workshop promotional/marketing materials

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
2. *Ken Phillips, Founder & CEO Phillips Associates, CPTD*

3. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
Create Level 2 Quizzes & Tests That Actually Measure Something

4. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD's Mission to "empower professionals to develop talent in the workplace."**

Level 2 quizzes and tests can serve many purposes. For example, L&D professionals can use them to determine which learners have and haven't mastered learning program content. They also can be used to identify program topics in need of redesign due to low scores. Lastly, they can be used to demonstrate program value. However, none of these is possible if the test items aren't valid and scientifically sound. In this session, L&D professionals will learn tips and guidelines for creating scientifically sound multiple-choice test questions.

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

Eighty percent of organizations evaluate some learning programs at Level 2 of the five-level evaluation model. However, only 63 percent of these organizations view the data they collect to have a high or very high value. The disconnect is due to the quality of the test items. In this session, chapter members will analyze common test creation errors and discuss tips for overcoming them. Particular emphasis will focus on understanding the difference between test items that measure job application versus mere recall.

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

According to a recent ATD research study, 80% of organizations evaluate some learning programs at Level 2 of the five-level evaluation model. However, only 63% of these organizations view the data they collect to have a high or very high value. While these numbers indicate a significant disconnect, there is a solution. If appropriately constructed and worded correctly, Level 2 evaluation quizzes and tests can prove whether learning occurred. They also can provide important insight into which program topics participants mastered and which ones they did not. But these insights are only as useful as the quality of the quiz and test items.

In this informative, highly engaging webinar, you will learn practical tips and guidelines on how to write Level 2 test questions that produce valued data. Particular emphasis will

also focus on writing test questions that measure job application and not the mere recall of facts.

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

Evaluating impact, skill in creating data collection tools, and knowledge of models and methods for assessing the impact of learning and talent development solutions.

8. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

After participating in this webinar, participants will be able to compare their own organization's use of Level 2 evaluations with results from a recent ATD research study.

After participating in this webinar, participants will be able to apply fifteen tips for creating valid, scientifically sound multiple-choice test questions.

After participating in this webinar, participants will be able to recognize the difference between test questions that measure job application versus those that measure recall.

9. **Workshop Design Plan:**

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

Level 2 evaluation facts and background information, presentation, 10 minutes

Fifteen tips for creating valid, scientifically sound multiple-choice test questions, large group interactive discussion with some presentation, 45 minutes.

Questions and answers, large group interactive discussion, 5 minutes

10. **Handout / Performance Tools:**

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

A participant handout containing a sample Level 2 multiple-choice knowledge test into which I have incorporated eleven commonly made test creation errors and a job aid describing fifteen test creation tips. Also, I'll supply two Level 2 articles I've written that can be distributed to participants either before or after the webinar.

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

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

Click or tap here to enter text.

12. Virtual Presentation Requirements: (For virtual presentations)

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

Zoom, either my platform or the chapter's.

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

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

Thirteen consecutive years presenting at the ATD International Conference & Expo. Audience size ranged from 30 to 350 participants.

Eight consecutive years presenting at the Annual Training Conference & Expo. Audience size ranged between 30-40 participants.

Presented at four ATD Global Conferences. Audience size ranged from 30 to 1500 participants.

Presented at six ATD CORE4 Conferences. Audience size ranged between 30-40 participants.

Presented at three Center for Talent Reporting annual conferences. Audience size ranged between 30-40 participants.

Attended two ATD certificate programs: Test Design and Delivery and Measuring and Evaluating Learning.

Attended the Kirkpatrick Four Levels Evaluation Certificate program.

Wrote the recently published ATD TD at Work publication titled Evaluating Learning With Predictive Learning Analytics.

Contributing author to five books in the L&D field.

14. Demonstration of Presenter Ability:

- A. Provide evaluation results from a past presentation that demonstrates your style and ability. Preferred evaluation results will include content related to the proposed workshop topic.

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

I don't have any evaluation data nor do I have a video. ATD has evaluation data and if it's still available, they have a recording of the Level 2 presentation I delivered at the 2019 International Conference. The recording was included among the concurrent session offerings at this year's virtual International Conference along with a recorded session I did on Level 3 evaluations.

15. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Ken Phillips delivers all programs and workshops in his signature style: professional, engaging, and approachable.

Ken is the founder and CEO of Phillips Associates and the creator and chief architect of the Predictive Learning Analytics™ (PLA) learning evaluation methodology. He has more than 30-years' experience designing learning instruments and assessments and has authored more than a dozen published learning instruments. Ken also regularly speaks to Association for Talent Development (ATD) groups, university classes, and corporate L&D groups. Since 2008, he has presented at the ATD International Conference and 2013 at the annual Training Conference delivering sessions on measurement and evaluation. He is also a regular speaker at the ATD CORE4 Conferences and has presented at four ATD Global Conferences.

Before pursuing a Ph.D. in the combined fields of organization behavior and educational administration at Northwestern University, Ken held management positions with two colleges and two national corporations. He has also written articles for TD magazine, Training Industry Magazine, and Training Today magazine. Ken also is a contributing author to five books in the L&D field and the author of the recently published ATD TD at Work publication titled Evaluating Learning With Predictive Learning Analytics.

Ken earned the Certified Professional in Learning and Performance (CPLP now CPTD) credential from ATD in 2006 as a pilot pioneer and recertified in 2009, 2012, 2015, and 2018.

16. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Terrence Donahue, Corporate Director, Learning, Work phone: (314) 553-3866, Email: Terrence.Donahue@emerson.com

Rachel Verstegen, Mfg Training Team Lead, Work phone: (920) 716-6846, Email: rachel.verstegen@plexus.com

Christie Ward, independent consultant, Work phone: (303) 252-4040, Email: christie@christieward.com

17. Professional Photo:

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

For workshop promotional/marketing materials

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Michael Brown, Master Facilitator, MA Strategic Communication and Leadership
Kyle Menig, Master Facilitator

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

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD's Mission to "empower professionals to develop talent in the workplace."**
Our webinar will empower leaders to see the early signs of conflict and resolve it. It will help leaders build a team that can see all sides of an issue, make timely decisions and deliver results. Leaders will learn to communicate with all different personality types while building resilient relationships with or without in person interaction.

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

Every leader will see four views of themselves through the SDI 2.0 Inventory. How they lead when things are going well, how they lead in conflict, their strengths and their overdone strengths. They will learn how to leverage that self-awareness to lead with Relationship Intelligence.

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

Doesn't it seem like some managers and teams make "it" happen, no matter what "it" is? Even in uncertainty or times of crisis, they find a way to turn opposition into opportunity. They transform the stumbling blocks of conflict and misunderstanding into stepping stones for success.

For these high-achievers, building collaborative relationships is priority one. Whether in-person or dispersed, they understand that members of their teams can go further together than they can alone. The good news is that you, too, can leverage the power of relationships and drive results.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses
Communication
Collaboration and Leadership
Emotional Intelligence and Decision Making

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: "After participating in this workshop, participants will be able to..."

How to gain a greater understanding and appreciation of individual motives and strengths

- The ability to tailor communication-based on individual motives and preferences
- Understand diverse personalities and how that can trigger conflict
- Discover your strengths and deploy them at the right time for the right reason for greater effectiveness

8. Workshop Design Plan:

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

Workshop will be 45 min with 15 min Q&A

Workshop will be interactive with a breakout group, conversation during the session and Q&A

9. Handout / Performance Tools:

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

Click or tap here to enter text.

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

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

Click or tap here to enter text.

11. Virtual Presentation Requirements: *(For virtual presentations)*

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

We will provide a zoom link for the session

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

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

Keynote Speaking to Groups of over 200 to 2,000 participants

Executive and Leadership Training and Coaching for Walmart, Tyson Foods, Procter and Gamble, Cintas, Arkansas Children’s Hospital, Festo, Transplace, First Financial Bank, etc...

13. Demonstration of Presenter Ability:

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

We do not have videos to share. Here are some testimonials: We met through LinkedIn at just the right time. Who would have thought a perfect combination would have occurred between a hospital region in Northern California and a talent development organization in Fayetteville, Arkansas! A new succession planning program was rolling out with 12 participants in Sonoma. Insight Leadership was contracted to facilitate and deliver a customized course leveraging the Strength Deployment Inventory. Then Insight coached all 12 leaders in the program for 6 sessions. Seven of the leaders were promoted to higher roles. Insight Coaching and the SDI were consistently mentioned as a major aspect (of success) for their personal and professional development.

— Andria Taylor, M. ED, Regional Talent Development Director, St. Joseph/Providence Healthcare

Michael Brown is a tremendous speaker and trainer. He has rolled out the majority of the Emotional Intelligence training for our Finance and Accounting Function at Tyson Foods. He took a three day course and pared it down to one day and the results and feedback have been extraordinary! If your company is looking to partner with a great Leadership Training group, Insight Leadership Group, LLC and Michael Brown is who you should pick! He has also done work with our Leadership and Organizational Development team at Tyson Foods, Inc. I would recommend Michael and his company to anyone who needs

training, leadership development or executive coaching for your Team Members.

— Kurt Schrock, former HR Director, Tyson Foods

We have really enjoyed working with Insight Leadership. The training is fun, dynamic and interactive. We are a more cohesive team as a result of working with Insight.

— Autumn Albert, General Manager, Cintas

14. **Biography:** 300 words or less per speaker

To appear in workshop promotional/marketing materials

Michael Brown has spent over 10 years consulting, training, and implementing transformational leadership programs for senior-leaders at organizations such as Procter & Gamble, Goodwill, and Hershey, to name a few. Michael is also an author, executive coach, and keynote speaker, addressing audiences from 50 to 2000 leaders.

To ensure he can meet the unique needs and business objectives of his clients, Michael is certified in several industry-leading programs and assessments, including the SDI 2.0 and Core Strengths.

Michael holds a B.A. and a Master of Arts in Strategic Communication and Leadership from Seton Hall University. He is the author of Fellowship: Servant Leaders Serving Leaders, which helps managers quickly strengthen relationships with their team members to serve their growth and development. He also served as an Emotional Intelligence adjunct instructor at the University of Arkansas.

Michael makes divots in fairways in his spare time, tries to fly fish and mountain bikes – all while coaching his kids' world championship soccer teams (okay, they might not be world champions yet).

Kyle brings more than 25 years of leadership experience to his clients. Many of those years were in ministry leadership and coaching roles both domestically and internationally, where he held positions in Executive Coaching, Marketing, Teaching, Training, Fundraising, Leadership Development and Team Dynamics.

Kyle is passionate about elevating organizational performance by helping individual learners connect their values with their work. Whether he's building leadership capacity or developing teams, he uses creativity to connect the desire for growing productivity with improved relationships. He facilitates audiences from 5 to 1,500 using his expertise, humor and coaching to bring unique and lasting insights.

“Kyle brings humor and authenticity as he trains others to 'be good humans'. He took the time to listen and personalize his presentation, exceeding my expectations for the time.”

– Judi, Supervisor

Kyle is a certified Master Facilitator with TotalSDI and CoreStrengths. Additionally, he is certified in other industry leading personality assessments to meet the unique needs and desired outcomes of his clients. Kyle has created custom team building and leadership development workshops for a wide variety of people in varied companies throughout his professional career.

Kyle's B.A. is from the University of California, Santa Barbara. He, his wife, and 3 children live in Southern California, where he enjoys surfing, backpacking, strong coffee and street tacos.

15. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Chad Clinehens, CEO, cclinehens@zweiggroup.com
Chris Bahn, Publisher, cbahn@abpg.com

16. Professional Photo:

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

For workshop promotional/marketing materials

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Dr. Tammy Means, Phd, Chief Learning Officer, Make Training Stick®

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
Staying on the Path to Making Training Stick

3. **Describe How Your Presentation Fits Our Program (Theme) which is to advance ATD’s Mission to “empower professionals to develop talent in the workplace.”**

In Staying on the Path to Making Training Stick, we equip workplace learning and performance professionals with practical tools to empower their learners, adapt to various learning environments, and implement techniques to increase learner transfer.

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

Staying on the Path to Making Training Stick aids in building personal capability and professional capability in training delivery and facilitation by increasing knowledge in learner transfer and verifying learner transfer actually takes places, saving learners, organizations, and trainers/facilitators both time and money.

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

In this one hour interactive webinar, we will be focusing on the leadership role and how the leadership role supports learner transfer throughout the learning process. We will cover how leaders can support the learner transfer process and create a culture of learning within organizations. We provide practical ways to ensure employees actually use what they learning in training sessions. Join us as we help leaders stay on the path to making training stick within our organizations.

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

Training Delivery & Facilitation, Technology Application, Lifelong Learning

7. **Learning Objectives:** 300 words or less

State at least three (3) Learning Objectives for the proposed workshop. Each objective should specifically indicate the results and outcomes you seek in terms of participants' knowledge, skills, and behavior. For each objective, use the format: “After participating in this workshop, participants will be able to...”

We will cover 3 objectives:

1. After participating in this workshop, participants will be able to apply at least one technology tool to increase learner transfer.
2. After participating in this workshop, participants will be able to immediately apply practical strategies to use before, during and after learning sessions.
3. After participating in this workshop, participants will be able to select transfer and application strategies consistent with the training topic.

8. Workshop Design Plan:

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

0:01 Introduction & Welcome

0:05 Making Training Stick

0:10 Staying on the Path!

0:30 Breakout Sessions

0:45 Q & A

0:55 Closeout

9. Handout / Performance Tools:

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

Participants will be provided:

1. *PowerPoint presentation.*
2. *Sticky Toolkit handout*

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

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

Click or tap here to enter text.

11. Virtual Presentation Requirements: (For virtual presentations)

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I will provide my own Zoom virtual link to the session to attendees.

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

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

Dr. Tammy Means holds a Bachelors degree in Software Engineering Technology, a Masters degree in Computer Networking Technology and a Doctorate in Human Capital Development. She is a Certified Professional Trainer and has worked with various healthcare, educational, energy, and governmental sectors throughout the United States providing workforce development training, research, and management technology projects. Dr. Means continues to provide presentations to various community, educational and training organizations via in-person and virtual format. Through her 20+ years experience in technology, research and training; Dr. Means is most proud for her involvement in publishing research on information technology competency in healthcare staff development professionals and joining the Make Training Stick® Team.

13. Demonstration of Presenter Ability:

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

Presenter – The Alabama Entrepreneur Project, Workforce Training

Presenter – Hear My Cry Conference, Your Vision, Your Business, Now Let’s Train So It Sticks!

Presenter – ATD Omaha NE, Make Training Stick in Your Organization

Presenter – Tax Professionals Meeting, How to Train the Trainer

Presenter – Health Information Management Systems Society (HIMSS) Conference, Information Technology Competencies and Development Strategies for Hospital Staff Development

Presenter – Mississippi SBA, Making Training Stick in Your Small Business

14. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Dr. Tammy L. Means is Chief Learning Officer of Learning Services & Solutions, Inc., a human capital development and technology services firm located in both Mississippi and Alabama. Tammy has two true passions (1) Learning and (2) Technology. Tammy has provided provided learning and development and information technology services for various industries throughout the US for 17+

years. Tammy has a broad range of expertise in computer technologies and human capital development through both education and work experience. Her most recent projects are aiding organizations in learning transfer, content direction, instructional design, integrating health systems, childcare centers and helping organizations fully utilize information technology systems. Tammy also serves as adjunct professor for a local university teaching information technology, human resource, and leadership courses. Tammy joined the Make Training Stick® team in March 2018 and leads new content – Sticky Notes, presentations, books, consulting and continues to remain an active member of the Association for Talent Development and Society for Human Resource Management.

15. Professional References:

Provide the names, addresses, telephone numbers and email addresses of three (3) references, specifying the context in which the references know you and are familiar with your skills as a workshop presenter or speaker. ATD Tulsa may contact them to get feedback regarding your presentation technique and style. Note: If you have presented at ATD Tulsa in the past, please provide the date and topic in addition, to the three references requested above.

Barbara Carnes, Make Training Stick® Founder, bcarnes@maketrainingstick.com,

Angie Taylor, Omaha NE ATD, angie.taylor@nufoundation.org, 402-986-5187

Heather Annulis, Associate Vice Provost, University of Southern Miss, heather.annulis@usm.edu, 228-214-3494

16. Professional Photo:

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

For workshop promotional/marketing materials