

Date & Time: Thursday, April 8, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

Meeting Minutes

1. Meeting was called to order by President Linda Jenkins at 4:04pm
 - a. Board Meeting Minutes were taken by Kim Boggs, VP Membership
 - b. Roll Call and check-in – President Linda Jenkins
 - i. Attendees: Linda Jenkins, President; Sunilyn Hertt, President-elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership
 - ii. Rachel Wagner – Excused Absence
 - iii. Lewana Harris – Excused Absence
 - c. Confirm Quorum – quorum met with 67% (4/6)
 - d. No Guests Present
 - e. Agenda for April 8, 2021 Board Meeting – motion for approval moved, seconded, and approved.

2. Board of Directors – President – Linda Jenkins
 - a. Minutes from March 4, 2021 Board Meeting – motion for approval moved, seconded, and approved.
 - i. Noted January 2021 & February 2021 board meeting minutes posted on ATD Tulsa.
Action Item: March minutes will be added.
 - b. CARE 2021 – ATD Tulsa Chapter Board members received email notification of achieving 100% Chapter Affiliation Requirements (CARE) for 2020 on March 30, 2021. This recognition means ATD Tulsa Chapter met all required elements of CARE in 2020 – motion for approval moved, seconded, and approved.
 - c. NAC Meeting –
 - 1) March NAC participation report – Linda & Rachel attended
 - 2) **Action Item:** Kim, Linda, Suni & Lewana will attend April meeting on April 20, 2021 @ 1 PM (topic Chapter Communications)
 - 3) Suni will attend May meeting on May 18th @ 1 PM
 - 4) Information given re: dates for virtual ALC 2021 – Wednesday, November 3 (half-day), Thursday, November 4 (full-day) and Friday, November 5 (full-day).
Action Item: Board members who will be on the board next year (2022) make plans to attend.

3. Governance – President – Linda Jenkins
 - a. Airtable – Linda completed updates through March 31, 2021 –
Action Item: All board members encouraged to update as projects completed.

 - b. 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 – Lewana sent 2nd draft to Linda 4/8. Motion to accept draft into record for review - made, seconded, and passed.
Action Item: Linda forwarded draft to board. Board to review and report back.

4. Financial – President – Linda Jenkins

- a. Filed 990-N e-Postcard with IRS on 4-7-21 – Motion to accept this filing. Moved, seconded, and passed.
- b. Financial Reports as of March 31, 2021
 - i. Per Statement of Financial Position, we have \$22,123.22 in our Arvest checking account.
 - ii. Per Income and Expense Report:

Total March 2021 Income =	\$544.16
Total March 2021 Expense =	<u>\$585.24</u>
Overall March 2021 Total =	(\$41.08)

Income for March is from meetings, ATD Store membership dues and Tulsa ONLY membership dues. Expenses in March were to pay Insurance (March and April), Liability Insurance paid annually.

Motion to accept Financial Report - moved, seconded, passed.

- c. Update on completing TechSoup application – Walt needs to get an updated letter from ATD noting our 501C3 status with current logo. Previous letter has ASTD logo. Once received, Walt will forward to TechSoup to continue our application.

Action Items:

Walt will get new 501C3 letter from ATD with current logo and forward to TechSoup.
Walt will check for platform discounts for State Conference use.

5. Membership – VP of Membership – Kim Boggs

- a. Monthly Membership Report – Kim updated as of March 31, 2021

Total Membership as of 3/31/21: 80.

PM: 54
Tulsa: 23
Student: 1
Student PM: 1
PM/Membership: 67.5%

Past due member has been contacted and will be put in lapsed status June 1, 2021 if membership is not renewed.

Motion to accept membership report – moved, seconded, passed.

- b. April 1, 2021 Special Membership Meeting: Share ideas for 2021 ATD Oklahoma Statewide Conference - well attended. Everyone that registered attended. Great feedback and information from those attended. Next meeting for planning state conference is 4/13/2021.

Action Items:

Kim will put next planning meeting in Wild Apricot for registration of those planning to attend and send link to Linda for advertising on Social Media.

Linda will put information on social media.

- o We will have a “contest” in 2nd quarter and award points to those attending meetings/events. At the end of the quarter, we will tally points and place everyone

in a drawing. Drawing of winner will be at July Program Meeting for FREE online ATD course from sending ATD Membership sale message to members.

Action Items:

Kim will send Walt information on ATD Course

Walt will put information in Newsletter.

- Next Membership Meeting will be in May. Dates and Topic ideas will be put in Straw Poll for board to vote on.

Action Items:

Kim to put dates and topic ideas into straw poll for board to vote on.

Kim will send winning date and topic information to Walt for newsletter.

6. Programming – VP of Programming – Walt Hansmann

- a. Good survey results from March 19, 2021 Program Meeting – The Power of Performance Feedback with Amber Vanderburg. Everyone enjoyed her visual aids and topic. Only 1 person was concerned with the meeting running until 1:30. No concern since Linda announced at 1:00 that we would be staying on for networking.
- b. Plans for Future Program Meetings
 - i. Received Workshop Proposal for July 2021 Program Meeting from Jon Tota – Founder and CEO, Syntax + Motion, Host, The Learning Life Show, Rockstar, Learning Evangelist, eLearning Brothers - *The Skillset Economy: Leveraging Learning & Development Strategy to Win the Battle for Talent* – Motion to accept- made, seconded, and passed.
- c. April 2021 Program Meeting on April 23, 2021 - Content & Logistics:
 - i. Workshop Topic: Results Through Relationship Intelligence with Strength Deployment Inventory 2.0, Presented by Michael Brown, and Kyle Menig with CoreStrengths
 - ii. Accommodations – Virtual via Zoom
 - iii. Workshop Program – 12:00 PM to 1:15 PM with Welcome & Announcements from 11:45 AM to 12 PM. Do not think we need specific networking time at the end of this meeting since it is scheduled to last until 1:15 PM.
 - iv. Board Member Attendance & Participation – Walt & Lewana registered – others planning to attend need to register. There is a link to an assessment in the registration email and the reminder emails. Takes about 20 minutes to complete.

Action Item: Board members register to attend April Meeting.

- v. Discussed plans for Future Monthly Programming meetings. Need topic for June, September. October – Statewide Conference, November – ICE Overview and December – Trainer Throwdown.

Action Item: Walt will distribute Post Meeting Evaluation Online by Monday, April

26, 2021

- d. Plans for Statewide Conference – President-Elect – Sunilyn Hertt
 - i. Takeaways from Member Planning Committee Meeting on April 1, 2021.
 - a) Title of State Conference is ATD ILC (Inclusion Leadership Conference).
 - b) Focus areas, in order of priority – Accessibility, Equity, Inclusion, Diversity
 - c) Plan to have 40–60-minute sessions with networking.
 - d) Linda suggested only looking at 1 or 2 of the focus areas. Having 4 different viewpoints on accessibility or equity, etc.
 - ii. Next committee planning meeting is Tuesday, April 13, 2021 – 4:30 – 6:00pm

Kim had to leave the meeting at this time and Walt took over the minutes.

- 8. Communications –
 - a. Communications Plan for 2021
 - 1. Build social media following on LinkedIn with transition from LinkedIn group (closed on April 1st) to followers on LinkedIn Company page (now 93 followers) and posts four to five times per week – Posted 1st poll regarding interest areas for 2021 Conference.
 - b. Communications Scheduled for March
 - 1. 2021 Board Member Communications - Newsletter will be prepared and sent after the May member event date and time are determined. Suni will provide a blurb about the conference. Newsletter will include information about the free ATD class drawing. Walt will include ATD-related news, as well as promote upcoming programs. Another request for member accomplishments will be posted on social media.
 - 2. Linda will send a draft of the 2020 Annual Report prepared by Lewana for board review. It should be distributed as soon as approved.
 - 3. 2020 Annual Report – Needs to be posted and distributed to members when completed.
 - 4. April Program Meeting Announcements and Invitations
 - 5. Newsletter Content Suggestions
 - a) Continue to include opportunity to have accomplishments highlighted.
 - b) Requests for members to participate in Conference planning.
 - c) How to participate in winning the free ATD course - For the ATD Free Class incentive, current members will receive one point for each ATD Tulsa event they attend during the second quarter (April through June). Each point equals one chance in the random drawing for the ATD Free Class. The winner will be announced in July. Board members are excluded from eligibility.
 - c. Communications Needs & Opportunities
- 9. Old Business

10. New Business

11. Action Items – will be sent out by Kim Friday, 4/9/2021

Action Item: March minutes will be added to wild apricot.

Action Item: Kim, Linda, Suni & Lewana will attend April meeting on April 20, 2021 @ 1 PM
(topic Chapter Communications)

Action Item: Board members who will be on the board next year (2022) make plans to attend.

Action Item: All board members encouraged to update as projects completed.

Action Item: Linda forwarded draft to board. Board to review and report back.

Action Items:

Walt will get new 501C3 letter from ATD with current logo and forward to TechSoup.

Walt will check for platform discounts for State Conference use.

Action Items:

Kim will put next planning meeting in Wild Apricot for registration of those planning to attend
and send link to Linda for advertising on Social Media.

Linda will put information on social media

Action Items:

Kim will send Walt information on ATD Course

Walt will put information in Newsletter.

Action Items:

Kim to put dates and topic ideas into straw poll for board to vote on.

Kim will send winning date and topic information to Walt for newsletter.

Action Item: Board members register to attend April Meeting.

Action Item: Walt will distribute Post Meeting Evaluation Online by Monday, April 26, 2021

12. Confirm Dates for Next Two Board Meetings

- a. Next board meeting is scheduled for May 6, 4:00 - 6:00pm
- b. June Meeting – Thursday, June 3, 4:00 – 6:00pm

13. Meeting was adjourned at 5:52PM

Date & Time: Thursday, April 8, 2021 from 4:00 PM to 6:00 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. Board Meeting Minutes will be taken by President-Elect
 - b. Roll Call – President-Elect
 - i. Rachel Wagner – Excused Absence
 - ii. Lewana Harris – Excused Absence
 - c. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
 - d. Guests Present - Acknowledge and Record
 - e. Agenda for April 8, 2021 Board Meeting – Review and Approve

2. Board of Directors – President
 - a. Minutes from March 4, 2021 Board Meeting – Review and Approve (**attached**)
 - i. January 2021 & February 2021 board meeting minutes posted on ATD Tulsa
 - b. CARE 2021 – ATD Tulsa Chapter Board members received email notification of achieving 100% Chapter Affiliation Requirements (CARE) for 2020 on March 30, 2021. This recognition means ATD Tulsa Chapter met all required elements of CARE in 2020 - Review and Accept (**CARE 2021 letter and logo attached**)
 - c. NAC Meeting – President-Elect
 - 1) March NAC participation report – Linda & Rachel attended
 - 2) Identify at least one member to attend April meeting on April 20, 2021 @ 1 PM (topic Chapter Communications)
 - 3) Identify at least one member to attend May meeting on May 18th @ 1 PM
 - 4) Dates for virtual ALC 2021 – Wednesday, November 3 (half-day), Thursday, November 4 (full-day) and Friday, November 5 (full-day)

3. Governance – President
 - a. Airtable – Linda completed updates through March 31, 2021 – All board members encouraged to update as projects completed
 - b. Update on Preparation of 2020 Annual Report due on January 31, 2021 - 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

4. Financial - President
 - a. Filed 990-N e-Postcard with IRS on 4-7-21 – Review and Accept (**attached**)
 - b. Financial Reports as of March 31, 2021 – Review and Accept (**attached**)
 - i. Per Statement of Financial Position, we have \$22,123.22 in our Arvest checking account.
 - ii. Per Income and Expense Report:

Total March 2021 Income =	\$544.16
Total March 2021 Expense =	\$585.24
Overall March 2021 Total =	(\$41.08)
 - c. Update on completing TechSoup application – VP of Programming

5. Membership – VP of Membership
 - a. Monthly Membership Report - Review and Accept (attached)
 - b. Feedback re April 1, 2021 Special Membership Meeting to share ideas for 2021 ATD Oklahoma Statewide Conference
 - c. Plans to distribute FREE online ATD course from sending ATD Membership sale message to members
 - d. Plans and date for next Membership Meeting

6. Programming – VP of Programming
 - a. March 19, 2021 Program Meeting – The Power of Performance Feedback with Amber Vanderburg - Review and discuss event experience and opportunities for improvement – Survey Report (attached)
 - b. Plans for Future Program Meetings
 - i. Workshop Proposal for June 2021 Program Meeting from Jon Tota – Founder and CEO, Syntax + Motion, Host, The Learning Life Show, Rockstar, Learning Evangelist, eLearning Brothers - *The Skillset Economy: Leveraging Learning & Development Strategy to Win the Battle for Talent* – Review and Approve (attached)
 - c. April 2021 Program Meeting on April 23, 2021 - Content & Logistics:
 - i. Workshop Topic: Results Through Relationship Intelligence with Strength Deployment Inventory 2.0, Presented by Michael Brown and Kyle Menig with CoreStrengths
 - ii. Accommodations – Virtual via Zoom
 - iii. Workshop Program – 12:00 PM to 1:15 PM with Welcome & Announcements from 11:45 AM to 12 PM. Don't think we need specific networking time at the end of this meeting since it's scheduled to last until 1:15 PM.
 - iv. Board Member Attendance & Participation – Walt & Lewana registered – others planning to attend?
 - v. Pitch for Future Monthly Programming (slide included in PPT)
 - vi. Power Membership Promotional Activities – Power Member Minute and ATD ICE
 - vii. Post Meeting Evaluation Online Distribution by Monday, April 26, 2021
 - d. Plans for Statewide Conference – President-Elect
 - i. Takeaways from Member Planning Committee Meeting on April 1, 2021
 - a) Focus areas in order of priority – Accessibility, Equity, Inclusion, Diversity
 - ii. Next Steps
 - a) Next Committee Planning Meeting scheduled for Wednesday, April 13, 2021

8. Communications –
 - a. Communications Plan for 2021
 1. Build social media following on LinkedIn with transition from LinkedIn group (closed on April 1st) to followers on LinkedIn Company page (now 93 followers) and posts four to five times per week – Posted 1st poll regarding interest areas for 2021 Conference
 - b. Communications Scheduled for March
 1. 2021 Board Member Communications

2. 2020 Annual Report – Needs to be posted and distributed to members when completed
3. April Program Meeting Announcements and Invitations
4. Newsletter Content Suggestions
 - a) Continue to include opportunity to have accomplishments highlighted
 - b) Requests for members to participate in Conference planning
 - c) How to participate in winning the free ATD course
- c. Communications Needs & Opportunities

9. Old Business

10. New Business

11. Confirm Action Items

12. Confirm Dates for Next Two Board Meetings
 - a. Linda requests we reschedule May board meeting currently scheduled for Wednesday, May 5th (Linda has class from 4 PM to 6 PM that day)
 - b. Date Options for June Meeting – Thursday, June 3rd, Monday, June 7th or Tuesday, June 8th

13. Adjourn Meeting

Date & Time: Thursday, March 4, 2021 from 4:02 PM to 6:20 PM

Location: Virtual via Zoom

Meeting Minutes

1. Meeting called to order by President Linda Jenkins at 4:02 p.m.

- a. Roll Call and Check in – Rachel Wagner, VP of Administration
- b. Attendees:
 - i. Linda Jenkins, President
 - ii. Sunilyn Hertt, President-elect
 - iii. Walt Hansmann, VP Programming
 - iv. Kim Boggs, VP Membership
 - v. Rachel Wagner, VP Administration
- c. Absent (with Notification) – Lewana Harris, Past-President
- d. With 5 of 6 Board Members present, quorum established (*over 51%*)
- e. Guests – none
- f. Agenda for March 4, 2021 Board Meeting – Motion for approval moved, seconded, and approved.

2. Board of Directors - Update from President Linda Jenkins

- a. Approval of Minutes from Feb 4, 2021 Board Meeting – Motion for approval moved, seconded, and approved.
 - i. Status of posting January 7, 2021 board meeting minutes on ATD Tulsa website – Rachel and Walt are working out convenient date/time for Walt to teach Rachel.
- b. ATD Tulsa Email Access and Email Policy –Suni and Kim added photos. Requesting Lewana to add hers.
- c. Wild Apricot Access & Training –Rachel requested training from Walt for her specific needs with posting documents. Walt shared free Adobe tool for combining PDF documents and info re: Becky Pike movie clips for trainers.

ACTION ITEM – Rachel and Walt will schedule Wild Apricot training time together.

- e. Vacant Board Positions – VP of Accommodations, VP of Finance and VP of Marketing
No members submitted applications for the positions.
- f. Bylaws and Policies Committee – Report from meeting held on March 2, 2021 – VP of Administration.
 - Changes in Bylaws need to be made by June board meeting. Amendments to bylaws must be prepared by the Bylaws and Policies Committee and submitted to the board for review and approval to present them to the membership for approval during the 2021 Elections process. Changes to Policies and Procedures may be prepared by the Bylaws and Polices Committee and submitted to the Board for approval at a Board meeting.

- ACTION ITEM – Rachel will schedule Bylaws and Policies Committee to meet by end of April.
- Re: bundling of fees and recording of meetings, Walt is connecting with ATD staff and other chapters to gather data how they bundle for virtual and live program events.
- ACTION ITEM - Linda will send Rachel templates for three new policies that should be adopted per 2020 Risk Assessment – Document Retention, Whistleblower Protection, and Conflict of Interest. Rachel will review and task committee members to help write relevant policies for our chapter.
- g. February NAC Meeting Report – President-Elect Suni reported she and Linda attended the meeting.
 - Suni sent Board members the meeting PowerPoint; suggested we all look at the PowerPoint.
 - ACTION ITEM - Rachel and Linda will attend March 16 NAC meeting @ 1 PM (topic Wild Apricot Tips with Debbie Richards)
 - Lewana and Suni tentatively plan to attend April NAC

3. Governance – President

- a. Airtable – Linda completed updates through February 28, 2021. All board members encouraged to update items on Airtable as projects are completed
- b. Preparation of 2020 Annual Report – Per communication to Linda, Lewana scheduled to complete draft report by March 12, 2021 and send it to board members for review.
ACTION ITEM – Lewana to get draft of 2020 Annual Report to board for review by March 12, 2021.

4. Financial - President

- a. Financial Reports as of February 28, 2021
 - i. Per Statement of Financial Position – ATD Tulsa has \$22,163.16 in its Arvest checking account. The funds are not earning any interest in this checking account. Per Risk Assessment recommendation, Linda recommends develop a policy to transfer a portion of the funds into an interest-bearing savings account.
- b. Motion made, seconded, and approved for Bylaws and Policies committee to research and develop a policy for board approval.
ACTION ITEM - Bylaws and Policies Committee will investigate options for depositing the funds into some type(s) of interest-bearing saving accounts at Arvest. And will develop a formula for how much to keep in checking versus investment account.

- c. Income and Expense Report: Linda gave kudos to Kim for monitoring outstanding membership payments and eliminating accounts payables for membership fees. Also, Linda noted that it can be 3 - 5-day lag between payments posting in Wild Apricot and posting in checking account.

Total February 2021 Income = \$820.02
Total February 2021 Expense = \$355.39
Overall February 2021 Total = \$464.63

Noted that there was minor discrepancy in difference column. But total of income and expense correct.

ACTION ITEM – Linda will make adjustment to Difference column on Income and Expense Report and send revised report to Board.

Motion made, seconded, and accepted Financial reports as amended.

5. Membership Report – VP of Membership – Kim, updated as of Feb. 28, 2021.

- 55 Power Members (PM)
 - 26 Tulsa members
 - 1 Student member

 - 66% Power Members (report from ATD and WA are reconciled)
- a. Kim has contacted past due members that they would be moved to Guest status as of April 1; sent them link to enroll as Tulsa or PM.
- b. Shelby Morris (on past due list) has renewed as PM.
- c. Lorinda, Myra, Michael Horton, Christina –Kim will contact them personally re: renewal.
- d. Lapsed members: (see report for names) moved to non-member status.
- e. Motion made, seconded, approved Monthly Membership Report as of Feb. 28, 2021.

ACTION ITEM – Kim will send out revised Membership Report with Shelby Morris listed as PM.

- f. Feedback re February 23, 2021 Special Membership Meeting to share and review 2020 Membership Survey Summary – was not well attended, but good comments shared by members who attended.
- g. Plans for next Membership Meeting - Suggested that this Member Meeting would be to discuss State Conference; consider ideas, presenters and solicit for committee members. Since last Member Meeting was at end of day, consider a different time of day (ex: lunch time).

ACTION ITEM - Kim will do poll with Board re: date/time for Members event and will determine date/time for Member event.

6. Programming Update – VP of Programming – Walt Hansmann

- a. Reviewed the generally positive Survey Results Summary from February 19, 2021 Program presented by Ken Phillips.

ACTION ITEM Walt will share the Survey Report comments to Ken Phillips.

- b. Plans for Future Program Meetings –

- Proposal from Kimara Mayberry, MBA, PHR, SHRM-CP, CHAA - “*All Leadership is Change Leadership: Effective Change Management Strategies in Our New Normal*”
 - Motion made, seconded to accept Kimara’s proposal and schedule it for the May 2021 Program Meeting.

- c. Walt spoke with Michael Brown re board concerns raised regarding his proposal. He has presented to other chapters and had positive feedback. Resent him RFP to revise it and put in info he included with other chapters.

- d. Contacted Alex Boone re: proposal from Jeff Adcock. Confirmed it was a webinar format and would not provide the type of audience engagement preferred for ATD Tulsa programs.

- e. Discussion for April meeting program – suggestion that each Board Member share a favorite virtual training activity. Board agreed that each would present a 5-minute segment.

ACTION ITEM - Walt will determine a catchy name for the April 16 program ASAP so it can be announced by the Mar 19th meeting.

- f. March 2021 Program Meeting on March 19, 2021 - Content & Logistics:

- i. Accommodations – Virtual via Zoom
- ii. Workshop Topic: *The Power of Performance Feedback* with Amber Vanderburg
 - Registrations 12 right now.
 - Additional emails to go out Mar 12 and 17, plus promotion in newsletter.
 - Encouraged Board to copy/share/comment on Social Media because Amber is very active on SM.
- iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1:00 PM to 1:30 PM
- iv. Board Member Attendance & Participation – Linda, Walt, Kim, and Suni registered. Rachel plans to attend.
- v. Networking Activity from 1:00 PM to 1:30 PM?

- vi. Pitch for Future Monthly Programming (slide included in PPT)
- vii. Power Membership Promotional Activities – Power Member Minute (Member Appreciation Month) and ATD ICE
- viii. Post Meeting Evaluation Online Distribution by Monday, March 22, 2021

ACTION ITEM Walt will talk to Amber to see if she has any networking activity. Or may use Rachel's networking idea – Breakout Rooms topic: 1 personal win or 1 professional win.

7. Plans for Statewide Conference – President-Elect Suni

- a. Suni asked Walt to send her info from his past experience as conference chair.
- b. Theme: “Building Your Skills in Integrating Diversity, Accessibility, Equity and Inclusion Principles into Your Talent Development Strategies and Initiatives”
- c. Still waiting on ALC dates to determine conference date
- d. Results from request for members to serve on conference planning committee: No members have come forth yet to volunteer.
 - i. Linda reported from her President's Chat on Feb. 26, 2021 with Jodi, president of COC-ATD: Jodi and her Board having retreat this weekend. Hoping to identify 2 people to help plan and implement event with us and serve on planning committee. Want to develop means to easily allow COC-ATD members to register to attend conference at Chapter member rate. Jodi okay with sharing membership information as a partner chapter. She will get back to Linda week of March 15 to questions Linda has addressed. Want to cross-post Chapter events on websites and social media.

ACTION ITEM – Suni and Kim to put together a structure and activities for Member Meeting to talk about state conference. Ex: what specific questions to ask, polls, etc. to help us know what to cover.

ACTION ITEM – Walt to send Suni information from his experience as 2019 State Conference Chair.

8. Communications

- a. Communications Plan for 2021

ACTION ITEM – Walt will help Rachel post Chapter documents on website (Wild Apricot).

- 1. Continue building social media following on LinkedIn with transition from LinkedIn group to followers on LinkedIn Company page (now 74) and posts each weekday.
- b. Communications Scheduled for March
 - 1. 2021 Board Member Communications

2. March Newsletter Content Suggestions - will include board member highlights: (Rachel in next newsletter), plus information on state conference. Add a spot for member recognition/highlights – if member has won an award, new certification, etc. to send information to Kim.
ACTION ITEM - Walt will publish newsletter

9. **New Business** - Walt took screen shot for future use.

10. Confirm Action Items

ACTION ITEM – Rachel and Walt will schedule Wild Apricot training time together.

ACTION ITEM – Rachel will schedule Bylaws and Policies Committee to meet by end of April.

ACTION ITEM - Linda will send Rachel templates for three new policies that should be adopted per 2020 Risk Assessment – Document Retention, Whistleblower Protection, and Conflict of Interest. Rachel will review and task committee members to help write relevant policies for our chapter.

ACTION ITEM - Rachel and Linda will attend March 16 NAC meeting @ 1 PM (topic Wild Apricot Tips with Debbie Richards)

ACTION ITEM – Lewana to get draft of 2020 Annual Report to board for review by March 12, 2021.

ACTION ITEM - Bylaws and Policies Committee will investigate options for depositing the funds into some type(s) of interest-bearing saving accounts at Arvest. And will develop a formula for how much to keep in checking versus investment account.

ACTION ITEM – Linda will make adjustment to Income and Expense Report and send revised report to Board.

ACTION ITEM – Kim will send out revised Membership Report with Shelby Morris listed as PM.

ACTION ITEM - Kim will do poll with Board re: date/time for Members event and will determine date/time for Member event.

ACTION ITEM Walt will share the Survey Report comments to Ken Phillips.

ACTION ITEM - Walt will determine a catchy name for the April 16 program ASAP so it can announced by the Mar 19th meeting.

ACTION ITEM Walt will talk to Amber to see if she has any networking activity. Or may use Rachel’s networking idea – Breakout Rooms topic: 1 personal win or 1 professional win.

ACTION ITEM – Suni and Kim to put together a structure and activities for Member Meeting to talk about state conference. Ex: what specific questions to ask, polls, etc. to help us know what to cover.

ACTION ITEM – Walt to send Suni information from his experience as 2019 State Conference Chair.

ACTION ITEM – Walt will help Rachel post Chapter documents on website (Wild Apricot).

ACTION ITEM - Walt will publish newsletter

ACTION ITEM: Suni will take minutes for Rachel at April Board Meeting

11. Dates confirmed for next two board meetings

- a. Thursday, April 8th at 4 PM (*needs to be added to ATD Tulsa website calendar*)
ACTION ITEM: Suni will take minutes for Rachel who won't be able to attend.
- b. Wednesday, May 5th

12. Meeting adjourned at 6:20 p.m.

Minutes respectfully submitted by Rachel Wagner, Mar. 11, 2021



March 2021

Dear Tulsa Chapter,

Congratulations on your chapter meeting the Chapter Affiliation Requirements (CARE) for 2020! This means your chapter successfully met all required CARE elements and is recognized for 100 percent achievement of CARE.

I'd like to personally acknowledge and thank you and the chapter leadership team for your accomplishments.

All of us at ATD recognize that the value you provide to your members through well run chapter programs, services, and exceptional operations is the result of the individual time, resources, innovation, thought, and dedication you and your team contribute.

Thank you for your time and for partnering with ATD to provide and sustain a vibrant community serving our members and the entire talent development profession. I look forward to continuing to engage with you and the chapter!

Best regards,

A handwritten signature in black ink that reads 'Tony Bingham'. The signature is written in a cursive, flowing style.

Tony Bingham
President and CEO



chapter affiliation
requirements

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2020

Open to Public Inspection

A For the 2020 Calendar year, or tax year beginning 2020-01-01 and ending 2020-12-31

B Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: AMERICAN SOCIETY FOR TRAINING

AND DEVELOPMENT

PO Box 33351, Tulsa, OK,

US, 74153

D Employee Identification

Number 23-7429563

E Website:

www.tdtulsa.org

F Name of Principal Officer: Linda Jenkins

PO Box 33351, Tulsa, OK,

US, 74153

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

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

Assets		Liabilities	
Arvest Checking Account	\$ 22,123.22	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	\$ 22,196.52
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 22,196.52</u>	Total Net Assets	<u><u>\$ 22,196.52</u></u>
Total Assets	<u><u>\$ 22,196.52</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 22,196.52</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 4-2-21

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

Category Description	2020 Actual	2021 Approved Budget	Mar-21	2021 Total	Difference (+/-)	Notes
INCOME						
ATD ChiP/Membership Fees	\$ 2,208.09	\$ 1,500.00	\$ 304.16	\$ 784.18	\$ 715.82	6 Chapter Memberships for Power Members (1 of the 6 is for a 2022 Membership because member renewed ATD membership for 2 years & had to renew Tulsa membership for 2 years also.)
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 190.00	\$ 540.00	\$ 3,460.00	\$140 - March Mtg. (Performance Feedback), \$40 - April Mtg (Results Through Relationship) & \$10 - May Mtg (Change Leadership)
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 50.00	\$ 350.00	\$ 4,800.00	1 Associate (Chapter) Membership
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	\$ 544.16	\$ 1,674.18	\$ 26,875.82	
	\$ -			\$ -	\$ -	
EXPENSES	\$ -			\$ -	\$ -	
Board Expense	\$ -			\$ -	\$ -	
National ATD Dues	\$ -	\$ -		\$ 179.00	\$ (179.00)	
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	\$ -	\$ 179.00	\$ 5,091.00	
	\$ -			\$ -	\$ -	
Communications Expense	\$ -			\$ -	\$ -	
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00		\$ 575.04	\$ (35.04)	
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ -	\$ 1,700.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00		\$ 408.00	\$ 400.00	
PO Box Subscription	\$ 92.00	\$ 92.00		\$ 118.00	\$ (26.00)	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
TOTAL Communications Expense	\$ 2,240.44	\$ 3,390.00	\$ -	\$ 1,101.04	\$ 2,288.96	
	\$ -			\$ -	\$ -	
Meeting Expense	\$ -			\$ -	\$ -	
Facility Charge	\$ 220.00	\$ 500.00		\$ -	\$ 500.00	

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

Category Description	2020 Actual	2021 Approved Budget	Mar-21	2021 Total	Difference (+/-)	Notes
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	
<u>TOTAL Meeting Expense</u>	\$ 1,139.80	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00	
	\$ -			\$ -	\$ -	
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	\$ 23.20	\$ 102.99	\$ 897.01	Monthly AffiniPay online payment processing expenses.
Oklahoma ATD State Conference	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00	
Other Special Event Expense	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 562.04	\$ 663.68	\$ 536.32	2 monthly general liability insurance payments (\$50.98 & \$50.82) and annual D&O insurance payment (\$406.24)
<u>TOTAL Misc Expense</u>	\$ 1,251.30	\$ 13,700.00	\$ 585.24	\$ 766.67	\$ 12,933.33	
	\$ -			\$ -	\$ -	
<u>TOTAL EXPENSES</u>	\$ 7,048.77	\$ 26,560.00	\$ 585.24	\$ 2,046.71	\$ 24,513.29	
	\$ -			\$ -	\$ -	
<u>OVERALL TOTAL</u>	\$ 2,204.32	\$ 1,990.00	\$ (41.08)	\$ (372.53)	\$ 2,362.53	

Prepared by Linda Jenkins, 2021 President on 4-2-21

Membership Report for March 2021

Total Membership as of 3/31/21: 80

PM: 54

Tulsa: 23

Student: 1

Student PM: 1

PM/Membership: 67.5%

New Members as of March 2021:

Sherri Goemmer, ReVISION Partners, LLC

Holly Phillips, BCBS

Renewing Members as of March 2021:

Andrea Gentis, Mid-Continent Group

Sherri Goemmer, ReVISION Partners, LLC

Walt Hansmann, Walt Hansmann Training & Development, LLC

Michael Horton, The Coffee Bunker

Mark Mikluscak, Matrix Service Company

Shelby Morris, OSU

Holly Phillips, BCBS

Lorinda Schrammel, OSU

Power Members Past Due as of 3/31/2021:

Kristina Wadley-Ozbun - 2/28; sent 2nd email 4/1/2021

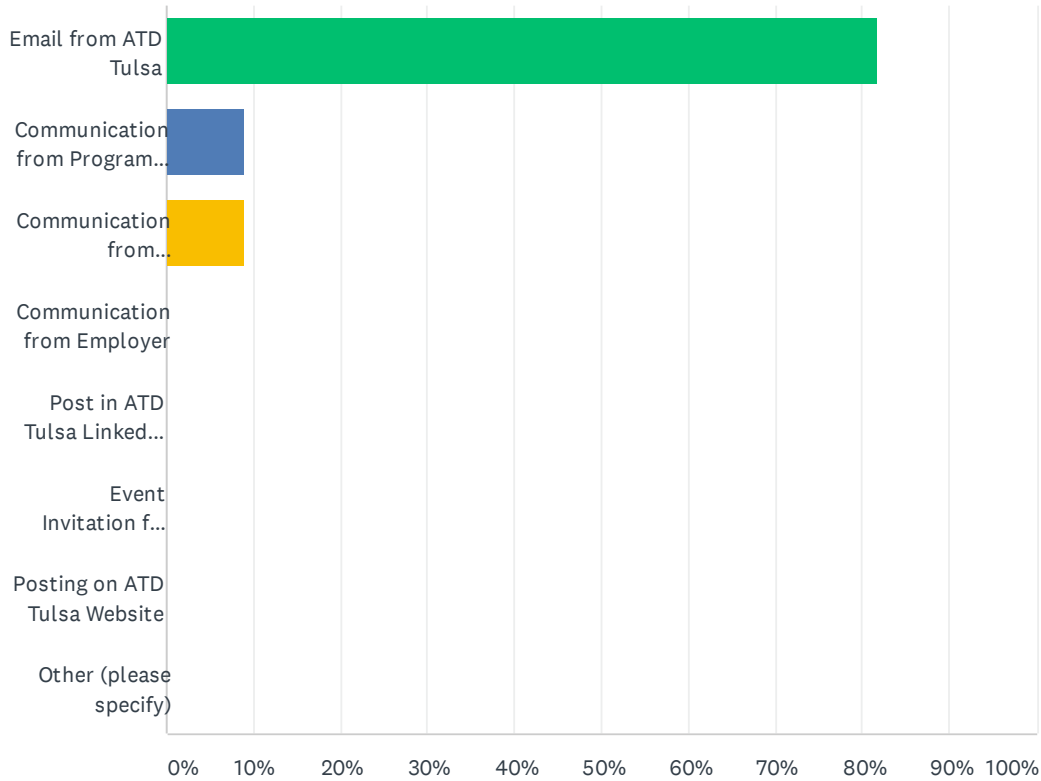
Member event for May

Ideas for member events:

- Share free tools you use
- Lessons learned on zoom as a trainer - 10 tips on zoom for trainers

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

Answered: 11 Skipped: 0

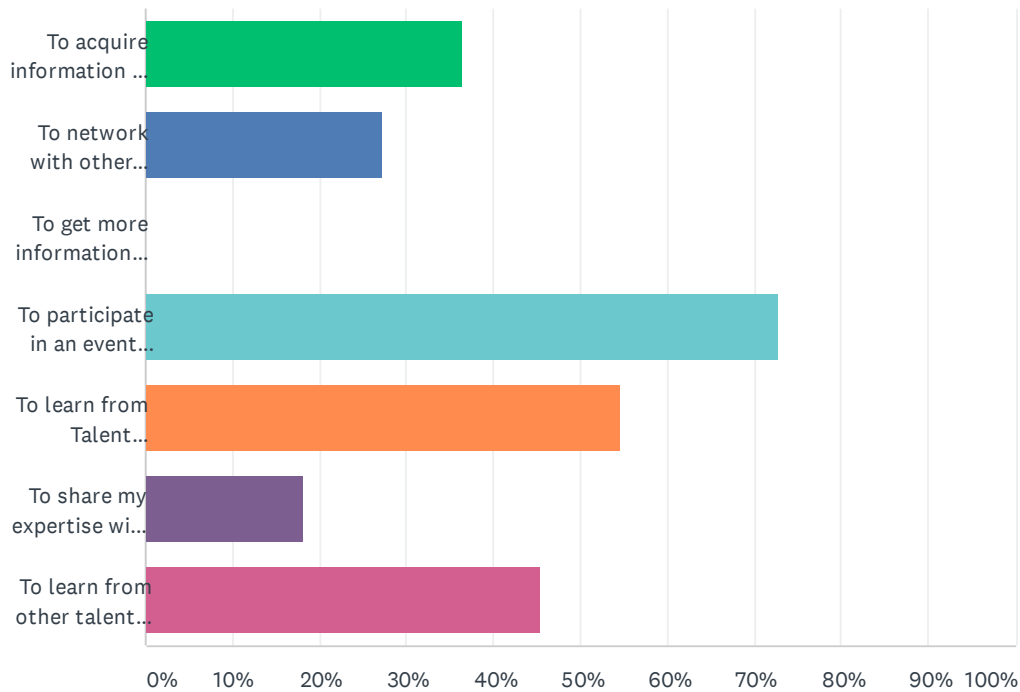


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	81.82%	9
Communication from Program Presenter(s)	9.09%	1
Communication from Colleague/Friend	9.09%	1
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	0.00%	0
Other (please specify)	0.00%	0
TOTAL		11

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

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

Answered: 11 Skipped: 0

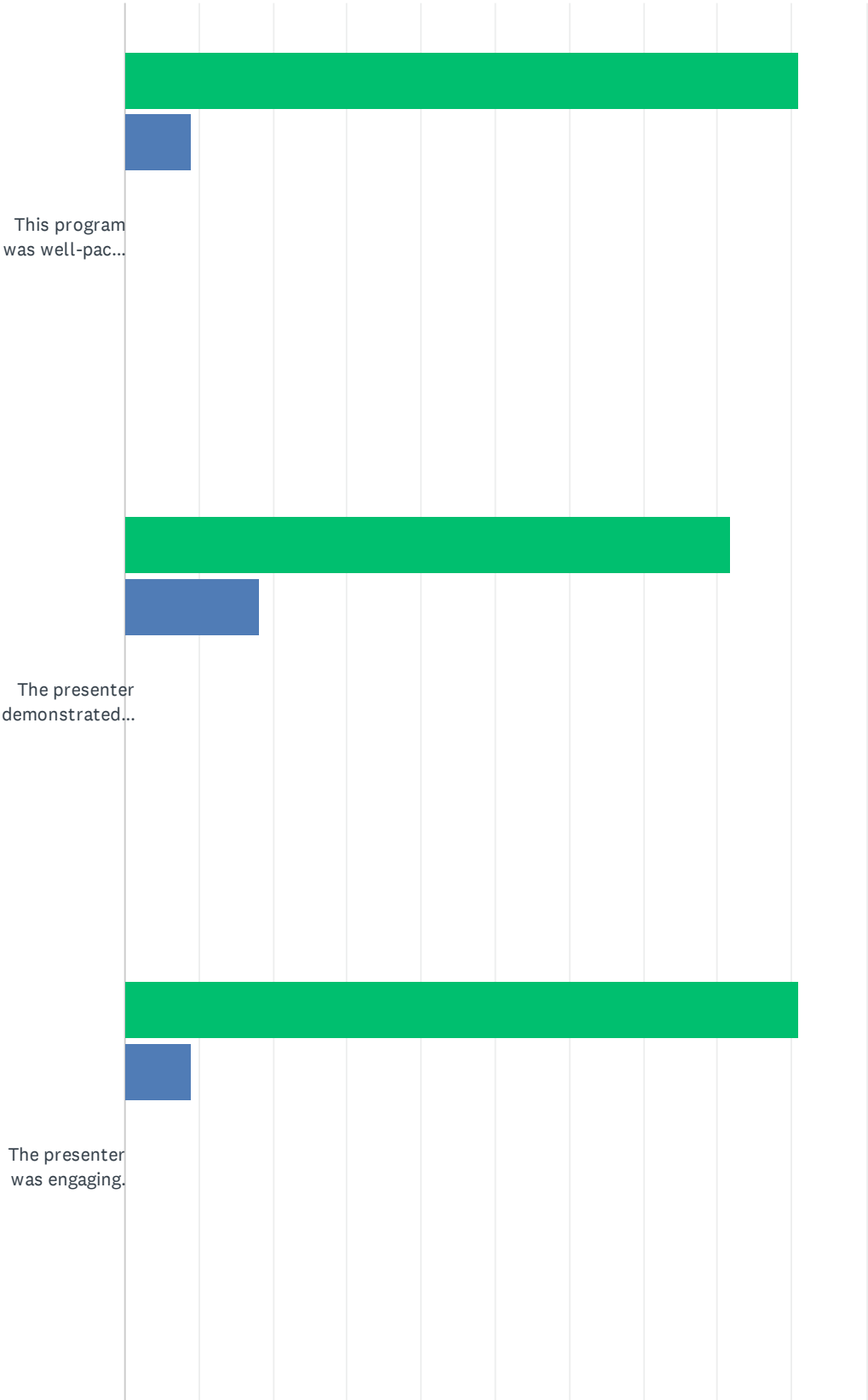


ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	36.36%	4
To network with other talent management professionals.	27.27%	3
To get more information about ATD Tulsa.	0.00%	0
To participate in an event delivered by the presenter.	72.73%	8
To learn from Talent Management industry leaders.	54.55%	6
To share my expertise with other talent management professionals.	18.18%	2
To learn from other talent management professionals attending the program meeting.	45.45%	5
Total Respondents: 11		

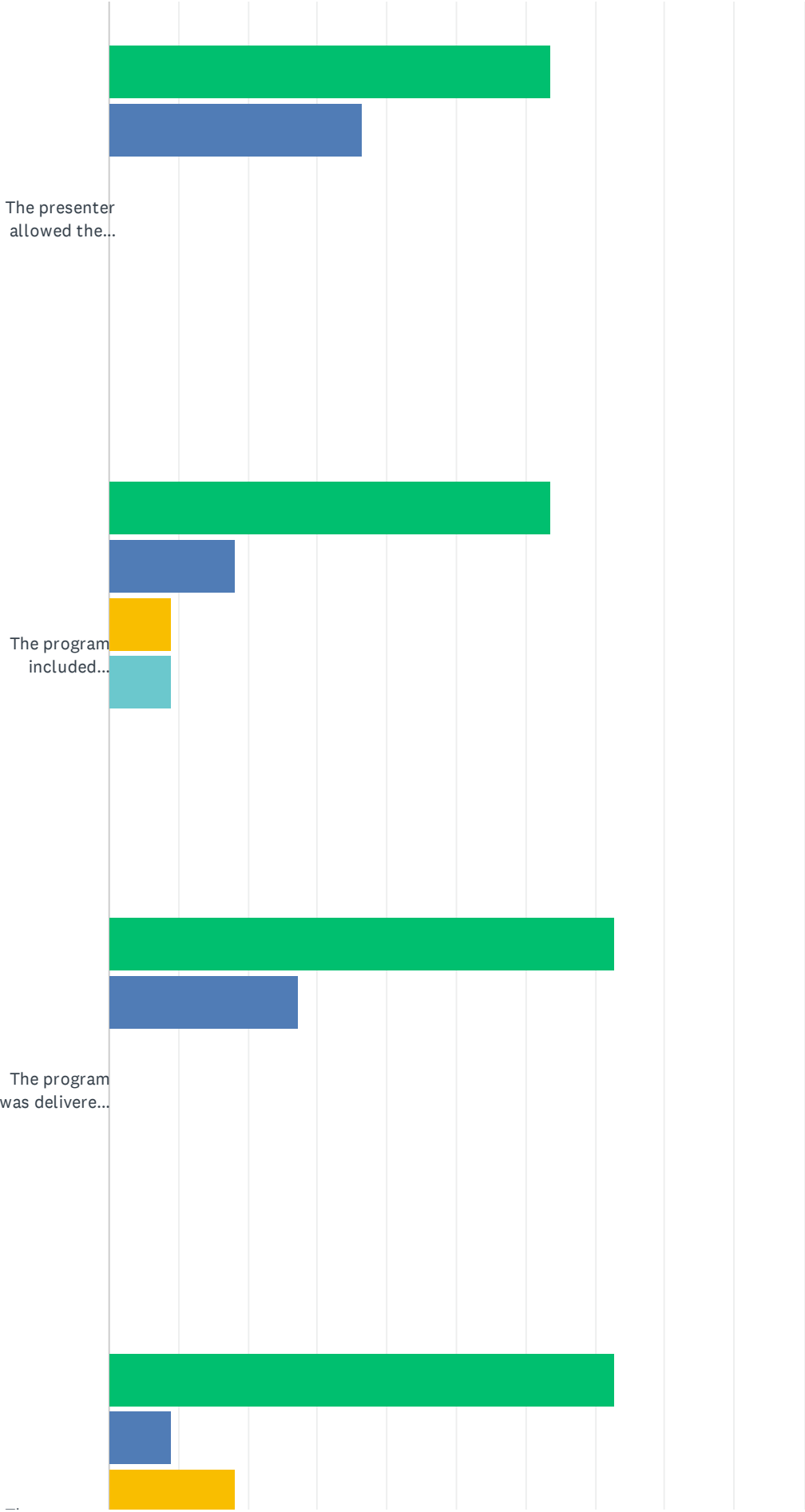
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

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

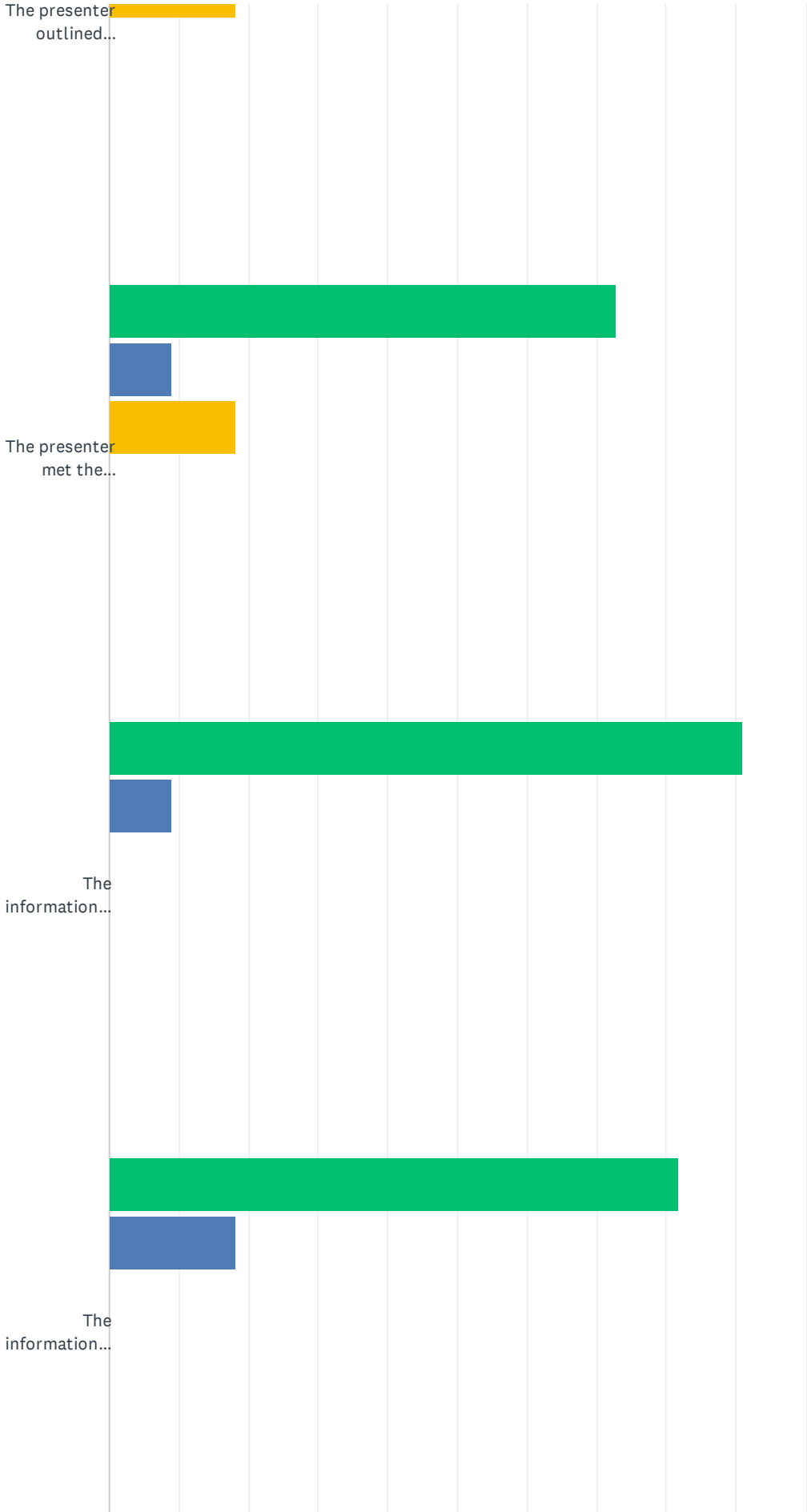
Answered: 11 Skipped: 0



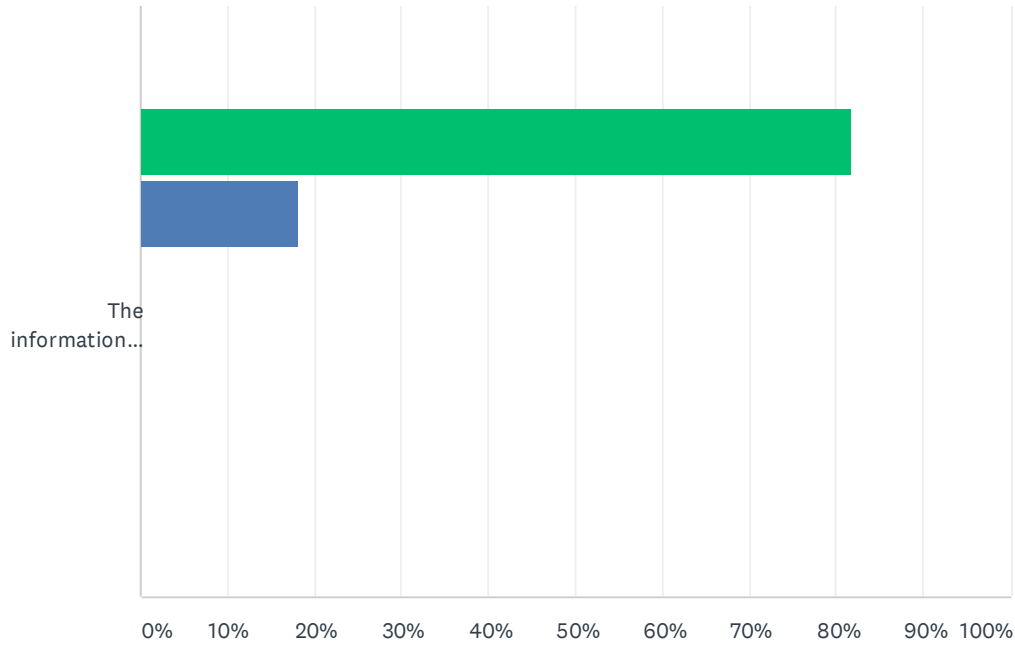
March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg



March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg



March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg

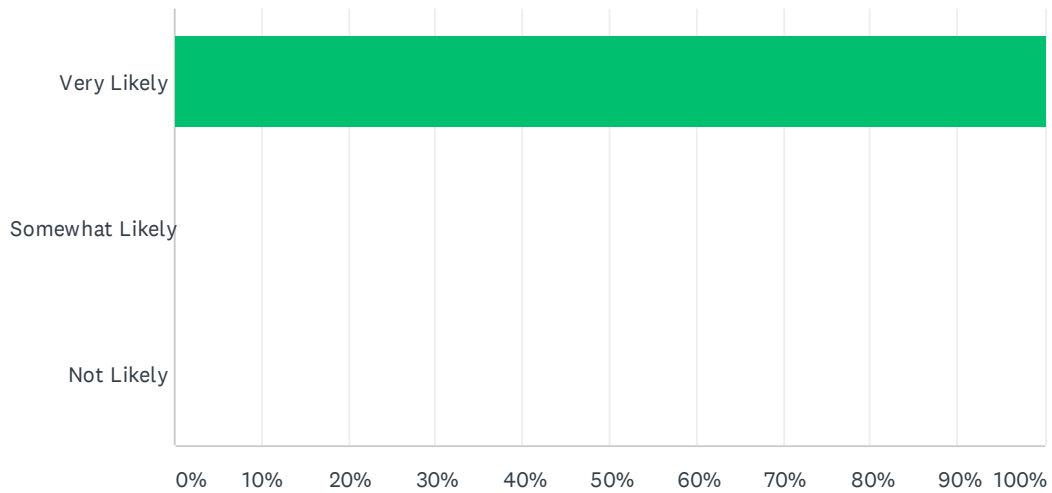


■ Strongly Agree
 ■ Agree
 ■ Neither Agree nor Disagree
 ■ Disagree
■ Strongly Disagree
 ■ Not Applicable

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	90.91% 10	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The presenter demonstrated subject matter expertise and knowledge.	81.82% 9	18.18% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The presenter was engaging.	90.91% 10	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The presenter allowed the right amount of time for discussion.	63.64% 7	36.36% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The program included hands-on learning activities.	63.64% 7	18.18% 2	9.09% 1	9.09% 1	0.00% 0	0.00% 0	11
The program was delivered as promoted.	72.73% 8	27.27% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The presenter outlined objectives for their session.	72.73% 8	9.09% 1	18.18% 2	0.00% 0	0.00% 0	0.00% 0	11
The presenter met the objectives as outlined.	72.73% 8	9.09% 1	18.18% 2	0.00% 0	0.00% 0	0.00% 0	11
The information presented during this program was well organized.	90.91% 10	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The information presented during this program is useful to my job.	81.82% 9	18.18% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11
The information presented during this program can be applied to my business.	81.82% 9	18.18% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11

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

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	11
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		11

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

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

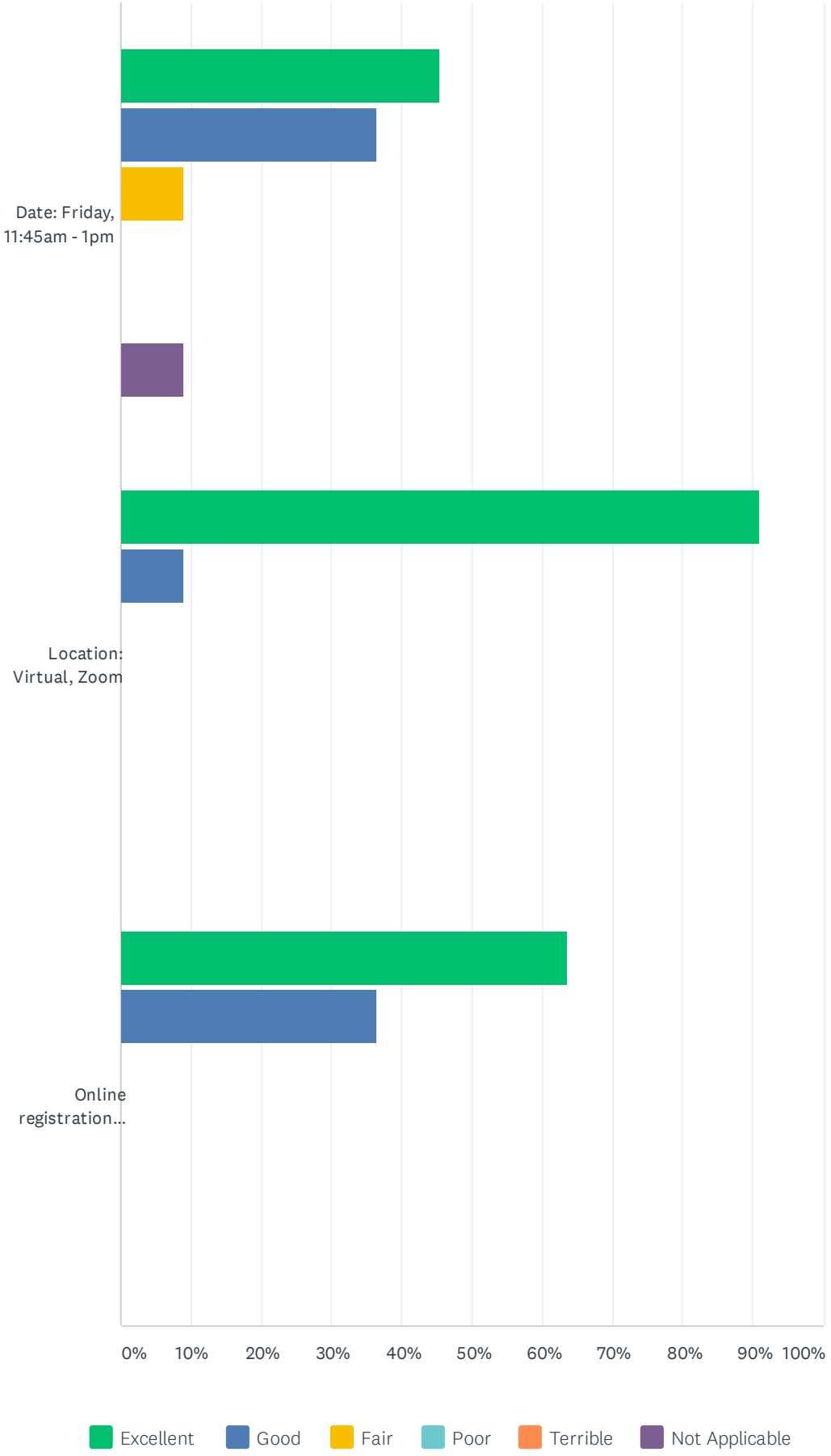
Answered: 8 Skipped: 3

#	RESPONSES	DATE
1	details and being specific with info provided and received	3/24/2021 12:33 PM
2	1.) Fundamental Attribution Error 2.) Asking the WHAT and WHY	3/22/2021 9:39 AM
3	Her use of sticky notes and flash cards	3/22/2021 8:00 AM
4	The table where people in a meeting identify their expectations and then compare their answers.	3/20/2021 12:05 PM
5	Need for and benefits of clarifying expectations as a foundational element of feedback	3/19/2021 10:19 PM
6	Presenting with props not just powerpoint	3/19/2021 1:25 PM
7	Meeting beforehand to discuss how disagreements/problems/frustrations would be handled; using the 8 windows to describe expectations.	3/19/2021 1:17 PM
8	Loved the usage of physical props in a virtual session and the inclusion of different reference items	3/19/2021 1:12 PM

Q6 Please rate the following aspects of the program as Excellent, Good, Fair, Poor or Terrible. Or if it does not apply to you, Not Applicable.

Answered: 11 Skipped: 0

March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg



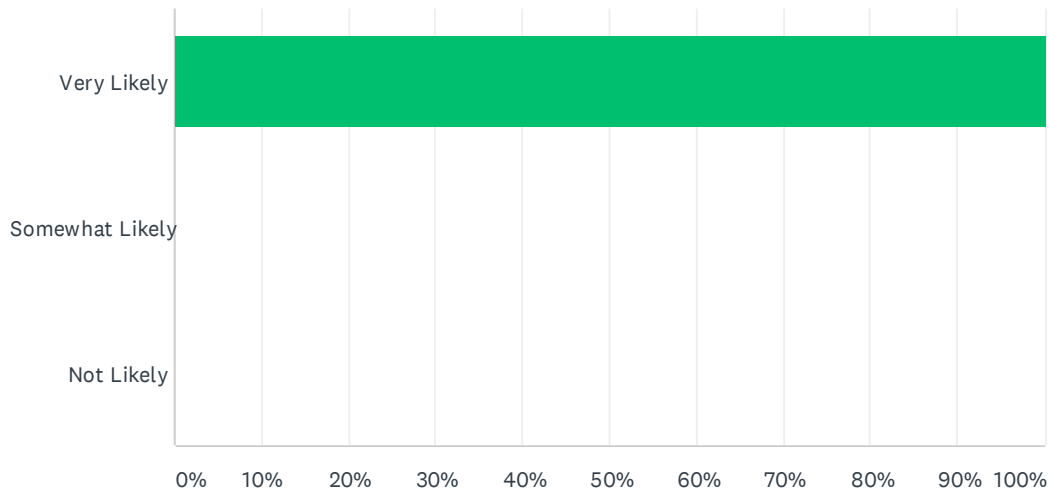
March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45am - 1pm	45.45%	36.36%	9.09%	0.00%	0.00%	9.09%	
	5	4	1	0	0	1	11
Location: Virtual, Zoom	90.91%	9.09%	0.00%	0.00%	0.00%	0.00%	
	10	1	0	0	0	0	11
Online registration process	63.64%	36.36%	0.00%	0.00%	0.00%	0.00%	
	7	4	0	0	0	0	11

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	Not sure why we ran this particular meeting to 1:30 rather than ending around our typical 1:00 time.	3/20/2021 12:05 PM
2	It would be nice to have programs on other days of the week. Maybe even not during lunch.	3/19/2021 1:17 PM

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

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	11
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		11

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

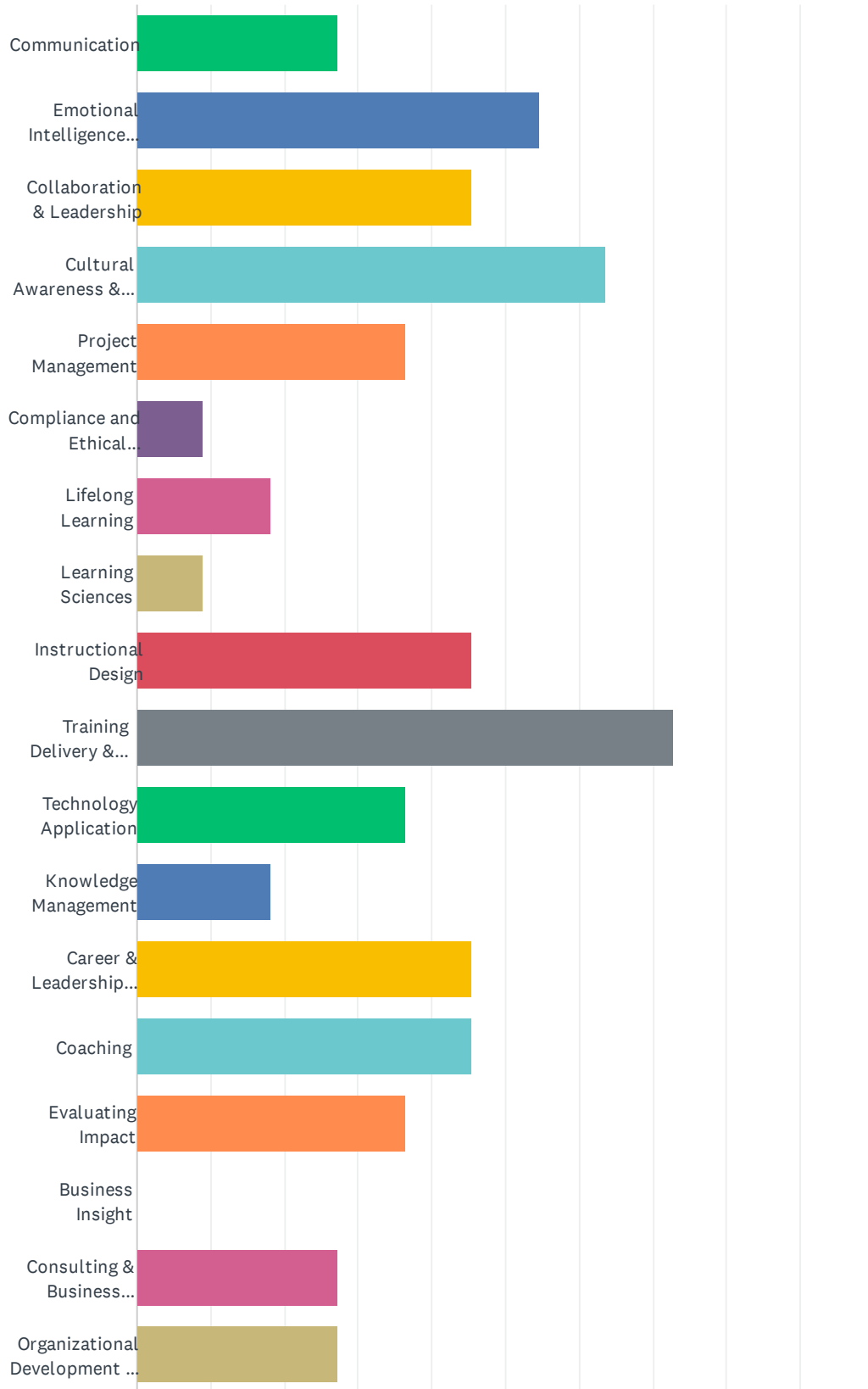
Q8 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 3 Skipped: 8

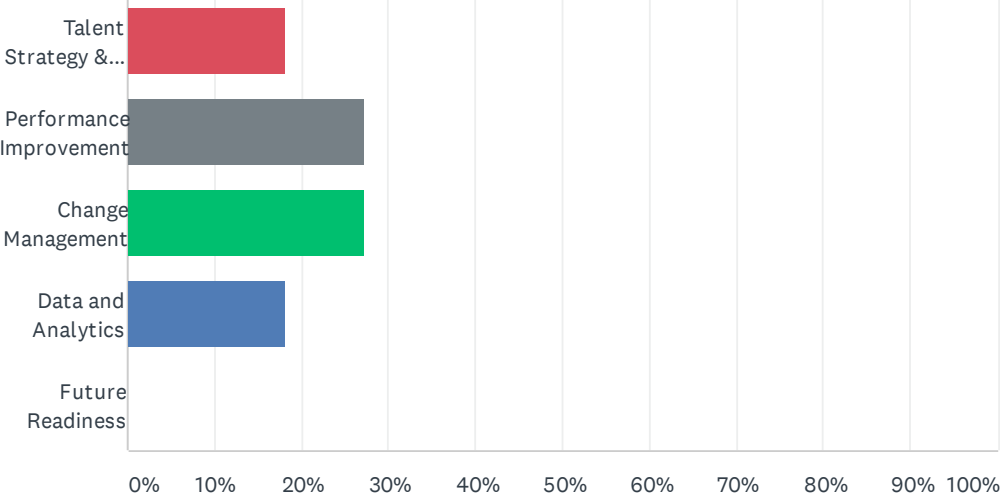
#	RESPONSES	DATE
1	no	3/22/2021 8:00 AM
2	Nena McFadden of Gateway First Bank on corporate training department leadership	3/20/2021 12:05 PM
3	N/A	3/19/2021 1:12 PM

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

Answered: 11 Skipped: 0



March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg



March 19, 2021 Program Meeting Survey - The Power of Performance Feedback presented by Amber Vanderburg

ANSWER CHOICES	RESPONSES	
Communication	27.27%	3
Emotional Intelligence & Decision Making	54.55%	6
Collaboration & Leadership	45.45%	5
Cultural Awareness & Inclusion	63.64%	7
Project Management	36.36%	4
Compliance and Ethical Behavior	9.09%	1
Lifelong Learning	18.18%	2
Learning Sciences	9.09%	1
Instructional Design	45.45%	5
Training Delivery & Facilitation	72.73%	8
Technology Application	36.36%	4
Knowledge Management	18.18%	2
Career & Leadership Development	45.45%	5
Coaching	45.45%	5
Evaluating Impact	36.36%	4
Business Insight	0.00%	0
Consulting & Business Partnering	27.27%	3
Organizational Development & Culture	27.27%	3
Talent Strategy & Management	18.18%	2
Performance Improvement	27.27%	3
Change Management	27.27%	3
Data and Analytics	18.18%	2
Future Readiness	0.00%	0
Total Respondents: 11		

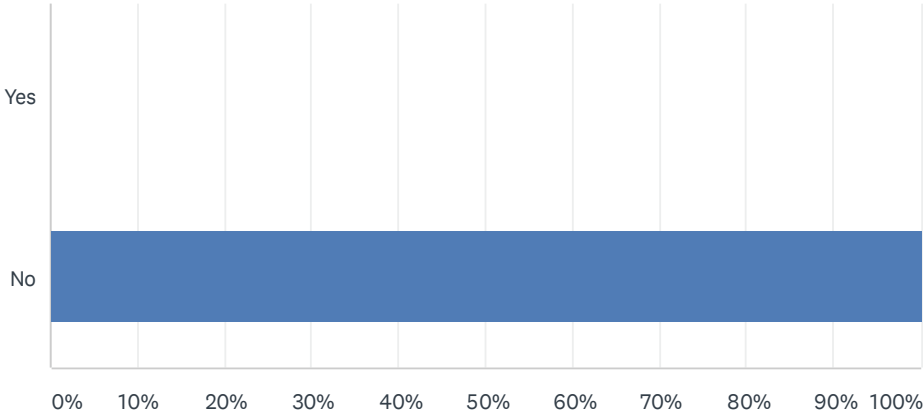
Q10 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	no	3/22/2021 8:00 AM
2	No	3/19/2021 1:25 PM
3	Just that Amber did an amazing job! :)	3/19/2021 1:12 PM

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

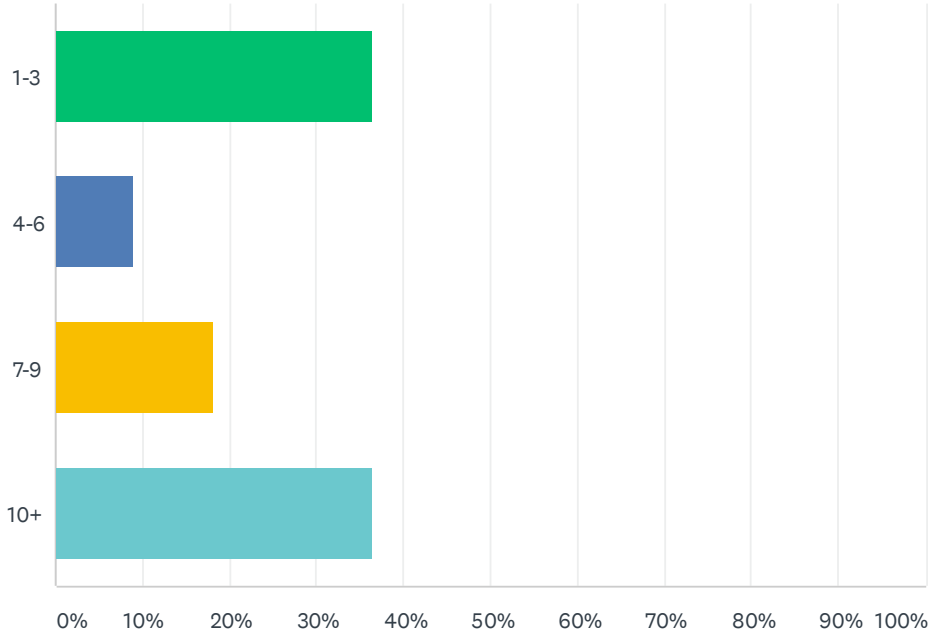
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	11
TOTAL		11

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

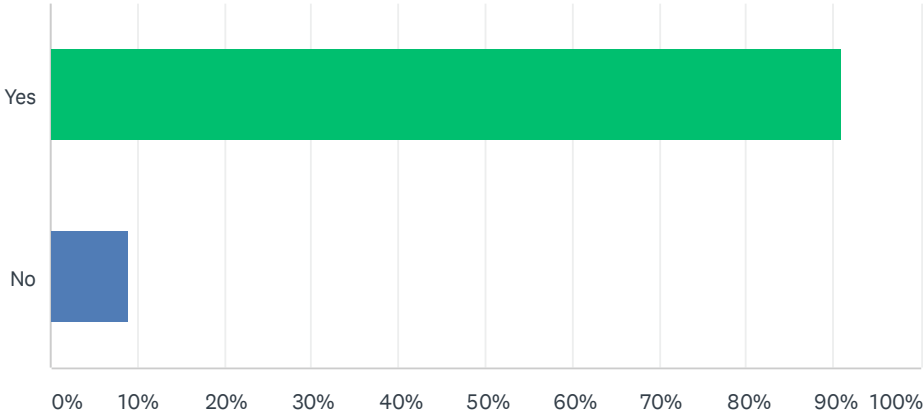
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES
1-3	36.36% 4
4-6	9.09% 1
7-9	18.18% 2
10+	36.36% 4
TOTAL	11

Q13 Are you an ATD Tulsa member?

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	90.91%	10
No	9.09%	1
TOTAL		11

**ATD TULSA PROGRAMS
REQUEST FOR PROPOSAL FORM**

1. **Name/Title/Credentials:** *(to appear in promotional/marketing materials):*
Jon Tota – Founder and CEO, Syntax + Motion, Host, The Learning Life Show, Rockstar Learning Evangelist, eLearning Brothers

2. **Workshop Title:** *(The workshop title should fit with workshop themes outlined.)*
The Skillset Economy: Leveraging Learning & Development Strategy to Win the Battle for Talent

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.”**
The Skillset Economy presentation focuses on the new challenge to Learning & Development professionals to reskill and upskill their workforce in the face of AI and robots replacing traditional jobs. I will cover key strategies and case studies to demonstrate how to best develop an organization’s people.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:** 100 words or less
My workshop provides current research on the state of the industry, then shows how other organizations are building better career pathing, personalized learning and self-directed training with practical takeaways that can be implemented immediately.

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.)*
The Fourth Industrial Revolution is upon us and our next generation workforce depends on corporate learning & development programs to level up their skillsets to compete with the advanced technology taking jobs away from people. 65% of the jobs our next gen workers will perform do not even exist yet! Adoption to our training programs will increase if our employees know their career path and can impact their own development through more learning. The companies who perfect this model will attract the best talent, develop their people more effectively and retain the highest performers.

6. List the top three (3) [ATD Capability Model](#) topic(s) your workshop addresses
Career and Leadership Development, Life Sciences, Training Delivery and Facilitation

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

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

After participating in the workshop, attendees will be able to identify the job roles most vulnerable to machine automation, design a career-pathed certification program to engage learners in their own skillset development and infuse real-world rewards into learning programs to drive learner adoption and retention.

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.

0:00 – 10:00 Introduction & Opening Polls

10:00 – 30:00 Principle Education (research, concepts and strategies)

30:00 – 50:00 Case Study Reviews and Practical Takeaways

50:00 – 60:00 Questions & Answers

9. Handout / Performance Tools:

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

The Skillset Economy eBook

The Skillset Economy on-demand course

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.

N/A

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.

I present using Zoom and will use the ATD Tulsa link.

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.

Recent Speaking:

DevLearn 2019 – Reality Learning (200 attendees, Las Vegas)

DevLearn 2020 – Rock Virtual On-Boarding with an LXP (285 attendees, virtual)

HR.com 2021 – Build a Better Business Case (190 attendees, virtual)

Training Magazine 2021 – Build a Better Business Case (300 attendees, virtual)

Worlds of Learning 2021 – Enterprise Selling (800 attendees, virtual)

ATD Kansas City 2021 – The Skillset Economy (80 attendees, virtual)

Awards and Recognition:

Webby Award Winner – Best Airline Website (2014)

Entrepreneurs’ Organization – Learning Program of the Year (2017)

Global Virtual Learning Chair – EO Global (2019)

Training Industry Watch List (Knowledgelink, 2020)

Training Magazine Choice Award (Knowledgelink, 2020)

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.

<https://summit.learnworlds.com/talks/enterprise-selling/>

14. Biography: 300 words or less per speaker

To appear in workshop promotional/marketing materials

Jon Tota began his career as a business analyst and trainer in the financial services industry and co-founded Edulence in 2002 to deliver digital media training to financial advisors. Jon created Knowledgelink as one of the first subscription-based online video training services and evolved it into a software platform to help experts and corporations educate employees and customers anywhere.

Knowledgelink has gone on to deliver hundreds of thousands of online courses each year to over half a million users and become the leading video training platform in multiple vertical industries.

The team at Edulence scaled the Knowledgelink business to earn several industry awards over the years, including consecutive years on the Inc. 5000 list of fastest growing companies in America. In 2020, Edulence was acquired by eLearning Brothers to make Knowledgelink the LMS platform for one of the most trusted brands in the Learning & Development space. Today, Jon serves as a product evangelist for the company to help customers get the most value from their eLearning solutions.

In 2016, Jon founded Syntax + Motion, a video and podcast production studio in Burlington, VT where the team has produced 7 original podcast shows available on all major channels. For the past 3 years and over 100 episodes, Jon has hosted the popular weekly Learning & Development interview show, Learning Life with Jon Tota.

From 2017-2020, Jon served as the global Virtual Learning Chair for Entrepreneurs' Organization. In this role, he launched EO's first virtual learning platform for over 14,000 members in 188 chapters worldwide and led the 2019 production of the week-long EO 24/7 live virtual event for over 60,000 online viewers.

Jon shares his experience from two decades in the Learning & Development space and speaks frequently on the topics of learning experience design and knowledge product development.

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.

Piper Stone – VP Programs – ATD KC vpprograms@tdkc.org

I presented to the KC chapter in January 2021.

Christie Calahan – Director of Marketing, eLearning Brothers

ccalahan@elearningbrothers.com

I have presented numerous times for Christie on behalf of eLB and continue to with upcoming engagements with Brandon Hall Group and ATD Democast.

Christian Weibell – Chief Product Officer, eLearning Brothers

cweibell@elearningbrothers.com

I have co-presented with Christian for several recent talks so he can speak to my preparation, performance and results.

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 2021 PROGRAMS
SPEAKER AGREEMENT**

Speaker / Presenter Information

Primary Presenter Name	Jon Tota
Co-Presenter Name (if any)	
Workshop Title	The Skillset Economy

Please complete the below based on the primary presenter.

Phone	Primary#:	Co-presenter#:
Email Address	jon@syntaxandmotion.com	
Title	Founder and CEO	
Company or Organization	Syntax + Motion	
Mailing Address	200 Battery Street	
City, State, Zip	Burlington, VT 05401	

Statement of Understanding

By signing this proposal information sheet:

1. I acknowledge that if my proposal is accepted by ATD Tulsa, I will provide workshop speaking services *pro bono publico* in support of the goals and objectives of ATD Tulsa.
2. I agree to indemnify and hold ATD Tulsa harmless from any liability.
3. I agree to refrain from using any portion of my (our) workshop presentation as a platform to promote products or services, solicit funds or take political positions.
4. I agree to convey my (our) remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation.
5. I agree that submitting this proposal for conducting a workshop for ATD Tulsa indicates agreement to comply with the guidelines and expectations stated in the RFP.



Signature of Proposed Presenter

4/7/21

Date

Signature of Proposed Co-Presenter

Date