

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

Location: Virtual via Zoom

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

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

4. Financial - President

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

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

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

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

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

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

5. Membership – VP of Membership

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

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

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

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

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

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

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

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

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

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

**Meeting break – 5:10-5:15 p.m.**

6. Programming – VP of Programming – Walt Hansmann

- a. May 21, 2021, Program Meeting – Tips & Tricks for Training in Zoom
  - i. Video of this session is edited; is “hidden” on Walt’s personal YouTube account. YouTube has coded into it a way to share the link. Video is also on Tulsa ATD website. Still working to find a way for meeting attendees to view but not download the video.
  - ii. Question raised – does Tech Soup offer Vimeo or YouTube account? And should a paid YouTube account be in our budget?

**Action Item:** Walt will contact WA tech support for YouTube ideas and options

- b. June 18, 2021, Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
  - i. Takeaways from Meeting Survey Summary responses
    - a. Not getting enough responses
    - b. Consider streamlining survey with fewer questions
    - c. Possibly add ZOOM poll at beginning of meeting re: how they heard about meeting, etc. and do simpler survey via email relevant to topic and facilitator
- c. Program for February 18, 2022 - Going Solo? Realities and Rewards of Consulting presented by Elaine Biech and Halelly Azulay
  - i. Given their positions as talent development thought leaders, a modified shorter version of our RFP was used by these presenters.
  - ii. Motion to approve this RFP – moved, seconded, approved.
- d. Plans for July 16 Program Meeting - Content & Logistics:
  - i. Topic & Presenter – The Skillset Economy presented by Jon Tota
  - ii. Accommodations – will be virtual via Zoom
  - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT

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

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

vii. Power Membership Promotional Activities – ATD21 ICE Team

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

e. Plans for Statewide Conference – President-Elect Suni Hertt

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

7. Communications

a. Communications Plan for 2021

1. Build social media following on LinkedIn with posts 4-5 times per week – Now have 119 followers.

b. Communications Scheduled for July

1. 2021 Board Member Communications

- a. Email request (dated June 17, 2021) from ATD to send an email message regarding the summer sale – COC-ATD sent out an email on 7-6-21.

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

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

b. Elections information in emails

1. 2020 Annual Report – Rachel has posted this. Needs to be distributed to members

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

- c. Process/Code for attending COC-ATD events at Chapter Member rate
- d. July Program Meeting Announcements and Invitations
- e. Statewide Conference Communications

f. Communications Needs & Opportunities - Option to skip July newsletter and publish newsletter in early August to include state-wide conference and other items.

8. Old Business - none

9. New Business - none

10. Confirm Dates for Next Two Board Meetings

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

11. Confirm Action Items

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

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

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

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

Location: Virtual via Zoom

<https://us02web.zoom.us/j/7496535431?pwd=R0hrSktvcHpxVVE5UUZncm1XQnJ6dz09>

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Call Meeting to Order - President
  - a. Board Meeting Minutes will be taken by VP of Administration
  - b. Roll Call – VP of Administration
  - c. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
  - d. Guests Present - Acknowledge and Record
  - e. Agenda for July 6, 2021 Board Meeting – **Review and Approve**
  
2. Board of Directors – President
  - a. Minutes from June 7, 2021 Board Meeting – **Review and Approve** – VP of Administration (**attached**)
  - b. Bylaws and Policies Committee Update – VP of Administration
  - c. Elections Committee Update – **Review and Approve** Elections Process Timeline and Forms - President (**attached**)
  - d. NAC Meeting – President-Elect
    - 1) June NAC participation report – Linda & Suni attended – Linda gave a presentation on board meeting best practices (**attached**)
    - 2) Identify at least one member to attend July meeting on July 20, 2021 @ 1 PM - Rachel will attend; Kim will attend if Rachel cannot.
    - 3) Identify at least one board member to attend August meeting on August 17, 2021 @ 1 PM
  
3. Governance – President
  - a. Airtable – All board members encouraged to update as projects completed
  - b. Received email from OSU-Tulsa on 7-2-21 stating it was scheduling room rentals for the fall and 2022. No pandemic related restrictions and room rates same as 2019.
    - i. Need to consider Membership Needs Assessment – how will subject be addressed in annual membership survey?
    - ii. Need to consider catering/serving constraints – Buffet not an option. Needs to be separately packaged food.
    - iii. Need to consider our positions on masking/social distancing/vaccination – Recommend events be held in BS Roberts Room to accommodate social distancing for folks who want it
    - iv. Need to consider hybrid options – in-person and streaming
    - v. Need to consider time for events – morning and afternoon options in addition to or in lieu of lunchtime
  
4. Financial - President
  - a. Financial Reports as of June 30, 2021 – **Review and Accept** (**attached**)
    - i. Per Statement of Financial Position, we have total assets of \$21,895.52 including \$21,822.22 in our Arvest checking account as of June 30, 2021.
    - ii. Per Income and Expense Report:

Total June 2021 Income =	\$660.00
Total June 2021 Expense =	\$186.24
Overall June 2021 Total =	\$473.76

- b. With approved minutes for May board meeting, Linda will follow up with Arvest to establish Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.
- c. M&M submitted a draft compilation report. Upon review, Linda identified a \$110 difference in the opening and closing asset balances. Although M&M considers the difference to be immaterial, Linda is working to identify sources for the difference so they can be corrected. She had already identified and corrected two sources for the difference through checking account reconciliation. Now, working to see if remaining difference is related to A/R.
- d. Did not and will not setup Teams Group on ATD Tulsa Office 365 account to facilitate 2021 ATD Oklahoma Statewide Planning Committee communications by June 15, 2021 because change required upgrade to Enterprise account for approximately \$500. Determined it was not a cost-effective change to make.
- e. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming
  - i. System for use by board members?
  - ii. Options to consider other TechSoup purchases?

5. Membership – VP of Membership

- a. Monthly Membership Report - **Review and Accept (attached)**

Total Membership as of 6/30/21: 84 (+3)  
 PM: 51 (-3) (5 Past due)  
 Tulsa: 25 (+1)  
 Student: 2 (No change)  
 Student PM: 1 (no change)  
 PM/Membership: 61% (-5%)

- b. Feedback regarding Membership Meeting on Tuesday, June 29<sup>th</sup> from 3:30 PM to 4:30 PM – The Value of ATD Membership with Brandon Grubesky, Director, Membership, Association for Talent Development (ATD)
- c. Drawing to determine winner of FREE online ATD course per attendance of ATD Tulsa events during the 2nd quarter?
- d. July Membership Event Ideas?
- e. New Member Orientation Process – What’s being covered and how is it being received?
- f. Plans for Annual Member Survey?
- g. Membership outreach to promote Chapter engagement and social media followers?
  - i. Member accomplishments to highlight?
  - ii. New and Renewing Members to highlight?

6. Programming – VP of Programming

- a. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
  - i. Update on plans for distributing session video for attendees?



- b. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
    - i. Takeaways from Meeting Survey Summary responses (attached)
    - ii. Update on plans for distributing session video for attendees?
  - c. February 18, 2022 Program - Going Solo? Realities and Rewards of Consulting presented by Elaine Biech and Halelly Azulay – **Review and Approve (attached)**
  - d. Plans for July 16 Program Meeting - Content & Logistics:
    - i. Topic & Presenter – The Skillset Economy presented by Jon Tota
    - ii. Accommodations – Virtual via Zoom
    - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
    - iv. Board Member Attendance & Participation – Walt and Linda currently registered
    - v. Elections Committee and Elections
    - vi. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
    - vii. Power Membership Promotional Activities – ATD21 ICE Team
    - viii. Post Meeting Evaluation Online Distribution by Monday, July 19, 2021
  - e. Plans for Statewide Conference – President-Elect
    - i. Date Selected – Thursday, October 28, 2021
    - ii. Keynote Speaker – Dr. Maureen Orey, Workplace Learning and Performance Group
    - iii. Title & Theme - Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
    - iv. Identified workshop presenters preparing written proposals and speaker agreements – working to have them completed by July 9, 2021
    - v. Considering proposal from Training Umbrella to provide conference platform and producer services for the conference
    - vi. Next Steps
      - a) Next Committee Planning Meeting scheduled for Thursday, July 15 from 4 PM to 5:30 PM
8. Communications –
- a. Communications Plan for 2021
    - 1. Build social media following on LinkedIn with posts four to five times per week – Now have 119 followers
  - b. Communications Scheduled for June
    - 1. 2021 Board Member Communications
      - a. Email request (dated June 17, 2021) from ATD to send an email message regarding the summer sale – COC-ATD sent out an email on 7-6-21 – Review and Approve
      - b. Elections
      - c. 2020 Annual Report – Needs to be posted and distributed to members
      - d. Process/Code for attending COC-ATD events at Chapter Member rate
    - 2. July Program Meeting Announcements and Invitations
    - 3. Statewide Conference Communications
    - 4. Option to skip July newsletter and publish newsletter in early August

- c. Communications Needs & Opportunities
- 9. Old Business
- 10. New Business
- 8. Confirm Dates for Next Two Board Meetings
  - a. August Board Meeting – Tuesday, August 3<sup>rd</sup> at 4 PM
  - b. Date Options for September Board Meeting – September 7, September 8, or September 9
- 9. Confirm Action Items
- 10. Adjourn Meeting

Date & Time: Monday, June 7, 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 4:03 PM.
  - a. Board Meeting Minutes were taken by VP of Administration, Rachel Wagner
  - b. Roll Call and check in – VP of Administration, Rachel Wagner
  - c. Confirm Quorum –
    - i. Attendees: Linda Jenkins, President; Sunilyn Hertz, President-elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Lewana Harris, Past President; Rachel Wagner, VP Administration
    - ii. Confirm Quorum – quorum met with 100% Board members in attendance.
    - iii. Guests in attendance – Andrea Gentis, Power Member, ATD Tulsa Chapter
  - d. Agenda for June 7, 2021 Board Meeting – Motion for approval moved, seconded, and approved.
  
2. Board of Directors – President – Linda Jenkins
  - a. Minutes from May 6, 2021 Board Meeting – motion for approval moved, seconded, and approved.
    - i. VP Administration Rachel Wagner has posted the approved March 2021 and April 2021 Board Meeting Minutes on the ATD Tulsa website.
    - ii. Rachel has posted the Approved 2020 Annual Report on the ATD Tulsa website.
  - b. Bylaws & Policies Committee Meeting held on May 19, 2021 – VP of Administration – Rachel Wagner – Report and Action Items:
    - i. Proposed bylaws changes (#s 1-5 below) for board approval to be submitted to the membership for approval in conjunction with elections. Moved, seconded, and approved.
      - 1) To strike from the Bylaws the words ‘physically’ and ‘in person’ to just say ‘meet’ in all amendments in the Bylaws where it currently exists.
      - 2) Eliminate Article IV (to eliminate the VP of Digital Media position)
      - 3) Move VP of Digital Media responsibilities to VP of Marketing responsibilities
      - 4) Rename VP of Marketing to VP of Communications
      - 5) Make technical adjustments in the Bylaws text to reflect the above
    - ii. Recommendation to adopt written proposed Banking Policy in Policies Manual (to become Policy 20.1.6 A, B, C, D, E). Moved, seconded, and approved.
    - iii. Recommendation to transfer \$15,000 from our Arvest Business Checking Account into an Arvest Business Money Market Account. Motion to authorize Linda Jenkins, acting as VP of Finance, to open Money Market Account with \$15,000 from our Arvest Business Checking Account into an Arvest Business Money Market Account. Moved, seconded, and approved.

**Action Item:** Linda will open the Money Market Account at Arvest after the Board approves the 6-7-21 board meeting minutes at the July 2021 board meeting.

- c. Appointment of Elections Committee Members – President Linda Jenkins
- i. SECTION 6.2 ELECTIONS COMMITTEE - There shall be an Elections Committee of five (5) Individual Members who shall be appointed by the President and confirmed by a majority of the Board of Directors from a list of nominees submitted by the Board of Directors. A person to be appointed to the Elections Committee must have attended no less than four (4) monthly meetings in the preceding twelve (12) months prior to nomination to the Elections Committee. The President shall appoint a chair and secretary of the committee from its membership. All vacancies shall be filled in the same manner as prescribed for appointment.
  - ii. Motion to empower Linda to appoint four (4) people to serve on the Elections Committee (from the list shown below), with Power Members as first priority. Moved, seconded, and approved.

**Action Item:** Linda will confirm four (4) people to serve on the Elections Committee.

- iii. It was noted that the current president serves on the committee to act as a secretary. If someone resigns from the Elections Committee (ex: if they submit their own name as a board nominee), no additional person is added to the Elections Committee.

<b>Current ATD Tulsa Members That Meet The 4 Monthly Meetings Criteria &amp; Have Not Resigned From The Board In The Last Two Years</b>					
# Program Mtgs	First Name	Last Name	Organization	Membership level	Member since
4	Gary	Cathey	Tulsa City-County Library	Power Member	December 02, 2020
5	Myra	Fanning	John Zink Institute/John Zink Co LLC	Power Member	May 29, 2010
9	Andrea	Gentis	Mid-Continent Group	Power Member	May 01, 2020
4	Jennifer	Roberson	Stinnett & Associates	Power Member	January 27, 2021
5	Alaina	Taylor	Truity Credit Union	Power Member	October 21, 2020
5	Chantel	Gray	Truity Credit Union	Associate Member	February 26, 2014
6	Bob	Mansur	Credit Employee Performance Solutions	Associate Member	September 02, 2015

**Meeting Break at 4:40 p.m.; meeting resumed at 4:47 p.m.**

- d. NAC Meeting – President-Elect Suni Hertt
- 1) May NAC participation report – Linda, Suni & Kim attended. Topic: succession planning, Airtable (which has kept us on task, thanks to Linda), hybrid events and ATD using Pathable (virtual conferencing platform) for ALC2021.
  - 2) Identify at least one member to attend June meeting on Governance on June 15, 2021 @ 1 PM – Since the topic is governance, Linda will attend and contribute materials for the discussion.

3) Rachel will attend July NAC meeting on July 20, 2021 @ 1 PM; Kim will attend if Rachel cannot.

3. Governance – President – Linda Jenkins

- a. Airtable – Linda, Suni and Rachel completed updates through 5/31/21 – All board members encouraged to update as projects completed.
- b. We need to contact OSU-Tulsa to discuss room scheduling options for remainder of 2021 and 2022
  - i. Need to consider Dates/Times options for BS Roberts Room and BOK Room and what their policies are for catering/serving and social distancing/vaccination.
  - ii. Need to consider hybrid options
  - iii. Need to consider how to address the subject in the annual membership survey

**Action Item:** Suni and Walt will make connection with OSU about options for using BS Roberts Room and BOK Room, and what OSU’s policies are for catering/serving, social distancing/vaccination, etc.

**Action Item:** Suni will find the Accommodations book that includes previous OSU contracts for room rental, etc.

4. Financial – President Linda Jenkins

- a. Financial Reports as of May 31, 2021
  - i. Per Statement of Financial Position, we have total assets of \$21,421.76 including \$21,348.46 in our Arvest checking account as of May 31, 2021.
  - ii. Per Income and Expense Report:

Total May 2021 Income =	\$216.67*
<u>Total May 2021 Expense =</u>	<u>\$2,244.61**</u>
Overall May 2021 Total =	(\$2,027.94)

\*Linda noted very little income for May; mostly membership income from March and April.

\*\*Wild Apricot renewal was main May expense.

Motion to accept Financial Reports was moved, seconded, and passed.

- b. Per board authorization, Linda contacted M&M Consulting Partners PLLC to request proposal to prepare ATD Tulsa 2020 Compilation Report. Received proposal. Circulated proposal for review and approval. Received approval. Signed and received signed copy of proposal. Per proposal, paid 1-half of total cost. Waiting for document request from M&M.
- c. Per request from 2021 ATD Oklahoma Statewide Conference Planning Committee members, Linda will work to get Teams Group setup on ATD Tulsa Office 365 account to facilitate Committee communications by June 15, 2021.

**Action Item:** Linda will get Teams Group set up by June 15, 2021.

- d. Purchase of ATD Tulsa Zoom account via TechSoup – VP of Programming Walt Hansmann
  - i. No fee to be a part of TechSoup
  - ii. Can purchase 12-month ZOOM subscription for \$57.00
  - iii. TechSoup offers other discounted tech purchases

**Action Items:** Walt and Linda will arrange for purchase and payment of ZOOM account via TechSoup. Walt will arrange a time for the Board to “shop” TechSoup.

5. Membership – VP of Membership – Kim Boggs

a. Monthly Membership Report **Total Membership as of 5/31/21: 81 (-1)**

PM: 54 (No change) (7 Past due)

Tulsa: 24 (-1)

Student: 2 (No change)

Student PM: 1 (No change)

PM/Membership: 66% (+1%)

- i. Past-due members that Kim, Walt and Lewana reached out to have not responded.
- ii. Several non-renewals moved to Guest status

Motion to accept Membership Report – moved, seconded, and passed.

b. Plans for Membership Meeting on Tuesday, June 29<sup>th</sup> from 3:30 PM to 4:30 PM – The Value of ATD Membership with Brandon Grubesky, Director, Membership, Association for Talent Development (ATD).

- i. Brandon is replacing Erin Murphy who was originally scheduled, but no longer with ATD.
- ii. Kim registered to attend; Rachel will be on vacation.
- iii. Marketing strategy

**Action Item:** Kim will work with Walt to send invitation email to membership for June 2021 events.

c. July Membership Event Ideas

- i. Suggestions: Drillers baseball game; meet someplace for ice cream; Rachel offered her patio and firepit for ice cream networking social. Nothing firmed up.

**Action Item:** Kim will develop recommendations for consideration at next meeting.

d. New Member Orientation Process – what’s being covered and how it’s being received.

**Action Item:** Kim will report on this at next meeting.

e. Plans for Annual Member Survey

**Action Item:** Kim will complete before Board attends ALC2021.

f. Membership outreach to promote Chapter engagement and social media followers

- i. Tagging people (members) gives more Social Media traction to our posts
- ii. There are no new members or renewing members to highlight
- iii. Member accomplishments to highlight

**Action Item:** Kim will follow up with member, Jennifer Roberson, who will be a TedX speaker.

- g. Plans to distribute FREE online ATD course from sending ATD Membership sale message to members being promoted/announced in newsletters

6. Programming – VP of Programming – Walt Hansmann

- a. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
  - i. Program meeting went really well.
  - ii. Survey Report – only 5 survey responses received, with mostly high marks (fewer and fewer responses received past few months, even though Survey is emailed immediately after the meeting)
  - iii. Survey comment – suggestion to have virtual instructor-led training practices.
  - iv. Update on plans for distributing session video for attendees

**Action Item:** Walt will edit video and can put on his YouTube account and make it private. Will make it accessible for those who attended.

**Action Item:** Before the June program meeting, Walt will ask Barb Ingrassia if we can record her and update her speaker agreement to indicate this.

- b. Plans for Future Program Meetings
  - i. Team attending #ATD21 ICE – They will be the November Program Meeting to share takeaways from ICE.

**Action Item:** Suni will contact those registered to let them know about this expectation/opportunity to participate in November Program Meeting.

- c. Plans for June 18 Program Meeting - Content & Logistics:
  - i. 15 registered plus speaker
  - ii. Topic & Presenter - Copyright Law for Learning Professionals: Shedding Some Light, Presented by Barbara C. Ingrassia, MLS, AHIP, CCM, DCL
  - iii. Accommodations – Virtual via Zoom
  - iv. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
  - v. Board Member Attendance & Participation – Walt, Kim, and Linda currently registered; Rachel leaving on vacation that afternoon/will try to attend if possible.

**Action Item:** Walt will promote June 18 Program Meeting on LinkedIn, in next 3 reminder emails and on home page. Post-meeting Evaluation online distribution by Monday, June 21, 2021

- vi. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
- vii. Power Membership Promotional Activities – Value of ATD Membership Event on June 29<sup>th</sup> and ATD21 ICE Team

- d. Plans for Statewide Conference – President-Elect Suni Hertt

- i. Date Selected – Thursday, October 28, 2021
- ii. Keynote Speaker, pending written confirmation – Dr. Maureen Orey, Workplace Learning and Performance Group

**Action Item:** Suni will call her to confirm.

- iii. Actual title & theme: Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
- iv. Next Steps
  - a) Next Committee Planning Meeting scheduled for Tuesday, June 15, 2021 (virtual) from 5 – 6:30 PM CDT.
    - i. Sign-up on website
    - ii. Have presenters, but still need suggestion for presenters
    - iii. Andrea suggested Emily Wood to present on neurodiversity

9. Communications

a. Communications Plan for 2021

1. Build social media following on with posts four to five times per week – Now have 111 followers.

b. Communications Scheduled for June

1. 2021 Board Member Communications
  - a) Elections
  - b) 2020 Annual Report – is now posted but needs to be distributed to members
  - c) Process/Code for attending COC-ATD events at Chapter Member rate – communicate this only to our membership.
2. June Program Meeting Announcements and Invitations – Walt does Facebook and Twitter after he sees Linda’s LinkedIn posts.
3. June Membership Meeting Announcement and Invitations

**Action Item:** Kim – June membership meeting announcements and invitations

4. June Newsletter Distributed on June 1<sup>st</sup>

**Action Items:** Linda and Walt need to integrate information about elections. These will be separate emails specific to elections. Linda will include information that Annual Report is posted.

**Action Item:** Everyone – send Walt things for July newsletter.

10. Old Business – None presented.

11. New Business – Presented by guest, Andrea Gentis. Shared information re: virtual meeting registrations that could allow for new revenue from other ATD members as affiliated members. For example, \$15.00 for affiliated members of other chapters to attend our chapter program



meetings. This was referred to the Bylaws & Policies Committee for consideration and recommendations.

**Action Item:** Bylaws & Policies Committee: discuss and consideration virtual meeting registrations for affiliated ATD members.

## 12. Confirm Action Items

**Action Item:** Linda will open the Money Market Account at Arvest.

**Action Item:** Linda will confirm four (4) people to serve on the Elections Committee.

**Action Item:** Suni and Walt will make connection with OSU about options for using BS Roberts Room and BOK Room, and what OSU's policies are for catering/serving, social distancing/vaccination.

**Action Item:** Suni will find the Accommodations book that includes previous OSU contracts for room rental, etc.

**Action Item:** Linda will get Teams Group set up on ATD Tulsa Office 365 by June 15, 2021.

**Action Items:** Walt and Linda will arrange for purchase and payment of ZOOM account via TechSoup. Walt will arrange a time for the Board to "shop" TechSoup.

**Action Item:** Kim will send email to membership re: June 29<sup>th</sup> Membership meeting.

**Action Item:** Kim will report on New Member Orientation process at next meeting.

**Action Item:** Kim will complete a new Member Survey before Board attends ALC2021.

**Action Item:** Kim will follow up with member, Jennifer Roberson, who will be a TedX speaker (as a possible member to "highlight.")

**Action Item:** Walt will edit ZOOM tips video and can put on his YouTube account and make it private. Will make it accessible for those who attended that meeting.

**Action Item:** Before the June program meeting, Walt will ask Barb Ingrassia if we can record her and update her speaker agreement to indicate this.

**Action Item:** Suni will contact those registered for #ATD21 ICE to let them know about the expectation/opportunity to participate in November Program Meeting.

**Action Item:** Walt will promote June 18 Program Meeting on LinkedIn, also in next 3 reminder emails and on home page. Will send post-meeting Evaluation by Monday, June 21, 2021

**Action Item:** Suni will call Dr. Maureen Orey to confirm her as keynote speaker at State Conference.

**Action Item:** Kim – June membership meeting announcements and invitations

**Action Items:** Linda and Walt need to integrate information about elections. These will be separate emails specific to elections. Linda will include information that Annual Report is posted.

**Action Item:** Everyone – send Walt items for July newsletter.

**Action Item:** Bylaws & Policies Committee: at a future meeting discuss and consider virtual meeting registrations for affiliated ATD members.

13. Confirm Dates for Next Two Board Meetings

- a. July Board Meeting – **July 6, 4-6 p.m.**
- b. August Board Meeting – Tuesday, **August 3, 4-6 p.m.**

14. Meeting adjourned 6:04 p.m.

These Minutes respectfully prepared and submitted by Rachel Wagner, VP Administration.

**Post Meeting Note - Elections Committee Meeting**

Thursday, July 1, 2021 from 12 PM to 1 PM CDT

<https://us02web.zoom.us/j/7496535431?pwd=R0hrSktvcHpxVVE5UUZncm1XQnJ6dz09>

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Welcome and Introductions – *Meeting attended by all Committee members*

First Name	Last Name	Organization	Membership level	Member since
Myra	Fanning	John Zink Institute/John Zink Co LLC	Power Member	May 29, 2010
Andrea	Gentis	Mid-Continent Group	Power Member	May 01, 2020
Jennifer	Roberson	Stinnett & Associates	Power Member	January 27, 2021
Alaina	Taylor	Truity Credit Union	Power Member	October 21, 2020
Linda	Jenkins	Jenkins Consulting Group	Power Member	December 30, 2010

2. Review Elections Committee Timeline and Committee Responsibilities (two attached documents)  
Note: The ATD Chapter Leaders Conference (ALC) will be held virtually from November 3, 2021 through November 5, 2021.
3. Determine Committee Chair – *Jennifer Roberson designated to serve as Committee Chair*  
Note: As ATD Tulsa President, Linda will serve as Committee Secretary
4. Review, Revise and Approve Eligibility and Nomination Forms (two draft 2022 forms attached)
  - a. *One change made on the Nomination Form – President-Elect term in office changed from 2022 to 2023*
  - b. *Eligibility and Nomination Forms approved by Committee*
6. Confirm Action Items –
  - a. *Linda will present Eligibility and Nomination Forms and Elections Timeline to ATD Tulsa Board for approval at its 7/6/21 meeting*
  - b. *Linda will contact Alaina to see if the tentative dates for the next meeting work for her schedule*
  - c. *Once confirmed, Linda will schedule the next meeting and send materials and link to Committee members*
7. Set Tentative Date for 2<sup>nd</sup> Elections Committee Meeting (Wednesday, August 11, 2021 to Wednesday, August 18, 2021) – *Tentative dates/times set at 8/11/21 at noon or 8/12/21 at noon*
8. Close & Thank You

**ATD Tulsa – 2022 Board Member Elections Process Timeline**

<b>Date</b>	<b>Location</b>	<b>Type</b>	<b>Tasks</b>	<b>Lead Member</b>
6-1-21 to 6-18-21		Elections for 2022 Board Members	Appoint Elections Committee members	President
7/1/21	Virtual via Zoom	Elections for 2022 Board Members	Elections Committee meets to finalize timelines and establish any necessary election rules including nomination forms and affidavit of eligibility. The Committee provides forms to the VP of Administration for posting on the ATD website after their approval at the July 6, 2021 board meeting.	President
7/9/21		Elections for 2022 Board Members	2022 Board Nominations Open via ATD Tulsa website	President
8/6/21		Elections for 2022 Board Members	2022 Board Nominations Close via submission of forms to ATD Tulsa President via Email	President
8/11/21 or 8/12/21	Virtual via Zoom with date/time TBD by Cmte.	Elections for 2022 Board Members	Elections Committee meets to review Candidate eligibility forms and verify candidates eligible to run for offices. After verification, submits appropriate information to the board member designated to manage the elections and voting via SurveyMonkey (President).	Elections Committee Chair
8/23/21		Elections for 2022 Board Members	Nomination Form information, photos, and videos for all eligible nominees will be posted on the ATD Tulsa website for review by ATD Tulsa members.	President
9/17/21		Electronic Voting	2022 Voting Begins online via SurveyMonkey. If 2 or more people are running for an open position, they will be given opportunity to give 2-minute speeches at the beginning of the September Program Meeting. Speeches will be recorded and posted on the ATD Tulsa website. Candidates may also submit recorded speeches for posting.	President
9/24/21		Electronic Voting	Online voting concludes after 8 days.	President
9/27/21 to 10/1/21	Virtual via Zoom with date/time TBD by Cmte.	Electronic Voting Results	The Elections Committee receives the results of the voting from the board member designated to manage the elections and voting via SurveyMonkey (President), counts, certifies and sends the results to the Board of Directors.	Elections Committee Chair
10/4/21 to 10/7/21		Electronic Voting Results	Board meets to accept certified election results from Elections Committee. After approval, Board provides written notification of voting results to ATD Tulsa members via email and by website posting.	President

1. I, ( *Type Your Name* ) do hereby acknowledge and accept the nomination for the office of (*print name of office*) (                     *Name of Office*                     ) of the ATD Tulsa Board of Directors.

-- AND --

2.  I hereby certify that I am a “Member-in-Good-Standing” of the ATD Tulsa Chapter. I have been an ATD Tulsa Member since ( Enter Date ). My ATD Tulsa Chapter Membership Expiration date is ( Enter Date ).

-- AND --

3.  I currently am a paid “joint” member (aka Power Member) of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement, and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

I have been an ATD International Member since ( Enter Date ).

My ATD International Membership Number is ( Enter ATD Member Number ).

My ATD International Membership Expiration Date is ( Enter Date ).

-- OR --

I am not currently a paid “joint” member (aka Power Member) of ATD International as required by the ATD Tulsa Chapter Bylaws (Section 3.6 International Membership) and the ATD CARE agreement. However, I will become a paid member of ATD International no later than January 1, 2022; and I will maintain that paid membership status for the duration of my term of office as an ATD Tulsa Board Member.

-- AND --

4. **President-Elect Nominees Only:**

I hereby attest that I have attended at least six (6) ATD Tulsa Program Meetings in the past 12 months.

-- AND --

5.  I hereby attest that I have complied with all rules and regulations described within the ATD Tulsa Bylaws and Policies regarding my candidacy for the ATD Tulsa Board of Directors.

Signed (                     *Type Your Full Name*                     )

Date ( Enter Date )

**DUE DATE:** Completed Nomination and Eligibility Forms, photos (required), and videos (optional) **MUST** be received by **11:59 PM on Friday, August 6, 2021**. Materials **must** be submitted via email to [president@tdtula.org](mailto:president@tdtula.org). If you do not receive an email confirming receipt of your materials 48 hours after they are submitted, contact Linda Jenkins, President via call or text at 918-808-6935. If you have questions, contact Linda Jenkins, President by email at [president@tdtula.org](mailto:president@tdtula.org) or by call or text at 918-808-6935.

## 2022 Board of Directors Nomination Form

**Note:** All nominees must be current members of ATD Tulsa at the time of nomination. Descriptions of the open board positions are available on pages 16-21 of the Chapter Bylaws. Chapter Bylaws are available online at [www.tdtulsa.org/chapterdocuments](http://www.tdtulsa.org/chapterdocuments).

**DUE DATE:** Completed Nomination and Eligibility Forms, photos (required), and videos (optional) **MUST** be received by **11:59 PM on Friday, August 6, 2021**. Materials **must** be submitted via email to [president@tdtulsa.org](mailto:president@tdtulsa.org). If you do not receive an email confirming receipt of your materials 48 hours after they are submitted, contact Linda Jenkins, President via call or text at 918-808-6935.

If you have questions, contact Linda Jenkins, President by email at [president@tdtulsa.org](mailto:president@tdtulsa.org) or by call or text 918-808-6935.

The following 2022 positions are confirmed:

Past President (2021): Linda Jenkins and President (2022): Sunilyn Hertt

\*\*\*\*\*

**Name of person submitting nomination (first/last) ( \_\_\_\_\_ *Type Name* \_\_\_\_\_ )**

**I wish to nominate (first/last) ( \_\_\_\_\_ *Type Name* \_\_\_\_\_ )**

*Self-nominations are encouraged!*

**For the Board of Directors role of:**

<input type="checkbox"/>	President-Elect (President in 2023)	<input type="checkbox"/>	Vice President of Programming
<input type="checkbox"/>	Vice President of Accommodations	<input type="checkbox"/>	Vice President of Marketing
<input type="checkbox"/>	Vice President of Administration (Secretary)	<input type="checkbox"/>	Vice President of Membership
<input type="checkbox"/>	Vice President of Finance (Treasurer)	<input type="checkbox"/>	

Please include contact information for the nominee below, so the Elections Committee may confirm acceptance of the nomination:

Phone: (work) ( \_\_\_\_\_ *Type Phone Number* \_\_\_\_\_ ) (mobile) ( \_\_\_\_\_ *Type Phone Number* \_\_\_\_\_ )

Email: (work) ( \_\_\_\_\_ *Type Work email* \_\_\_\_\_ ) (personal) ( \_\_\_\_\_ *Type Personal email* \_\_\_\_\_ )

How long have you been a member of ATD Tulsa? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What benefits have you received from your ATD Tulsa membership? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

Have you served on the board of ATD Tulsa?  **YES** or  **NO** If yes, list years and positions held.

( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

Are you a CPTD or APTD?  **YES** or  **NO** If yes, when did you become a CPTD or APTD? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What are your talent development Areas of Expertise? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

## 2022 Board of Directors Nomination Form

Are you currently a **Power Member** (ATD + ATD Tulsa)?  YES or  NO If yes, how long have you been a **Power Member**?  
( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What benefits have you received from your ATD membership? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What is your current professional role and employer/company? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

What professional roles have you held in the field of Talent Development? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

How many years' experience do you have in the field of Talent Development? ( \_\_\_\_\_ *Type Answer* \_\_\_\_\_ )

**In the space below, please answer the following question in 500 words or less:** How will you or your nominee contribute to ATD Tulsa chapter leadership?

( *Type Answer (this area will expand to accommodate your response)* \_\_\_\_\_ )

**REQUIRED:** Submit one headshot photo of the Nominee, suitable for posting on the ATD Tulsa website, with this Nomination Form. Max size is 110 x 110 pixels. Larger images will be resized.

**OPTIONAL:** Nominees may submit a video recording of up to 2 minutes in length to be posted on ATD Tulsa's website and/or social media sites which may include Facebook, LinkedIn and/or Twitter with this Nomination Form. **VIDEO RECORDINGS LONGER THAN 2 MINUTES WILL NOT BE POSTED.** The video recording should be in an MP4 format. High Definition (HD) is not necessary. Professional recording is not required. Any video captured by a smartphone or tablet saved in MP4 format is acceptable. (Note: Recording in 640x480 resolution saves memory space and dramatically reduces the time for uploading and downloading. However, many phones and tablets do not allow you to adjust the resolution.)

\*\*\*\*\*

**NOTES ON THE ELECTIONS PROCESS:** The 2022 Elections Committee will review all nominations to ensure eligibility and suitability for the board positions. Nomination Form information, photos, and videos for all eligible nominees will be posted on the ATD Tulsa website for review by ATD Tulsa members by August 23, 2021. If two or more candidates are running for the same board position, each will have an opportunity to give a two-minute presentation virtually or have their two-minute video played during the September Program Meeting. To promote equal access for all chapter members, presentations will be recorded by ATD Tulsa and posted, along with videos shown, on the ATD Tulsa website following the meeting. Elections will occur electronically (online) from Friday, September 17, 2021, until Friday, September 24, 2021 at 11:59 PM (8 days).

# Using Your Board Meeting Agenda to Achieve Your Board Meeting Goals

Owner



Linda Jenkins



President



**Mission:** *Empower Professionals to Develop Talent in the Workplace*

[TDTulsa.org](http://TDTulsa.org)

[Admin@TDTulsa.org](mailto:Admin@TDTulsa.org)





# Board Meeting Goals

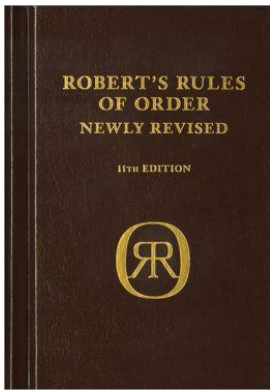
- 🎯 Actions in Compliance with Governing Documents (Bylaws) & Affiliation Requirements (CARE)
- 🎯 Achieving Operating Plan Goals – CARE Plus
- 🎯 Opportunities for Improvement
- 🎯 Inclusive & Transparent Decision-making



# Board Meeting Agendas

ATD Tulsa Board Meeting Agendas and  
Minutes Available Online @

<https://tdtulsa.org/chapterdocuments>



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1. Call Meeting to Order
2. Board of Directors
3. Governance
4. Financial
5. Membership
6. Professional Development
7. Communications
8. Old Business
9. New Business
10. Confirm Action Items
11. Confirm Date for Next Board Meetings
12. Adjourn Meeting

1. Call Meeting to Order
  - a. Attendance
  - b. Confirm Minutes Being Taken
  - c. Confirm Quorum
2. Board of Directors
  - a. Approve Written Board Meeting Minutes
  - b. Written Updates from Special Committees (Elections, Credentials, Risk Assessment) as needed
3. Governance
  - a. Confirm Approved Board Meeting Minutes Posted on Website
  - b. Written Update from Bylaws & Policies Committee
4. Financial
  - a. Review & Accept Written Monthly Reports
  - b. Approve Budget
5. Membership
  - a. Review & Accept Written Monthly Report
  - b. Identify Outreach Assignments
6. Professional Development
  - a. Review & Approve Written Proposals for Event Topics & Speakers
  - b. Review Written Event Logistics Checklist
7. Communications
  - a. Review Written Schedule to Identify Needs for Scheduled Communications
7. Old Business
8. New Business
9. Confirm Action Items Identified During Meeting
10. Confirm Date/Time/Location for Next Board Two Meetings
11. Adjourn Meeting

 **TULSA CHAPTER**  
Association for  
Talent Development  
**Board Meeting Agenda**

Date & Time: Monday, June 7, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

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

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Call Meeting to Order - President
  - a. Board Meeting Minutes will be taken by VP of Administration
  - b. Roll Call – VP of Administration
  - c. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
  - d. Guests Present - Acknowledge and Record
  - e. Agenda for June 7, 2021 Board Meeting – Review and Approve
  
2. Board of Directors – President
  - a. Minutes from May 6, 2021 Board Meeting – Review and Approve – VP of Administration  
**(attached)**
    - i. Approved March and April Board Meeting Minutes need to be posted on the ATD Tulsa website.
    - ii. Approved 2020 Annual Report needs to be posted on the ATD Tulsa website.
  - b. Report and Action Items from Bylaws & Policies Committee Meeting held on May 19, 2021 – VP of Administration **(attached meeting minutes and two handouts)**
    - i. Proposed bylaws changes for board approval to submit to the membership for approval

5. Membership – VP of Membership

- a. Monthly Membership Report - Review and Accept (attached)

**Total Membership as of 5/31/21: 81 (-1)**

PM: 54 (No change) (7 Past due)

Tulsa: 24 (-1)

Student: 2 (No change)

Student PM: 1 (no change)

PM/Membership: 66% (+1%)

- b. Plans for Membership Meeting on Tuesday, June 29<sup>th</sup> from 3:30 PM to 4:30 PM – The Value of ATD Membership with Brandon Grubesky, Director, Membership, Association for Talent Development (ATD)
- i. Kim registered to attend – other board members planning to attend?
  - ii. Program Logistics
  - iii. Marketing strategy
- c. July Membership Event Ideas?
- d. New Member Orientation Process – What’s being covered and how is it being received?
- e. Plans for Annual Member Survey?
- f. Membership outreach to promote Chapter engagement and social media followers?
- i. Member accomplishments to highlight?
  - ii. New and Renewing Members to highlight?
- g. Plans to distribute FREE online ATD course from sending ATD Membership sale message to members being promoted/announced in newsletters

## 6. Programming – VP of Programming

- a. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
  - i. Review and discuss event experience and opportunities for improvement – Survey Report (**attached**)
  - ii. Update on plans for distributing session video for attendees?
- b. Plans for Future Program Meetings
  - i. Team attending #ATD21 ICE – Need to let them know about expectation/opportunity to participate in November Program Meeting – President-Elect
- c. Plans for June 18 Program Meeting - Content & Logistics:
  - i. Topic & Presenter - Copyright Law for Learning Professionals: Shedding Some Light, Presented by Barbara C. Ingrassia, MLS, AHIP, CCM, DCL
  - ii. Accommodations – Virtual via Zoom
  - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
  - iv. Board Member Attendance & Participation – Walt, Kim, and Linda currently registered
  - v. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
  - vi. Power Membership Promotional Activities – Value of ATD Membership Event on June 29<sup>th</sup> and ATD21 ICE Team
  - vii. Post Meeting Evaluation Online Distribution by Monday, June 21, 2021

Note:  
From Board  
Meeting Minutes

## 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.

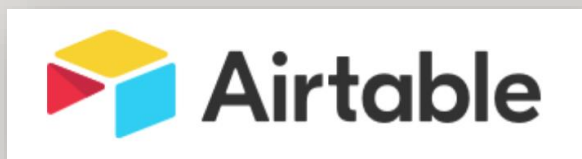
ACTION ITEM - Rachel and Linda will attend March 16 NAC meeting @ 1 PM (topic Wild Apricot Tips with Debbie Richards)

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.





<input type="checkbox"/>	A Category	Ab Elements	A Board Lead	📅 Start ...	📅 Due ...	📅 Comple...	📌 Status	Ab Notes
13	Board of Directors - CARE Plus	Strategic Planning: Chapter board meets to plan for the future.	President - Linda	11/1/2020	12/31/2020	12/15/2020	Done	
14	Governance	Government Reporting Requirements: Chapter complies with federal and state reporting requirements. Submission of 990/990-N filings to chapter services is required.	President - Linda	1/1/2021	5/15/2021	4/7/2021	Done	Prepared and submitted by Linda in role of VP of Finance. Reviewed and accepted by Board at 4/8/21 board meeting.
15	Governance - CARE Plus	Bylaws Review: Chapter board reviews its bylaws annually, including a review of the bylaws as part of board member onboarding.	President - Linda	11/1/2020	5/31/2021	5/19/2021	Done	<ol style="list-style-type: none"> <li>Bylaws reviewed as part of operational planning process and new board member onboarding.</li> <li>Bylaws changes being proposed for ...</li> </ol>
16	Finance	Financial Documents: Chapter submits most recent yearly balance sheet.	President - Linda	1/1/2021	1/31/2021	1/8/2021	Done	Submitted with 2020 CARE documents
17	Finance	Financial Documents: Chapter submits most recent profit and loss statement.	President - Linda	1/1/2021	1/31/2021	1/8/2021	Done	Submitted with 2020 CARE documents
18	Finance	Financial Review: Chapter board has an internal or external financial review completed annually by a person or group not directly responsible for the management of chapter finances.	President - Linda	2/1/2021	9/30/2021		In progress	Signed agreement and 1st payment made to have compilation completed by M&M Consulting (NextGen) 5/26/21.
19	Finance - CARE Plus	Financial Support for Board Development: Chapter budgets to send board members to the ALC, and/or covers the cost of ATD membership.	President - Linda	1/1/2021	1/31/2021	1/7/2021	Done	Budget includes funds to have all board members attend virtual ALC or 2 board members to attend in-person ALC
20	Board of Directors	Board Meetings: Chapter board meets at least once per quarter.	President - Linda	10/1/2021	12/31/2021		Todo	

# 1 Board Meeting Results

- 🎯 Progress on Achieving Compliance:
  - ✓ Progress on achieving requirements addressed at each meeting
- 🎯 Progress on Achieving Operating Plan Goals:
  - ✓ Progress on achieving CARE Plus addressed at each meeting
- 🎯 Opportunities for Improvement:
  - ✓ Forward thinking e.g., professional development events scheduled well in advance
  - ✓ Review evaluations from all professional development events and adjust as necessary

## 2

# Board Meeting Results



## Inclusive & Transparent Decision-making:

- ✓ Draft minutes from previous meeting distributed a week to 10 days after board meeting (gives everyone an opportunity to review and confirm action items)
- ✓ **Agenda and handouts distributed a week before the meeting**
- ✓ Review and confirm program outlines for events during meetings
- ✓ **Review and approve RFPs for professional development events during meetings**
- ✓ Proposals for consideration of board approval submitted in writing



# Chapter Board Meeting



- All ATD Tulsa members are welcome to attend our next Board Meeting on **Monday, June 7<sup>th</sup> from 4:00 to 6:00 PM.**
- If you'd like to attend, contact Rachel Wagner, VP of Administration @ [Admin@TDTulsa.org](mailto:Admin@TDTulsa.org) for Zoom information.



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# Linda Jenkins



918-808-6935

[president@tdtulsa.org](mailto:president@tdtulsa.org)

[lindajenkins@jenkinscg.com](mailto:lindajenkins@jenkinscg.com)

**ATD Tulsa Chapter**  
**Statement of Financial Position as of June 30, 2021**

<b>Assets</b>		<b>Liabilities</b>	
Arvest Checking Account	\$ 21,822.22	Accounts Payable	\$ -
Cash	\$ 73.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ -	<b>Total Liabilities</b>	<u><u>\$ -</u></u>
(Less doubtful accounts)**	\$0.00	<b>Net Assets</b>	
		Unrestricted Net Assets	\$ 21,895.52
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
<b>Total Cash Assets</b>	<u>\$ 21,895.52</u>	<b>Total Net Assets</b>	<u><u>\$ 21,895.52</u></u>
<b>Total Assets</b>	<u><u>\$ 21,895.52</u></u>	<b>Total Liabilities Plus Net Assets</b>	<u><u>\$ 21,895.52</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 7-1-21

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

Category Description	2020 Actual	2021 Approved Budget	Jun-21	2021 Total	Difference (+/-)	Notes
<b>INCOME</b>						
ATD ChiP/Membership Fees	\$ 2,208.09	\$ 1,500.00		\$ 1,650.85	\$ (150.85)	
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 310.00	\$ 1,240.00	\$ 2,760.00	\$270 - June Program Meeting (Copyright) & \$40 - July Program Meeting (Skillset Economy)
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 350.00	\$ 975.00	\$ 4,175.00	\$200 - 4 New Associate, \$100 - 2 Renewal Associate & \$50 - 1 Level Change from Power to Associate
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00		\$ -	\$ 1,000.00	
ATD Newsletter Sponsorship	\$ -	\$ 200.00		\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ 300.00		\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00		\$ -	\$ 400.00	
Special Event - State Conference	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
<b>TOTAL INCOME</b>	<b>\$ 9,253.09</b>	<b>\$ 28,550.00</b>	<b>\$ 660.00</b>	<b>\$ 3,865.85</b>	<b>\$ 24,684.15</b>	
	\$ -			\$ -	\$ -	
<b>EXPENSES</b>	\$ -			\$ -	\$ -	
<b>Board Expense</b>	\$ -			\$ -	\$ -	
National ATD Dues	\$ -	\$ -		\$ 179.00	\$ (179.00)	
Retreat	\$ -	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00		\$ -	\$ 3,500.00	
Treasurer Expense	\$ 7.50	\$ 350.00		\$ -	\$ 350.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00		\$ 630.00	\$ 670.00	
<b>TOTAL Board Expense</b>	<b>\$ 1,907.50</b>	<b>\$ 5,270.00</b>	<b>\$ -</b>	<b>\$ 809.00</b>	<b>\$ 4,461.00</b>	
	\$ -			\$ -	\$ -	
<b>Communications Expense</b>	\$ -			\$ -	\$ -	
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00		\$ 575.04	\$ (35.04)	
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ 1,536.00	\$ 164.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00	\$ 131.95	\$ 539.95	\$ 268.05	TechSoup Fee = \$57 and Zoom Fee \$74.95
PO Box Subscription	\$ 92.00	\$ 92.00		\$ 118.00	\$ (26.00)	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
<b>TOTAL Communications Expense</b>	<b>\$ 2,240.44</b>	<b>\$ 3,390.00</b>	<b>\$ 131.95</b>	<b>\$ 2,768.99</b>	<b>\$ 621.01</b>	
	\$ -			\$ -	\$ -	
<b>Meeting Expense</b>	\$ -			\$ -	\$ -	
Facility Charge	\$ 220.00	\$ 500.00		\$ -	\$ 500.00	
Meals-Food	\$ 778.11	\$ 2,000.00		\$ -	\$ 2,000.00	
ATD December Special Program	\$ 141.69	\$ 200.00		\$ -	\$ 200.00	
Recognition Items	\$ -	\$ 700.00		\$ -	\$ 700.00	

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

Category Description	2020 Actual	2021 Approved Budget	Jun-21	2021 Total	Difference (+/-)	Notes
<b><u>TOTAL Meeting Expense</u></b>	\$ 1,139.80	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00	
	\$ -			\$ -	\$ -	
<b>Membership Expense</b>	\$ -			\$ -	\$ -	
Name Badges	\$ 309.73			\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00		\$ -	\$ 400.00	
New Member Appreciation/Recognition	\$ -	\$ 400.00		\$ -	\$ 400.00	
<b><u>TOTAL Membership Expense</u></b>	\$ 509.73	\$ 800.00	\$ -	\$ -	\$ 800.00	
	\$ -			\$ -	\$ -	
<b>Misc. Expenses</b>	\$ -			\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 3.47	\$ 145.25	\$ 854.75	Monthly AffiniPay online payment processing expenses.
Oklahoma ATD State Conference	\$ -	\$ 10,000.00		\$ -	\$ 10,000.00	
Other Special Event Expense	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 50.82	\$ 816.14	\$ 383.86	1 monthly general liability insurance payment
<b><u>TOTAL Misc Expense</u></b>	\$ 1,251.30	\$ 13,700.00	\$ 54.29	\$ 961.39	\$ 12,738.61	
	\$ -			\$ -	\$ -	
<b><u>TOTAL EXPENSES</u></b>	\$ 7,048.77	\$ 26,560.00	\$ 186.24	\$ 4,539.38	\$ 22,020.62	
	\$ -			\$ -	\$ -	
<b><u>OVERALL TOTAL</u></b>	\$ 2,204.32	\$ 1,990.00	\$ 473.76	\$ (673.53)	\$ 2,663.53	

Prepared by Linda Jenkins, 2021 President on  
7-1-21



## **June 2021 Membership Report**

### **Total Membership as of 6/30/21: 84 (+3)**

PM: 51 (-3) (5 Past due)  
Tulsa: 25 (+1)  
Student: 2 (No change)  
Student PM: 1 (no change)  
PM/Membership: 61% (-5%)

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

4 new members in June

3 Tulsa

Anna Hamann, Hilti  
Ashley Otto, Hilti  
Emily Underwood, Hilti

1 PM

Milton Knopp, Self employed, Instructional Designer (listed as Renewing Member also)

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

6 renewing Members in June

3 PM

Jill Almond, St Francis Health System  
Kristen Cox, Mabrey Bank  
Milton Knopp, Self employed, Instructional Designer (listed as New Member also)

3 Tulsa

Bob Mansur, Credit Employee Performance Solutions  
Jenni Robinson, Hilti  
Brittanie White, Ross Group

### **Power Members Past Due as of 6/30/2021:**

Dona Conn, American Airlines - 6/30/21

Diana DeLeon, CP Kelco - 6/10/21

Becky Greene - 6/30/2021

Ashley Earl, Tulsa Federal Credit Union - 5/31/2021

Cecilia Martin-Smith, CAP Tulsa - 5/31/2021

Vickie Corrado, AAA Club Alliance - 4/30/2021-Walt to reach out. I sent email 5/24/2021, moved to Non-member 7/6/21

Tanisha Guidry, ONE Gas - 4/30/2021-Lewana to contact. I sent email 5/24/2021, moved to Non-member 7/6/21

Eugene Harris, ONE Gas - 4/30/2021-retired- I sent email 5/24/2021-it bounced back, moved to non-member 7/6/21

Leslie Melvin, Tulsa Federal Credit Union - 4/30/2021-I sent email 5/24/2021, moved to non-member 7/6/21

**Member event for July**

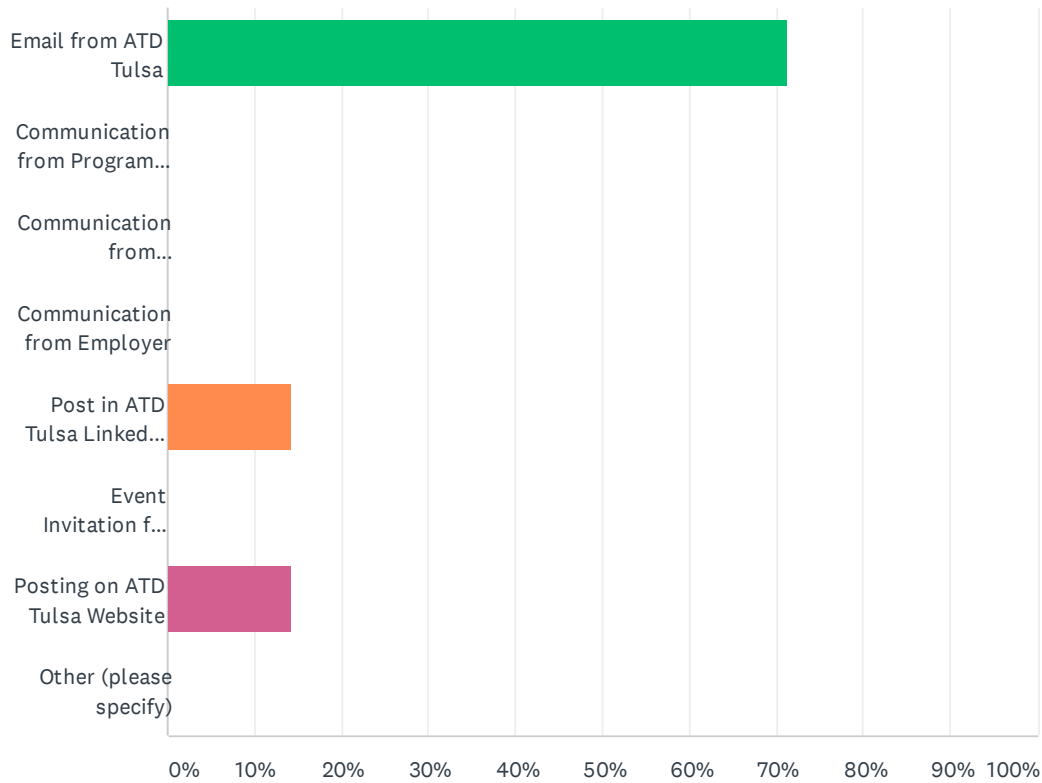
No member event in July due to vacations.

Ideas for July event?

- Ice cream social, baseball game, Networking at Rachel's
- Challenges we've overcome in transitioning from ILT to ViLT? 4-5 panel members (and 1 ViLT veteran) discussing changes they have made. Then breakout rooms to discuss with one of the presenters in each room (depending on number of attendees)

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

Answered: 7 Skipped: 0

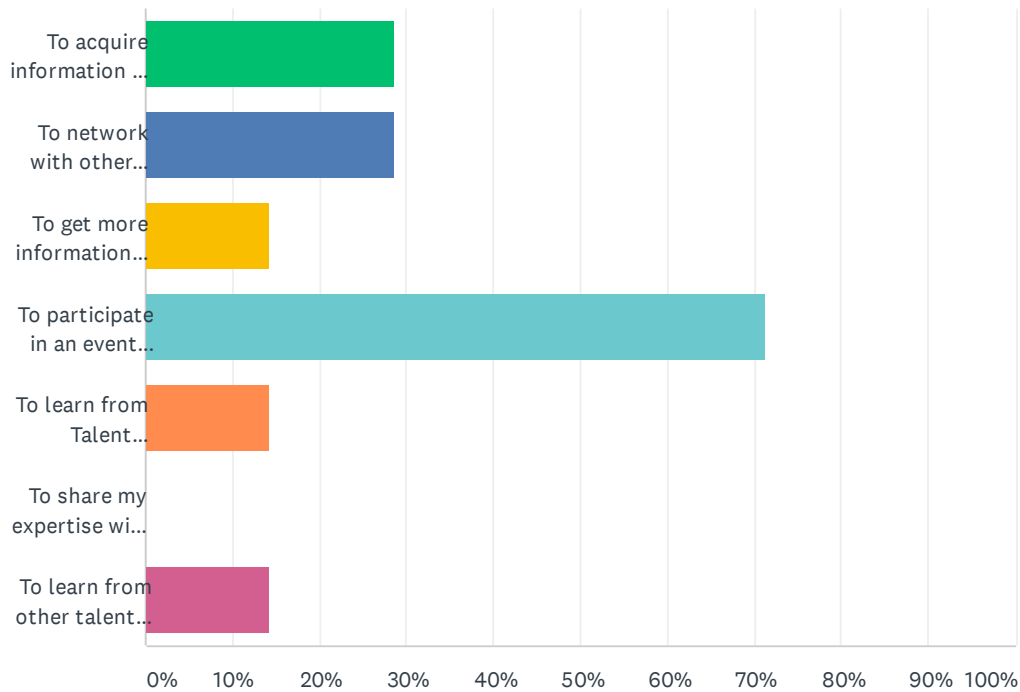


ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	71.43%	5
Communication from Program Presenter(s)	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	14.29%	1
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	14.29%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>7</b>

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

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

Answered: 7 Skipped: 0

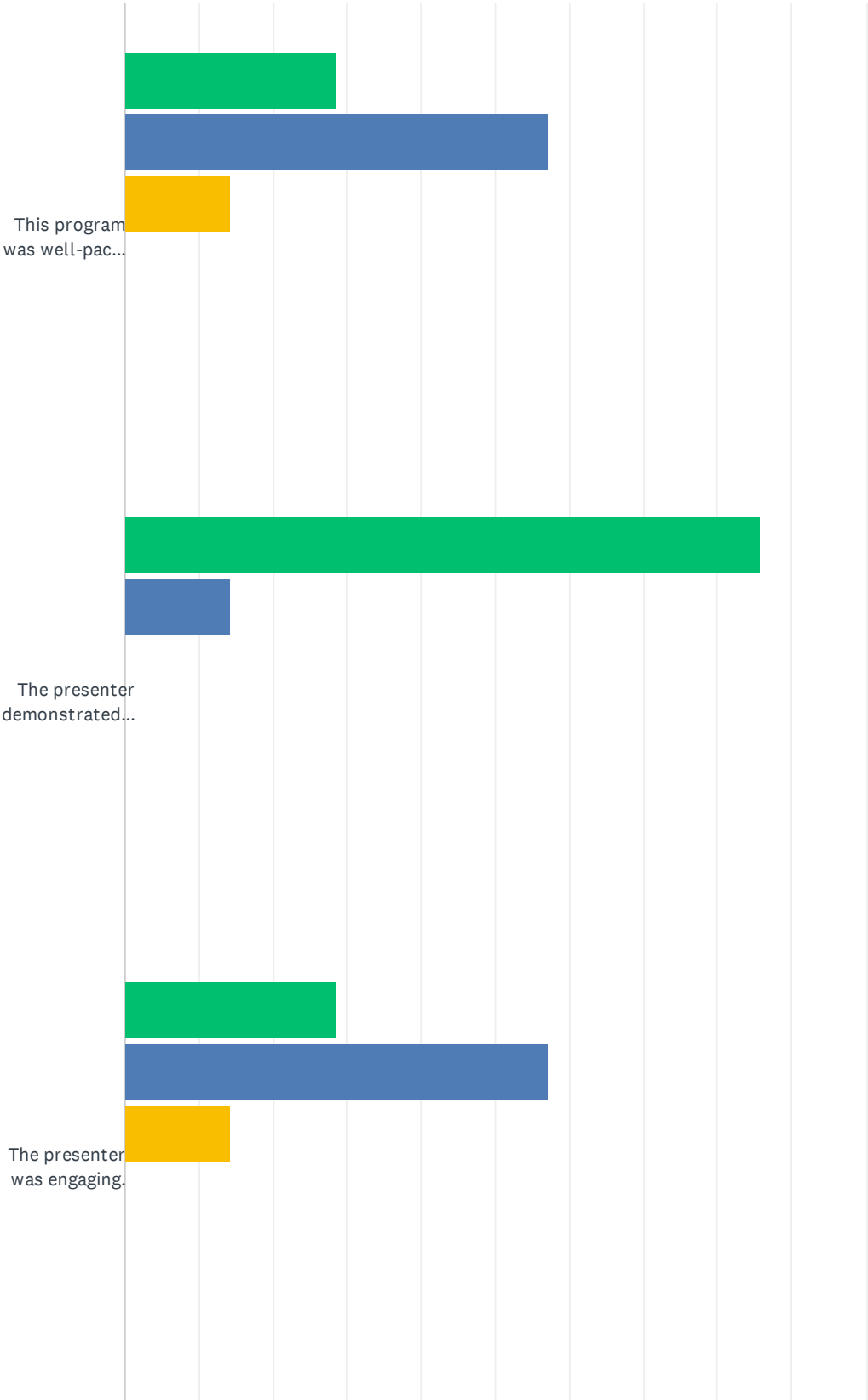


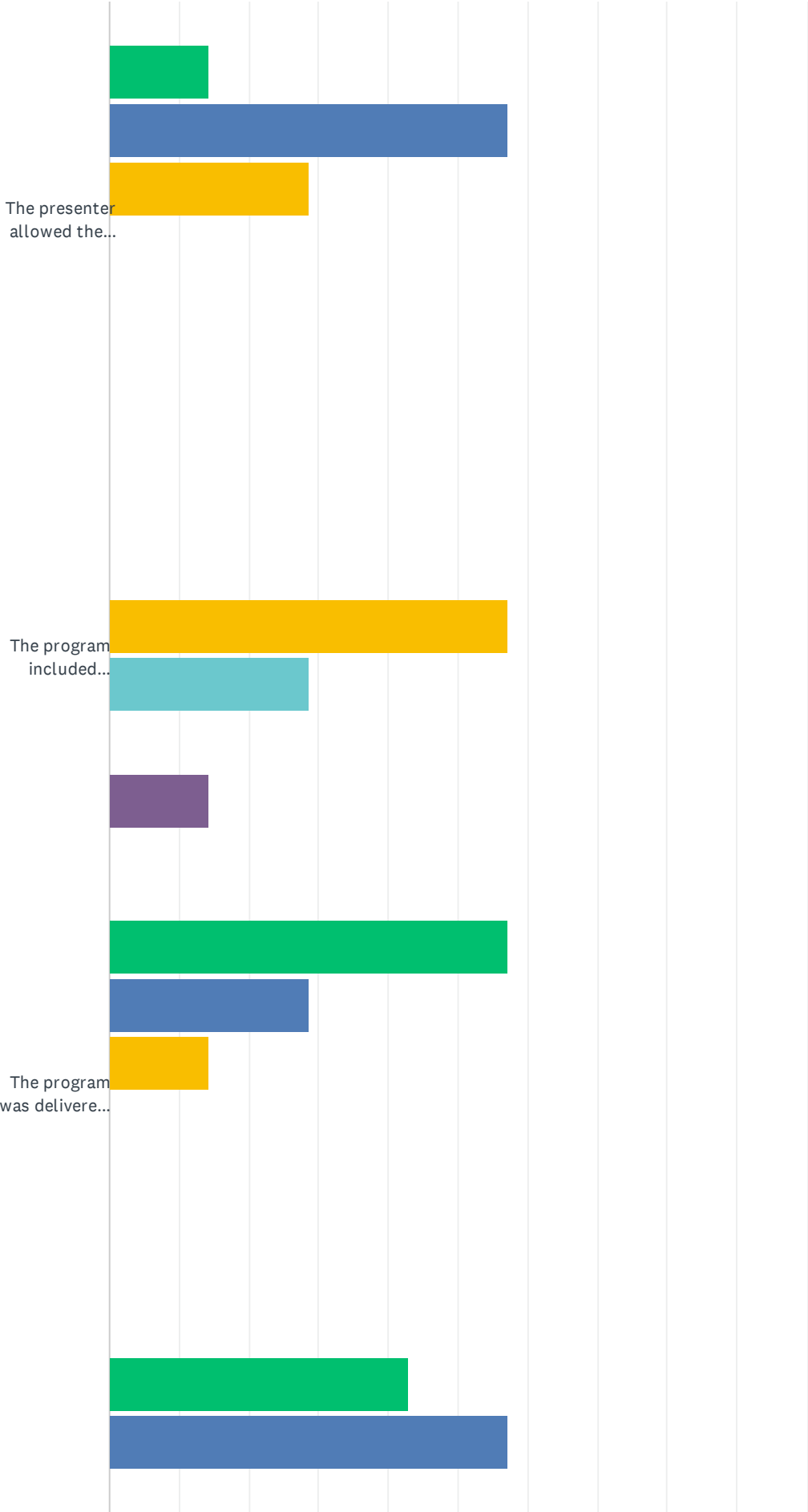
ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	28.57% 2
To network with other talent management professionals.	28.57% 2
To get more information about ATD Tulsa.	14.29% 1
To participate in an event delivered by the presenter.	71.43% 5
To learn from Talent Management industry leaders.	14.29% 1
To share my expertise with other talent management professionals.	0.00% 0
To learn from other talent management professionals attending the program meeting.	14.29% 1
Total Respondents: 7	

#	OTHER (PLEASE SPECIFY)	DATE
1	To learn specifically about this topic.	6/18/2021 1:31 PM

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

Answered: 7 Skipped: 0





The presenter outlined...



The presenter met the...



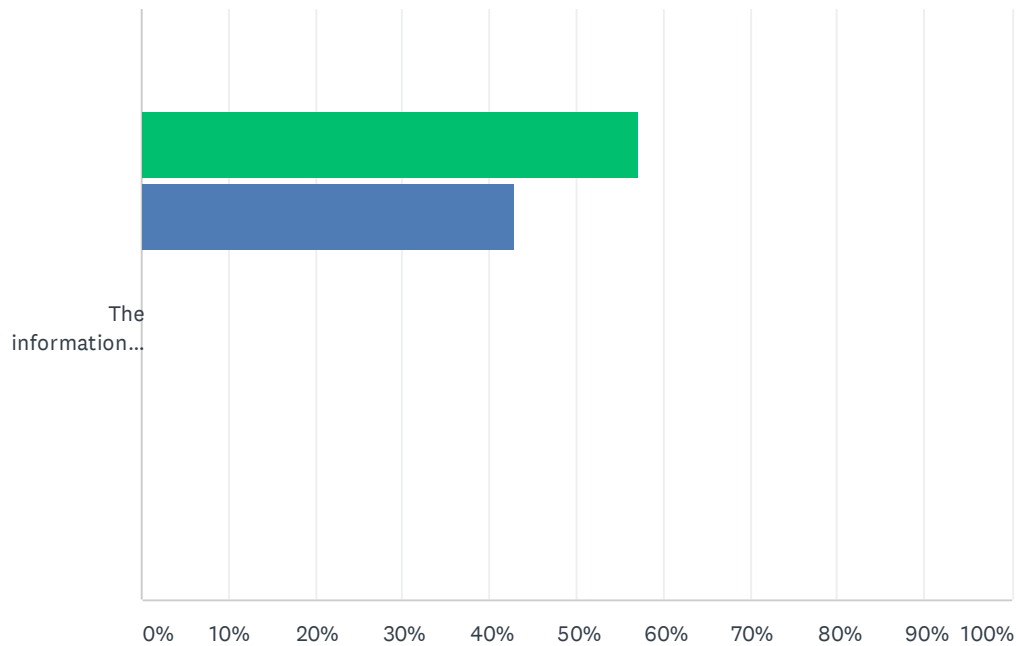
The information...



The information...



ATD Tulsa June Professional Development Copyright Law for Learning Professionals: Shedding Some Light presented by Barbara Ingrasia - June 18, 2021



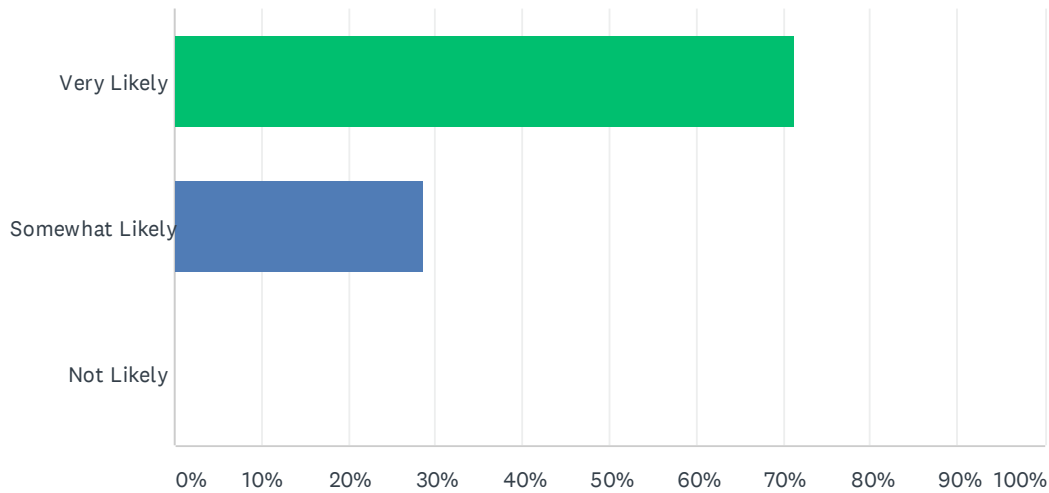
■ Strongly Agree  
 ■ Agree  
 ■ Neither Agree nor Disagree  
 ■ Disagree  
■ Strongly Disagree  
 ■ Not Applicable

	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.	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7
The presenter demonstrated subject matter expertise and knowledge.	85.71% 6	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
The presenter was engaging.	28.57% 2	57.14% 4	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7
The presenter allowed the right amount of time for discussion.	14.29% 1	57.14% 4	28.57% 2	0.00% 0	0.00% 0	0.00% 0	7
The program included hands-on learning activities.	0.00% 0	0.00% 0	57.14% 4	28.57% 2	0.00% 0	14.29% 1	7
The program was delivered as promoted.	57.14% 4	28.57% 2	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7
The presenter outlined objectives for their session.	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
The presenter met the objectives as outlined.	42.86% 3	57.14% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
The information presented during this program was well organized.	42.86% 3	42.86% 3	14.29% 1	0.00% 0	0.00% 0	0.00% 0	7
The information presented during this program is useful to my job.	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
The information presented during this program can be applied to my business.	57.14% 4	42.86% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7



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

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Likely	71.43% 5
Somewhat Likely	28.57% 2
Not Likely	0.00% 0
TOTAL	7

#	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.	

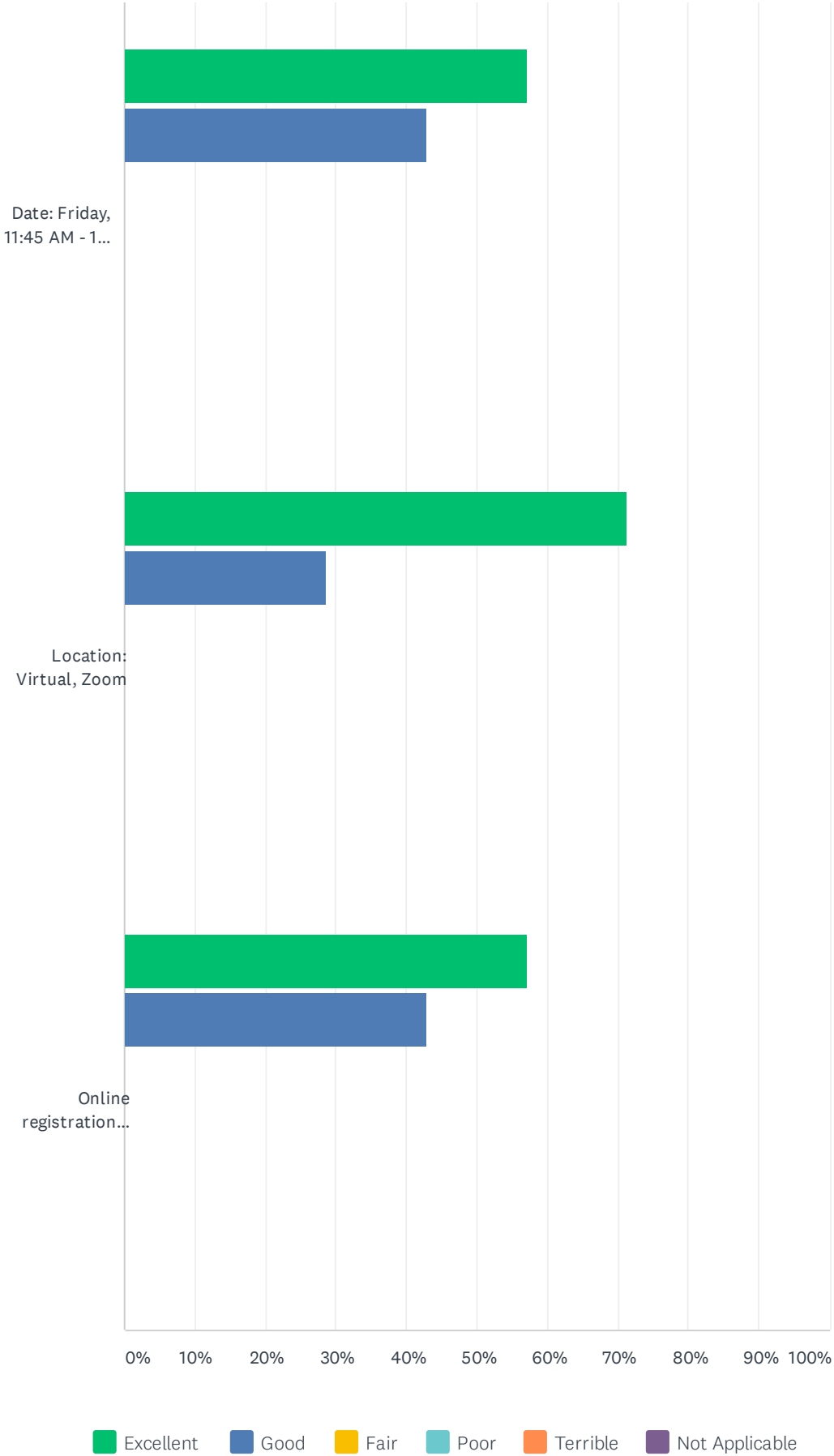
## Q5 What were your top one or two takeaways from this session?

Answered: 5 Skipped: 2

#	RESPONSES	DATE
1	Better understanding of free use and Resources to find public domain content	6/24/2021 2:55 PM
2	Copyright is implied even when the copyright mark is not present. The fine print in license agreements really does matter. Asking permission is better than asking forgiveness and laying a fine.	6/18/2021 3:39 PM
3	To read the fine print	6/18/2021 1:45 PM
4	The idea that copyright can be self-designated. How important it is to do your research before using someone else's work.	6/18/2021 1:33 PM
5	*	6/18/2021 1:31 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: 7 Skipped: 0

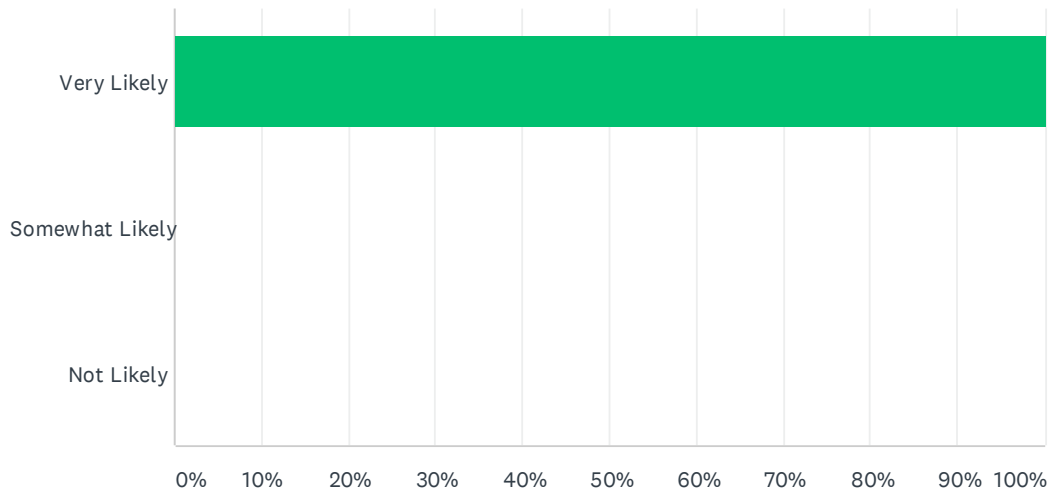


ATD Tulsa June Professional Development Copyright Law for Learning Professionals: Shedding  
Some Light presented by Barbara Ingrasia - June 18, 2021

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	57.14%	42.86%	0.00%	0.00%	0.00%	0.00%	
	4	3	0	0	0	0	7
Location: Virtual, Zoom	71.43%	28.57%	0.00%	0.00%	0.00%	0.00%	
	5	2	0	0	0	0	7
Online registration process	57.14%	42.86%	0.00%	0.00%	0.00%	0.00%	
	4	3	0	0	0	0	7

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

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	7
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		7

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

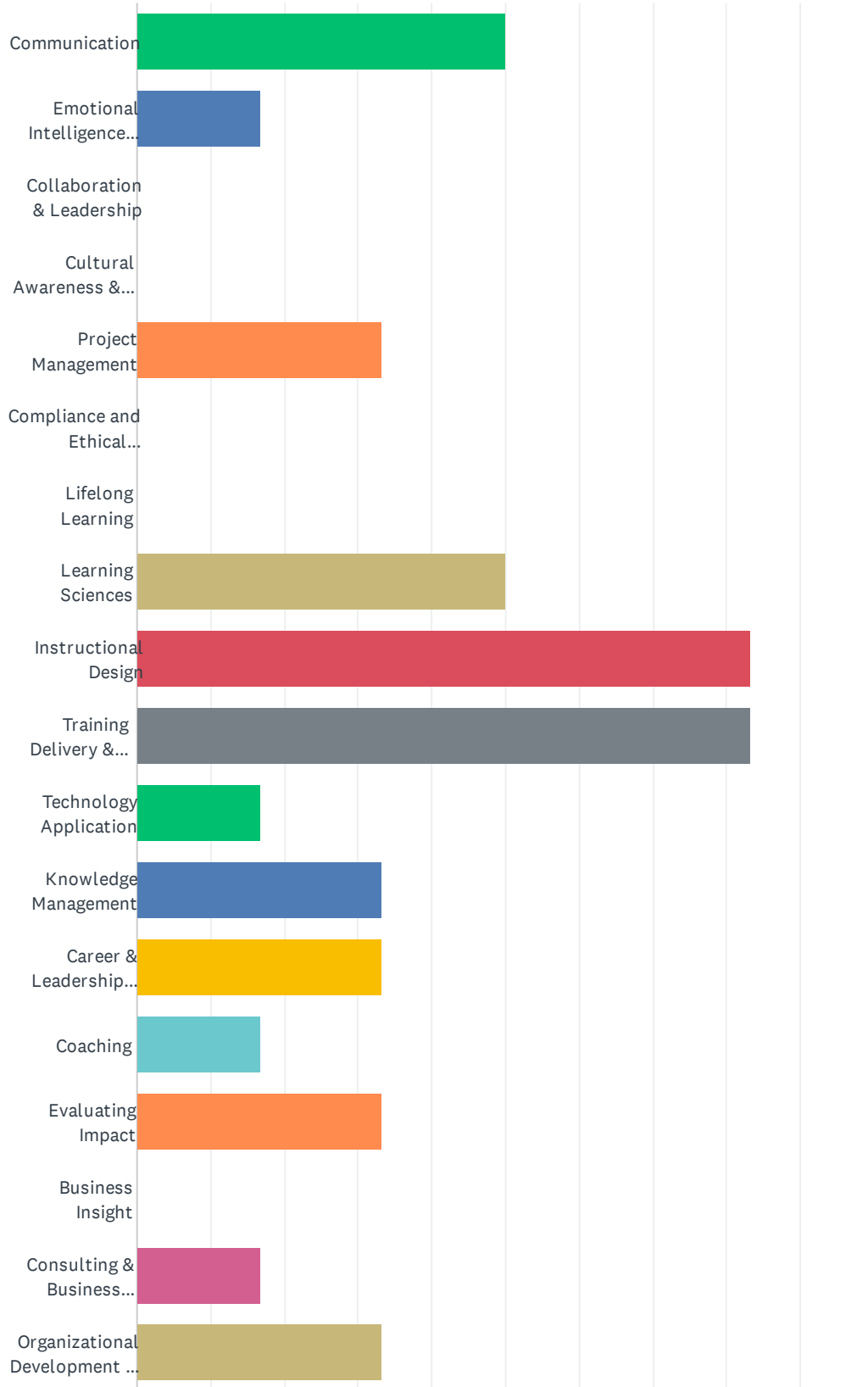
**Q8 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.**

Answered: 1 Skipped: 6

#	RESPONSES	DATE
1	None that come to mind.	6/24/2021 2:55 PM

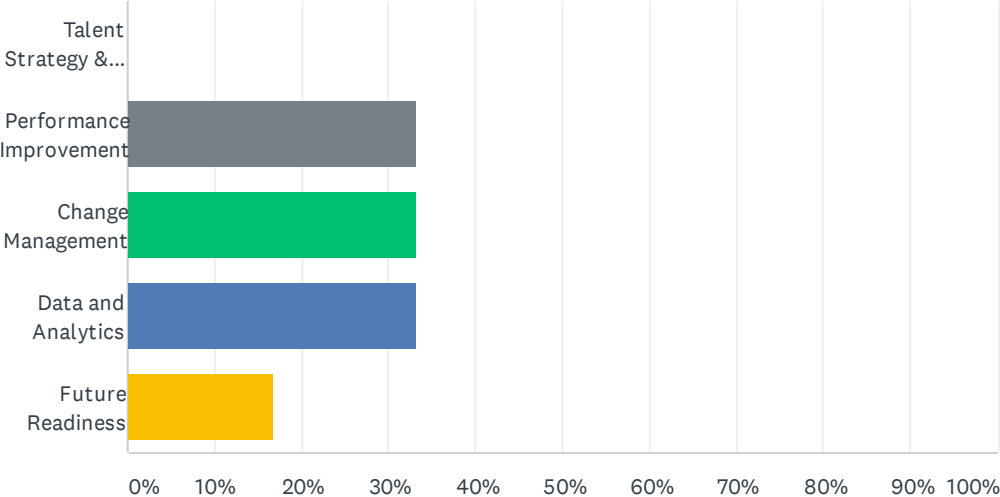
### Q9 Which of the following ATD Capability Model topics are you most interested in seeing presented? Check all that apply.

Answered: 6 Skipped: 1





ATD Tulsa June Professional Development Copyright Law for Learning Professionals: Shedding Some Light presented by Barbara Ingrasia - June 18, 2021



ATD Tulsa June Professional Development Copyright Law for Learning Professionals: Shedding  
Some Light presented by Barbara Ingrasia - June 18, 2021

ANSWER CHOICES	RESPONSES	
Communication	50.00%	3
Emotional Intelligence & Decision Making	16.67%	1
Collaboration & Leadership	0.00%	0
Cultural Awareness & Inclusion	0.00%	0
Project Management	33.33%	2
Compliance and Ethical Behavior	0.00%	0
Lifelong Learning	0.00%	0
Learning Sciences	50.00%	3
Instructional Design	83.33%	5
Training Delivery & Facilitation	83.33%	5
Technology Application	16.67%	1
Knowledge Management	33.33%	2
Career & Leadership Development	33.33%	2
Coaching	16.67%	1
Evaluating Impact	33.33%	2
Business Insight	0.00%	0
Consulting & Business Partnering	16.67%	1
Organizational Development & Culture	33.33%	2
Talent Strategy & Management	0.00%	0
Performance Improvement	33.33%	2
Change Management	33.33%	2
Data and Analytics	33.33%	2
Future Readiness	16.67%	1
Total Respondents: 6		

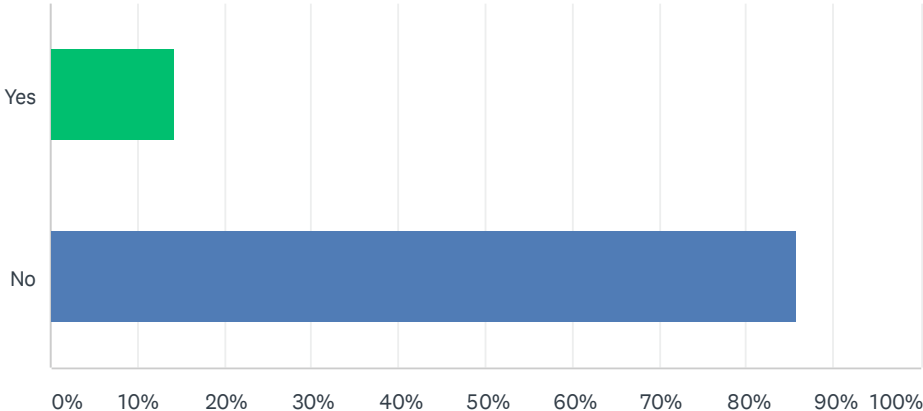
**Q10 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)**

Answered: 1 Skipped: 6

#	RESPONSES	DATE
1	n/a	6/24/2021 2:55 PM

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

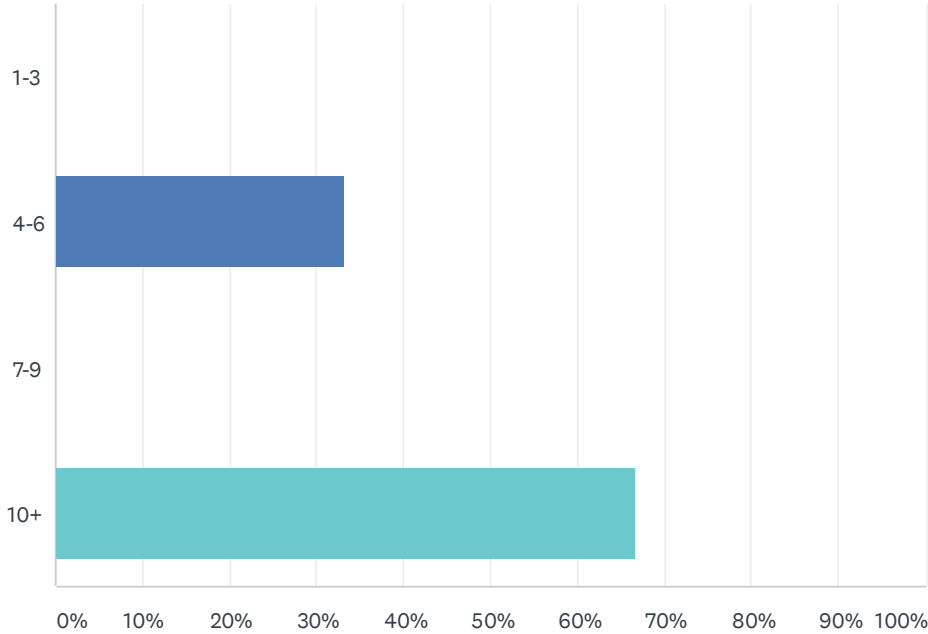
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	14.29% 1
No	85.71% 6
TOTAL	7

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

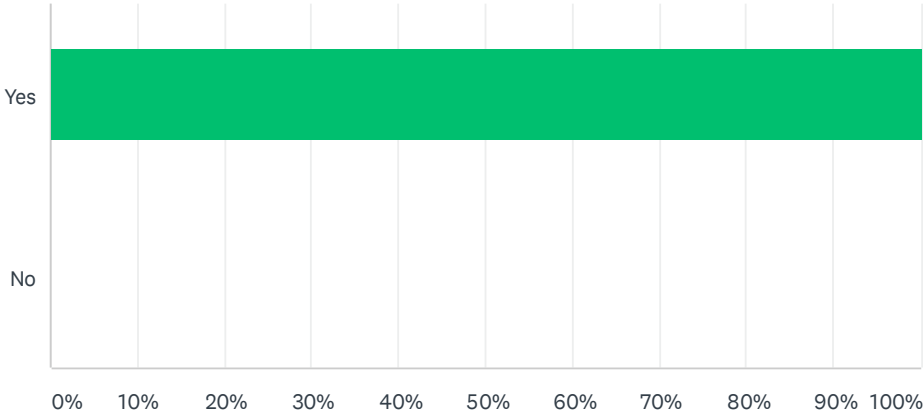
Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
1-3	0.00%	0
4-6	33.33%	2
7-9	0.00%	0
10+	66.67%	4
<b>TOTAL</b>		<b>6</b>

### Q13 Are you an ATD Tulsa member?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7

## Going Solo? Realities and Rewards of Consulting

Thinking about starting your own consulting business? Need advice before taking the leap? The new gig economy and the Covid-19 pandemic have fueled the fire of going solo. Join Elaine Biech and Halelly Azulay, two successful TD entrepreneurs and authors, for a provocative webinar about what it takes to go solo and thrive. Based on their 50+ years of combined experience, you'll gain valuable tips, tools, and activities to help you decide if you're ready to strike out on your own.

### Learning Objectives:

- Gain insights to help you decide if consulting is right for you
- Recognize common mistakes to avoid
- Identify faulty thinking about consulting
- Distinguish some of the many rewards of consulting

### About the speakers

**Elaine Biech** is a consultant, trainer, and author of *The Washington Post* #1 best seller, *The Art and Science of Training*. She has four decades of experience and published more than 85 books including two classics in the consulting industry: *The Business of Consulting* and *The Consultant's Quick Start Guide*. Her company, ebb associates inc, started as a custom-designed training business and now helps global companies implement large scale change. Elaine is a consummate training professional who has been instrumental in leading the TD profession during most of her career. Her ATD volunteer experience includes being a member of the national ATD Board of Directors and executive board, member of NAC, 2000 ICE design chair, initiator and chair of the National ASTD Consultant's Day for seven years, and SW Wisconsin Chapter President. She is the recipient of multiple ASTD/ATD honors: 2020 ATD Distinguished Contribution Award, National Torch Award, National Volunteer-Staff Partnership Award, and the Gordon M. Bliss Memorial Award.

She is ATD's first CPTD fellow recipient and designed ASTD's first training certificate program. Most recently she was the principle author of ATD's Body of Knowledge. In addition to her work with ATD, she served on the CCL Board of Governors, the CCL Executive Board, and chaired the Research, Evaluation, and Societal Advancement Committee. She is a member of the ISA Board of Directors, received ISA's highest award, the ISA Spirit Award and was recognized as ISA's Outstanding Contributor. She was also the recipient of the Wisconsin Women Entrepreneur's Mentor Award. Elaine is a dedicated lifelong learner who believes that excellence isn't optional and has had the privilege of helping hundreds of trainers become consultants.

**Halelly Azulay** is a consultant, trainer, and leadership development strategist at TalentGrow. She brings 25+ years of experience in training and development including 15 years as a training consulting business owner. Halelly is the author of two books, *Employee Development on a Shoestring* and *Strength to Strength*. She has contributed

to numerous training books such as *ATD's Action Guide to Talent Development*, *The ASTD Handbook*, and *The Art and Science of Training*. She has offered actionable leadership insights on her blog and her six-year leadership podcast, the TalentGrow Show, where she has interviewed such legends as Daniel Pink, Dr. Beverly Kaye, Elliott Masie, and many more.

Halelly works with organizations such as PricewaterhouseCoopers, Booz Allen Hamilton, the World Bank, the Food and Drug Administration, Teva Pharmaceuticals, Deluxe Corp., FINRA, and Evolent Health among many others. Described as a "Leadership Development Guru" by *TD* magazine, she's been quoted in [FastCompany.com](http://FastCompany.com), [Inc.com](http://Inc.com), [Monster.com](http://Monster.com), [CareerBuilder.com](http://CareerBuilder.com), [CIO.com](http://CIO.com), [ThriveGlobal.com](http://ThriveGlobal.com), and more. A former president of the award-winning Metro DC Chapter of ATD, Halelly has been selected to serve on four key national volunteer committees for ATD: The Awards Strategy Committee (2017-present), the 2014-2015 ATD International Conference & Expo Program Advisory Committee (ICE PAC), Chair of the 2014 ATD Chapter Leaders Conference PAC, and the 2014 ATD National Advisors for Chapters (NAC) Committee. She is also a field editor for ATD's LINKS member newsletter.





going solo?

**REALITIES AND REWARDS OF CONSULTING**

with  
Elaine Biech & Halelly Azulay