



**Board Meeting Minutes
January 12, 2019**

Date & Time: Saturday, January 12, 2019 from 1:00 PM to 2:30 PM
Location: St. Dunstan's Episcopal Church 5635 E 71st St, Tulsa, OK 74136

Call Meeting to Order

- Meeting called to order by Walt Hansmann at 2:43pm

Roll Call

- Roll Call performed by Michael Chancey
- Board members in attendance:
 - Walt Hansmann, President
 - Lewana Harris, President-Elect
 - Michael Chancey, VP Administration
 - Skip Eller, VP Finance
 - Ashley Whitfield, VP Membership
 - Stacy Davis, VP Programming via phone
 - Kim Boggs, VP Marketing
 - Linda Jenkins, Immediate Past President
- Michael Chancey declared a quorum present.

Agenda for January 12, 2019 Board Meeting

- Motion to approve agenda for January 12, 2019 Board Meeting – Boggs moves; Eller seconds;
MOTION CARRIES

Administrative

- Minutes from December 18, 2018 Meeting
 - Motion to approve – Eller moves; Boggs seconds; **MOTION CARRIES**
- Bylaws and Policies Committee Next Meeting
 - Chancey will set date with committee members
 - Jenkins will participate in committee for 2019
 - Policies for Development in 2019
 - Document Retention Policy (including emails)
 - Conflict of Interest Policy
 - Whistleblower Protection Policy
 - ATD Membership Payment/Reimbursement Policy for ATD Tulsa Board Members
 - Motion to approve proposed ATD Membership Payment/Reimbursement Policy for ATD Tulsa Board Members – Jenkins moves; Boggs seconds; **MOTION FAILS**
- Need to identify VP of Accommodations Candidates – Walt Hansmann

Financial

- Financial Reports for December/Year End 2018 – Review and Accept – Skip Eller

- 2019 Budget - Review and Accept – Skip Eller
 - Motion to approve financial reports and proposed 2019 budget – Boggs moves; Davis seconds.
 - Amendments
 - Combine New Member Marketing and New Member Appreciation into one category with a budgeted amount of \$750.00.
 - Reclassify \$246.02 as 2018 Recognition Items.
 - Adjust budget amount for Recognition Items to \$750.00.
 - Remove the Annual Audit line.
 - Adjust ATD Power Member Dues for Board to \$358.00.
 - **MOTION CARRIES AS AMENDED**
 - Eller will update and provide revised budget for next board meeting.

Membership

- Membership Report for December 2018
- Membership Plan for 2019

Professional Development

- Programming Scheduled – February 8 - Content & Logistics:
 - Details to be discussed at January 28, 2019 Board Meeting

Communications

- Marketing Plan for 2019
 - Boggs to present at January 28, 2019 Board Meeting

2019 Board Plans

- Actions/Projects to Complete Prior to CARE (Chapter Affiliation Requirements) Report
 - Early Submission Date, January 18, 2019 But No Later Than CARE Submission Deadline, January 31, 2019
 - Complete 2018 Annual Report
 - Jenkins presented to board on January 12, 2019
 - Complete 2018 CARE Submission
 - Jenkins to complete per deadlines stated above.
 - Conduct January 2019 Board Meeting
 - Hansmann completed on January 12, 2019
 - Conduct 2019 Board Planning Meeting
 - Hansmann completed on January 12, 2019
 - Adopt 2019 Annual Budget
 - Eller presented and adopted by board on January 12, 2019
 - Adopt 2019 Operating Plan
 - Hansmann presented draft plan
 - Motion to adopt 2019 Operating Plan in draft form – Boggs moves; Jenkins seconds; **MOTION CARRIES**

Adjourn Meeting

- Meeting adjourned by Hansmann at 4:26pm.



Agenda

Date & Time: Saturday, January 12, 2019 from 1:00 PM to 2:30 PM
Location: St. Dunstan's Episcopal Church 5635 E 71st St, Tulsa, OK 74136

1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for January 12 Board Meeting – **Review and Approve** – Walt Hansmann

2. Administrative
 - a. Minutes from December 18, 2018 Meeting – **Review and Approve** – Michael Chancey
 - b. Bylaws and Policies Committee Next Meeting – Michael Chancey
 - i. Policies for Development in 2019
 1. Document Retention Policy (including emails)
 2. Conflict of Interest Policy
 3. Whistleblower Protection Policy
 4. ATD Membership Payment/Reimbursement Policy for ATD Tulsa Board Members
 - c. Need to identify VP of Accommodations Candidates – Walt Hansmann

3. Financial
 - a. Financial Reports for December/Year End 2018 – **Review and Accept** – Skip Eller
 - b. 2019 Budget - **Review and Accept** – Skip Eller

4. Membership
 - a. Membership Report for December 2018 – **Review & Accept** – Ashley Whitfield
 - b. Membership Plan for 2019 – **Review & Accept** – Ashley Whitfield

5. Professional Development
 - a. Programming Scheduled – February 8 - Content & Logistics:
 - i. Program Speaker:
 1. Speaker agreement and session description – **Review & Discuss** - Stacy Davis
 - ii. Accommodations: TBD
 1. Meal – Meal & Room @ OSU-Tulsa - TBD to setup arrangements
 2. Check In – TBD
 - iii. Board Member Attendance & Participation – Walt Hansmann & Linda Jenkins registered to attend
 - iv. Board Communications for Attendees:
 1. Check-In to Program Meeting on Facebook – Walt Hansmann
 2. Tweet During Meeting – Walt Hansmann
 3. Welcome Guests – Walt Hansmann
 4. Acknowledge New Members and Power Members and Power Member Minute (Need to Identify Power Member to Provide) - ?
 5. ATD 2019 ICE Team Pitch – Linda Jenkins
 6. Sponsor Pitch for 2019 Programs – Lewana Harris

7. Pitch for Future Programs – Stacy Davis
 - v. Program – TBA
 - vi. At end of Program:
 1. Guest Presenter Thank You – Stacy Davis
 2. Door Prizes – Stacy Davis & Walt Hansmann
 - vii. Post January Meeting Evaluation Online Distribution by Tuesday, January 15, 2019
 - b. eLearning SIG (Special Interest Group)
 - i. Date/Location for 1st Quarter eLearning SIG – Kim Boggs
6. Communications
 - a. Marketing Plan for 2019 – Kim Boggs
 7. 2019 Board Plans – Walt Hansmann
 - a. Status of 2018 CARE Report – Linda Jenkins
 - b. Actions/Projects to Complete Prior to CARE (Chapter Affiliation Requirements) Report Early Submission Date, January 18, 2019 But No Later Than CARE Submission Deadline, January 31, 2019
 - i. Complete 2018 Annual Report – Linda Jenkins
 - ii. Complete 2018 CARE Submission – Linda Jenkins
 - iii. Conduct January 2019 Board Meeting – Walt Hansmann
 - iv. Conduct 2019 Board Planning Meeting – Walt Hansmann
 - v. Adopt 2019 Annual Budget – Walt Hansmann
 - vi. Adopt 2019 Operating Plan – Walt Hansmann
 8. Old Business
 9. New Business
 10. Confirm Action Items – Michael Chancey and Walt Hansmann
 11. Confirm Process to Identify Date for 2019 Board Meetings
 12. Adjourn Meeting – Walt Hansmann



Financial Reports

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 01/01/2019)

Category Description	2017 Actuals	2018 Budget	12/01/18 - 12/31/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
INCOME							
ATD CHIP	1,158.31	987.70	0.00	1,237.27	249.57		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	530.00	8,130.00	-1,487.14		12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	150.00	4,214.00	-1,686.00		115 @ \$50 standard memberships; 6 @ \$25 student
ATD Meeting Sponsorship	0.00	1,750.00	0.00	1,000.00	-750.00		7 Regular Meeting Sponsorships (\$250 each)
Special Event - Training	924.00	3,000.00	0.00	5,840.00	2,840.00	All for Gamification Workshop	One Special Event - Tentative (20 participants @ \$49 each)
Special Event - State Conference	11,882.00	0.00	0.00	0.00	0.00		NO CONFERENCE
TOTAL INCOME	33,762.31	21,254.84	680.00	20,421.27			
EXPENSES							
Board Expense							
National ATD Dues	2,235.00	1,611.00	0.00	1,341.00	270.00		9 @ \$179: Gentleperson's agreement to pay ATD dues for board members
Retreat	0.00	250.00	0.00	53.05	196.95		Printing, Lunch for Jan. 20, 2018 board retreat
							1 Registrations, 3 Hotel Rooms, 3 Airfares, & Meals - Note: Linda and Walt are planning to submit proposals to present workshops at ALC. Presenters receive free registration to ALC (\$150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
ATD Leader's Conference	1,985.55	2,700.00	0.00	3,346.00	-646.00		Stamps / Envelopes (\$75), QuickBooks Subscription (\$366)
Treasurer Expense	48.25	441.00	0.00	347.70	93.30		Annual Financial Audit
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		
TOTAL Board Expense	4,268.80	6,002.00	0.00	5,087.75			
Communications Expense							
GoDaddy Domains	99.00	81.02	0.00	80.68	0.34		Web Domains (Annual Expense)
Go Daddy Standard SSL	0.00	0.00	0.00	0.00	0.00		Next Due 03/17/19 (\$140)
Go Daddy Email	207.27	501.48	0.00	501.48	0.00		New Email Purchase (\$501.48 renew 2018, 2021; \$120 renew 2020)
Wild Apricot Web Site	578.63	1,248.00	0.00	1,536.00	-288.00		Annual Expense - Next Due 04/27/18
Survey Monkey	0.00	425.00	0.00	408.00	17.00		Approved expense up to \$425.00 (annual)
PO Box Subscription	0.00	64.00	0.00	70.00	-6.00		Annual Expense - Next Due 02/18
Marketing	0.00	250.00	0.00	0.00	250.00		Printing / Mailing Costs for Special Meeting or Communcation
TOTAL Communications Expense	884.90	2,569.50	0.00	2,596.16			
Meeting Expense							
Facility Charge	810.00	870.00	0.00	915.00	-45.00		10 @ \$70 (OSU in Room 140); 2 @ 85 (OSU in BS Roberts Room)
Meals-Food	6,760.18	7,368.00	763.16	5,981.58	1,386.42	\$680 received (\$720 registered) + \$250 Jenkins sponsorship - \$763.16 Food and Facility = +166.84	384 (32 attend/month avg.) @ \$17/month average (+20 attend for special event + \$500)
ATD December Special Program			0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	0.00	850.00	167.82	246.02	603.98	\$67.82 for Trophy, \$100 Throw Down Award	See separate "Recognition Items Budget" tab for breakdown
TOTAL Meeting Expense	7,570.18	9,088.00	930.98	7,142.60			
Membership Expense							
New Member Marketing	0.00	450.00	0.00	0.00	450.00		New Member Welcome Kits
New Member Appreciation	0.00	660.00	0.00	158.60	501.40		(40@16.50) New Member Lunches
TOTAL Membership Expense	0.00	1,110.00					
Misc. Expenses							
Paypal Expense	794.96	400.00	18.09	490.86	-90.86		High in 2017 due to conference
Oklahoma ATD State Conference	21,010.97	1,000.00	0.00	1,000.00	0.00	In-kind Sponsorship of State Conference	In-Kind Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with \$1,000 "sponsorship" check
Other Special Event Expense	0.00	0.00	123.50	1,237.98	-1,237.98	\$123.50 in award to James Clark for Special Program	Moved to "Recognition Items" under "Meeting Expense" above
Insurance	960.12	1,000.00	0.00	992.55	7.45		Due March (Note: In 2017 paid: \$460.12 to Willis of MD, and \$500 to Hartford)
Scholarship Program (pending approval)	0.00	0.00	0.00	0.00	0.00		Scholarship Program pending policy approval
TOTAL Misc Expense	22,766.05	2,400.00	141.59	3,721.39			
TOTAL EXPENSES	35,489.93	21,169.50	1,072.57	18,547.90			
OVERALL TOTAL	-1,727.62	85.34	-392.57	1,873.37			

Paypal Fees as of 06/01/17: 2.2% + .30 for online transactions. 2.7% per card swipe, 3.5% + .15 for manual key

**ATD Tulsa Chapter
Statement of Financial Position as of 01/01/2019**

Assets		Liabilities	
Checking	\$ 12,849.51	Accounts Payable	\$ -
PayPal	\$ 3,202.59	Taxes Payable	\$ -
Cash	\$ 140.00	Total Liabilities	<u>\$ -</u>
Accounts Receivable	\$ 2,023.00	Net Assets	
(Less doubtful accounts)*	\$ (80.00)	Unrestricted Net Assets	\$ 18,135.10
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 16,192.10</u>	Total Net Assets	<u>\$ 18,135.10</u>
Total Assets	<u>\$ 18,135.10</u>	Total Liabilities Plus Net Assets	<u>\$ 18,135.10</u>

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



Membership Report

ATD Tulsa VP of Membership Report for Board Meeting 1/12/19

Summary of Memberships as of 1/9/19

Membership Type	Number of Members
Student	2
Members	92
Total = 94	
Power Members (as of 12/5/18)	46 joint members out of 88 yielding a rate of 52%.

New Members Joined in January

Renewal Date	First Name	Last Name	Company	Email	Member Type
December 17, 2018	Tracie	Gregory	TTCU Federal Credit Union	tgregory@ttcu.com	Chapter
January 04, 2019	Kaylee	Noble	TTCU Federal Credit Union	knoble@ttcu.com	Chapter

Members Renewed Since December 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
December 05, 2018	Matthew	Tedescucci	TTCU Federal Credit Union	mtedescucci@ttcu.com	Chapter
December 18, 2018	Linda	Jenkins	Jenkins Consulting Group	lindajenkins@jenkinscg.com	Power Member Due February 28, 2019
December 31, 2018	Kristal	Nicholson	OU National Resource Center for Youth Services	kristalnicholson@hotmail.com	Chapter
January 02, 2019	Mark	Plank	Hilti. Inc	mark.plank@hilti.com	Chapter
January 02, 2019	Mary	Sirkel	Tulsa Community College	mary.sirkel@tulsacc.edu	Chapter
January 07, 2019	Michael	Chancey	John Zink Hamworthy Combustion	michael.chancey@johnzink.com	Power Member Due September 30, 2020
January 07, 2019	Tracie	Gregory	TTCU Federal Credit Union	tgregory@ttcu.com	Power Member Due December 31, 2019
January 07, 2019	Aba	Hammond	ONE Gas Inc.	aba.hammond@onegas.com	Power Member Due November 30, 2019
January 07, 2019	Kristine	Stevens	Pegasystems	kristine.stevens@pega.com	December 31, 2019

ATD Tulsa VP of Membership Report for Board Meeting 1/12/19

January 08, 2019	Scott	Cooksey	Cooksey Connects	scott@cookseyconnects.com	Chapter
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Members DID NOT Renew as of 1/9/19

Renewal Date	First Name	Last Name	Company	Email	Member Type
December 01, 2018	Kaylen	Wood	O.C. Tanner	kaylen.wood@octanner.com	Chapter
December 04, 2018	Angela	Strode	NORDAM	astrode@nordam.com	Chapter
December 06, 2018	Andria	Tipler	Bank Of Oklahoma Financial	atipler@bokf.com	Power Member Due 11/30/18
December 18, 2018	Stephen	Gunn	GEB America/ Kepano Consulting	stephen.gunn@me.com	Chapter
January 04, 2019	Chrissy	Medeck	BOK Financial	cmedeck@bokf.com	Power Member Due 9/30/19

Lapsed Membership and Follow Up is Needed

First Name	Last Name	Company	Who Owns Follow Up	Status of Follow Up
Kaylen	Wood	O.C. Tanner		
Angela	Strode	NORDAM		
Andria	Tipler	Bank Of Oklahoma Financial		
Stephen	Gunn	GEB America/ Kepano Consulting		
Chrissy	Medeck	BOK Financial		

Members Due for Renewal January 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
January 17, 2019	James	McKenzie	University of Oklahoma College of Continuing Education	james.mckenzie@ou.edu	Chapter
January 27, 2019	Jill	Almond	Saint Francis Health System	jalmond8@cox.net	Power Member Due April 30, 2019
January 31, 2019	Jeremiah	Carson	Cherokee Nation Entertainment	jeremiah.carson@cnent.com	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 1/12/19

January 31, 2019	Ana	Vaqueiro	Matrix Service Company	avaqueiro@matrixservicecompany.com	Power Member Due January 31, 2019
January 31, 2019	Ashley	Whitfield	The Persimmon Group	ashleywhitfield@thepersimmongroup.com	Power Member Due January 31, 2019

Members Due for Renewal February 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
February 01, 2019	Cathy	Fox	1 Million Cups	cathycfox@gmail.com	Power Member Due on 1/31/19
February 04, 2019	Steven	Oliver	TCC	s*****9@cox.net	Chapter
February 06, 2019	Dan	King	EHI	daniel.b.king@ehi.com	Chapter
February 07, 2019	Shelby	Morris	Oklahoma State University	shelby.morris@okstate.edu	Power Member Due on 1/31/19
February 08, 2019	Bethany	O'Donnell Elkin	BOK Financial	belkin@bokf.com	Chapter
February 12, 2019	Marcia	Bruno-Todd	Leadership Tulsa	marcia@leadershiptulsa.org	Chapter
February 12, 2019	Steve	Hughes	Hughes Training and Development Solutions	shughes@hughestrainingsolutions.com	Chapter
February 20, 2019	Heather	Garcia	Tulsa County	hgarcia@tulsacounty.org	Power Member Due on 10/31/19
February 20, 2019	Scott	Robin	BOK Financial	srobin@bokf.com	Chapter
February 22, 2019	Sondra	Whitt	Goodwill Industries of Tulsa	sondra@purposeunlimited.com	Chapter
February 28, 2019	Michael	Horton	The Coffee Bunker	michael@coffeebunker.org	Power Member Due on 2/28/19
February 28, 2019	Rachel	Wagner	Rachel Wagner Etiquette & Protocol	rachel@etiquettetrainer.com	Chapter

ATD Tulsa VP of Membership Report for Board Meeting 1/12/19

Members Due for Renewal March 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
March 05, 2019	Nancy	Gunter	YMCA of Greater Tulsa	nancy.gunter@rocketmail.com	Power Member Due March 31, 2019
March 07, 2019	Tammy	Wise	The Persimmon Group	tammywise8@gmail.com	Power Member Due January 31, 2019
March 09, 2019	Jeff	Wilkie	Hogan Taylor	jwilkie@hogantaylor.com	Chapter
March 14, 2019	Chantel	Gray	Truity Credit Union	chantel.gray@truitycu.org	Power Member Due January 31, 2019
March 19, 2019	William	Eller	Manhattan Construction Co.	seller@manhattanconstruction.com	Chapter
March 22, 2019	Garland	McWatters	INPowered2 LEAD	garland@inpoweredtolead.com	Chapter
March 26, 2019	Phillip	Wilson	Labor Relations Institute	pbwilson@lirms.com	Chapter
March 28, 2019	Lawrence	Gray	AT&T	graylarryl0803@gmail.com	Chapter

Proposed Policy for ATD Tulsa Board Member Reimbursement of ATD Membership Fees

The ATD Chapter Affiliation Requirements (CARE) item 4.1 reads that: “The chapter board members maintain joint chapter/ATD membership and participate in both annual chapter and ATD leadership development opportunities.”

Here is the current ATD Tulsa Bylaw related to this requirement.

ARTICLE III MEMBERSHIP

SECTION 3.7 INTERNATIONAL MEMBERSHIP

- A. All Elected Board Members of the Corporation are required to maintain joint Corporation / International membership and participate in both annual Corporation and international leadership development opportunities.

Through the years, ATD Tulsa has paid the ATD dues for board members during the year they serve. While not a policy, this has been the board’s practice. There are three primary concerns with this practice:

- 1) It is not written as a Bylaw, a Policy or a Procedure;
- 2) Board members have left the board before completing their term of office, and then the chapter has had to pay ATD membership fees for the departed board member AND their replacement.
- 3) Many companies already pay the ATD Membership fees for their employees who are serving on the board. Having the chapter also pay their ATD Membership fees is counterproductive.

Therefore, the committee recommends the practice be changed, and written into policy, that members will pay their own ATD membership fees (or paid by their employer), and that upon successfully completing their term of office, they may request reimbursement from ATD Tulsa.

Proposed Policy 3.7.1

For ATD Tulsa Board Members who pay their ATD membership dues, and who have served on the ATD Tulsa Board through September 30, individual board members may submit a request for reimbursement of ATD dues at the board discounted rate offered by ATD.

Reimbursement requests must be submitted to President no later than October 31.

The board will consider reimbursement requests at its November meeting.

Approved reimbursements will be paid by December 15.

Approved reimbursement will be prorated based upon the number of months served on the board during that calendar year/term of office.

Scenarios:

A Board member who serves from January 1 through September 30, and who has performed his/her board responsibilities to the satisfaction of the board, would be entitled to reimbursement of 100% of the ATD board member discounted rate (January 1 through December 31).

A Board Member who serves from June 1 through September 30, and who has performed his/her board responsibilities to the satisfaction of the board, would be entitled to reimbursement of 50% of the ATD board member discounted rate (June 1 through December 31).

A Board Member has an ATD Renewal date of May 31, for example. So, they were an ATD member beginning the calendar year, renewed during the calendar year, and remained an ATD member through the end of the calendar year ... they would also fall into one of the two scenarios listed above.

Benefits:

- We feel this policy holds individuals accountable for payment of ATD membership should they be unable to fulfill their term of office.
- From a budget viewpoint, many companies will not need, nor want the opportunity to process a refund (they feel it costs more in time and energy to credit fees to internal accounts than it is worth the reimbursement). So, in the long term, this should reduce the budget line item for board memberships.