Minutes for Board Meeting

December 18, 2018

Date & Time: Tuesday, December 18, 2018 from 3:30 PM to 5:00 PM
Location: Kendall-Whittier Library – Meeting Room, 21 S Lewis Ave, Tulsa, OK 74104
Note: Food and Drinks Allowed.

Call Meeting to Order

- Meeting called to order by Linda Jenkins at 3:36pm

Roll Call

- Roll Call performed by Michael Chancey
- Board members in attendance:
    - Linda Jenkins, President
    - Walt Hansmann, President-Elect
    - Michael Chancey, VP Administration
    - Skip Eller, VP Finance, via Skype
    - Stacy Davis, VP Programming
    - Cathy Fox, VP Accommodations
    - Lorinda Schrammel, Immediate Past President, via Skype
    - Shelby Morris, VP Marketing, via Skype
- Board members not in attendance:
    - Ashley Whitfield, VP Membership
- Guests in attendance:
    - Lewana Harris, via Skype
- Michael Chancey declared a quorum present.

Agenda for December 18, 2018 Board Meeting

- Motion to approve agenda for December 18, 2018 Board Meeting – Fox moves; Hansmann seconds; **MOTION CARRIES**

Administrative

- Minutes from November 2, 2018 Meeting
    - Motion to approve – Hansmann moves; Fox seconds; **MOTION CARRIES**
- Submit 2019 Board Roster worksheet to ATD by December 31, 2018
    - Chancey to submit to ATD, send notification to Jenkins once complete.
- Bylaws and Policies Committee
    - 2018 Annual Risk Assessment
        - Motion to approve – Davis moves; Fox seconds; **MOTION CARRIES**

Financial

- Financial Reports for November 2018
    - Motion to accept – Chancey moves; Davis second; **MOTION CARRIES**
    - Follow Up with James Clark re ½ registration for Gamification workshop
    - Submittal of forms to allow payment processing by Hilti

- o Payment received from Leadership Tulsa via mail for $20.00
- o Arvest Bank statement received
- o Ti Amo receipt total for December meeting - $763.16
- Financial Management
  - o Michael Chancey will have lead responsibility for 2019 board

Membership

- o Membership Report for November 2018
  - o Motion to accept – Hansmann moves; Fox seconds; **MOTION CARRIES**
  - o Potential role change for Kara Schatz
  - o Davis to reach out to Jamie Westfall and Angela Strode
- o 100 Student Member Swag Bags Provided by ATD

Professional Development

- Complete ICE Team Application by December 31, 2018
  - o Currently 6 have registered, 3 additional planned attendees
  - o Jenkins to submit request for group rate.
- Program Meeting Survey Results – November 9, 2018
- Program Meeting Survey Results – December 7, 2018
- Programming Scheduled – January 11, 2018 - Content & Logistics:
  - o Program Speaker: Bill Fournet, Knowledge Management 2019: Trends to Watch & Challenges to Overcome
  - o Speaker agreement and workshop description
  - o Accommodations: Cathy Fox
    - Meal – Meal & Room @ OSU-Tulsa - Cathy Fox to setup arrangements – need to identify 2019 board member to coordinate
    - Check In – Michael Chancey
  - o Board Member Attendance & Participation – Walt Hansmann & Linda Jenkins registered to attend
  - o Board Communications for Attendees:
    - Check In to Program Meeting on Facebook – Walt Hansmann
    - Tweet During Meeting – Walt Hansmann
    - Welcome Guests – Walt Hansmann
    - Acknowledge New Members and Power Members and Power Member Minute (Need to Identify Power Member to Provide) - TBD
    - ATD 2019 ICE Team Pitch – Linda Jenkins
    - Sponsor Pitch for 2019 Programs - TBD
    - Pitch for Future Programs – TBD
  - o Program –- Knowledge Management with Bill Fournet
  - o At end of Program:
    - Guest Presenter Thank You – TBD
    - Door Prizes – Linda Jenkins
  - o Post Meting Evaluation Online Distribution by Tuesday, January 15, 2019
- eLearning SIG (Special Interest Group)

- Date/Location for 1ˢᵗ Quarter eLearning SIG – Shelby Morris
- Need to identify board member to serve as eLearning SIG liaison for 2019 – Linda Jenkins
  - Jenkins to contact Kim regarding eLearning SIG
  - Kim Boggs to contact Bob Mansour to coordinate next meeting.

Communications

- Plans to Process Employee Learning Week Participation forms with ATD for Facebook posts and Trainer Throw Down on December 7ᵗʰ
  - Morris submitted the forms to ATD on December 7ᵗʰ
- Plans and schedule to market January 11ᵗʰ Program Meeting
  - Morris to set up email notifications for January meetings according to normal schedule.
- Plans to coordinate training for Kim Boggs as 2019 VP of Marketing
  - Morris has initiated communication to Boggs and Hansmann
  - Transfer of social media credentials has been sent by Morris to Boggs

2019 Board Plans

- As of January 1, 2019, update Wild Apricot permissions, ATD Tulsa board emails access and ATD Tulsa website to comply with 2019 board members
- 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
  - Complete 2018 CARE Submission –Jenkins
  - Conduct January 2019 Board Meeting – January 12, 2019 –Hansmann
  - Conduct 2019 Board Planning Meeting – January 12, 2019 –Hansmann
    - Hansmann to send out details to board
  - Adopt 2019 Annual Budget –Hansmann/Eller
  - Adopt 2019 Operating Plan –Hansmann/Eller
  - ICE Interest/Networking Event – Davis to explore
- 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

New Business

- Discounted rate available through December 21 – email from ATD on December 17

Adjourn Meeting

- Meeting adjourned by Jenkins at 4:55pm.

Agenda

Board Meeting Agenda

Date & Time: Tuesday, December 18, 2018 from 3:30 PM to 5:00 PM
Location: Kendall-Whittier Library – Meeting Room, 21 S Lewis Ave, Tulsa, OK 74104
Note: Food and Drinks Allowed.

1. Call Meeting to Order
    a. Roll Call – Michael Chancey
        i. Ashley Whitfield will not be able to attend
        ii. Shelby Morris will attend via Skype Meeting
        iii. Skip Eller will attend via Skype Meeting
        iv. Lorinda Schrammel will attend via Skype Meeting
    b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
    c. Agenda for December 18, 2018 Board Meeting – Review and Approve – Linda Jenkins

2. Administrative
    a. Minutes from November 2, 2018 Meeting (attached) – Review and Approve – Linda Jenkins
    b. Submit 2019 Board Roster worksheet to ATD by December 31, 2018 – Michael Chancey
    c. Bylaws and Policies Committee - Linda Jenkins, Walt Hansmann & Michael Chancey
        i. 2018 Annual Risk Assessment (attached) – Review and Approve – Michael Chancey

3. Financial
    a. Financial Reports for November 2018 (attached) – Review & Accept
        i. Follow Up with James Clark re ½ registration for Gamification workshop
        ii. Completion of forms to allow payment processing by Hilti
    b. Financial Management – Michael Chancey Will Have Lead Responsibility for 2019 Board

4. Membership
    a. Membership Report for November 2018 (attached) – Review & Accept – Linda Jenkins for Ashley Whitfield
    b. 100 Student Member Swag Bags Provided by ATD – Linda Jenkins

5. Professional Development
    a. Complete ICE Team Application by December 31, 2018 – Linda Jenkins
    b. Program Meeting Survey Results – November 9, 2018 (attached) – Review & Discuss - Stacy Davis
    c. Program Meeting Survey Results – December 7, 2018 (attached) – Review & Discuss - Stacy Davis
    d. Programming Scheduled – January 11, 2018 - Content & Logistics:
        i. Program Speaker: Bill Fournet, Knowledge Management 2019: Trends to Watch & Challenges to Overcome
            1. Speaker agreement and workshop description – Review & Discuss - Stacy Davis
        ii. Accommodations: Cathy Fox
            1. Meal – Meal & Room @ OSU-Tulsa - Cathy Fox to setup arrangements – need to identify 2019 board member to coordinate

      2. Check In – Need to identify 2019 board member to coordinate

   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 - ?

      7. Pitch for Future Programs – ?

   v. Program –- Knowledge Management with Bill Fournet

   vi. At end of Program:

      1. Guest Presenter Thank You – ?

      2. Door Prizes – ? & Linda Jenkins

   vii. Post Meting Evaluation Online Distribution by Tuesday, January 15, 2019

  e. eLearning SIG (Special Interest Group)

    i. Date/Location for 1st Quarter eLearning SIG – Shelby Morris

    ii. Need to identify board member to serve as eLearning SIG liaison for 2019 – Linda Jenkins

6. Communications
   a. Plans to Process Employee Learning Week Participation forms with ATD for Facebook posts and Trainer Throw Down on December 7th – Shelby Morris
   b. Plans and schedule to market January 11th Program Meeting
   c. Plans to coordinate training for Kim Boggs as 2019 VP of Marketing

7. 2019 Board Plans – Walt Hansmann
   a. As of January 1, 2019, update Wild Apricot permissions, ATD Tulsa board emails access and ATD Tulsa website to comply with 2019 board members
   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
   c. Policies for Development in 2019
      i. Document Retention Policy (including emails)
      ii. Conflict of Interest Policy
      iii. Whistleblower Protection Policy

iv. ATD Membership Payment/Reimbursement Policy for ATD Tulsa Board Members

8. Old Business

9. New Business

10. Confirm Action Items – Michael Chancey and Linda Jenkins

11. Confirm Process to Identify Date for January Board Meeting

12. Adjourn Meeting – Linda Jenkins

Financial Reports

Association for Talent Development Tulsa Chapter

2018 Budget/Income Statement (As of 12/01/2018)

Category Description	2017 Actuals	2018 Budget	11/01/18 - 11/30/18	2018 Year To Date	VARIANCE	Special Notes	FY18 Notes
INCOME							
ATD ChIP	1,158.31	987.70	884.17	1,237.27	249.57		Variable - Using 2 year Average
Meeting Fees	7,299.00	9,617.14	700.00	5,220.00	-4,397.14	$390 for August Meeting, $60 for September	12 Meetings (see Meeting Income Worksheet)
Membership Dues	4,249.00	5,900.00	50.00	3,138.14	-2,761.86	$125 Received from Corporate	115 @ $50 standard memberships; 6 @ $25 student
ATD Meeting Sponsorship	0.00	1,750.00	0.00	1,000.00	-750.00	Need to process Persimmon, Jenkins Consulting (?)	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 particpants @ $49 each)
Special Event - State Conference	11,882.00	0.00	0.00	0.00	0.00	2017: State Conference + Approachable Leadership	NO CONFERENCE
TOTAL INCOME	**33,762.31**	**21,254.84**	**1,634.17**	**16,435.41**			
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
ATD Leader's Conference	1,985.55	2,700.00	2,045.70	3,346.00	-646.00	Meals and Lodging for ALC	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 regustration to ALC ($150 each). If their proposals are accepted, propose to send them + 1 additional board member to ALC.
Treasurer Expense	48.25	441.00	0.00	347.70	93.30		Stamps / Envelopes ($75), QuickBooks Subscription ($366)
Annual Audit	0.00	1,000.00	0.00	0.00	1,000.00		Annual Financial Audit
TOTAL Board Expense	**4,268.80**	**6,002.00**	**2,045.70**	**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	70.00	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	412.76	5,218.42	2,149.58	$560 rec'd - $70 room - $412.76 Catering by Or = $77.24 profit	384 (32 attend/month avg.) @ $17/month average (+20 attend for special event + $500)
ATD December Special Program		0.00	0.00	0.00	0.00		Moved to Recognition Items
Recognition Items	0.00	850.00	0.00	78.20	771.80		See separate "Recognition Items Budget" tab for breakdown
TOTAL Meeting Expense	**7,570.18**	**9,088.00**	**482.76**	**6,211.62**			
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	22.24	472.77	-72.77		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	0.00	1,114.48	-1,114.48		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**	**22.24**	**3,579.80**			
TOTAL EXPENSES	**35,489.93**	**21,169.50**	**2,550.70**	**17,475.33**			
OVERALL TOTAL	**-1,727.62**	**85.34**	**-916.53**	**-1,039.92**			

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 12/01/2018

Assets			Liabilities		
Checking	$	13,903.99	Accounts Payable	$	-
PayPal	$	1,650.68	Taxes Payable	$	-
Cash	$	140.00	**Total Liabilities**	$	-
Accounts Receivable	$	2,093.00			
(Less doubtful accounts)*	$	(45.00)	**Net Assets** Unrestricted Net Assets	$	17,742.67
			Temporarily Restricted Net Assets	$	-
			Permanently Restricted Net Assets	$	-
Total Cash Assets	$	15,694.67	**Total Net Assets**	$	17,742.67
Total Assets	$	17,742.67	**Total Liabilities Plus Net Assets**	$	17,742.67

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

Membership Report

ATD Tulsa VP of Membership Report for Board Meeting 12/18/18

Summary of Memberships as of 12/17/18

Membership Type	Number of Members
Student	2
Members	86
	Total = 88
Power Members (as of 12/5/18)	46 joint members out of 88 yielding a rate of **52%**.

Members Joined in November/December 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
November 26, 2018	Meagan	Medina	Finance of America Reverse	mmedina@financeofamerica.com	Power Member Due on 3/31/19
November 28, 2018	Savannah	Haddock	Tulsa County	Tulsa County	
December 04, 2018	Aba	Hammond	OneGas	aba.hammond@onegas.com	Power Member
December 05, 2018	Matthew	Tedescucci	TTCU Federal Credit Union	mtedescucci@ttcu.com	Chapter

Members DID NOT Renew as of 12/17/ 2018

Renewal Date	First Name	Last Name	Company	Email	Member Type
10/10/18	Jamie	Westfall	Henry Schein Practice Solutions	jamie.westfall@henryschein.com	Chapter
10/19/18	Joshua	Etheridge	The Coffee Bunker	joshua@coffeebunker.org	Chapter
10/24/18	Jesse	Hopkins	Radiator Depot	hopkinsjlee@gmail.com	Power DUE 8/31/18
11/3/18	Mark	Plank	Hilti. Inc	mark.plank@hilti.com	Chapter
11/7/18	Vivian	Phillips	Cherokee Nation Businesses	vivian.phillips@cn-bus.com	Power Due 3/31/19
11/8/18	Kara	Schatz	BOKF	kschatz@bokf.com	Power Due 2/28/19
11/11/18	Josh	Miller	The Persimmon Group	joshmiller@thepersimmongroup.com	Chapter
11/15/18	Lance	Thompson	O.C. Tanner	lance.thompson@octanner.com	Chapter

Lapsed Membership and Follow Up is Needed

ATD Tulsa VP of Membership Report for Board Meeting 12/18/18

First Name	Last Name	Company	Who Owns Follow Up	Status of Follow Up
Jamie	Westfall	Henry Schein Practice Solutions		
Joshua	Etheridge	The Coffee Bunker		
Jesse	Hopkins	Radiator Depot		
Mark	Plank	Hilti. Inc		
Vivian	Phillips	Cherokee Nation Businesses		
Kara	Schatz	BOKF		
Josh	Miller	The Persimmon Group	Ashley	In person notification 12/12/18
Lance	Thompson	O.C. Tanner		

Members Due for Renewal December 2018

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

Members Due for Renewal January 2019

Renewal Date	First Name	Last Name	Company	Email	Member Type
January 04, 2019	Chrissy	Medeck	BOK Financial	cmedeck@bokf.com	Power Member Due on 9/30/19
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 on 4/30/19
January 31, 2019	Jeremiah	Carson	Cherokee Nation Entertainment	jeremiah.carson@cnent.com	Chapter
January 31, 2019	Ana	Vaqueiro	Matrix Service Company	avaqueiro@matrixservicecompany.com	Power Member Due on 1/31/19

ATD Tulsa VP of Membership Report for Board Meeting 12/18/18

| January 31, 2019 | Ashley | Whitfield | The Persimmon Group | ashleywhitfield@thepersimmongroup.com | Power Member Due on 1/31/19 |

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

Survey Results

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

Answered: 5   Skipped: 0
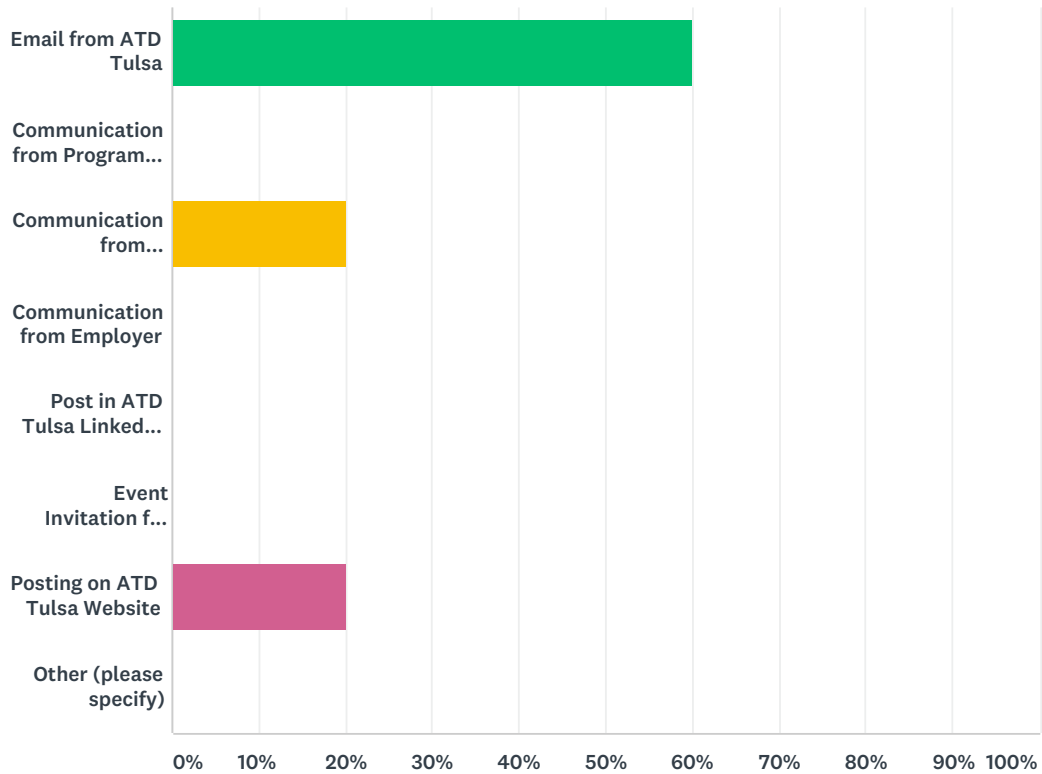
ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	60.00%	3
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	20.00%	1
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	20.00%	1
Other (please specify)	0.00%	0
TOTAL		5

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

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

Answered: 5   Skipped: 0
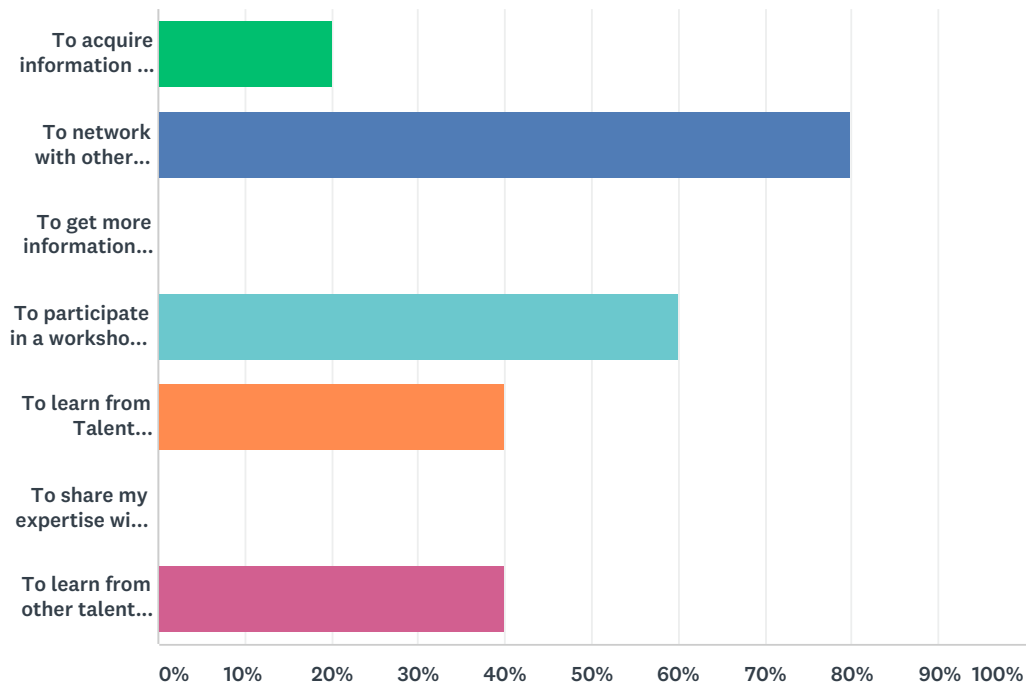
ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	20.00%	1
To network with other talent management professionals.	80.00%	4
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	60.00%	3
To learn from Talent Management industry leaders.	40.00%	2
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	40.00%	2
Total Respondents: 5		

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

Q3 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.
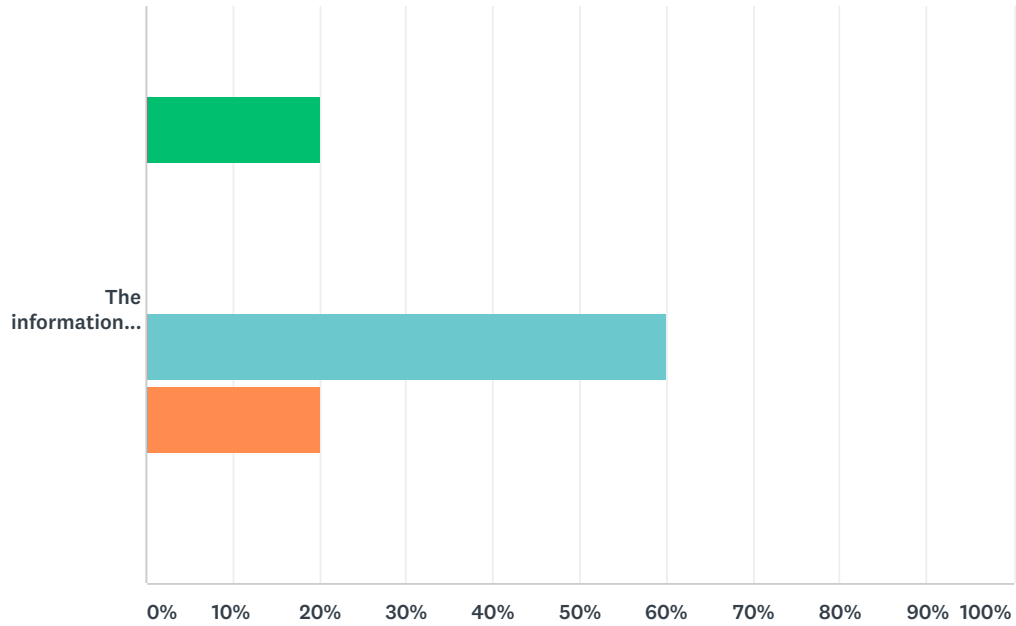
Answered: 5   Skipped: 0
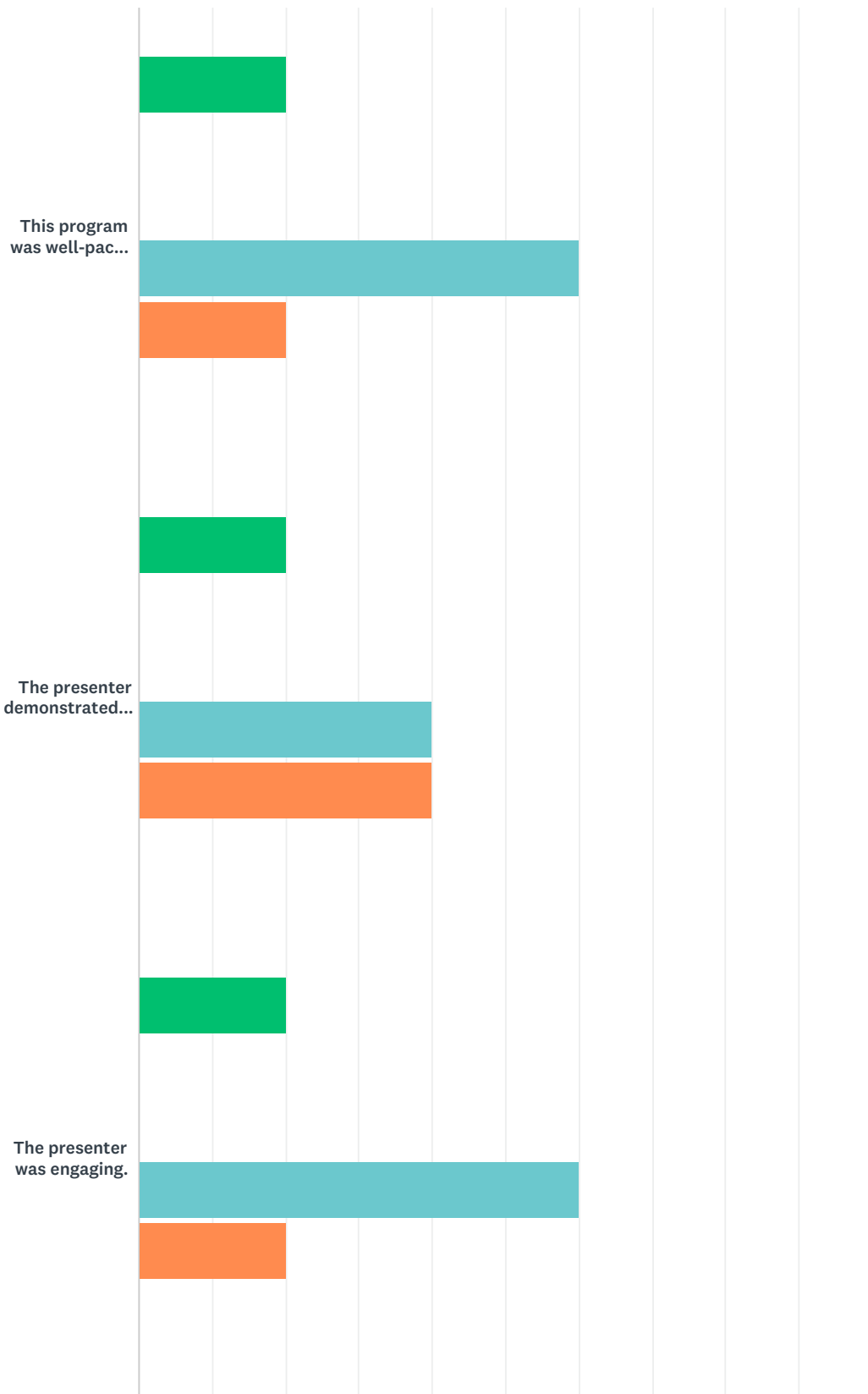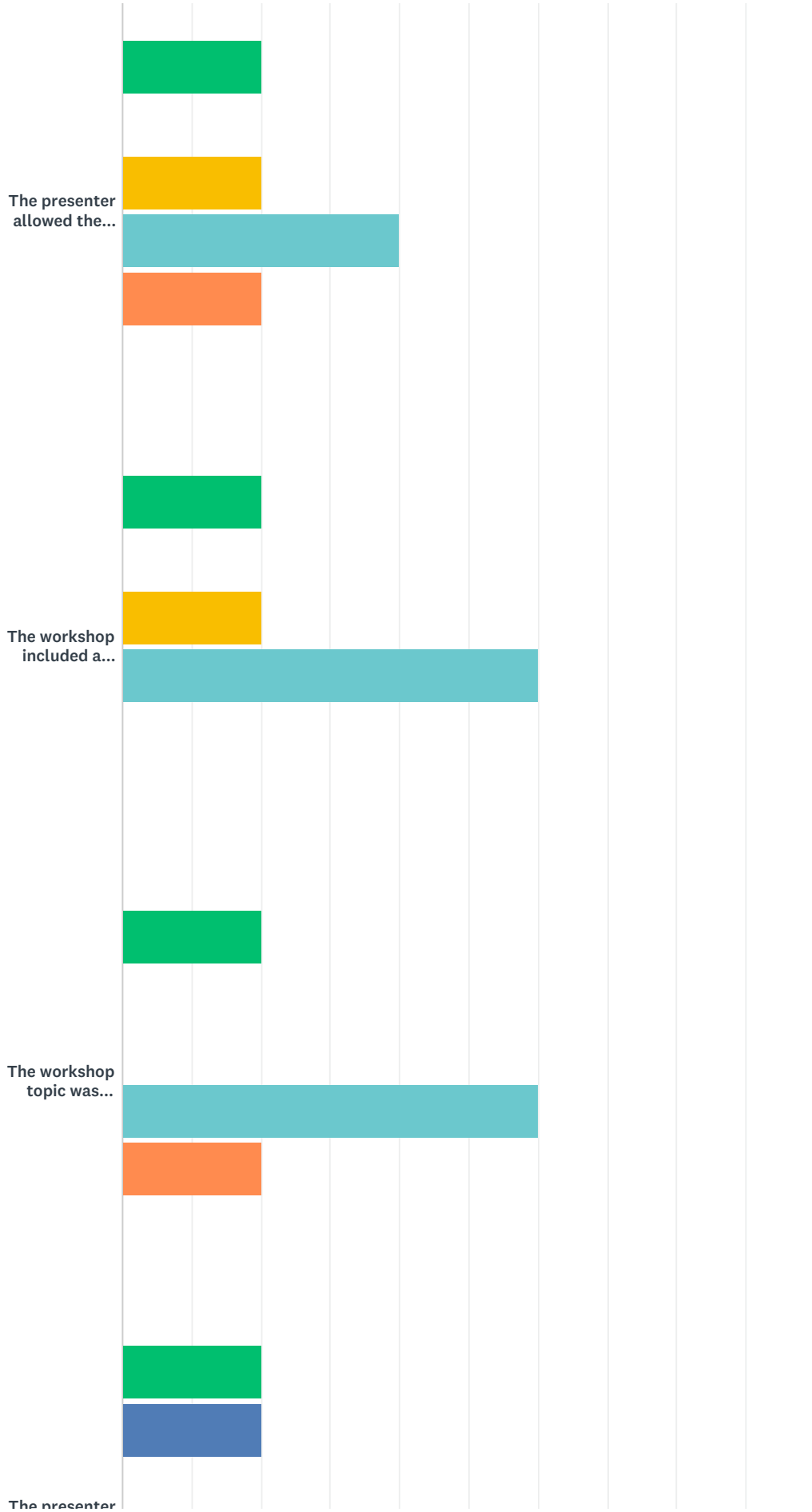
This program was well-pac...

The presenter demonstrated...

The presenter was engaging.

November 9, 2018 Program Meeting Survey

The presenter allowed the...

The workshop included a...

The workshop topic was...

The presenter

November 9, 2018 Program Meeting Survey

The presenter
outlined...

The presenter
met the...

The
information...

The
information...
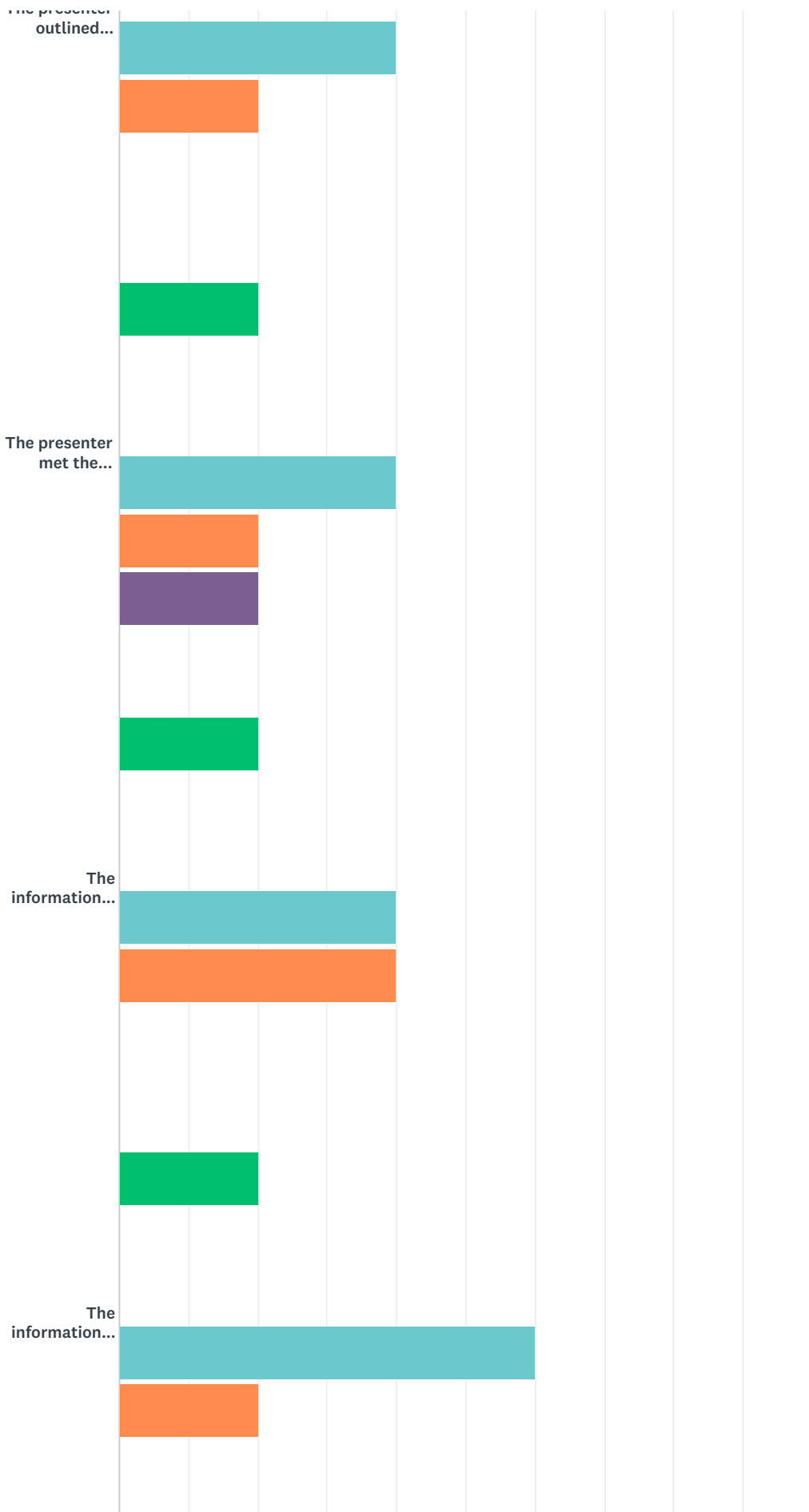
November 9, 2018 Program Meeting Survey

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

	STRONGLY DISAGREE	DISAGREE	NEITHER AGREE NOR DISAGREE	AGREE	STRONGLY AGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	20.00% 1	0.00% 0	0.00% 0	60.00% 3	20.00% 1	0.00% 0	5
The presenter demonstrated subject matter expertise and knowledge.	20.00% 1	0.00% 0	0.00% 0	40.00% 2	40.00% 2	0.00% 0	5
The presenter was engaging.	20.00% 1	0.00% 0	0.00% 0	60.00% 3	20.00% 1	0.00% 0	5
The presenter allowed the right amount of time for discussion.	20.00% 1	0.00% 0	20.00% 1	40.00% 2	20.00% 1	0.00% 0	5
The workshop included a hands-on learning activity.	20.00% 1	0.00% 0	20.00% 1	60.00% 3	0.00% 0	0.00% 0	5
The workshop topic was delivered as promoted.	20.00% 1	0.00% 0	0.00% 0	60.00% 3	20.00% 1	0.00% 0	5
The presenter outlined objectives for the session.	20.00% 1	20.00% 1	0.00% 0	40.00% 2	20.00% 1	0.00% 0	5
The presenter met the objectives as outlined.	20.00% 1	0.00% 0	0.00% 0	40.00% 2	20.00% 1	20.00% 1	5
The information presented during this workshop was well organized.	20.00% 1	0.00% 0	0.00% 0	40.00% 2	40.00% 2	0.00% 0	5
The information presented during this workshop is useful to my job.	20.00% 1	0.00% 0	0.00% 0	60.00% 3	20.00% 1	0.00% 0	5
The information presented during this workshop can be applied to my business.	20.00% 1	0.00% 0	0.00% 0	60.00% 3	20.00% 1	0.00% 0	5

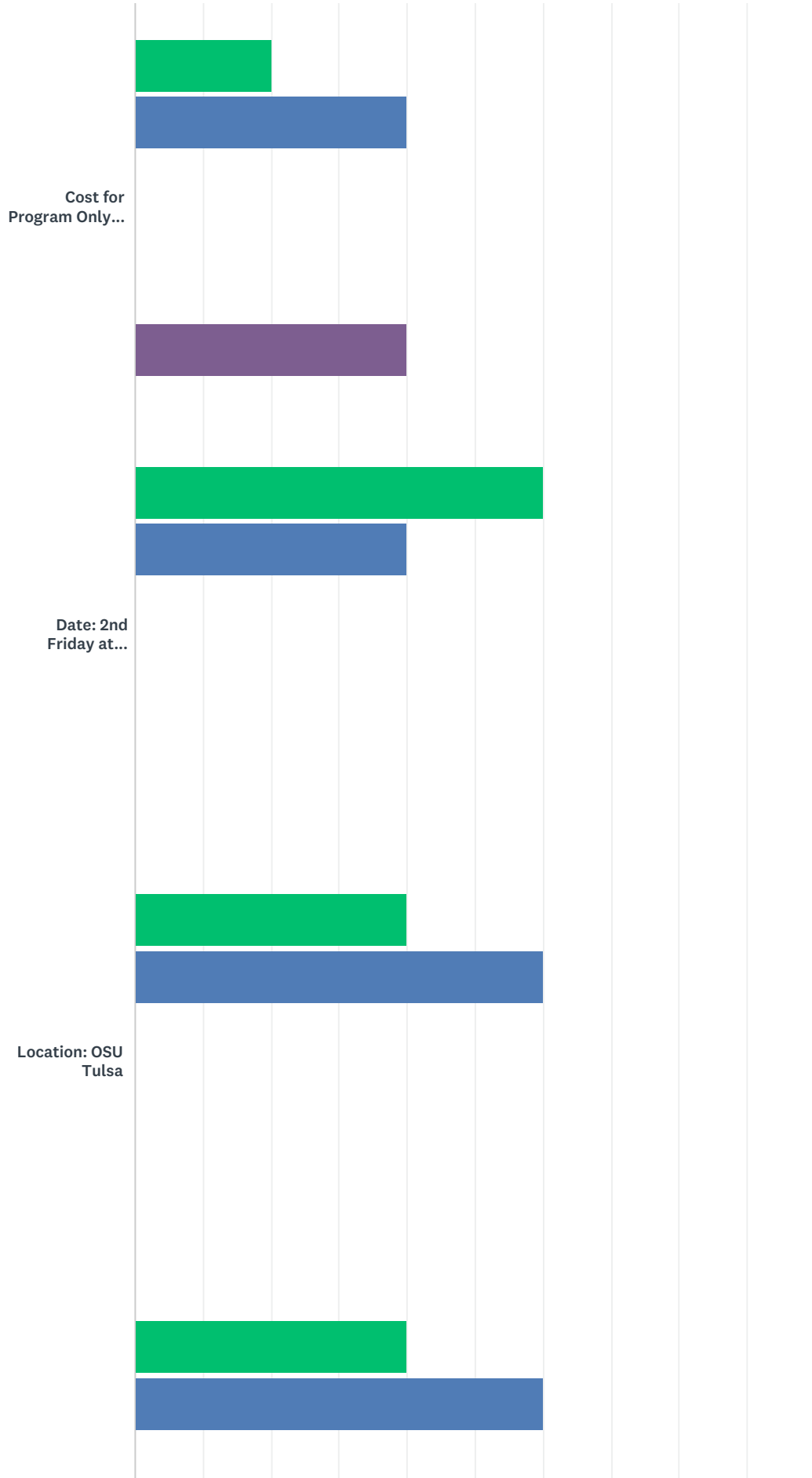| #	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	I do not recall objectives being mentioned.	11/19/2018 3:45 PM

Q4 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.
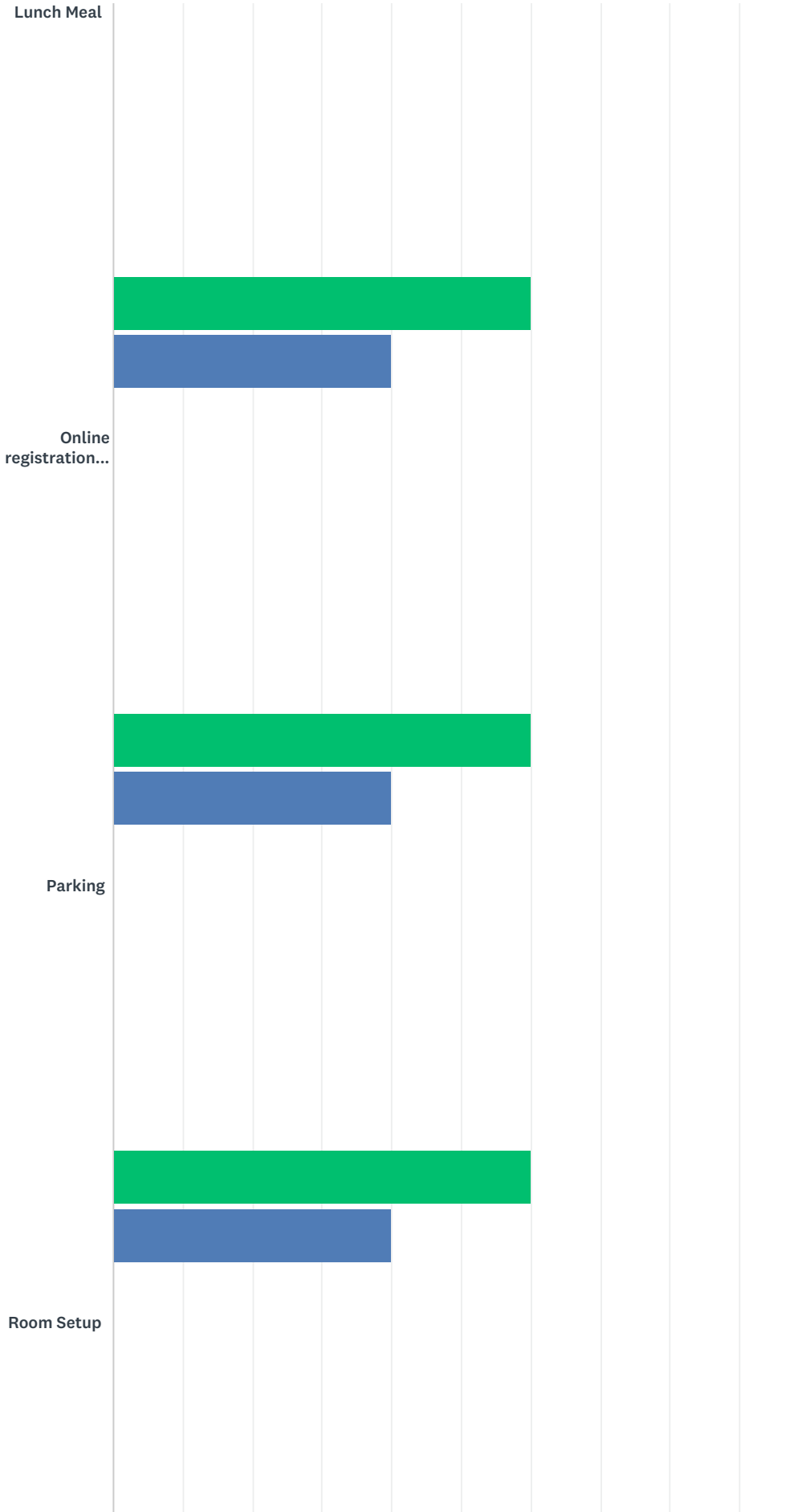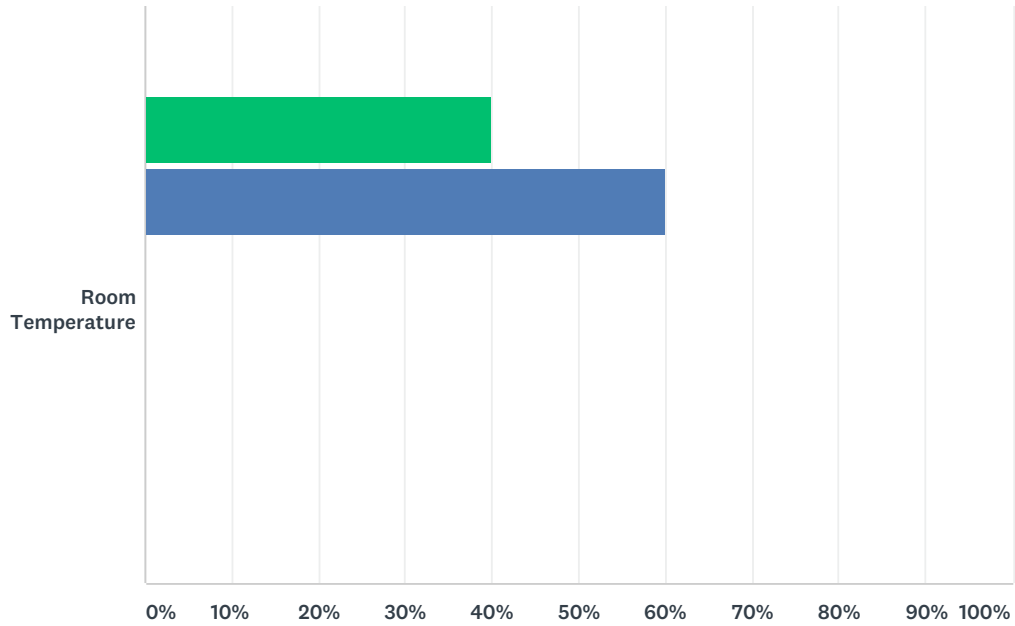
Answered: 5   Skipped: 0
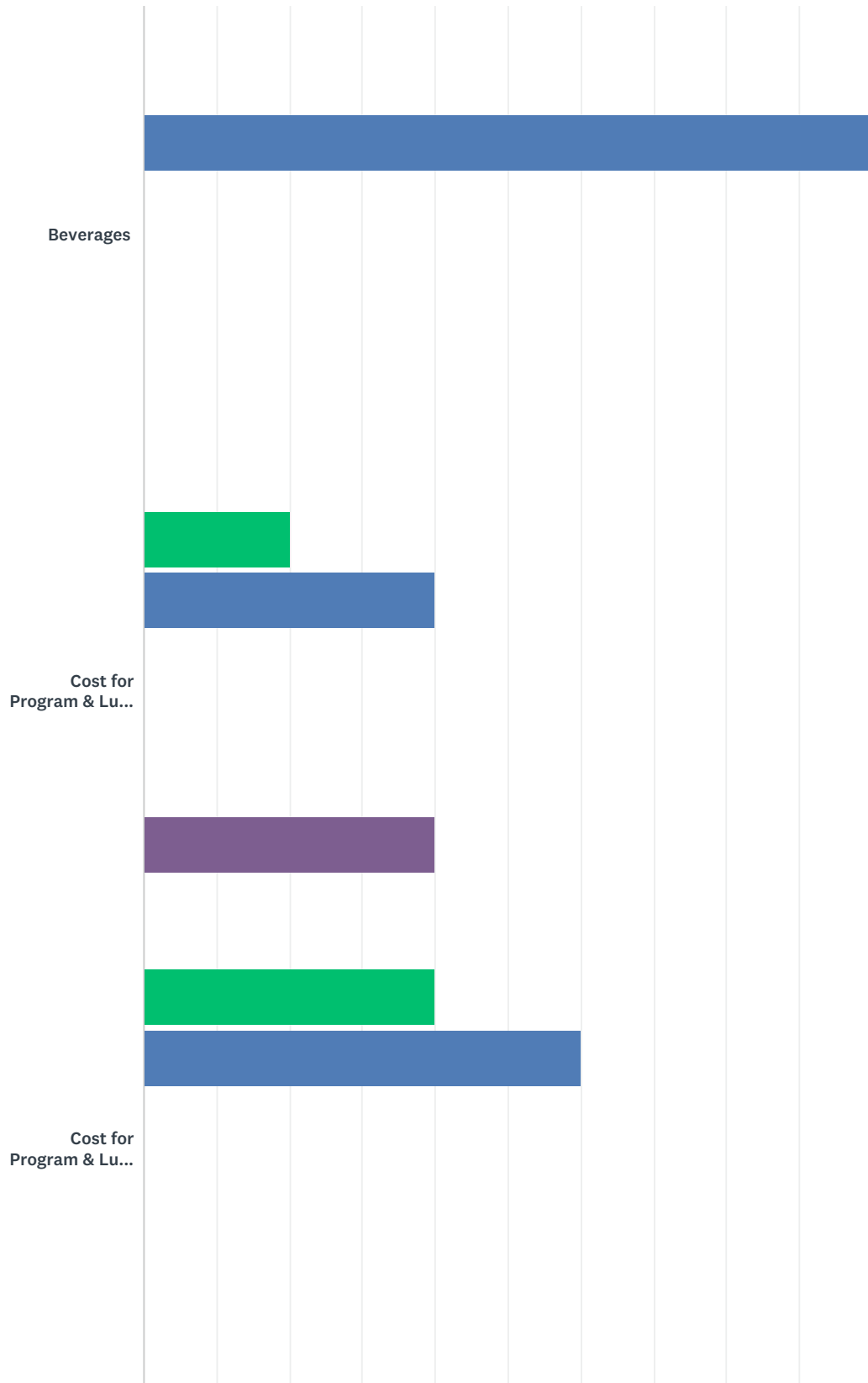
Beverages

Cost for Program & Lu...

Cost for Program & Lu...

November 9, 2018 Program Meeting Survey

Cost for
Program Only...

Date: 2nd
Friday at...

Location: OSU
Tulsa

November 9, 2018 Program Meeting Survey

Lunch Meal

Online registration...

Parking

Room Setup

November 9, 2018 Program Meeting Survey

Room Temperature bar chart

■ Excellent　■ Good　■ Fair　■ Poor　■ Terrible　■ Not Applicable

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	0.00% 0	100.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4
Cost for Program & Lunch (Guest)	20.00% 1	40.00% 2	0.00% 0	0.00% 0	0.00% 0	40.00% 2	5
Cost for Program & Lunch (Member)	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Cost for Program Only (Member or Guest)	20.00% 1	40.00% 2	0.00% 0	0.00% 0	0.00% 0	40.00% 2	5
Date: 2nd Friday at lunchtime from 11:30 AM to 1:15 PM	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Location: OSU Tulsa	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Lunch Meal	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Online registration process	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Parking	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Room Setup	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5
Room Temperature	40.00% 2	60.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	5

Q5 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 5   Skipped: 0
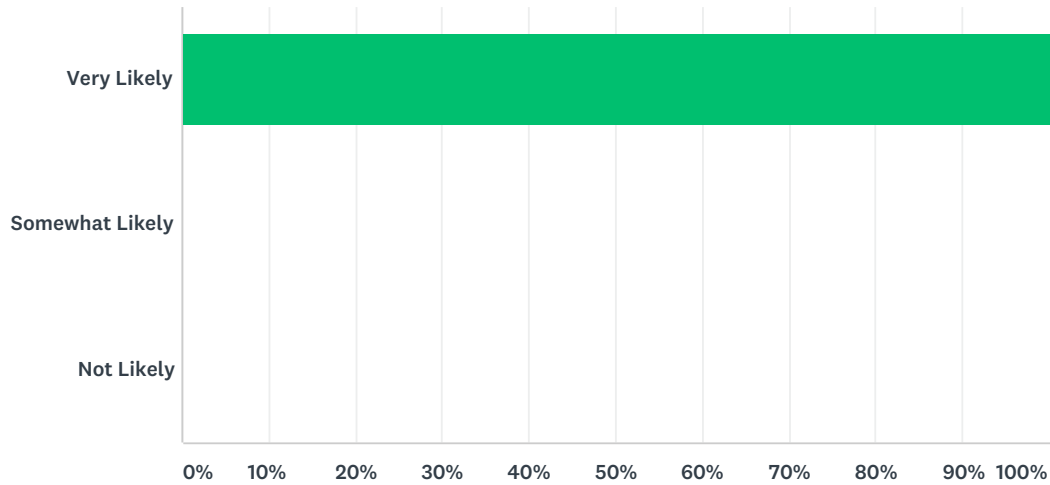
ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	5
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		5

| #	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.	

Q6 Are there 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: 4

#	RESPONSES	DATE
1	Coaching and mentoring	11/19/2018 8:41 AM

Q7 Which of the following ATD Competency Model Areas of Expertise are you most interested in seeing presented? Check all that apply.

Answered: 5   Skipped: 0
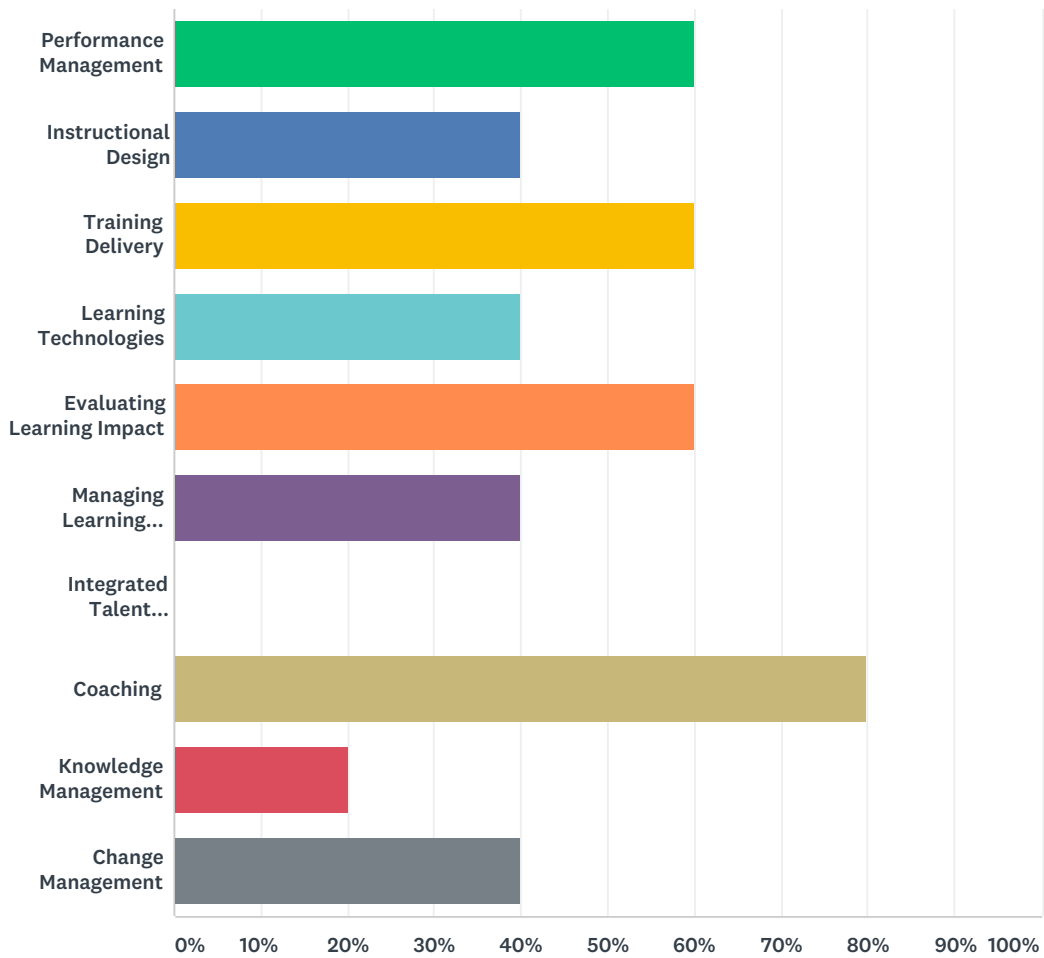
ANSWER CHOICES	RESPONSES	
Performance Management	60.00%	3
Instructional Design	40.00%	2
Training Delivery	60.00%	3
Learning Technologies	40.00%	2
Evaluating Learning Impact	60.00%	3
Managing Learning Programs	40.00%	2
Integrated Talent Management	0.00%	0
Coaching	80.00%	4
Knowledge Management	20.00%	1
Change Management	40.00%	2

Total Respondents: 5

Q8 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: 4

#	RESPONSES	DATE
1	It would be great to get the video links for those used in Kris' presentation.	11/19/2018 8:41 AM

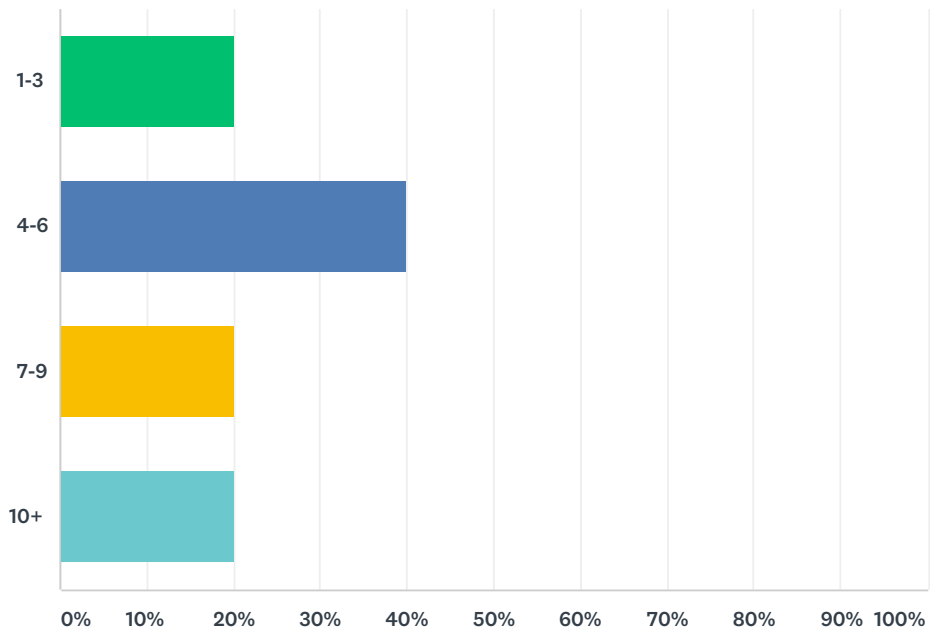# Q9 Was this the first time you attended an ATD Tulsa program meeting?

Answered: 5   Skipped: 0
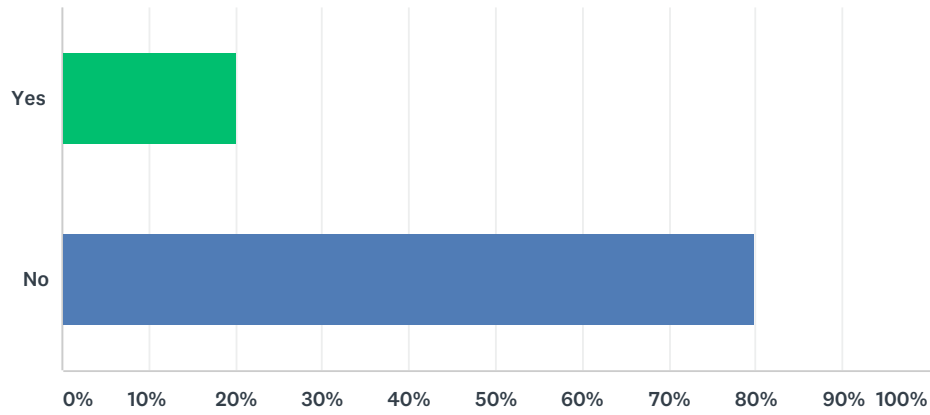
ANSWER CHOICES	RESPONSES	
Yes	20.00%	1
No	80.00%	4
TOTAL		5

Q10 If no, how many ATD Tulsa program meetings have you attended in the last year?

Answered: 5   Skipped: 0

ANSWER CHOICES	RESPONSES	
1-3	20.00%	1
4-6	40.00%	2
7-9	20.00%	1
10+	20.00%	1
TOTAL		5

Q11 Are you an ATD Tulsa member?

Answered: 5   Skipped: 0
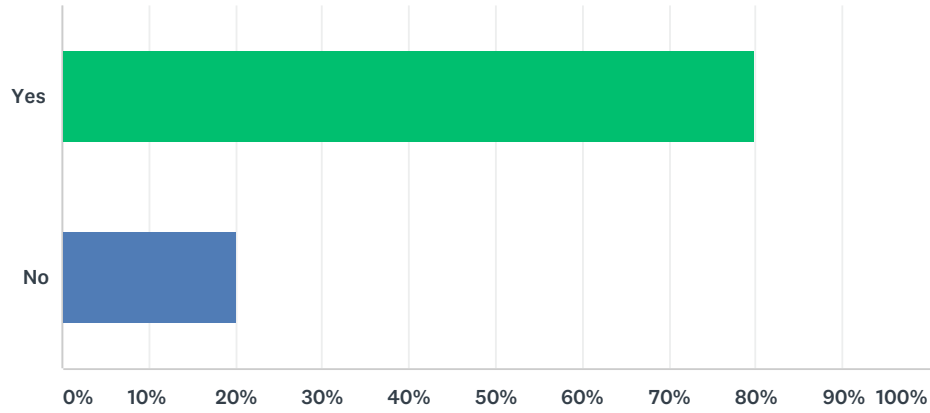
ANSWER CHOICES	RESPONSES	
Yes	80.00%	4
No	20.00%	1
TOTAL		5

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

Answered: 10   Skipped: 0
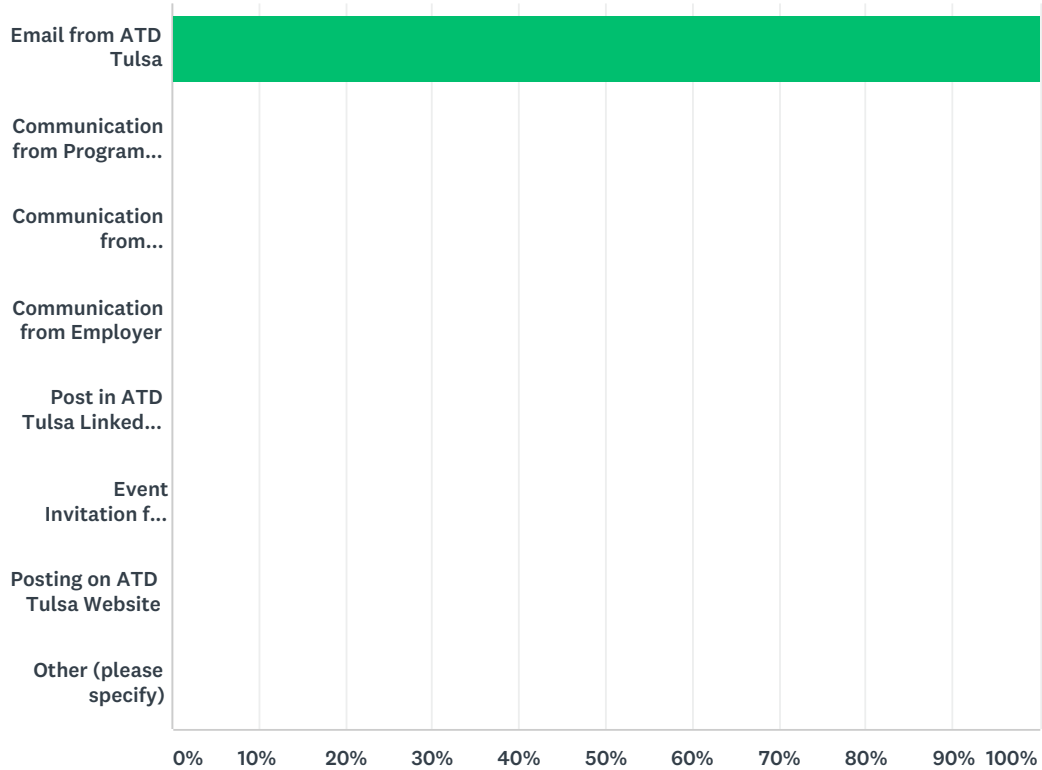
ANSWER CHOICES	RESPONSES	
Email from ATD Tulsa	100.00%	10
Communication from Program Presenter	0.00%	0
Communication from Colleague/Friend	0.00%	0
Communication from Employer	0.00%	0
Post in ATD Tulsa LinkedIn Group	0.00%	0
Event Invitation from ATD Tulsa's Facebook Page	0.00%	0
Posting on ATD Tulsa Website	0.00%	0
Other (please specify)	0.00%	0
TOTAL		10

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

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

Answered: 9   Skipped: 1
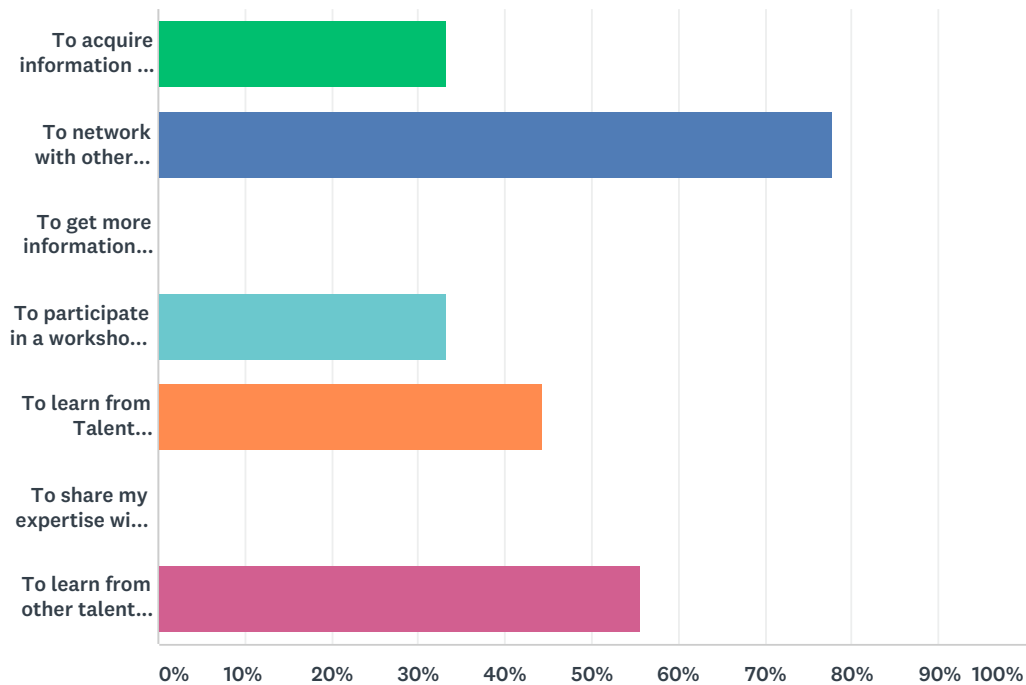
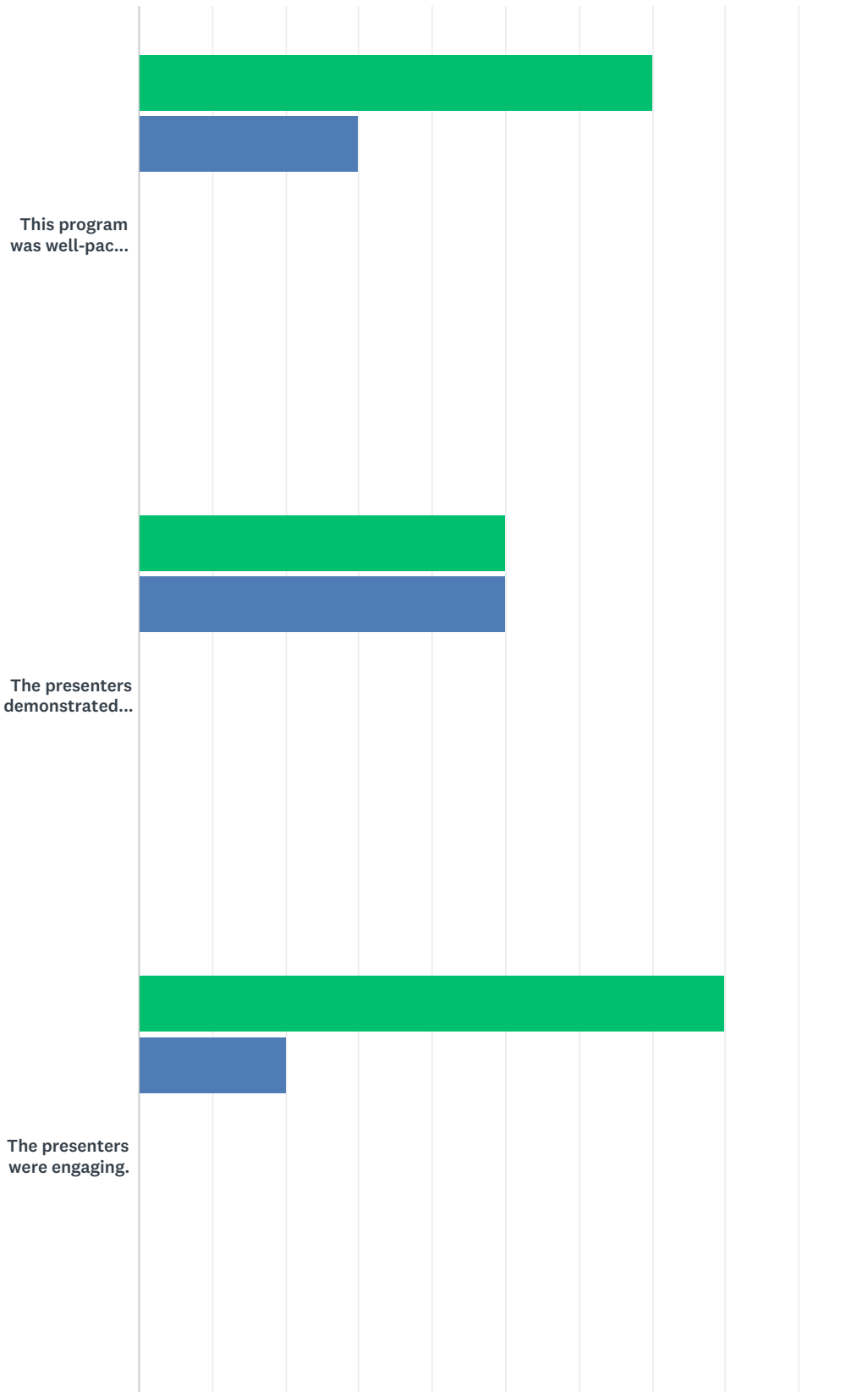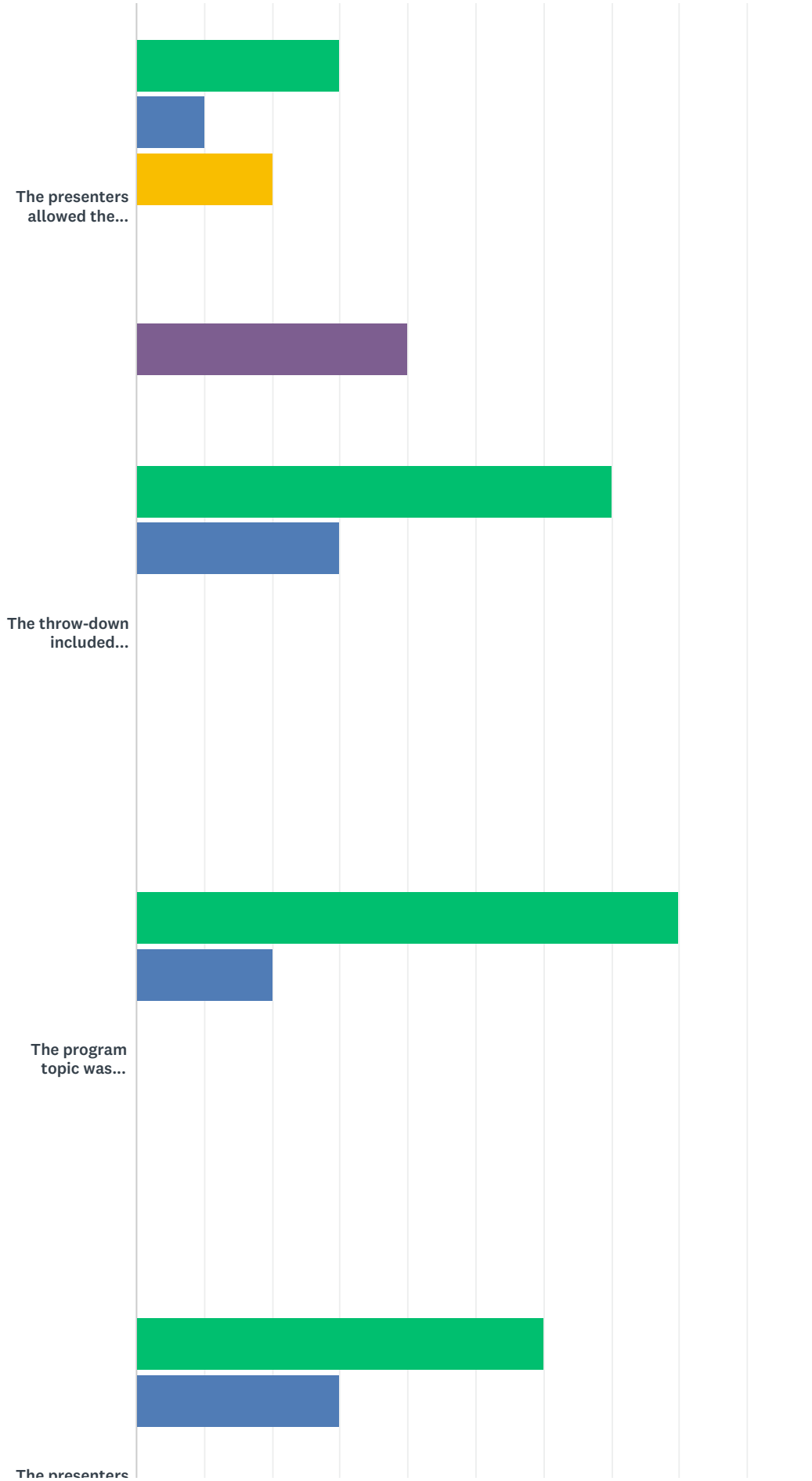| ANSWER CHOICES	RESPONSES	
To acquire information on developments in the talent management industry.	33.33%	3
To network with other talent management professionals.	77.78%	7
To get more information about ATD Tulsa.	0.00%	0
To participate in a workshop presented by the speaker.	33.33%	3
To learn from Talent Management industry leaders.	44.44%	4
To share my expertise with other talent management professionals.	0.00%	0
To learn from other talent management professionals attending the program meeting.	55.56%	5
Total Respondents: 9		

#	OTHER (PLEASE SPECIFY)	DATE
1	To have fun	12/14/2018 3:43 PM
2	Support the speakers	12/13/2018 9:01 PM
3	Program sounded fun	12/13/2018 1:26 PM

Q3 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.
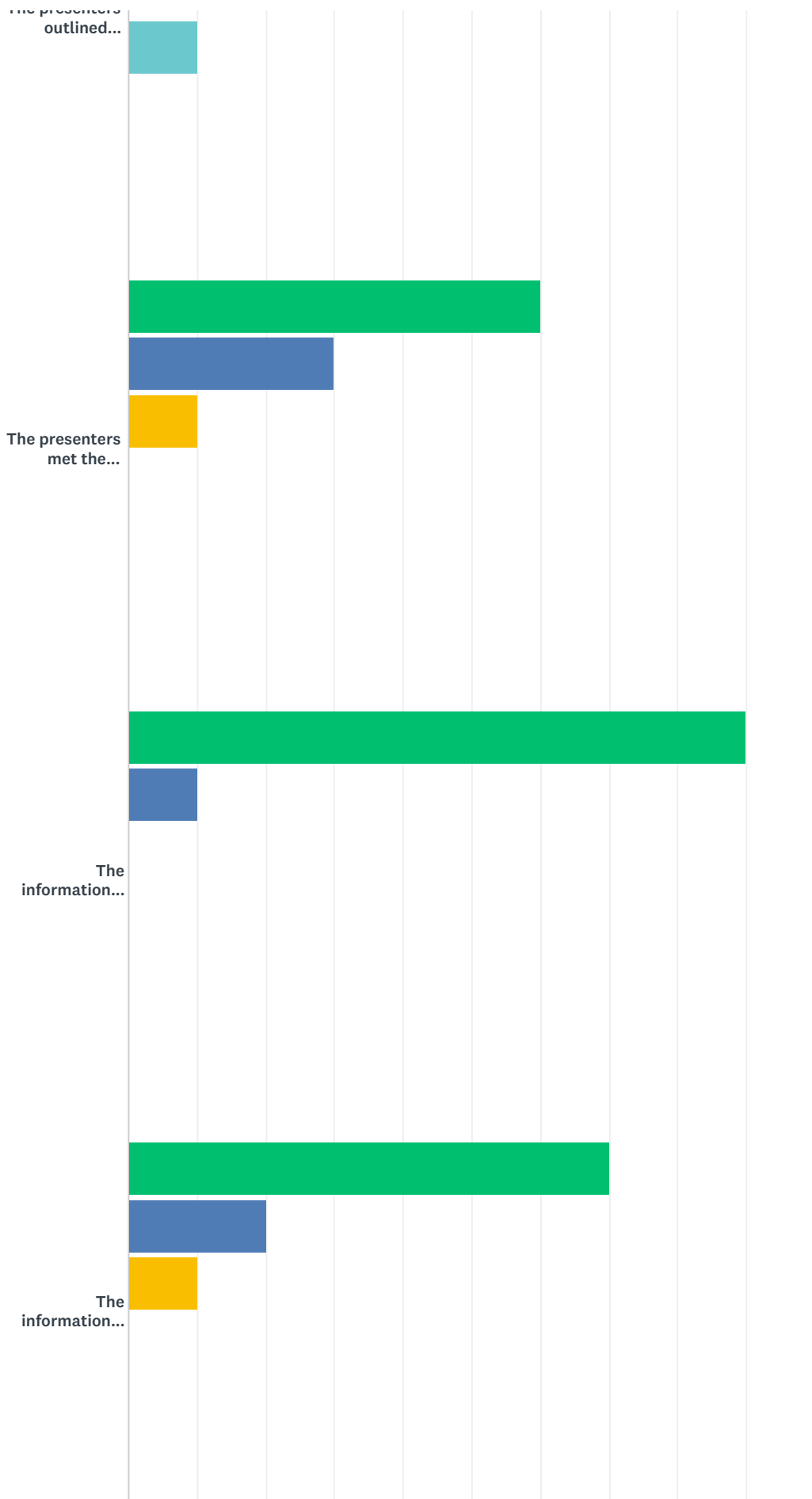
Answered: 10   Skipped: 0

This program
was well-pac...

The presenters
demonstrated...

The presenters
were engaging.

December 7, 2018 ATD Tulsa December Program Survey

The presenters
allowed the...

The throw-down
included...

The program
topic was...

The presenters

December 7, 2018 ATD Tulsa December Program Survey

The presenters
outlined...

The presenters
met the...

The
information...

The
information...
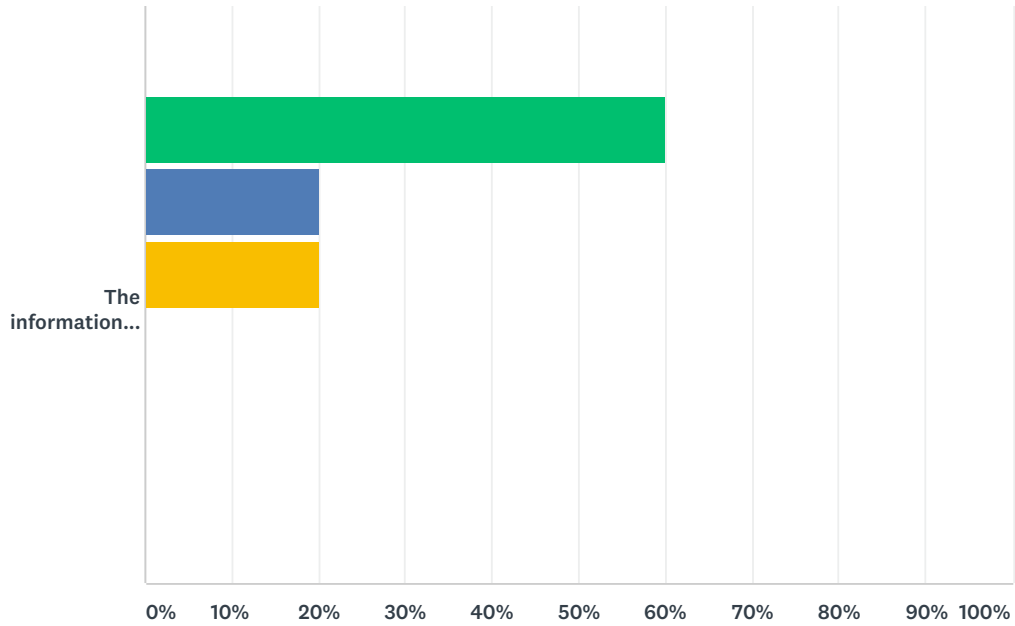
■ Strongly Agree ■ Agree ■ Neither Agree nor Disagree ■ Disagree
■ Strongly Disagree ■ Not Applicable

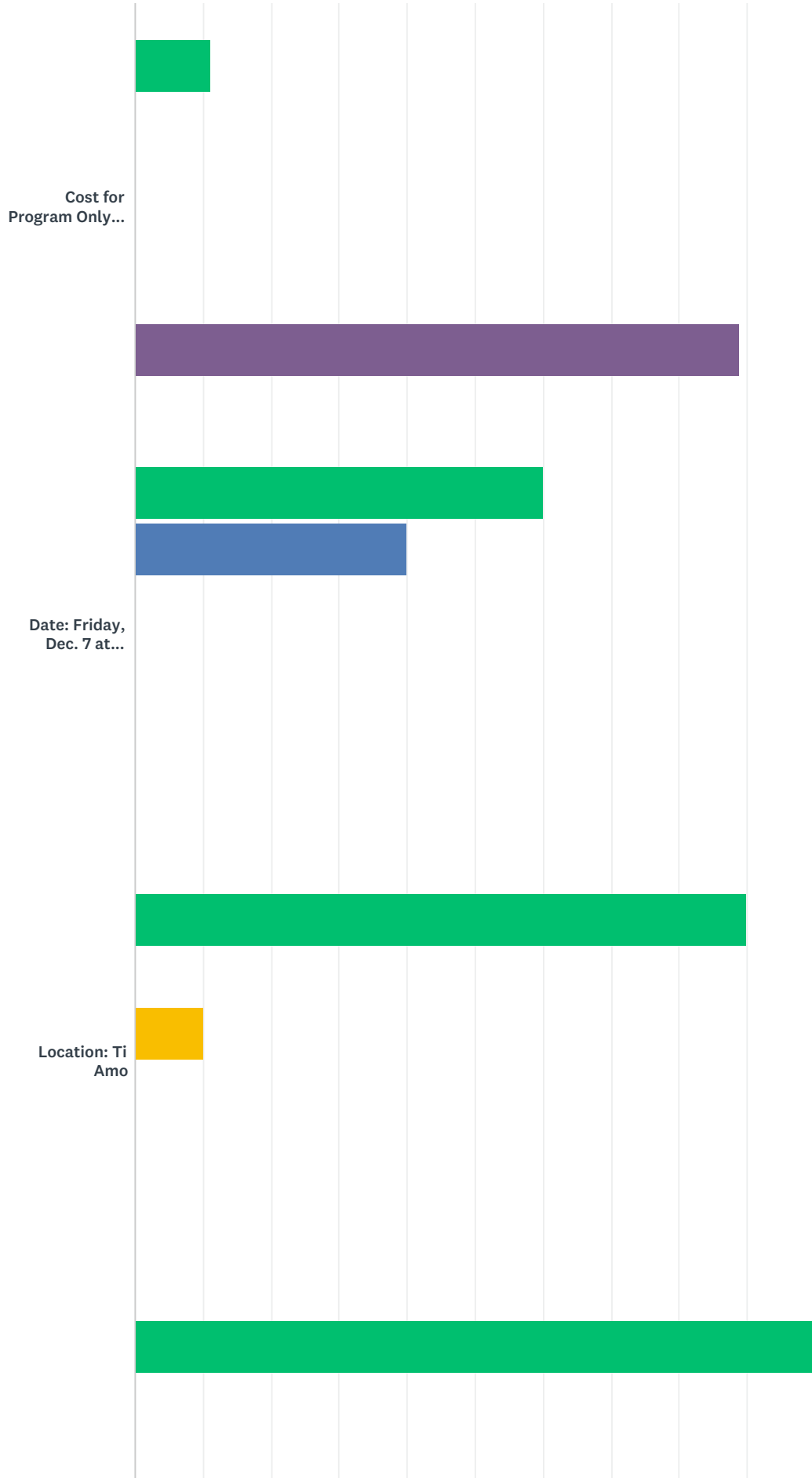|	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenters demonstrated subject matter expertise and knowledge.	50.00% 5	50.00% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenters were engaging.	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenters allowed the right amount of time for discussion.	30.00% 3	10.00% 1	20.00% 2	0.00% 0	0.00% 0	40.00% 4	10
The throw-down included hands-on learning activities.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The program topic was delivered as promoted.	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenters outlined objectives for their sessions.	60.00% 6	30.00% 3	0.00% 0	10.00% 1	0.00% 0	0.00% 0	10
The presenters met the objectives as outlined.	60.00% 6	30.00% 3	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program was well organized.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program is useful to my job.	70.00% 7	20.00% 2	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program can be applied to my business.	60.00% 6	20.00% 2	20.00% 2	0.00% 0	0.00% 0	0.00% 0	10

#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	I didn't get a lot of stuff that we can use, but it was a fun experience with colleagues.	12/14/2018 3:43 PM
2	I really like the annual throw-down.	12/14/2018 3:26 PM
3	There really wasn't time for objectives. I don't remember anyone covering objectives in their short time frames.	12/12/2018 3:47 PM

#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	I didn't get a lot of stuff that we can use, but it was a fun experience with colleagues.	12/14/2018 3:43 PM

Q4 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.
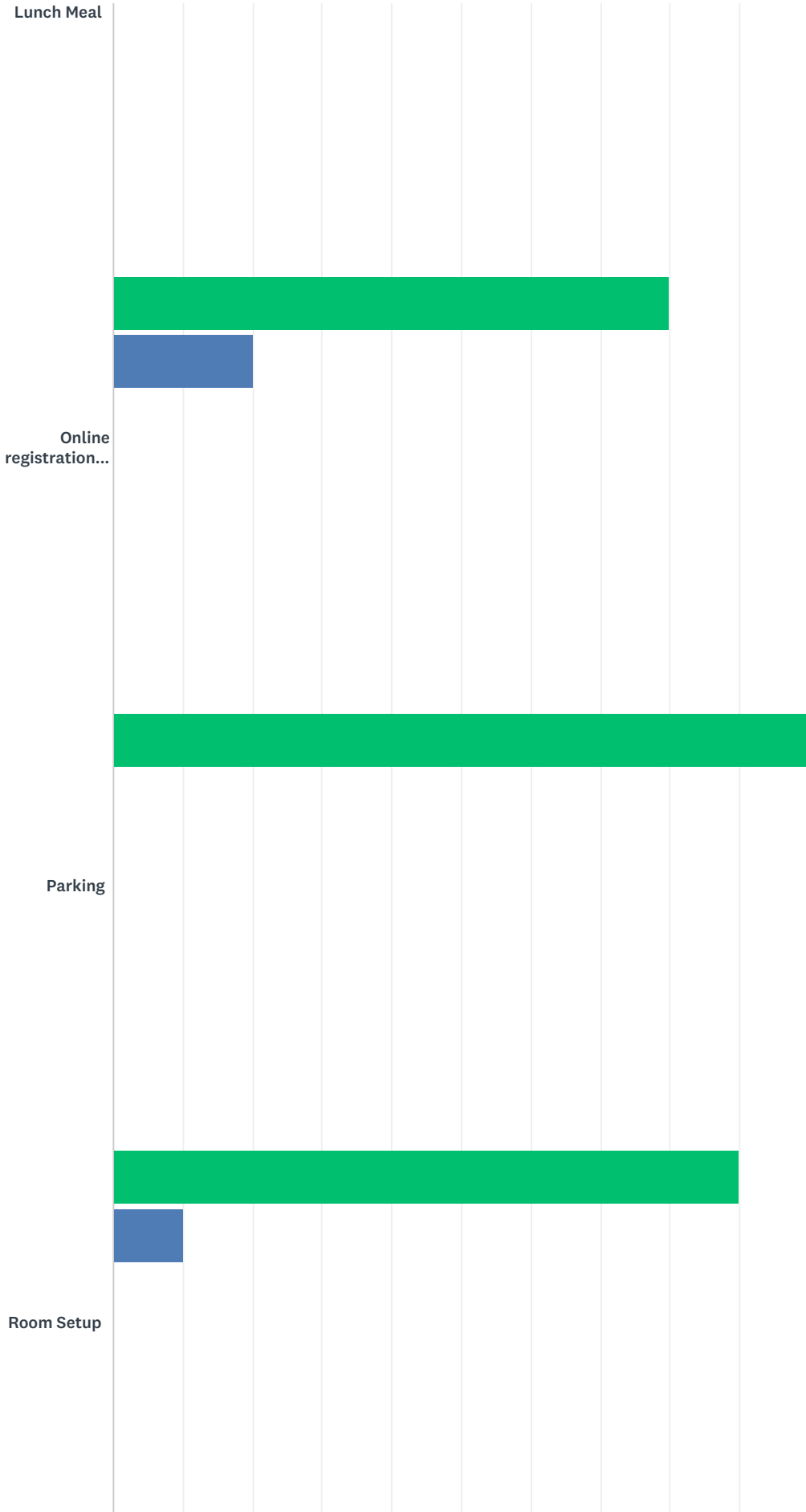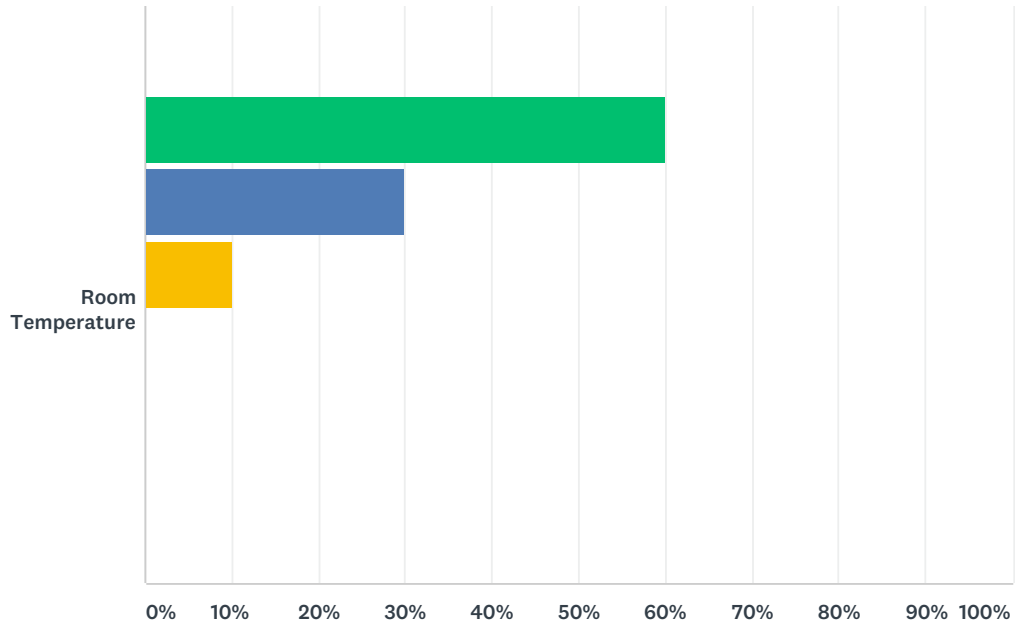
Answered: 10   Skipped: 0
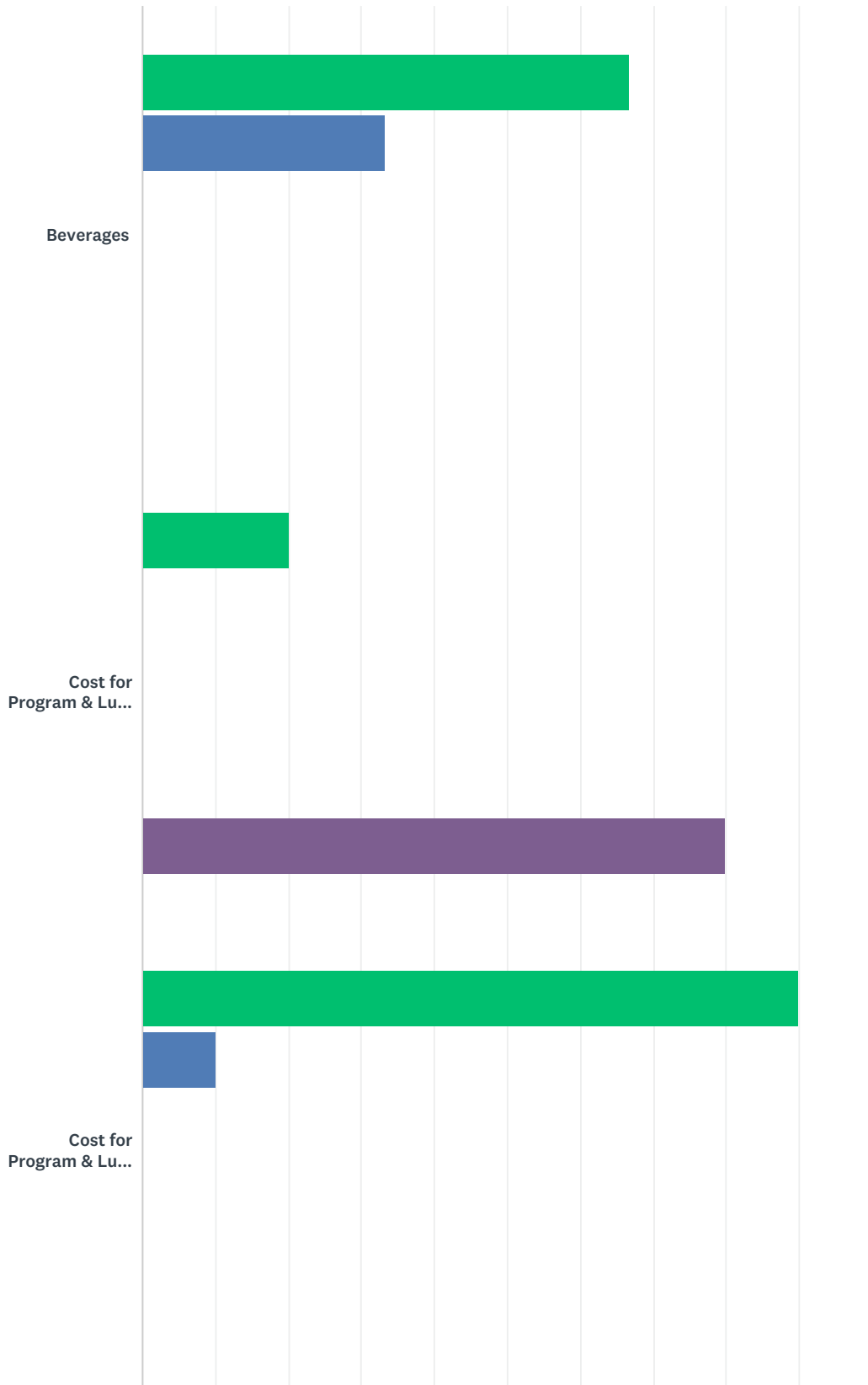
Beverages

Cost for Program & Lu...

Cost for Program & Lu...

December 7, 2018 ATD Tulsa December Program Survey

Cost for
Program Only...

Date: Friday,
Dec. 7 at...

Location: Ti
Amo

December 7, 2018 ATD Tulsa December Program Survey

Lunch Meal

Online
registration...

Parking

Room Setup

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Beverages	66.67% 6	33.33% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9
Cost for Program & Lunch (Guest)	20.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	80.00% 8	10
Cost for Program & Lunch (Member)	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Cost for Program Only (Member or Guest)	11.11% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	88.89% 8	9
Date: Friday, Dec. 7 at lunchtime from 11:30 AM to 1:15 PM	60.00% 6	40.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Location: Ti Amo	90.00% 9	0.00% 0	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
Lunch Meal	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Online registration process	80.00% 8	20.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Parking	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Room Setup	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Room Temperature	60.00% 6	30.00% 3	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10

| #	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	LOVED having this event at Ti Amo's. Food and room were great.	12/14/2018 3:43 PM
2	Longer drive time, and the room was super cold.	12/12/2018 3:47 PM

Q5 What can we do to make the Throw-Down better next year?

Answered: 1   Skipped: 9

#	RESPONSES	DATE
1	If participants are newer or have not attended a Throw Down in the past, perhaps explain on an individual level what the Throw Down is. One participant this year perhaps didn't understand to involve the audience.	12/12/2018 3:33 PM

Q6 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 10   Skipped: 0
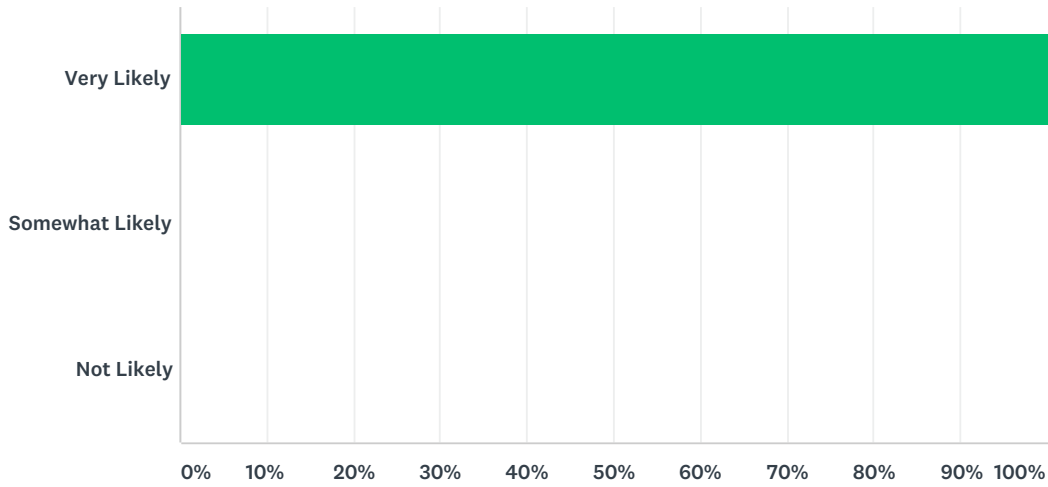
ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	10
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		10

| #	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.	

Q7 Are there speakers, companies or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 0   Skipped: 10

#	RESPONSES	DATE
	There are no responses.	

Q8 Which of the following ATD Competency Model Areas of Expertise are you most interested in seeing presented? Check all that apply.

Answered: 9   Skipped: 1
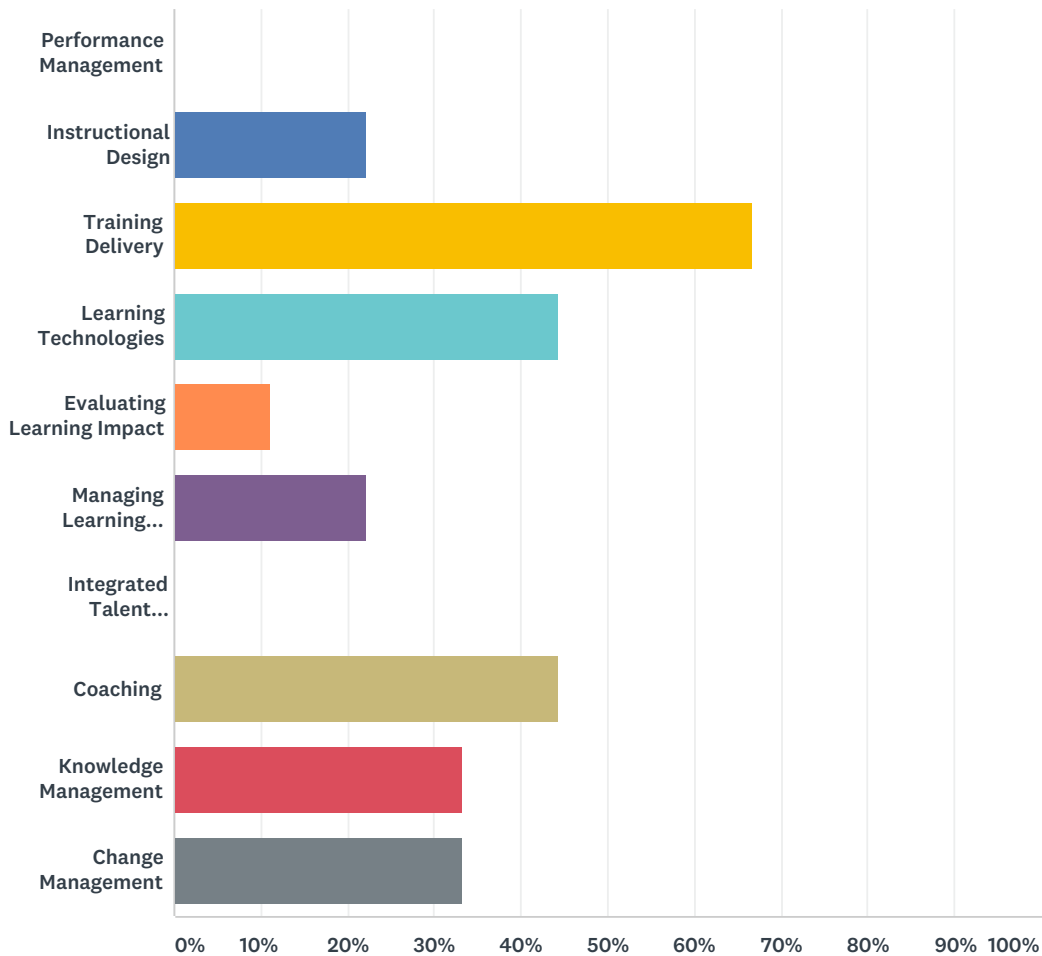
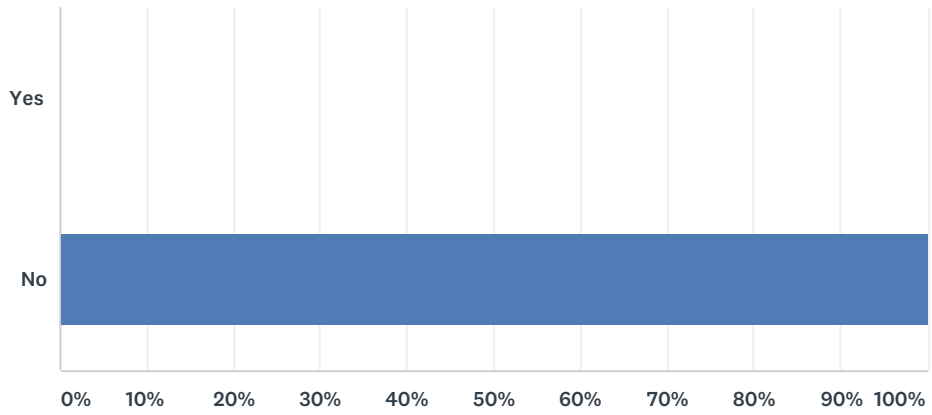| ANSWER CHOICES	RESPONSES	
Performance Management	0.00%	0
Instructional Design	22.22%	2
Training Delivery	66.67%	6
Learning Technologies	44.44%	4
Evaluating Learning Impact	11.11%	1
Managing Learning Programs	22.22%	2
Integrated Talent Management	0.00%	0
Coaching	44.44%	4
Knowledge Management	33.33%	3
Change Management	33.33%	3

Total Respondents: 9

Q9 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: 9

#	RESPONSES	DATE
1	Appreciated having the location more centrally located. Ti Amos was a great location!	12/12/2018 3:33 PM

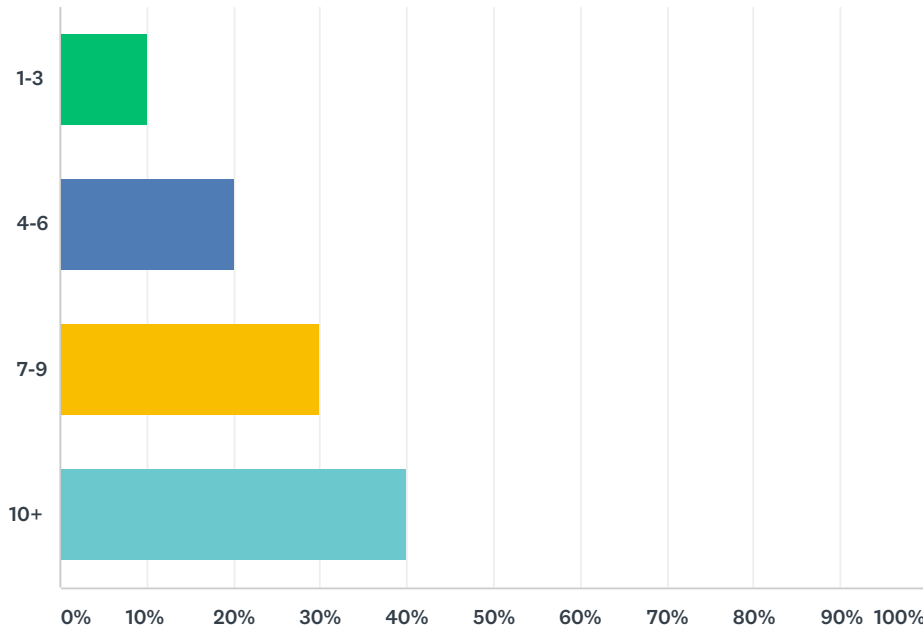# Q10 Was this the first time you attended an ATD Tulsa program meeting?

Answered: 10   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	10
TOTAL		10

Q11 If no, how many ATD Tulsa program meetings have you attended in the last year?

Answered: 10   Skipped: 0

ANSWER CHOICES	RESPONSES	
1-3	10.00%	1
4-6	20.00%	2
7-9	30.00%	3
10+	40.00%	4
TOTAL		10

Q12 Are you an ATD Tulsa member?

Answered: 10   Skipped: 0
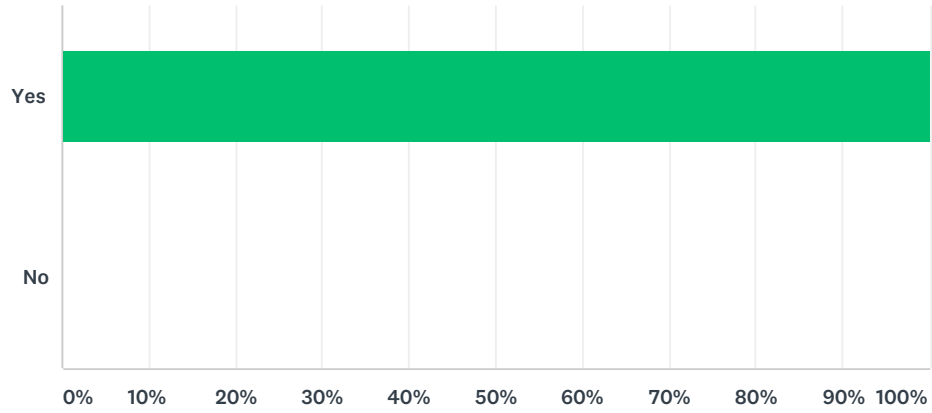
ANSWER CHOICES	RESPONSES	
Yes	100.00%	10
No	0.00%	0
TOTAL		10