

Date & Time: Friday, August 3, 2018 from 12:00 PM to 1:30 PM

Location: Roka Restaurant, 1616 S. Utica Ave., Tulsa, OK 74104

1. Call Meeting to Order      Linda at 12:05 p.m.
  - a. Roll Call – Jeremy Smith
    - Present:**
    - Linda
    - Shelby
    - Lorinda
    - Walt
    - Cathy
    - Jeremy
    - Stacy
    - Skip
  
    - Excused Absence:**
    - Ashley
  - b. Confirm Quorum – Declare if Quorum is or is not Present – Jeremy Smith
    - i. 6 of 9 board members present at time of roll call (Skip arrived 12:08). A quorum was established.
  - c. Agenda for August 3, 2018 Board Meeting – Review and Approve – Linda Jenkins
    - i. Moved by Stacy, Shelby second. MOTION CARRIES
  
2. Administrative
  - a. Minutes from July 6, 2018 Board Meeting – Review and Approve – Jeremy Smith
    - i. Moved by Walt, second by Cathy. MOTION CARRIES
  - b. Update from Bylaws and Policies Committee meeting on July 18, 2018 – Jeremy Smith
    - i. 3 Policies for the Sept board meeting
    - ii. Aug 15 date of next meeting
  - c. Plans to Conduct Annual Risk Assessment – Jeremy Smith
    - i. Jeremy will be reaching out to each VP for input
  - d. Request from ATD to Participate in ATD Member Week (Sept. 10 – 14) with 10% Discount Off Chapter Membership Rates (attached) – Review and Approve – Linda Jenkins
    - i. Ashley could promote this to get memberships done during that week
    - ii. *Motion to approve participation in ATD Member Week by aligning a 10% discount on chapter memberships from September 10 – 14, 2018 by Skip. Lorinda second. MOTION CARRIES.*
    - iii. *Second motion by Skip – offer a 10% discount on ATD Tulsa Only Chapter Memberships in alignment with ATD Member Week from September 10 – 14, 2018. Walt second. MOTION CARRIES*
  - e. Elections Process – Linda Jenkins
    1. We received seven completed nomination packets for six of the seven 2019 Board positions. The nomination packets are for the following positions: President-Elect – 2

(Lewana Harris & Jeremy Smith); VP of Administration – 1 (Michael Chancey); VP of Finance – 1 (Skip Eller); VP of Marketing – 1 (Kim Boggs); VP of Membership – 1 (Ashley Whitfield); and VP of Programming – 1 (Stacy Davis). We did not receive a nomination packet for VP of Accommodations. The Elections Committee reviewed each nomination packet and certified each nominee as eligible to run for office.

2. The candidate information has been posted on the ATD Tulsa website and notification was sent to members via email.
  3. Since we have two candidates for President-Elect, each will have an opportunity to give a two-minute presentation in-person or have his/her two-minute video played during the August 10, 2018 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. Clarified that even if you've posted a video online, you can present in person at the meeting and have the recorded presentation posted online.
  4. Elections will occur electronically (online) from Friday, August 10, 2018 until Friday, August 17, 2018 at 11:59 PM (8 days). As Elections Committee Secretary, Linda Jenkins will prepare the ballots along with the bylaws changes for member approval in SurveyMonkey. Since each member needs to receive a unique link for voting, the ballots and bylaws changes will be sent via email via SurveyMonkey not via Wild Apricot at 8 AM on Friday, August 10, 2018.
  5. Chair of the Credentials Committee will provide the member names and emails to Linda Jenkins.
- f. Credentials Committee – Review and Approve - Linda Jenkins  
The following chapter members are recommended to serve on the Credentials Committee:
1. Walt Hansmann – Chair
  2. David Wagner
  3. Greg Kittinger
    - i. Motion to approve, moved by Skip, second by Lorinda. MOTION CARRIES
    - ii. Credentials Committee will have a Zoom meeting Monday to go through report to approve members to receive ballots. Once approved, Walt will send list to Linda. Note: Although two current members have opted-out from receiving emails from the chapter, they will be sent the email to vote in the elections.
- g. Update on Integration of ATD Tulsa website to the ATD International Store – Walt Hansmann, Shelby Morris & Ashley Whitfield  
We need to continue to communicate to the members that power memberships go through the ATD store and links from our website. This is for Tulsa Chapter memberships as well as International memberships. Effective methods identified for this communication:
- i. Quarterly newsletter
  - ii. auto-renewal emails
  - iii. ATD has a pilot program with D.C. chapter to integrate databases. If go to ATD store for chapter meeting, ATD sends spreadsheet to import into Wild Apricot. New way

would be to have ATD automatically integrate into our Wild Apricot. This would help to cause less manual work. Board believes we should allow this to happen.

3. Financial

- a. Financial Reports as of July 31, 2018 – Review and Accept – Skip Eller

4. Membership

- a. Membership Reports for July 2018 as of August 1, 2018 (attached) – Review & Accept – Ashley Whitfield
  - 1. **On July 23, 2018, ATD Tulsa reached 51% Power Membership. Since we have exceeded our Power membership requirement by 15% or more (51% - 35% = 16%), we have achieved Superstar Status for 2018! Way to go!!**
  - 2. Quarterly New Member Luncheon held on July 19, 2018
  - 3. Ashley to look at Steven Oliver. May be using a different email address. He is not a new member, he is a renewal.
- b. Membership Activity Scheduled for August 2018: Annual Membership Survey – Draft Questions for Annual Membership Survey as of 7-30-18 (attached) – Review and Approve - Ashley Whitfield
  - 1. Wordsmith some of the questions to make it a bit more clear
  - 2. Add programming question (special programming/workshop time of day/day of week/1/2 day vs. full day).
  - 3. Motion by Skip, Walt second approval of questions with wordsmithing done.  
MOTION CARRIES

5. Professional Development

- a. Date/Plans for Third Quarter eLearning SIG at BOK Financial - Jeremy Smith
- b. July 13, 2018 Program Survey Results (attached) - Review & Discuss Opportunities for Improvement – Stacy Davis
- c. Leading From Where You Are: How Every Person Can Help Or Hinder A Collaborative Culture on July 27<sup>th</sup> - Review & Discuss Opportunities for Improvement – Stacy Davis
- d. Programming Scheduled – August 10, 2018 - Content & Logistics:
  - i. Program Speaker: Pre-Workshop Introduction: Gamification for Talent Development - Deconstructing the Psychology of Games to Entice, Engage, & Encourage Learners with Tammy Ball, Consultant, Sententia Games
  - ii. Accommodations: Meal & Check In – Cathy Fox
  - iii. Board Member Attendance & Participation – Lorinda Schrammel, Walt Hansmann and Linda Jenkins (must leave at 12:15 PM)
  - iv. Board Communications for Attendees:
    - 1. Check In to Program Meeting on Facebook and Twitter – Linda Jenkins
    - 2. Welcome Guests – Linda Jenkins
    - 3. Acknowledge New Members and Power Members (and Power Member Minute) – Linda Jenkins

4. Acknowledge Board Members and Announce Elections with 2-minute speech and video from President-Elect candidates – Lewana Harris & Jeremy Smith
  5. At end of Program:
    - a. Guest Presenter Thank You’s – Stacy Davis
    - b. Pitch for September Gamification Workshop – Stacy Davis
    - c. Door Prizes – Stacy Davis & Walt Hansmann
  - v. Post Meeting Evaluation Online Distribution by August 14, 2018
  - e. Networking Events:
    - i. Logistics for November evening event at Schnake Turnbo Frank: Public Relations and Leadership Development hosted by David Wagner
  - f. Level 1 Gamification Certification on September 28, 2018:
    - a. Agreement signed on June 14, 2018. Per agreement:
      - i. Min. 12 participants – max 45 (3 registered as of 7-27-18)
      - ii. Payment of 50% revenue share is due on September 28, 2018
      - iii. Workshop may be cancelled on or before September 7 with no penalty - \$500 penalty after Sept. 7
      - iv. Sententia provides 1 free registration for an ATD Chapter member – *Note: We can create 1 free registration or 1 half price registration.*
    - b. Location for workshop is OSU Tulsa
    - c. Marketing strategy for workshop?
      - i. Announce at August Chapter meeting
      - ii. Send email just about this workshop
      - iii. Send email to ATD Oklahoma members list
6. Communications
    - a. Communications Needs & Opportunities – Shelby Morris
      - i. Flyers to promote Monthly Program meetings and workshop
      - ii. Send communications to ATD members in Oklahoma promoting workshops
  7. Old Business
  8. New Business
  9. Confirm Action Items
    - a. Need to clarify in Elections process policy that if you post a video, you can still present in person at the meeting when elections are being held. Will add this to agenda for bylaws and policy committee meeting in August.
    - b. Ashley to place in the auto-renewal emails as well.
    - c. Ashley to look at Steven Oliver. May be using a different email address. He is not a new member, he is a renewal.
    - d. Shelby to share her schedule of communications so that we can be cognizant of not sending out too many messages at once.

- e. Shelby to create communication schedule for the Gamification workshop
- f. Skip to follow up with Krysten Saint
- g. Shelby to send flyer to Stacy

10. Confirm Date for Next Board Meeting: Friday, September 7, 2018 at 12 PM at Roka – Linda Jenkins

11. Adjourn Meeting – Linda Jenkins at 1:52 p.m.