TULSA CHAPTER
Association for
Talent Development

Board Meeting Minutes

Date & Time: Friday, February 7, 2020 from 3:00 PM to 4:30 PM
Taziki's Mediterranean Cafe

Call Meeting to Order

- Meeting called to order by Lewana Harris at 3:00pm
- Roll Call
  - Lewana Harris, President
  - Walt Hansmann, Past-President
  - Linda Jenkins, VP of Finance
  - Megan McManus, VP of Marketing
  - Sunilyn Hertt, VP of Accommodations
  - Laurie Rosenbaum, VP of Programming
- With 6 of 6 Board Members present, a quorum is established.
- The Board Designated Walt Hansmann to take minutes for this meeting.
- In the absence of a Membership VP, Walt Hansmann will manage the administrative functions within Wild Apricot.
- Megan moved, Suni seconded approval of the minutes from the January 3rd Board Meeting as amended. MOTION CARRIED.

Administrative

- Open Board positions were discussed. The open positions are President-Elect, VP of Membership, and VP of Administration. Aba Hammond and Amber Vanderburg were mentioned as members who might be able to fill open positions. Depending upon how the Bylaws are interpreted, we may have missed the window of opportunity to fill the positions this year. For President-Elect, this summer, during elections, we could elect a President-Elect for 2021, AND a President-Elect for 2022. Lewana will contact Aba to see if she is interested in the Membership VP position.
- Megan moved, Laurie seconded acceptance of the 2019 CARE submission. MOTION CARRIED.
- Walt moved, Megan seconded acceptance of the 2020 Operating Plan with updates for Employee Learning Week. MOTION CARRIED.
- Walt moved, Laurie seconded acceptance of the 2019 Membership Survey results. MOTION CARRIED.
- Megan McManus volunteered to take minutes at future Board Meetings.

Financial

- Megan moved, Suni seconded acceptance of the financial report. MOTION CARRIED.
- Walt moved, Megan seconded approval of the 2020 Budget as amended. MOTION CARRIED.

Membership

- There was discussion about a membership networking event in March. March 5 was proposed. No location was determined.

Professional Development

- Lewana stressed the importance of getting the upcoming monthly programs confirmed so we can promote events in advance.
- Lewana would like to see programs scheduled at least through Q1 and Q2.
- There was discussion about the proposal from Jane Mudgett. The board felt there was not enough content specific to trainers and suggested she focus on how her techniques can help trainers perform better.
- Laurie Rosenbaum will present "Managing Difficult Participants" at the February meeting.

Communications

- Megan will send out information we can post to social media for the February meeting.
- Megan will do some clean-up on the Website. She will update the board member bios page and include our ATD Tulsa email address links.

Action Items

- Walt will send Kim's resignation letter to Megan for the January minutes.
- Walt will look at the Membership templates to make sure they are updated.
- Megan will update the board member page
- Walt will update the board member list with ATD
- Walt will determine if the cancellation policy can be included in the content of the registration confirmation page.
- Suni will update her bio information for the board page.
- Lewana and Megan will review and revise the proposed Welcome Letter for new members.
- Lewana will contact Aba to see if she is interested in the Membership VP position.
- Next Board Meeting, March 6, 2020 from 10:00 a.m. to 11:30 a.m. to be held virtually.

Adjourn Meeting

- The meeting was adjourned at 5:14 p.m.

Board Meeting Agenda

Date & Time: Friday, February 7, 2020, 3:00pm-4:30
Taziki's Mediterranean Café
1551 East 15th St, Tulsa, Ok

1. Call Meeting to Order
   a. Roll Call – Lewana Harris
   b. Confirm Quorum – Declare if Quorum is or is not Present – Walt Hansmann
   c. Approval of January's minutes

2. Administrative
   a. Board Positions discussion and next steps
      i. Possible candidates for President Elect and/or VP Membership:
         i. Aba Hammond
         ii. Amber Vanderburg

3. Financial
   a. Financial Report – Update – Linda Jenkins
   b. Review and acceptance of our Statement of Financial Position as of 1-31-20.
   c. Review and acceptance of our Income and Expense report for January 2020. For your convenience, please note I have included a column with our income and expense for January 2020 on the proposed budget document.
   d. Review and approval of our 2020 Budget

4. Membership
   a. Membership Report
   b. March Networking Event (?)

5. Professional Development
   a. 1st Quarter Programs
   b. 2nd Quarter Planning

6. Communications
   a. February meeting social media post – Megan McManus
   b. Website maintenance

7. Program Scheduled
   a. Dates: February 21, 2020
   b. OSU Tulsa – BOK Room
   c. Marketing Update – Megan
   d. Program – Speaker?
   e. On-Site Logistics
   f. Name Tag Printer

8. Old Business

9. New Business

10. Confirm Action Items

11. Next Board Meeting:

    a. March 6, 2020
    b. 10:00am-11:30am
    c. Virtual

12. Adjourn Meeting – Lewana Harris

Date & Time: Friday, January 3, 2020, 8:30am – 10:00am
Location: Virtual, Skype

Call to Order
Meeting called to order at 8:33 a.m. by Lewana Harris

Roll Call
>   Lewana Harris, President
>   Walt Hansmann, CPLP, Past President
>   Linda Jenkins, VP of Finance
>   Megan McManus, VP of Marketing

Excused Absence
Sunnilyn Hertt, VP of Accomodations

Confirmed Quorum. Four out of six board members present.

1. **Approval of the Agenda**
    >   Megan moved, Walt secondeded approval of the agenda. MOTION CARRIED.

1. Administrative
    a. Kim Boggs - Resignation
        Board unanimously voted to accept Kim Boggs' resignation. Linda moved, Walt seconded approval. MOTION CARRIED.
    b. Review of communication information – (emails, etc)
        No questions or discussion from board
    c. Board Positions discussion
        ● Discussed vacant board positions: VP of Admin, VP of Membership, VP of Programming, President-Elect.
        ● Megan to follow up with Laurie Rosenbaum about VP of Programming position
        ● Lewana reviewed list of members who attended at least six meetings in 2019 as prospective President-Elect candidates; Lewana to send recommendations to the board via email
        ● Discussed whether we want to ask Myra Fanning to fill a position, and which position might make best use of her time and talents.
        ● **Board took a vote to add Laurie Rosenbaum at VP of Programming. Megan moved, Linda seconded the approval. MOTION CARRIED Board unanimously voted to accept Laurie's nomination as VP of Programming**
    d. Accommodations for 2020 - Walt
        Did not discuss

2. Financial
    a. Financial Report – Update – Linda Jenkins
        No financial report given. Linda to follow up with Skip Eller.

3. Membership
   a. Membership Report

4. Professional Development
   a. January Program
      Need to promote: February meeting, getting a group together for ICE
      Megan to create slides

6. Communications
   a. January meeting social media post – Megan McManus
      Megan is gaining access to social media accounts. Will post 1/3/2020 about open board positions, and early the week of 1/6/2020 about January meeting. Will update email communications to emphasize location change.

7. Program Scheduled
   a. Dates: January 17, 2020
   b. Marketing Update – Megan
      Megan to plan several email/social reminders about location change for January
   c. Program – ATD State of the Industry and President's Address
   d. On-Site Logistics
      Location confirmed. Suni needs support with setting up the room that day. Megan, Linda, and Lewana to help with setup.
      Linda has door prizes she'll be bringing to January meeting.
   e. Name Tag Printer
      Linda is printing these for members and will print temporary badges for guests.

8. Old Business
   Walt needs 2020 Operational Plan for CARE report. Lewana is working on this project.

9. New Business
   Discussed social media needs, specifically the need to prepare for upcoming meeting promotion and newsletter

10. Confirm Action Items
    ● ***Board to engage power members about potentially filling open VP spots within 30 day window allowed by by-laws***
    ● *Lewana to follow up with Laurie Rosenbaum Monday 1/6/2019 about next steps of her board membership; follow up about board meeting availability.*
    ● *Lewana to review President-Elect potentials list and email to board*
    ● *Linda to follow up with Skip about budget needed with a phone call*
    ● *Megan to post about January meetings on social*
    ● *Megan to post about VP open positions (Power Members)*
    ● *Megan to create ICE and February meeting promotional slides for January meeting*

- *Lewana to work on 2020 Operational Plan and send to Walt*
- *Plan programming for February meeting*
- *Megan to create content around trainer throwdown*
- *Megan to follow up with Samantha Herman about LinkedIn Business Page for our Chapter and ATD's guidelines.*
- *Lewana to send meeting invite for February chapter board*

11. Next Board Meeting:
    February 7, 2019, 8:30 a.m. tentatively. Lewana to confirm availability of Sunni and Laurie.

12. Adjourn Meeting – Lewana Harris

    With no further business, the meeting was declared adjourned at 9:43 a.m.

    Submitted by Megan McManus

DRAFT: 2020 GOALS FOR ATD TULSA

Board Goals for 2020: Achieve CARE Membership Superstar Status for ATD Tulsa

ATD Chapter Affiliation Requirements (CARE) are a set of performance guidelines designed to help chapters deliver consistent benefits to members. CARE consists of elements in five key areas that are necessary for running a chapter like a business: administration, financial, membership, professional development, and communication. https://www.td.org/chapters/clc/care

To be eligible for CARE Membership SUPERSTAR, your chapter must:

- Complete all the 18 CARE elements and submit required documents (chapter's 2020 operating plan, current membership roster, 2020 board roster, and the chapter's most recent balance sheet and income statement)
- Achieve greater than 50 percent joint membership by December 31, 2020. *Note: ATD Tulsa is currently at 52% joint membership.*
- ***GOAL: Achieve 60% joint membership by December 31, 2020.***

Chapters that achieve this status will receive a 100% CARE logo and a membership SUPERSTAR logo for the chapter website, a letter from Tony Bingham, ATD President and CEO, and recognition in the LCN and on the CLC website.

Complete CARE Requirements:

A. Administrative
   1. Review vision, mission, bylaws: adjust if needed
      a. *Per SECTION 5.9 of the bylaws establish Bylaws & Policies Committee at February Board Meeting. Per Section 5.9 – "There shall be a Bylaws & Policies Committee, which shall consist of the Immediate Past President, the President, and three members of the Board of Directors appointed by the President. The Bylaws & Policies Committee shall be responsible for reviewing the Bylaws and Policies of the Corporation and for recommending proposed changes to the Bylaws and Policies of the Corporation."*
   2. Create annual operational plan*.*
   3. Schedule board meetings (ensure minutes are available to members)
      a. Determine date and time when a majority of board members can meet each month. A quorum of the board (5 members) is required to conduct business at Board meetings.
      b. Provide *draft* of board meetings minutes to board members via email within one week after meeting held.
   4. Implement recommendations from 2019 Risk Assessment Report.
   5. Conduct risk management assessment
      a. Should be completed during 3rd quarter of 2020 with board review by the October 2020 board meeting.
      b. Prefer that it be conducted with input by all board members in some way.
      c. Lead responsibility - VP – Administration with assistance from President-Elect
   6. Review board descriptions and elect new board (create roster for ATD)
      a. Responsibility – President & President-Elect

    b.   Create timeline for actions related to nomination and election activities at the beginning of the calendar year – see calendar

    c.   Update Board Member Nomination Forms

7. Create membership roster for ATD – this is done automatically because we use Wild Apricot and we have designated ATD staff member with full membership rights.

B. Financial
1. Ensure chapter complies with federal and state reporting
   a. Must File 990 online by May 15th annually – after filing, copy of it needs to be presented in VP of Finance report to board
   b. Date on IRS determination letter is 2014 to reflect name change to ATD Tulsa
   c. Date on Certificate of Incorporation is 2014 to reflect name change to ATD Tulsa
2. Develop annual operating budget – needs to be created prior to beginning of fiscal year and make available to members
3. Conduct annual financial review (internal or external but not a board member) – Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.
4. Determine and implement process for financial recordkeeping and online back-up of financial data by February 28, 2020. (Risk Assessment report).
5. Implement process for timely deposit of funds received in accordance with Policy 20.1.3, Section 20.1.3.4.3 Deposits by February 28, 2020.

C. Membership
1. Conduct annual member survey to assess member needs and satisfaction levels – crafted in May and distributed in June 2020
2. The chapter achieves by 12/31/2020 a minimum of 20 chapter/ATD members (the original chapter chartering requirement) or 35 percent of the chapter's membership, whichever is greater.
3. Conduct a minimum of 10 joint membership activities:
   a. Power Member page on chapter website *(DONE)*
   b. Send quarterly email to prospective members promoting Power Membership
   c. Mention Power Membership at the start of chapter event (PLANNED)
   d. Power Member benefits using rotating PowerPoint at events
   e. Printed Power Member collateral at each event
   f. Power Member section in newsletter
   g. Power Member logos on chapter website *(DONE)*
   h. Power Member testimonials on website, newsletter, etc.
   i. Power Member messages on social media
   j. Share a joint membership best practice on a NAC area call, SOS, or at ALC
   k. Highlight Power Membership in chapter email communications
   l. Participate in the Chapter Membership on the ATD Store program *(DONE)*
   m. Promote Power Membership SIG and GIG meetings

    n.   Request list of ATD members quarterly: identify prospects

    o.   Request joint membership calculation from CRM quarterly *(We get a copy Monthly)*

    p.   Promote Power Membership at chapter special events

    q.   Create group/corporate Power Membership offering

    r.   Talk about Power Membership at each board meeting

    s.   Conducts new member orientations

    t.   Customize activities for your chapter

D. Professional Development
1. Ensure board maintains joint membership (refer to items B.2.a. & b.)
2. Conduct professional development activities for members (six minimum)
3. Chapter provides professional development opportunities in the following categories:
   a. A partnership with another membership organization
   b. A partnership with another ATD chapter - *ATD Oklahoma state conference will fulfill this opportunity (Oklahoma City Chapter will host for 2020)*
   c. A job listing
   d. A CPLP study group (not including an information session on the CPLP)
   e. Special Interest Groups (SIG)
   f. Geographic Interest Groups (GIG)
   g. Employee Learning Week events or activities – Employee Learning Week is November 30 through December 4, 2020
   h. Webinars
4. ***Goal: Schedule Professional Development Activities through each quarter***
   a. Tentative dates for Monthly Program Meetings
       i.   Friday, January 17, 2020 – Rudisill Library
       ii.   Friday, February 21, 2020
       iii.   Thursday, March 5, 2020 Networking Event
       iv.   Friday, March 20, 2020
       v.   Friday, April 17, 2020
       vi.   Friday, May 15, 2020
       vii.   Friday, June 19, 2020 (ICE Insider Meeting)
       viii.   Friday, July 17, 2020
       ix.   Friday, August 21, 2020
       x.   Friday, September 18, 2020
       xi.   Friday, October 16, 2020
       xii.   Friday, November 20, 2020
       xiii.   Friday, December 11 or the 18th
   a. Create and distribute to members a calendar for professional development activities to include the following information:
       I.   Date
       II.   Time
       III.   Location
       IV.   Program Topic
       V.   Program Speaker

VI.   TD Areas of Expertise and/or Communities of Practice addressed by Program

5. Chapter distributes online post-meeting surveys and collectively reviews the survey results to improve chapter professional development activities

6. Policy 15.1.7.7 Guest Passes to Monthly Meetings (Adopted 05-01-2015): Each ATD Tulsa Board Member has two (2) guest passes to be used for regular chapter meetings and meals only. Linda will include reports on use of the Guest Passes in the monthly financial reports.

7. Ensure board maintains joint membership and participates in both annual chapter and ATD leadership development opportunities
    a. Annual chapter budget line item to pay for 2 board members to attend ATD Chapter Leaders Conference (ALC) – ALC will be on October 8-10, 2020 in Arlington, VA.

E. Communication
    1. The chapter maintains a current website with up-to-date information.
    2. Conduct quarterly communication to members that includes chapter and ATD programs and initiatives. ***Goal: Increase visibility on social media platforms (*LinkedIn, FB, etc)***
        a. Need dates for communications and topics
        b. Information on content and topics is available on the Chapter Leaders Community website
    3. Chapter board creates and distributes and annual report that includes but is not limited to: membership numbers, financial performance, and progress toward annual goals.
        a. Need distribution date – possible to use CARE information – possible to review at Feb. board meeting and distribute to members via newsletter and website
        b. Content must include list of board members and their positions

Member Experience Goals for 2020:

1. ***Goal: Every member will attend at least two (5) chapter events***
    a. Identify methods to help achieve this goal e.g.:
        i. Give people advance notice of event logistics and content (minimum 3 weeks)
        ii. Offer events at different times of the day and month
        iii. Offer content that addresses top expectations for chapter members: networking and skill building for trainers and facilitators
2. Average ratings for event experiences will be 4 out of 5, with 5 being highest
    a. Need to distribute online evaluation that includes evaluation 1 to 5 ratings scale questions and open-ended questions
    b. Identify methods to help achieve this goal e.g.:
        i. Provide warm, welcoming environment for all attendees

ATD Tulsa Board Member Calendar of Events ATD Events/Actions are highlighted in *Red Italics*					
Date	Time	Location	Event Title	Action Item(s)	Board Leader(s)
Friday, January 11, 2019	11:30 AM – 1:15 PM	Rudisill Library	Program Meeting	Lewana Harris, President's Address and State of the Industry	President and VP of Accommodations

			ATD Chapter Support	*Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform. Chapter may request marketing box twice per year.*	*President*
January 7			*2019 Chapter Affiliations Requirements - Early Submission Deadline*	*CARE is a set of performance guidelines designed to help chapters deliver consistent benefits to members. CARE consists of elements in five key areas that are necessary for running a chapter like a business: administration, financial, membership, professional development, and communication.* *Early submissions entered to win 1 free registration to ALC* *https://www.td.org/chapters/clc/care*	*Past President*
February Board Meeting Monday, Feb 7, 2020	Time TBD	Virtual	Board Meeting	Annual Report: membership numbers, financial performance, and progress toward annual goals – Taken from information provided in CARE report. (VP – Marketing)	President –
Thursday, January 31, 2020			*2019 CARE Submission Deadline*	*https://www.td.org/chapters/clc/care*	*Past President*
Friday, February 21, 2020	11:30 AM – 1:15 PM	TBD	Program Meeting	Subject: 508 Law	VP -Program
March Board Meeting – March 6, 2020	TBD	TBD	Board Meeting		President
Friday, March 5, 2020	TBD	TBD	Networking Event		Board Members
March 20, 2020	TBD	TBD	Program Meeting	Topic: E-Learnning	VP Programming
Friday, April 12, 2019	11:30 AM – 1:15 PM	OSU-Tulsa, Rm 140	Program Meeting	TBD	VP -Program
Friday, April 17, 2020		TBD	Program Meeting	TBD	VP -Program
May Board Meeting –	TBD	Virtual	Board Meeting	Elections: 1) Board selects 5 members to serve on the Elections Committee. 2)	President

Monday, May 1, 2020				Board determines which board positions will be filled for 2021.	
Wednesday, May 15, 2020			IRS Form 990 or 990N Filing Deadline	Due every year by the 15th day of the 5th month after the close of your tax year. ATD Tulsa tax year = calendar year	VP -Finance
Friday, May 15, 2020	11:30 AM – 1:15 PM	TBD	Program Meeting		VP -Program
Sunday, May 17, 2020	*9:00 AM – 1:00 PM Estimate*	*Denver, CO*	*Chapter Leader Day @ ICE*	*Chapter Leader Day is an opportunity for chapter leaders from around the country to network, share ideas, and learn about ATD resources. Chapter Leader Day programming focuses on addressing common chapter challenges, identifying best practices for running a chapter, and provides face-to-face networking opportunities for chapter leaders. https://www.td.org/chapters/clc/chapter-leader-day*	*Chapter Leaders Attending ICE*
May 17--22 2020	*12:00 PM Sunday – 4:00 PM Wednesday (Estimate)*	*Denver, CO*	*ATD 2020 International Conference & Exposition (ICE)*	*ATD ICE will provide you with the knowledge, strategies, and solutions you need to effectively attract, develop, and retain top talent. You'll gain insights into the latest trends, best practices, and new solutions for designing, delivering, implementing, and measuring learning programs. ATD 2019 covers all industry subjects and provides in-depth guidance for what you need to know now to be successful. Come away with an outlook of what the future holds and be prepared to address new challenges. Keynotes: Sir Richard Branson, Indra Nooyi, Ben Nemtin http://www.atdconference.org/*	*Chapter Leaders Attending ICE*
May 2020			Elections for 2021 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 June 2020 board meeting/midyear retreat.	Elections Committee Chair
June Board Meeting an Midyear retreat –,	TBD	TBD	Board Meeting/Midyear Board Retreat	Elections: 1) Review and approve elections regulations submitted by the Elections Committee.	President

June 5, 2020				2) Authorize VP – Administration to publish notification to the membership that nominations are being accepted for board positions to be filled for 2020.	
June 2020			Elections for 2021 Board Members	Via email - VP – Administration publishes notification to the membership that nominations are being accepted until July 2020 for board positions to be filled for 2021.	VP - Admin
June 2020			Elections for 2021 Board Members	Elections: Board approved regulations for the election are published and distributed to each board member (10 days after their board approval).	Elections Committee Chair
Friday, June 19, 2020	TBD	TBD	Program Meeting	Tentative topic: highlights from ICE Insiders	VP -Program
July Board Meeting – July 10, 2020	TBD	TBD	Board Meeting	• Elections: Board approves 3-member Credentials Committee Bylaws Amendments: All proposed bylaws amendments are reviewed and approved for placement on the ballot.	President
Friday, July 17, 2020	TBD	TBD	Program Meeting	TBD	VP -Program
July 20, 2020	11:59 PM		Elections for 2021 Board Members	Candidate Eligibility Forms and Affidavit of Eligibility are due to the Elections Committee Chair.	Elections Committee Chair
August Board Meeting – Monday, August 7, 2020	TGBD	TBD	Board Meeting		President
Sunday, August 16, 2020			Eligibility for Voting	Only paid members of ATD Tulsa as of August 10, 2020 will be eligible to vote in the upcoming election.	VP - Admin
Monday, August 17, 2020			Eligibility for Voting	The Credentials Committee pulls the list of ATD Tulsa Members-in-Good-Standing (dues are currently paid as of August 10, 2020) and that list shall be provided to the board member designated to manage the elections and voting via SurveyMonkey.	Credentials Committee Chair
Monday, August 17, 2020			Elections for 2021 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	Elections Committee Chair

				designated to manage the elections and voting via SurveyMonkey.	
Friday, August 21, 2020	11:30 AM – 1:15 PM	TBD	Program Meeting	TBD	VP -Program
Friday, August 21, 2020	12:00 AM		Electronic Voting	Electronic voting window opens until Saturday, August 29, 2020 at 11:59 PM (8 days)	Electronic Voting Manager
Saturday, August 29 2020	11:59 PM		Electronic Voting	Electronic voting window closes	Electronic Voting Manager
Monday, August 31, 2020	8:00 AM to 12:00 PM		Electronic Voting Results	Electronic Voting Manager downloads the voting results and sends them to the Elections Committee for counting and certification.	Electronic Voting Manager
Tuesday, Sept 1, 2020 – Friday, Sept 4, 2020	12:01 PM (8/27/19 to 5:00 PM (8/30/19)		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, counts, certifies and sends the results to the Board of Directors.	Elections Committee Chair
September Board Meeting – September 4, 2020	TBD	TBD	Board Meeting	Elections Results & Voting Results: Board of Directors receives the counted and certified electronic voting results from the Elections Committee.	President
Monday, September 4, 2020				Elections Results & Voting Results: 1) Results announced to all members via email. 2) Thank you to members of the Elections and Credentials Committees. 3) Dismissal of members of the Elections and Credentials Committees.	VP -Program
TBD	*TBD*		*ATD Chapter Support*	*Order box of free marketing materials to support chapter marketing, programming and membership efforts at www.td.org/marketingmaterialsform. Chapter may request marketing box twice per year.*	*President*
Friday, September 18, 2020	TBD	TBD	Program Meeting	Elections Results & Voting Results: 1) Results announced at beginning of meeting. 2) Thank you to members of the Elections and Credentials Committees	VP -Program
October Board Meeting – October 2, 2020	TBD	TBD	Board Meeting	Review Risk Management Assessment (VP- Administration)	President

October 8-10, 2020		*Arlington, VA*	*ATD 2020 Chapter Leaders Conference (ALC)*	*Current and incoming board members will network with fellow chapter leaders, share best practices for running an ATD chapter, and learn about new resources to support their chapter. https://events.td.org/Events/chapter-leaders-conference Note: ATD Tulsa budget includes funding to send 2 board members to ALC.*	*President-Elect*
Friday, October 16, 2020	TBD	TBD	Program Meeting	TBD	VP - Program
October 2020			*Chapter Recognition Committee (CRC) and ALC Program Advisory Committee (ALCPAC) Application Deadline*	*Chapter Recognition Committee (CRC) An ATD advisory committee comprised of chapter leaders and charged with identifying, recognizing, and sharing chapter best practices. https://www.td.org/chapters/clc/chapter-recognition-committee ATD Chapter Leaders Conference Program Advisory Committee (ALC PAC) The ALC PAC, a national advisory committee comprised of chapter leaders, works with ATD staff to develop and execute the annual ATD Chapter Leaders Conference (ALC). https://www.td.org/chapters/clc/atd-chapter-leaders-conference-program-advisory-committee-alc-pac*	
November Board Meeting, November 6, 2020	TBD	TBD	Board Meeting	Present 2021 Budget for review (VP-Finance)	President
Friday, November 20, 2019	TBD	TBD	Program Meeting		VP -Program
September 30-December 4			*Employee Learning Week*	*A global campaign designed to promote the value of workplace learning. https://www.td.org/About/ATD-Employee-Learning-Week*	
December Board Meeting – December 4, 2020	TBD	TBD	Board Meeting	• Approve 2021 Budget (VP-Finance) • Appoint Audit Committee (Policy 20.1.2 Audit (Adopted 07-11-2014): An annual audit of the Corporation books shall be conducted following the end of the fiscal year. The Board	President

				will appoint an audit committee no later than December 15th each year. The audit will be completed, and results reported to the Board no later than January 15th.)	
Friday, December 11, 2019	TBD	TBD	Program Meeting	Tentative Topic: Trainer Throw Down & Distinguished Service Awards	VP – Program
Monday, December 14, 2020			*CARE Requirement*	*Submit copy of 2020 Board Roster to Rep at ATD (Chapters that submit their 2020 board rosters to chapter services by December 31, 2020, will be entered in a lottery to receive a complimentary ATD Professional Plus Membership)*	*VP - Admin*
TBD		**TBD**	**Oklahoma State Conference**	**Hosted by OKC Chapter for 2020**	President-Elect
TBD			Quarterly Networking Events		VP - Program
TBD			Marketing Plan		VP - Marketing
TBD			SIG's Meetings		VP - Program

Your responses can be found below.

Does your chapter pay for any administration help, such as a management firm, or other administrative services?

Response
No

If so, please provide the contact information for your chapter's administrative help below.

	Response
Contact Name	
Contact Company	
City	
State	
Zip Code	
Phone Number	
Email	

This is your chapter's address currently on file with ATD:

	Response
Chapter Name	Tulsa
Mailing Address	
Suite, PO Box	
City	Tulsa
State	OK
Zip Code	

Is the mailing address currently on file with ATD correct?

Response
No

Please provide your chapter's 2020 mailing address:

	Response
Chapter Name:	ATD Tulsa Chapter, Inc.
Mailing Address:	PO Box 33351
Suite, PO Box:	
City:	Tulsa
State:	OK
Zip:	74153-3351

If your chapter uses a P.O. box, please also include a physical mailing address. (This can be a chapter leader mailing address.)

	Response
Chapter Name:	ATD Tulsa Chapter, Inc.
Contact Name:	Walt Hansmann
Physical Address:	2034 S 74th E Ave
Suite:	
City:	Tulsa
State:	OK
Zip:	74112-7718

As part of ATD's support of joint chapter-ATD national membership (Power Membership), chapter services connects chapter leaders to prospective members v TD.org. Through the Chapter Locator, a customer is able to request more information about the chapter, including membership benefits and programming. Plea provide a contact for these inquiries.

	Response
Contact Name:	Lewana Harris
Contact Email:	president@tdtulsa.org

Does your chapter pay for ATD membership dues for one or more chapter board members?

Response
No

Does your chapter budget to send board members to the ATD Chapter Leaders Conference (ALC)?

Response
Yes

How many chapter leaders are budgeted to attend ALC in 2020?

	Response
Select the number of people	2

When do your incoming board members OFFICIALLY begin their terms?

Response
1st Quarter (January – March)

When are your chapter board meetings typically held?

Response
Monthly

What was your chapter's 2019 gross revenue from all sources (dues, programs, sponsorships, etc.)?

Response
36886.74

What is your chapter's Employer Identification Number (EIN)?

Response
23-7429563

Is your chapter incorporated?

Response
Yes

Is your chapter recognized by the IRS as a 501(c)(3) organization?

Response
Yes

Did your chapter file Form 990 or Form 990-N with the IRS this year?

Response
Form 990-N

Does your chapter have a current tax-exempt status with the IRS?

Response
Yes

Did your membership numbers increase, decrease, or stay the same in 2019?

Response
Increase

Please explain:

Response
A slight increase in both Power Members and Chapter-only Members.

What was your chapter's average membership number for 2019?

Response
102

As of December 31, 2019, how many chapter members did your chapter have?

Response
110

What *percentage* of your chapter's members are joint members (members of both ATD national and your chapter) as of December 31, 2019?

Response
49

What was the highest joint membership *percentage* achieved by the chapter in 2019?

Response
51

When your chapter achieved its highest joint membership percentage in 2019, what was the total number of **joint members**?

Response
52

When your chapter achieved its highest joint membership percentage in 2019, what was the total number of **chapter members**?

Response
101

In what month did this occur?

Response
February

Did your chapter raise dues in 2019?

Response
No

Does your chapter plan to raise dues in 2020?

Response
No

What are your chapter's current individual/regular membership dues?

Response
50

Which of the following additional dues categories does your chapter have?

Response
Student member

How much are your student membership dues?

Response
25

Does your chapter provide ATD national members a discount on chapter membership?

Response
No

How many student members does your chapter have?

Response
3

Which of the following are requirements for a student to qualify for a chapter student membership rate?

Response
To qualify for the student membership, the student must be attending a degree-granting college or university full-time (12 hours undergraduate or 9 hours graduate).

Which of the following is true of your chapter?

Response
Has a connection with HRD/talent development faculty at a local college or university

Does your chapter recognize young/new professionals?

Response
No

When are the majority of your regular programs held?

Response
Lunchtime

What is the average number of people at your regular chapter meeting?

Response
29

What is the approximate registration fee for a **chapter member** to attend a **chapter program**?

Response
20

What is the approximate registration fee for a **chapter non-member** to attend a **chapter program**?

Response
30

What is the approximate registration fee for a **chapter member** to attend a **chapter-sponsored conference**?

Response
199

What is the approximate registration fee for a **chapter non-member** to attend a **chapter-sponsored conference**?

Response

	Response
249	

Which of the following did your chapter do in 2019 or is planning for 2020?

	Response
A conference, seminar or other large event	Did in 2019, but not planning for 2020
A community service project	Did not do in 2019, and not planned for 2020
A partnership with another membership organization	Did in 2019, and planning for 2020
A partnership with another ATD chapter	Did in 2019, and planning for 2020
A job listing	Did in 2019, and planning for 2020
A CPLP study group (not including an informational session on the CPLP)	Did not do in 2019, and not planned for 2020
An APTD study group (not including an informational session on the APTD)	Did not do in 2019, and not planned for 2020
Special Interest Groups (SIG)	Did in 2019, and planning for 2020
Geographic Interest Groups (GIG)	Did not do in 2019, and not planned for 2020
Employee Learning Week (ELW) events or activities	Did in 2019, and planning for 2020

What type of conference, seminar, or other large event does your chapter hold?

Response
We typically hold two workshops each year, and host the ATD Oklahoma Statewide Conference in odd-numbered years.

Which membership organization(s) has your chapter partnered with, and how have you partnered?

Response
ATD Central Oklahoma Chapter in planning and implementing the Statewide Conference, And WorkWise to conduct a presentation workshop.

Approximately how many jobs were listed with your chapter in the past year?

Response
12

Which Special Interest Groups (SIGs) does your chapter have?

Response
eLearning SIG

What is the average number of participants in your chapter's SIGs?

Response
13

Does your chapter currently charge a fee to attend a SIG meeting?

Response
No

What did your chapter do to support Employee Learning Week (ELW)?

Response

We provided ELW information to members and their employers. Some employers held special events during ELW. We secured a Governor's proclamation and Mayor's proclamation. We held a Trainer Throwdown to culminate ELW and celebrated our 70th anniversary with cake and transition of officers.

With regard to the Certified Professional in Learning and Performance (https://www.td.org/certification) (CPLP) program, does your chapter…

Response

Promote the benefits and value of CPLP certification,Recognize CPLP certified chapter members

How much does your chapter charge a **member** to participate in the virtual study group?

Response

0

How much does your chapter charge a **non-member** to participate in the virtual study group?

Response

0

With regard to the ATD Competency Model (https://www.td.org/Certification/Competency-Model), does your chapter…*Please select all that apply.*

Response

Promote the benefits and value of the model,Align programs with its content,Use it to help develop members and leaders,Encourage chapter leaders/member use it for career planning

Please describe how your chapter leverages the ATD Competency Model (https://www.td.org/Certification/Competency-Model) to the benefit of chapter members/leaders and the profession.

Response

We promote the Competency Model as the standard by which trainers and training programs should follow. We align programming to the model.

Does your chapter have a succession plan?

Response

No

What are the reasons why your chapter doesn't have a succession plan?

Response

We do not have a written plan. We do have transitional training for incoming board members.

Which of the following does your chapter have? *Please select all that apply, and include your chapter's social media information.*

Response

https://www.linkedin.com/groups/1539767/,https://www.facebook.com/ATDTulsa/,@ATDTulsa aka https://twitter.com/ATDTulsa

Please respond to questions about your chapter's administration.

Answer	Res
The chapter's mission, vision, and bylaws align with those of ATD. Additionally, the chapter meets the ATD brand identity guidelines.	True
The chapter maintains written position descriptions for elected chapter board members.	True
The chapter members participate in the nomination and election of the chapter board.	True
The chapter creates a **2020 operational plan** that includes but is not limited to: annual goals, communication/marketing strategy, recruitment/retention strategy, and succession planning strategy. *NOTE: Chapter must upload a 2020 operational plan through the survey submission site by January 31, 2020.*	True
The chapter submits a **2020 board roster** in Excel format with CARE submission and updates ATD Chapter Services as changes occur. *NOTE: Chapter must upload a 2020 board roster through the survey submission site by January 31, 2020. Please use the template provided for your submission. (https://d22bbllmj4tvv8.cloudfront.net/00/5f/a419909041ef8016a39f9ba2aa7e/care-2020-board-roster-template.xlsx)*	True
The chapter submits a **2019 membership roster** in Excel format to ATD Chapter Services with CARE submission. *NOTE: If your chapter is on Wild Apricot and has provided administrative access to ATD Chapter Services, please respond "True" to this section. If you respond "True," no further documents are needed. Chapters not using Wild Apricot or on Wild Apricot but not providing administrative access to ATD Chapter Services, must upload a current membership roster through the survey submission site by January 31, 2020. Please use the template provided for your submission. (https://d22bbllmj4tvv8.cloudfront.net/c6/1c/bd46020e4f7abf6667b64520f3eb/care-membership-roster-template.xlsx)*	True
The chapter board meets at least once per quarter and makes meeting minutes available to members.	True
The chapter board completes a risk management assessment (http://files.astd.org/ChapterServices/%21CLC%20New%20Website/Chapter%20Administration%20Landing%20Page/CARE/Chapter%20Risk%20Assessment%20Guide%202015.pdf?_ga=2.121076042.359034530.1494455898-46014797.1490035870). *NOTE: Submission of the chapter's risk assessment is not required.*	True

Please respond to questions about your chapter's finances.

Answer	Response
The chapter complies with federal and state reporting requirements.	True
The chapter board develops and approves an annual operating budget and makes it available to members.	True
The chapter board ensures an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the chapter's finances. *NOTE: All chapters are required to file annually Form 990 or Form 990-N with the IRS. Chapter must upload its most recent balance sheet and income statement through the survey submission site by January 31, 2020.*	True

Please respond to questions about your chapter's membership.

Answer	Response
The chapter board assesses its members' needs and satisfaction levels at least once per year.	True
The chapter achieves by 12/31/2019 a minimum of 20 joint chapter/ATD members (the original chapter chartering requirement) and 35 percent of the chapter's membership. *(NOTE: the chapter must have a minimum of 20 joint members AND 35 percent joint membership simultaneously).*	True
The chapter completes 10 joint membership activities of the chapter's choice. *(NOTE: For support, review the joint membership activities job aid (https://www.td.org/chapters/clc/care/joint-membership-activities).)*	True

Chapter completed at least 10 of the joint activities listed below or customized activities for the chapter... *Please note, the chapter can select all activities completed. No specific activities are required.*

Response

Response

https://tdtulsa.org/Power-Membership,Highlights Power Membership in chapter emails,Sends a targeted email to prospective members promoting Power Membership once a quarter,Participates in the Chapter Membership on the ATD Store program,Participated in ATD Member Week (September 9-13, 2019) by offering 10 percent off chapter membership dues,Shares best practices on joint membership with chapter leaders by doing one or more of the following: presenting on NAC area calls, submitting a joint membership Sharing Our Success (SOS), or presenting at the ATD Chapter Leaders Conference (ALC),Ment Power Membership at the beginning of each chapter event,Uses PowerPoint slides at each event highlighting Power Membership,Has printed Power Member collateral displayed at each event,Includes a Power Membership section in chapter newsletter,Displays Power Membership logos on chapter website,Has Pov Membership testimonials on website, in the chapter newsletter, and at meetings,Posts Power Membership messages on social media,Requests list of ATD members quarterly to identify prospects,Requests joint membership percentage from your CRM at least quarterly,Promotes Power Membership at chapter conference(s),Promotes Power Membership at chapter special event, including an information table with both chapter and ATD materials,Discusses Power Membership at each board meeting,Conducts a membership drive,Holds a program on the value of Power Membership,Holds an event to recruit ATD membe chapter membership,Publicizes the special "Power Member" rate (e.g. Professional: $229 or Professional Plus: $369 for chapter members)

Please respond to questions about your chapter's professional development offerings.

Answer	Response
The chapter board members maintain joint chapter-ATD national membership and participate in both annual chapter and ATD leadership development opportunities.	True
The chapter provides at least six (6) professional development activities per year for members.	True

Please respond to questions about your chapter's communications.

Answer	Response
The chapter maintains a current website with up-to-date information.	True
The chapter disseminates a communication piece to members at least once per quarter that includes chapter and ATD programs and initiatives.	True
The chapter board produces and shares with members an annual report that includes but is not limited to: membership numbers, financial performance, and progress toward annual goals.	True

How many hours did it take to gather the information to complete the CARE survey?
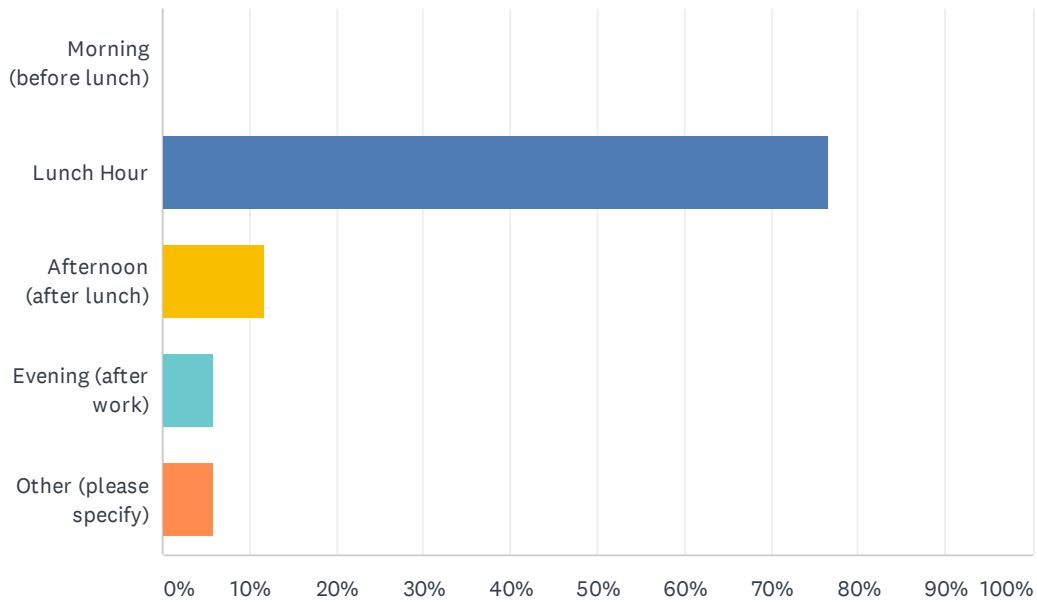
Response
46

How many hours did it take to actually take the CARE survey once you compiled the appropriate information?

Response
2

td.org/CARE

Q1 What time of day works best for you for the monthly Chapter Program Meetings?

Answered: 34   Skipped: 0

ANSWER CHOICES	RESPONSES	
Morning (before lunch)	0.00%	0
Lunch Hour	76.47%	26
Afternoon (after lunch)	11.76%	4
Evening (after work)	5.88%	2
Other (please specify)	5.88%	2
TOTAL		34

#	OTHER (PLEASE SPECIFY)	DATE
1	It would be great to have most at lunch - but maybe 3-4 per year as a breakfast!	12/6/2019 9:37 PM
2	I work from home, so can usually schedule around them. Mornings are more difficult for me to schedule around.	11/21/2019 5:12 PM

Q2 What day of the week works best for you for the monthly Chapter Program Meetings?

Answered: 33   Skipped: 1
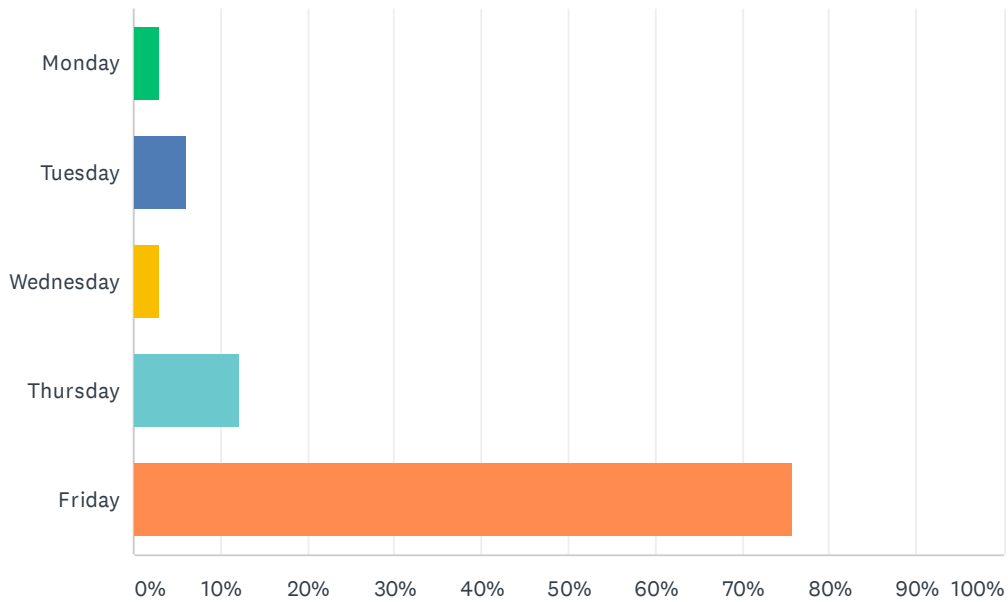
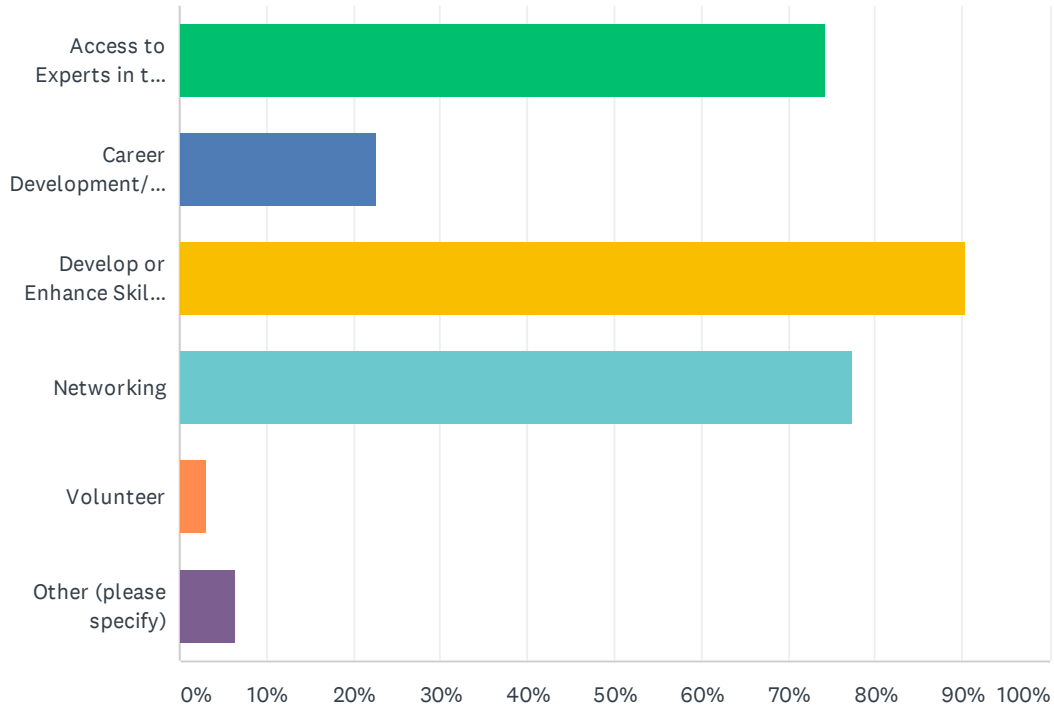| ANSWER CHOICES	RESPONSES	
Monday	3.03%	1
Tuesday	6.06%	2
Wednesday	3.03%	1
Thursday	12.12%	4
Friday	75.76%	25
TOTAL		33

Q3 We want to provide professional development offerings that meet your needs. What can we offer to help you meet your talent development challenges over the next three years?

Answered: 23   Skipped: 11

#	RESPONSES	DATE
1	Ideas to increase engagement during training sessions	12/6/2019 3:21 PM
2	Programs geared toward the independent/consultancy provider of training and development services vs "corporate". e.g. Building your Practice; Ways to package programs for clients; Service offering concepts: etc...	12/5/2019 12:00 PM
3	more trainer specific tpoics and fewer HR topics. I want more instructional design and training delivery topics. ICE Insider is my favorite program because it's focused on cutting-edge techniques for trainers. I want more programs like the Nov. meeting on using VR for training.	12/5/2019 11:51 AM
4	Networking and workshops on facilitation.	12/5/2019 10:32 AM
5	LMS, Instructional Design, Technology, and Blended Learning.	12/2/2019 7:59 AM
6	Programming about training, coaching, development. Networking opportunities.	11/30/2019 1:53 PM
7	E-learning and other forms of remote professional development	11/29/2019 10:16 PM
8	Boosting learning Training development - phasing in costs, equipment, staff, technology, etc. on a 3 to 5 year plan to meet the strategic plans of the organization	11/29/2019 11:44 AM
9	My biggest challenges as a trainer lie within the facilitation of training programs. I also would love an initiative to bring in more young talent as training professionals.	11/26/2019 2:03 PM
10	Employee Engagement topics; Leadership; Innovation	11/26/2019 12:18 PM
11	how to put together e-learning and webinars as a solo practitioner	11/22/2019 12:36 PM
12	How to write great test questions and scenarios.	11/22/2019 11:14 AM
13	training design - live and LMS-delivered follow-up	11/22/2019 8:16 AM
14	The same type of programs currently offered	11/22/2019 7:32 AM
15	interactive training methods	11/22/2019 6:31 AM
16	Coaching best practices Employee experience	11/21/2019 7:51 PM
17	Future of work, e-learning topics, fewer personal development speakers and more professional development speakers, more inclusion topics	11/21/2019 6:47 PM
18	Building a training framework and deploying effectively Upskilling workers Cascading training from executive level to first line employees	11/21/2019 5:12 PM
19	Hiring for company culture fit; implementing our company's core values into the day-to-day work and business decisions and actions of our company; customer service philosophy.	11/21/2019 3:14 PM
20	Networking	11/21/2019 3:12 PM
21	Leadership Development, Employee Engagement, Critical Hot Topics in Management	11/21/2019 3:11 PM
22	Understanding Communication Styles, and how to adapt my style to better communicate with other styles.	11/18/2019 7:31 PM
23	Tools to improve my training delivery techniques. Networking opportunities built into everything.	11/18/2019 9:07 AM

Q4 Why did you initially join ATD Tulsa? Select all that apply.
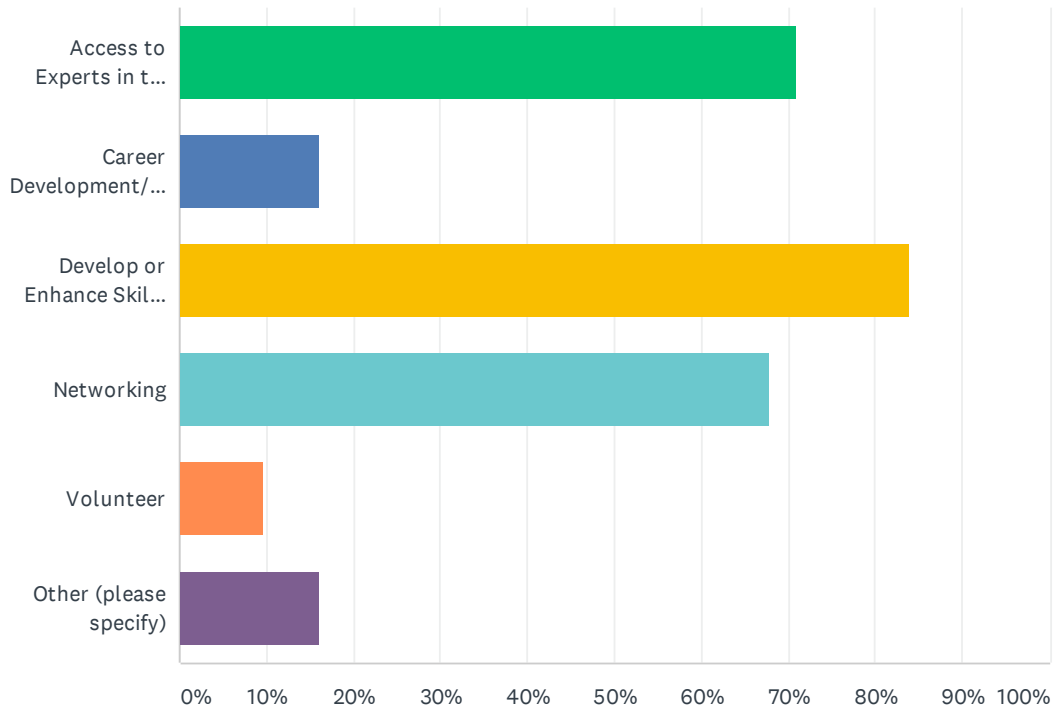
Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Access to Experts in the Field	74.19%	23
Career Development/Find a Job	22.58%	7
Develop or Enhance Skills and Knowledge	90.32%	28
Networking	77.42%	24
Volunteer	3.23%	1
Other (please specify)	6.45%	2
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	staying up to date on best/effective learning & development practices	11/22/2019 12:40 PM
2	To learn how to be a better trainer.	11/18/2019 7:36 PM

Q5 Why have you stayed a member of ATD Tulsa? Select all that apply.

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Access to Experts in the Field	70.97%	22
Career Development/Find a Job	16.13%	5
Develop or Enhance Skills and Knowledge	83.87%	26
Networking	67.74%	21
Volunteer	9.68%	3
Other (please specify)	16.13%	5
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	To continue to gain understanding of the L&D landscape in the Tulsa/Area market.	12/5/2019 12:03 PM
2	Atd resources	11/29/2019 11:46 AM
3	I enjoy the great ATD people in the chapter!	11/22/2019 12:40 PM
4	overall quality of programs and networking opportunities	11/22/2019 6:37 AM
5	To learn and share knowledge about the T&D industry.	11/18/2019 7:36 PM

Q6 Check the 4 membership benefits which you find have the most value.

Answered: 31   Skipped: 3
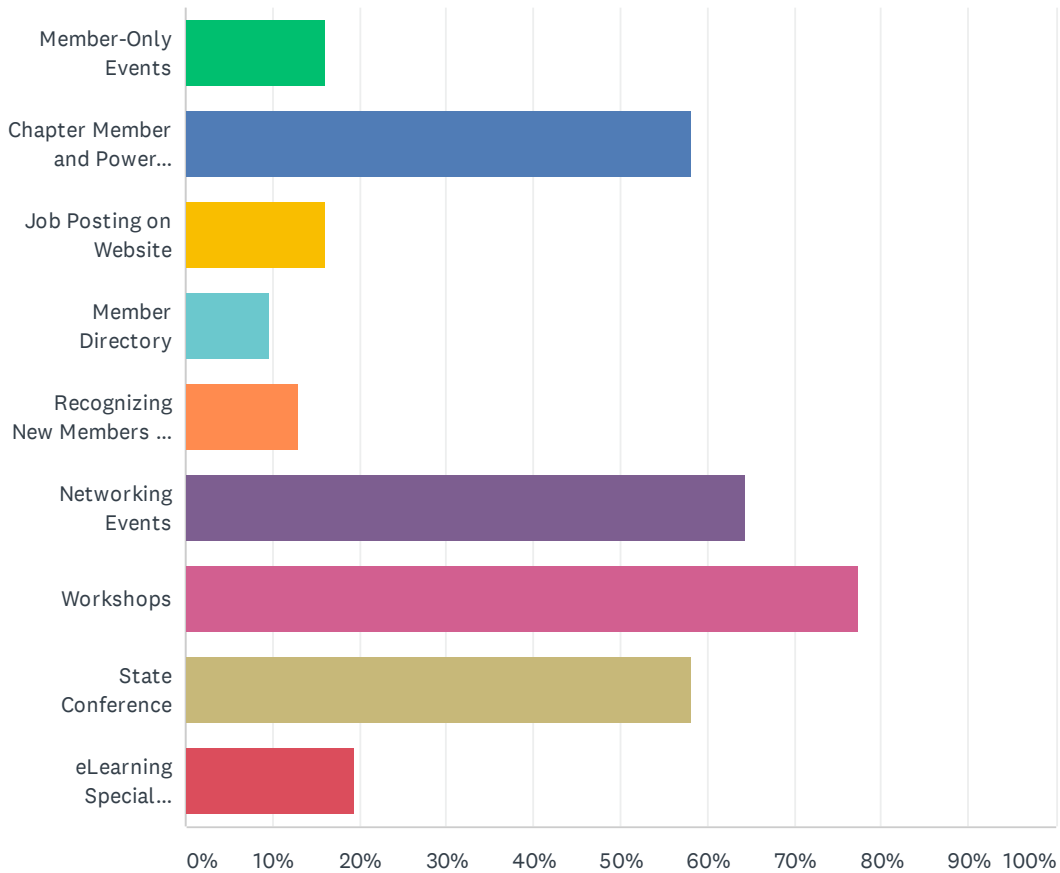
ANSWER CHOICES	RESPONSES	
Member-Only Events	16.13%	5
Chapter Member and Power Member Pricing Discounts	58.06%	18
Job Posting on Website	16.13%	5
Member Directory	9.68%	3
Recognizing New Members and Power Members at each monthly Chapter Program Meeting	12.90%	4
Networking Events	64.52%	20
Workshops	77.42%	24
State Conference	58.06%	18
eLearning Special Interest Group	19.35%	6
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	Monthly Programs	12/5/2019 9:23 PM
2	I wasn't aware there is a Member Directory	12/5/2019 12:03 PM
3	Lessons learned— past challenges and how they were overcome	11/29/2019 11:46 AM
4	chapter meetings	11/22/2019 8:18 AM
5	meeting programs and time to mingle	11/22/2019 6:37 AM

#	OTHER (PLEASE SPECIFY)	DATE

Q7 Are you satisfied with the member benefits provided to you by ATD Tulsa Chapter? If you answered No, please share why you answered that way.

Answered: 31   Skipped: 3
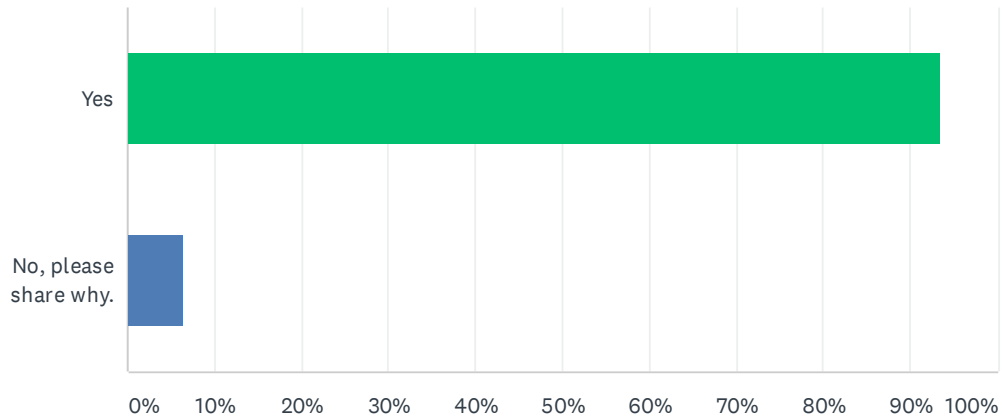
ANSWER CHOICES	RESPONSES	
Yes	93.55%	29
No, please share why.	6.45%	2
TOTAL		31

#	NO, PLEASE SHARE WHY.	DATE
1	Seems like the only benefit is discounted pricing. Might be more meaningful if we did more member only activities.	12/5/2019 12:01 PM
2	I want more workshops. One hour is not enough time. I want train the trainer opportunities.	11/18/2019 9:11 AM

Q8 What membership benefits would you like to see changed and/or added?
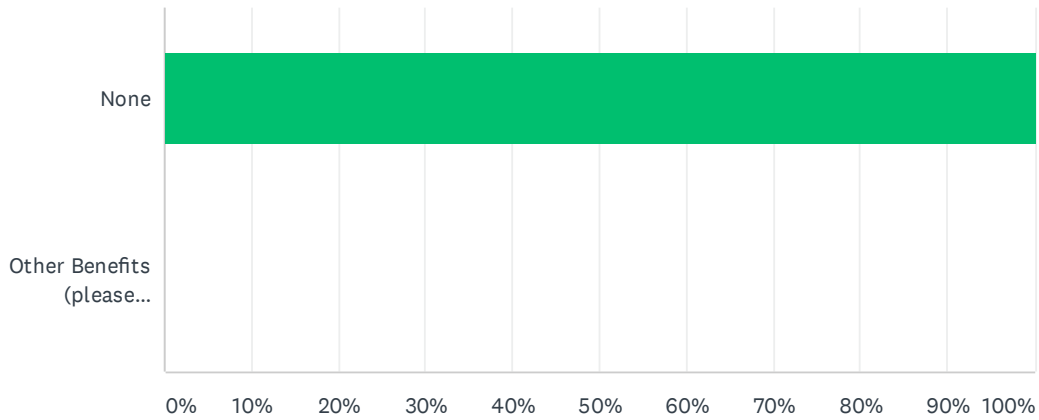
Answered: 31   Skipped: 3

ATD Tulsa Annual Membership Survey 2019

#	RESPONSES	DATE
1	no changes	12/6/2019 9:40 PM
2	none	12/6/2019 3:22 PM
3	More job postings; more partnering with other organizations such as TAHRA, PMI; Notifications to members when Job Postings occur	12/5/2019 9:23 PM
4	I'd like to see some non-regular meeting mixers/events. Also, access to programs (video, audio, collateral) for meetings when I've been unable to attend. (I have a hellish travel schedule, so often miss meetings due to logistics/travel).	12/5/2019 12:03 PM
5	Might think about having a member only element before regular meetings. Maybe have a 30 minute conversation with the guest speaker before the event begins that is only open to members attending the program. Want to see the e-learning SIG restarted. I think SIGs are a valuable member benefit.	12/5/2019 12:01 PM
6	NA	12/5/2019 10:27 AM
7	none	12/2/2019 10:00 AM
8	I would love to see more SIGs form, such as for Talent Development, Succession, Performance, Instructional Design, etc.	12/2/2019 8:10 AM
9	.	11/30/2019 1:55 PM
10	TAHRA event discounts	11/29/2019 10:18 PM
11	Na	11/29/2019 11:46 AM
12	Can't think of anything.	11/26/2019 4:47 PM
13	More support for ATD certifications would be helpful Connections and relationships with the wider ATD community	11/26/2019 2:05 PM
14	n/a	11/26/2019 12:19 PM
15	none	11/25/2019 3:47 PM
16	n/a	11/25/2019 2:01 PM
17	Can't think of any	11/22/2019 12:40 PM
18	na	11/22/2019 11:16 AM
19	nothing	11/22/2019 8:18 AM
20	More support for SIGs (organizing and promoting them)	11/22/2019 8:07 AM
21	NA	11/22/2019 7:33 AM
22	Spotlight members and what they do. Such as 2 or 3 90-second intros at a meeting.	11/22/2019 6:37 AM
23	None	11/21/2019 7:58 PM
24	I wish there was better participation on the social platforms and that more members would use it to share jobs.	11/21/2019 6:49 PM
25	I'm not quite sure what all the benefits are - I have just joined as a power member	11/21/2019 5:14 PM
26	N/A	11/21/2019 5:01 PM
27	Top of the Town discounted admission; hold membership drive at the Gathering Place (members bring with them someone who may be interested in joining) to talk about the advantages of membership and serve hors d' hoeurves	11/21/2019 3:31 PM
28	I think it would be nice to have a more member driven or oriented style to the Chapter. It almost seems as if the Board is not focused on members, just numbers.	11/21/2019 3:18 PM
29	N/A	11/21/2019 3:13 PM
30	Afternoon, evening, or weekend workshops where we can spend 3-4 hours in-depth on a topic.	11/18/2019 7:36 PM

| 31 | None | 11/18/2019 9:11 AM |

Q9 What membership benefits would you like to see removed?

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
None	100.00%	31
Other Benefits (please specify)	0.00%	0
TOTAL		31

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

Q10 Do you plan to renew your ATD Membership this upcoming year?

Answered: 31   Skipped: 3
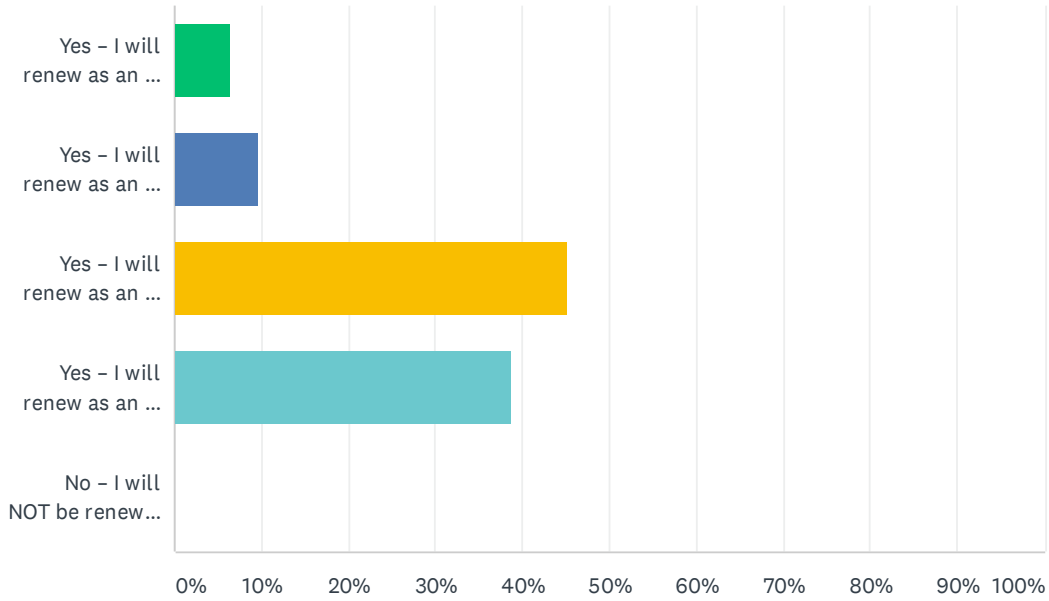
ANSWER CHOICES	RESPONSES	
Yes – I will renew as an ATD Tulsa Student Member.	6.45%	2
Yes – I will renew as an ATD Student Power Member (ATD Tulsa Chapter + ATD National Member).	9.68%	3
Yes – I will renew as an ATD Tulsa Chapter Member.	45.16%	14
Yes – I will renew as an ATD Tulsa Power Member (ATD Tulsa Chapter + ATD National Member).	38.71%	12
No – I will NOT be renewing any form of ATD Membership.	0.00%	0
TOTAL		31

Q11 In 2019, what ATD events have you participated in? Select all that apply.

Answered: 31   Skipped: 3
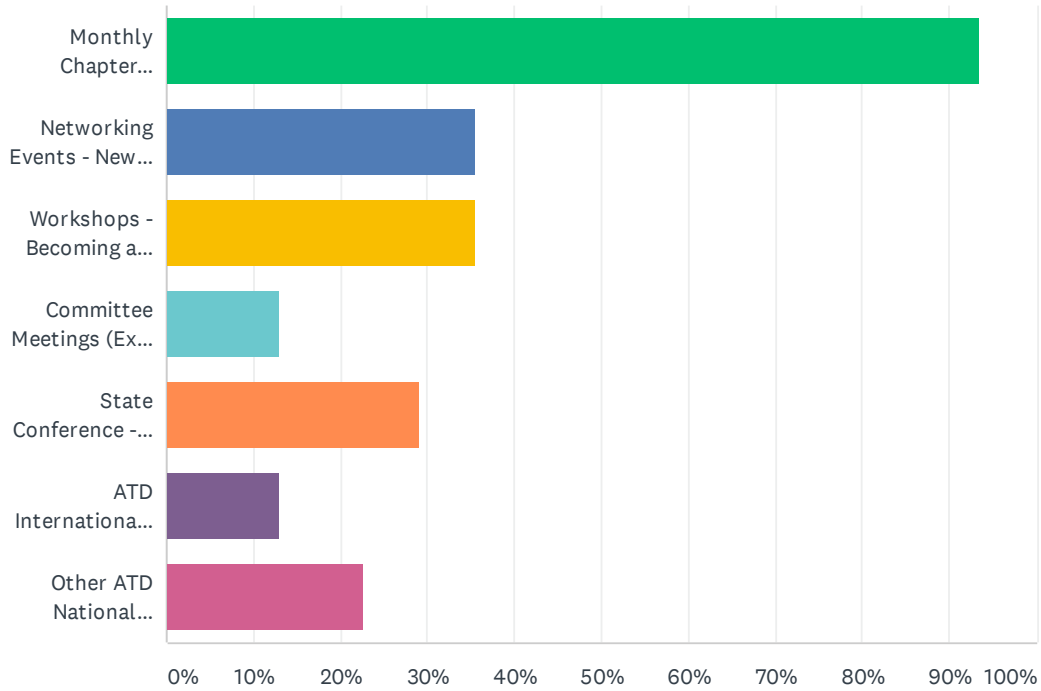
ANSWER CHOICES	RESPONSES	
Monthly Chapter Programming Meetings	93.55%	29
Networking Events - New Member and 2020 Board Candidates Networking Event at The Persimmon Group on August 7, 2019	35.48%	11
Workshops - Becoming a World-Class Trainer, Presenter & Speaker: A Powerful, Transformative Workshop April 26, 2019	35.48%	11
Committee Meetings (Ex: Bylaws Committee, Election Committee, Credentials, etc	12.90%	4
State Conference - 2018 was held in OKC on November 13, 2018	29.03%	9
ATD International Conference and Exhibition (2019 –Washington D.C.)	12.90%	4
Other ATD National Conferences, Workshops, and/or Trainings	22.58%	7
Total Respondents: 31		

Q12 What has prevented you from participating in ATD Events like networking, workshops, conferences, etc.?
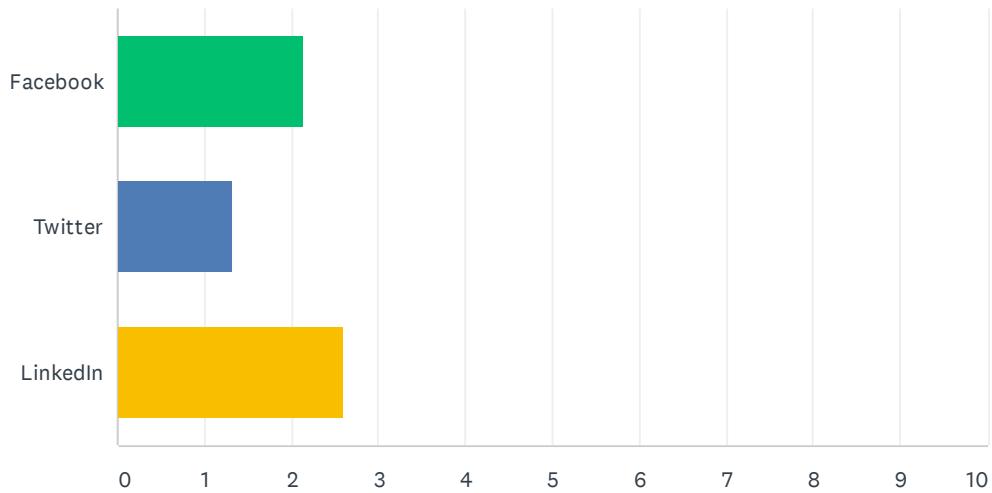
Answered: 29   Skipped: 5

ATD Tulsa Annual Membership Survey 2019

#	RESPONSES	DATE
1	schedule - at clients call.	12/6/2019 9:41 PM
2	out of town	12/6/2019 3:23 PM
3	Work schedule, personal responsibilities in the evening	12/5/2019 9:24 PM
4	Work travel (often out of state)	12/5/2019 12:04 PM
5	The international conference would've been fun to attend, but it's hard to make it due to expenses of traveling.	12/5/2019 10:29 AM
6	Mostly timing.	12/2/2019 8:11 AM
7	I attend as many as my schedule allows. Some of the programming this year for monthly meetings has not interested me so I did not attend.	11/30/2019 1:56 PM
8	Pretty much the same answer as many others: prioritizing the necessary time	11/29/2019 10:19 PM
9	Timing	11/29/2019 11:46 AM
10	Timing mostly.	11/26/2019 4:48 PM
11	Work commitments and finances	11/26/2019 2:06 PM
12	Work schedule and responsibilities	11/26/2019 12:19 PM
13	work committments	11/25/2019 3:48 PM
14	n/a	11/25/2019 2:01 PM
15	More than usual personal travel this year prevented me from attending the Persimmon Group networking event, the state conference, in addition to a number of chapter meetings.As a solo practitioner, fees prevent me from attending ATD internat'l conferences; it's not something that I have the budget for. I have interest in attending these types of things; schedule conflicts were the main issue.	11/22/2019 12:45 PM
16	Distance	11/22/2019 11:18 AM
17	time, topic	11/22/2019 8:18 AM
18	Workload and scheduling conflicts	11/22/2019 8:09 AM
19	Day of meetings,	11/22/2019 7:36 AM
20	time and money	11/22/2019 6:38 AM
21	Schedule conflicts	11/21/2019 8:02 PM
22	Time - the Friday monthly meetings being 1.5 is a challenge with travel.	11/21/2019 6:50 PM
23	Just joined and attended one chapter meeting. Other ATD events are costly and as a contractor, my company does not pay for these events so it is out of my pocket.	11/21/2019 5:15 PM
24	Not living in Tulsa.	11/21/2019 5:03 PM
25	Cost of events and conflicts with work schedule as well as personal schedule.	11/21/2019 3:32 PM
26	Timing.	11/21/2019 3:31 PM
27	Conflicting with work schedule	11/21/2019 3:24 PM
28	Schedule conflicts.	11/18/2019 7:37 PM
29	None	11/18/2019 9:13 AM

Q13 What are your preferred method to interact on social media with ATD Tulsa? Rank from your favorite to least favorite 1-3.
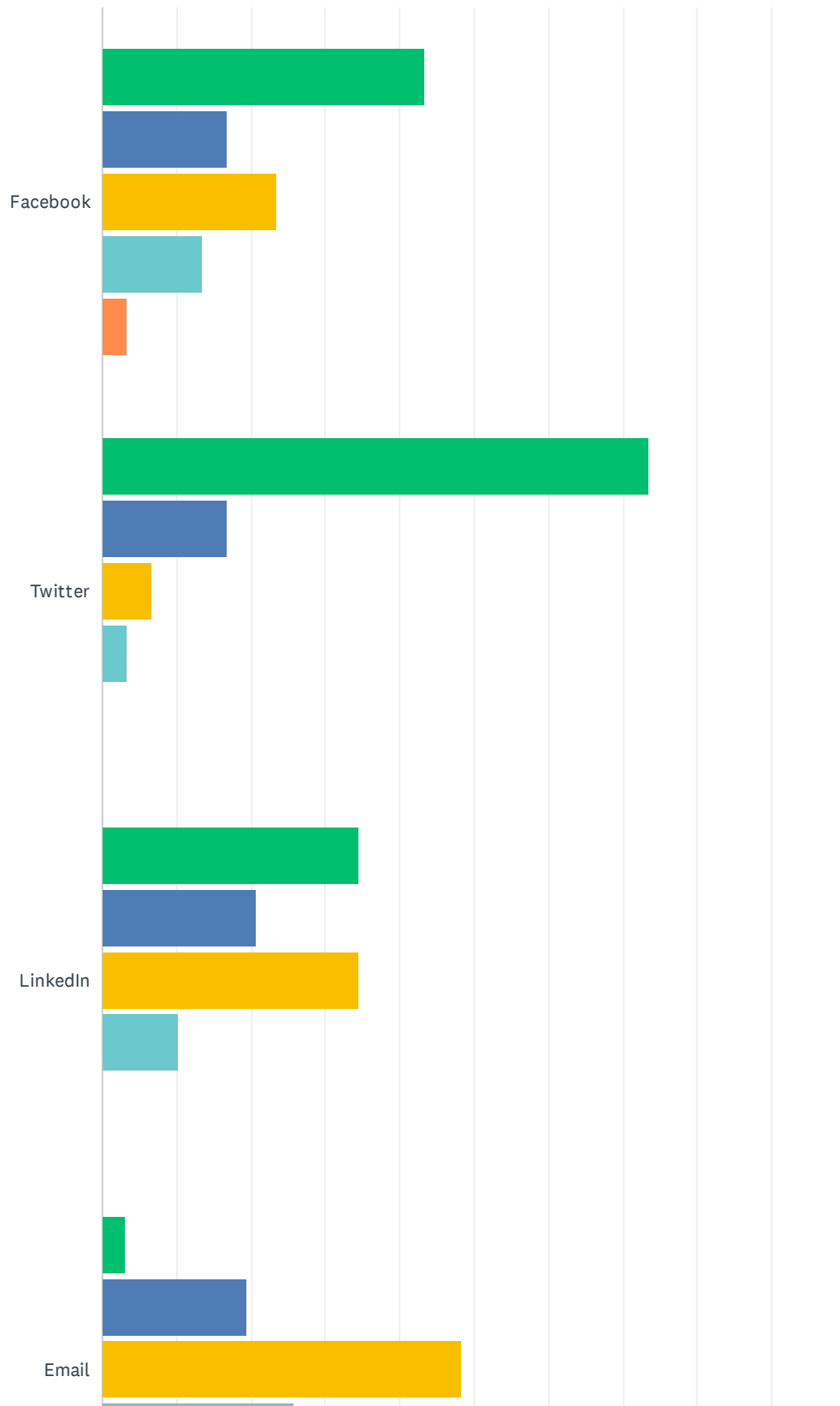
Answered: 31   Skipped: 3

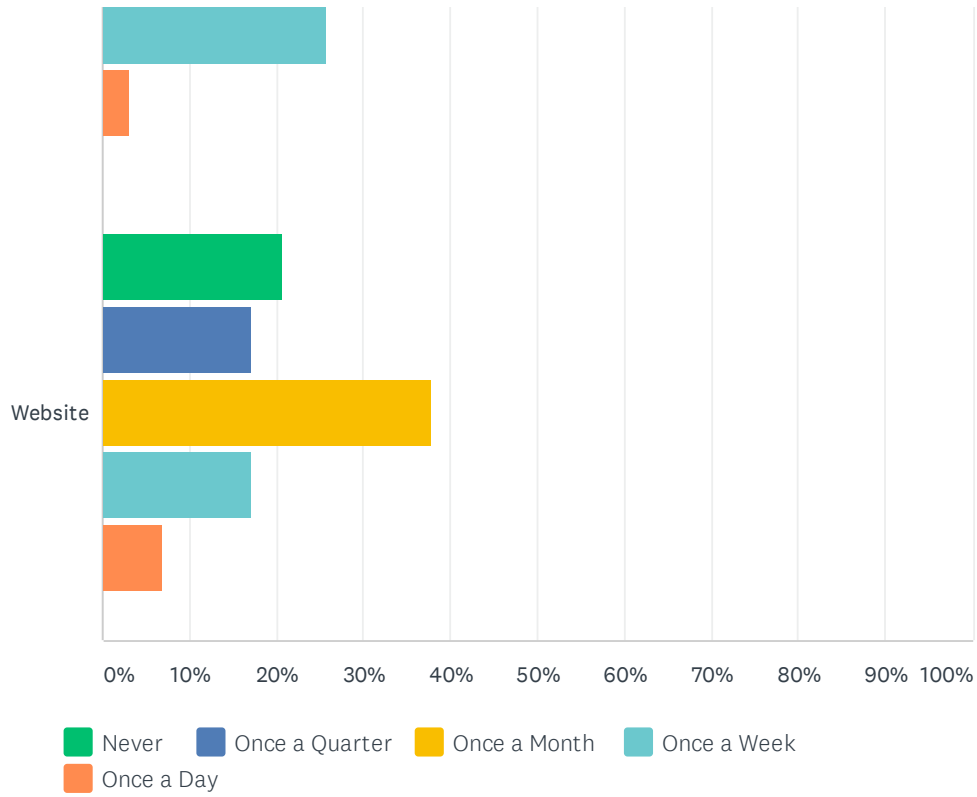|	1	2	3	TOTAL	SCORE
Facebook	33.33% 10	46.67% 14	20.00% 6	30	2.13
Twitter	6.90% 2	17.24% 5	75.86% 22	29	1.31
LinkedIn	63.33% 19	33.33% 10	3.33% 1	30	2.60

Q14 How often do you interact with ATD Tulsa through the following communication methods?
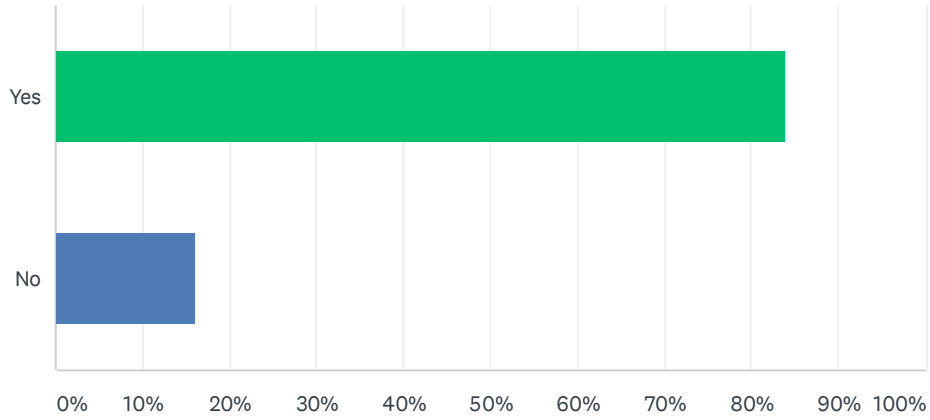
Answered: 31   Skipped: 3

ATD Tulsa Annual Membership Survey 2019

	NEVER	ONCE A QUARTER	ONCE A MONTH	ONCE A WEEK	ONCE A DAY	TOTAL
Facebook	43.33% 13	16.67% 5	23.33% 7	13.33% 4	3.33% 1	30
Twitter	73.33% 22	16.67% 5	6.67% 2	3.33% 1	0.00% 0	30
LinkedIn	34.48% 10	20.69% 6	34.48% 10	10.34% 3	0.00% 0	29
Email	3.23% 1	19.35% 6	48.39% 15	25.81% 8	3.23% 1	31
Website	20.69% 6	17.24% 5	37.93% 11	17.24% 5	6.90% 2	29

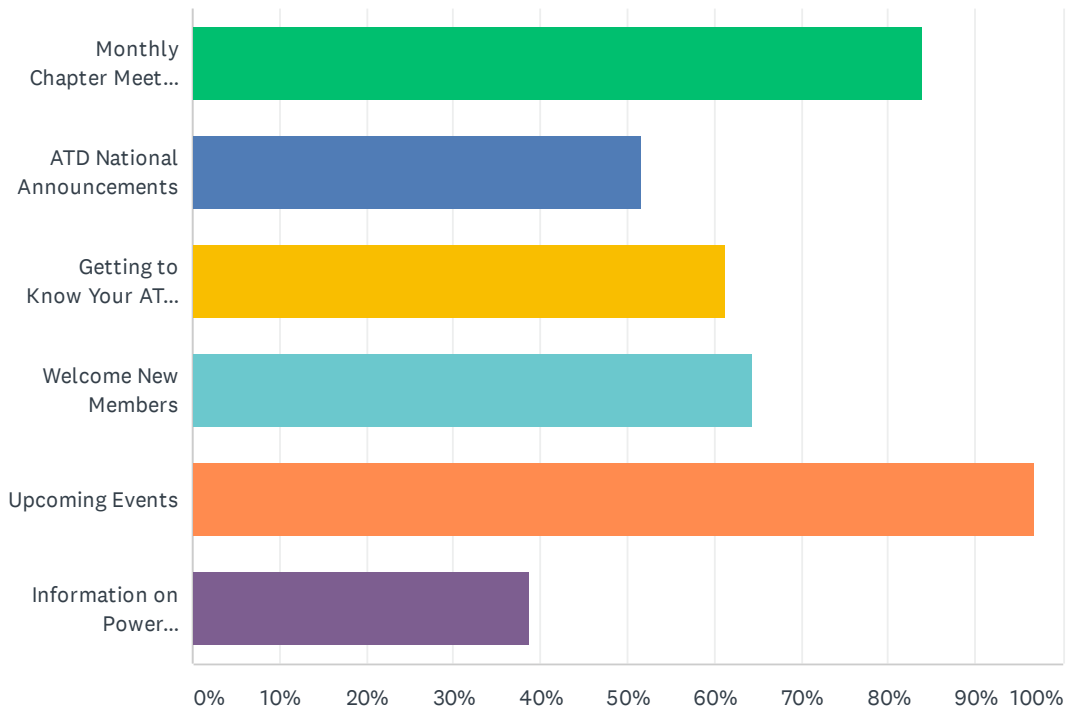# Q15 Do you read the emailed ATD Tulsa Monthly Newsletter?

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Yes	83.87%	26
No	16.13%	5
TOTAL		31

Q16 What type of content would you like to see in the ATD Tulsa Monthly Newsletter?

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Monthly Chapter Meeting Information	83.87%	26
ATD National Announcements	51.61%	16
Getting to Know Your ATD Board Members	61.29%	19
Welcome New Members	64.52%	20
Upcoming Events	96.77%	30
Information on Power Membership	38.71%	12
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	Practice building concepts and topics	12/5/2019 12:05 PM
2	Fewer emails please! They're usually the same.	11/21/2019 6:51 PM
3	Same, just streamlined and easy to read.	11/21/2019 3:32 PM
4	Items of interest about members ... birthday's, anniversary's, job advancements, etc.	11/18/2019 7:40 PM

Q17 What is your level of membership within ATD?

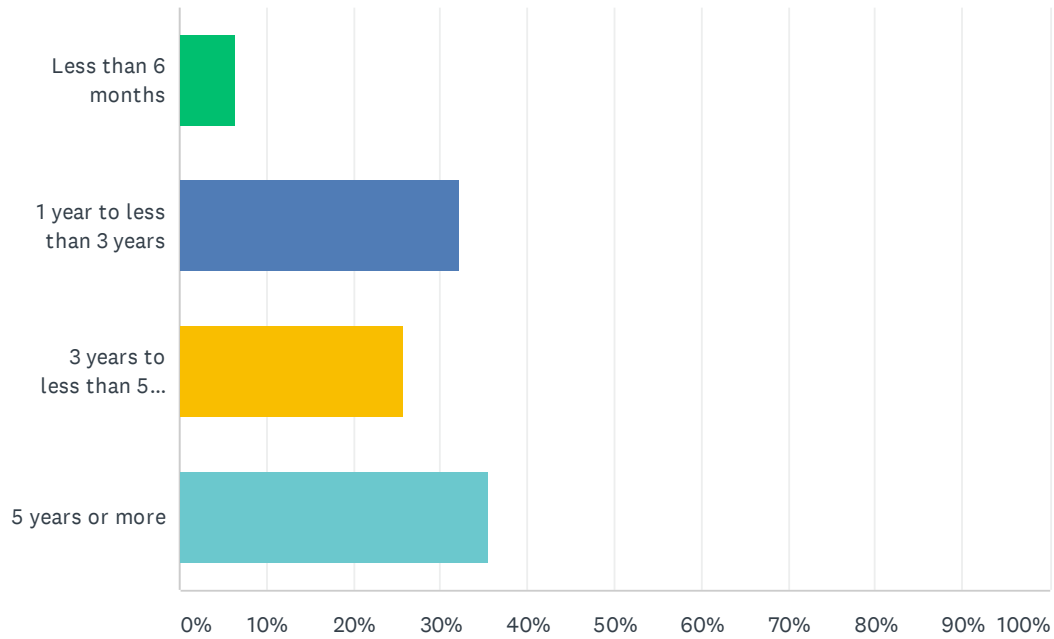Answered: 31   Skipped: 3
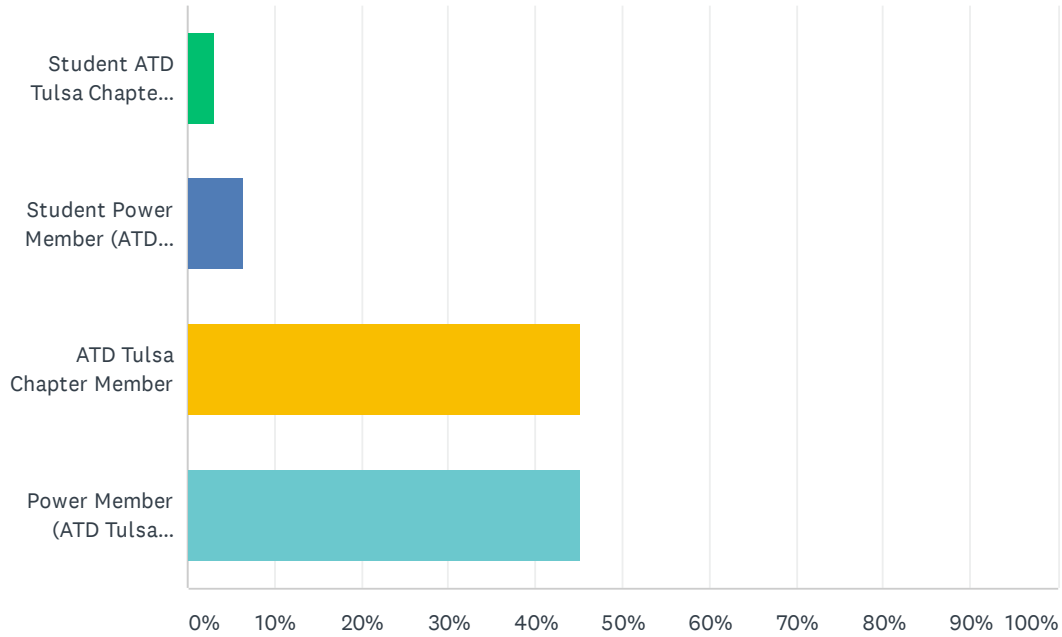
ANSWER CHOICES	RESPONSES	
Student ATD Tulsa Chapter Member	3.23%	1
Student Power Member (ATD Tulsa Chapter + ATD Member)	6.45%	2
ATD Tulsa Chapter Member	45.16%	14
Power Member (ATD Tulsa Chapter + ATD Member)	45.16%	14
TOTAL		31

Q18 How long have you been an ATD Tulsa Chapter member?

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Less than 6 months	6.45%	2
1 year to less than 3 years	32.26%	10
3 years to less than 5 years	25.81%	8
5 years or more	35.48%	11
TOTAL		31

Q19 What part of the Training and Development industry do you work in? Select all that apply.

Answered: 31   Skipped: 3

ANSWER CHOICES	RESPONSES	
Career Development	32.26%	10
Change Management	32.26%	10
Coaching	45.16%	14
Evaluating Learning Impact	16.13%	5
Instructional Design	54.84%	17
Integrated Talent Management	19.35%	6
Knowledge Management	19.35%	6
Learning Technologies	38.71%	12
Organization Development	51.61%	16
Performance Improvement	51.61%	16
Training Delivery	70.97%	22
Other (please specify)	16.13%	5
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	Contract facilitator + building independent practice	12/5/2019 12:07 PM
2	Supervise traing team	11/29/2019 11:48 AM
3	Consulting, keynote speaking	11/22/2019 12:51 PM
4	Freelance trainer and author	11/22/2019 6:44 AM
5	Employee Experience	11/21/2019 8:17 PM

Q20 What is your company's industry?

Answered: 31   Skipped: 3
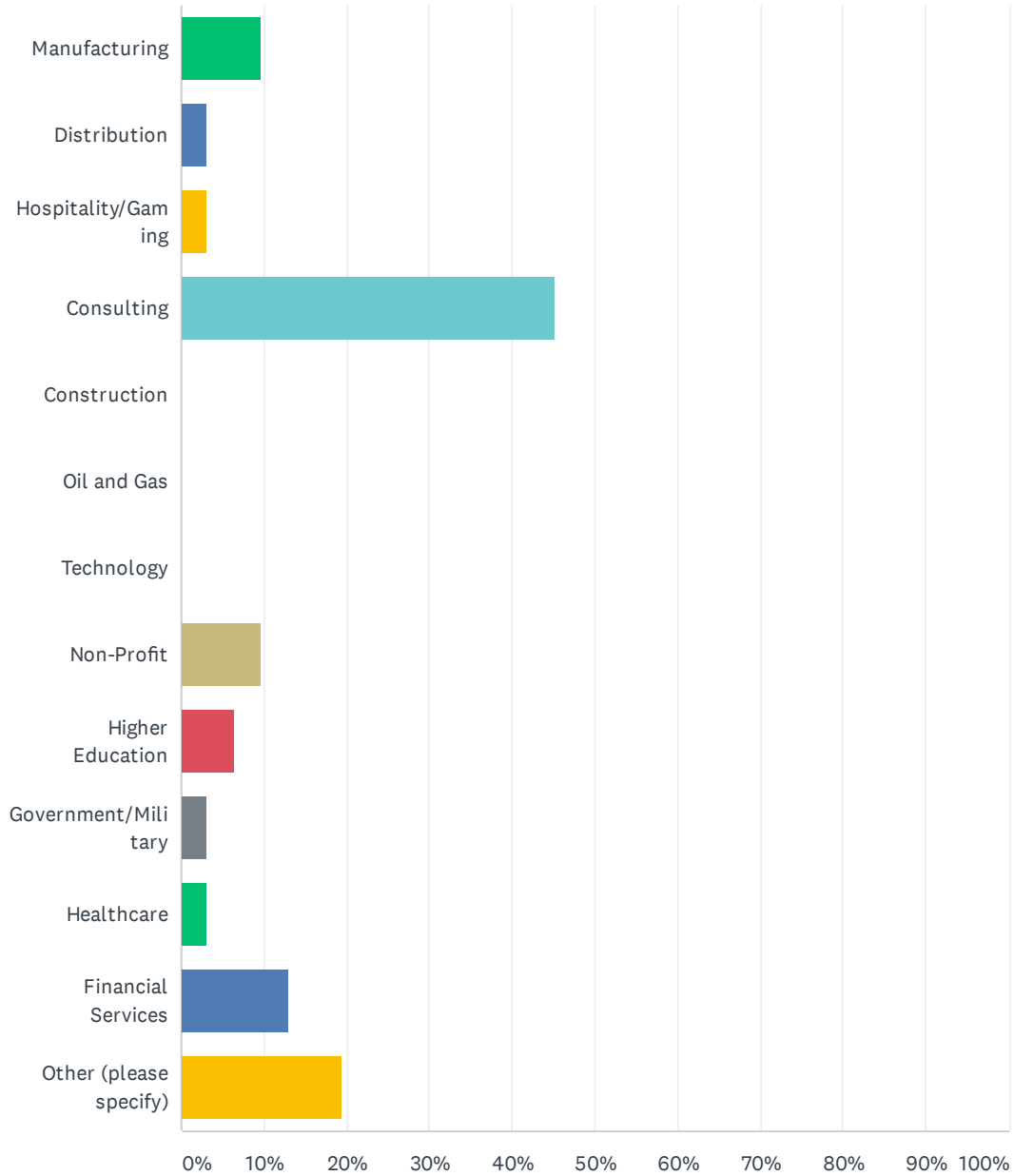
ATD Tulsa Annual Membership Survey 2019

ANSWER CHOICES	RESPONSES	
Manufacturing	9.68%	3
Distribution	3.23%	1
Hospitality/Gaming	3.23%	1
Consulting	45.16%	14
Construction	0.00%	0
Oil and Gas	0.00%	0
Technology	0.00%	0
Non-Profit	9.68%	3
Higher Education	6.45%	2
Government/Military	3.23%	1
Healthcare	3.23%	1
Financial Services	12.90%	4
Other (please specify)	19.35%	6
Total Respondents: 31		

#	OTHER (PLEASE SPECIFY)	DATE
1	Independent consultant, work with a variety of industries, esp oil & gas, manufacturing, & fin svcs cos	12/5/2019 12:07 PM
2	Do not care to say	11/30/2019 1:57 PM
3	Public Library	11/26/2019 4:50 PM
4	Services - professional business etiquette training	11/22/2019 12:51 PM
5	Insurance	11/22/2019 8:11 AM
6	Transportation	11/22/2019 7:36 AM

ATD Tulsa Chapter
Statement of Financial Position as of January 31, 2020

Assets			Liabilities		
Arvest Checking Account	$	20,222.25	Accounts Payable	$	-
PayPal	$	480.99	Taxes Payable	$	-
Cash	$	73.30	**Total Liabilities**	$	-
Accounts Receivable in Wild Apricot*	$	1,130.00			
(Less doubtful accounts)**	$	(1,030.00)	**Net Assets**	Unrestricted Net Assets	$ 20,876.54
				Temporarily Restricted Net Assets	$ -
				Permanently Restricted Net Assets	$ -
Total Cash Assets	$	20,776.54	**Total Net Assets**		$ 20,876.54
Total Assets	$	20,876.54	**Total Liabilities Plus Net Assets**		$ 20,876.54

* Accounts Receivable (0 to 90 Days) = $60 for 3 Program Meetings - Member has been contacted to request payment twice in writing and once in person. Received one response saying invoices would be paid. Accounts Receivable 90+ Days = 1 $40 invoice from book purchased at Conference. Linda working with member to process payment.

**Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status
Notes on doubtful accounts: 1. Accounts include invoices from membership renewals that were not paid by inactive members. Their status has been changed to lasped/inactive in Wild Apricot but the invoices have not been voided.2. Includes invoices for events with registration but no attendance by inactive members and guests. Since they are no longer active, recommend invoices be vioded. 3. Includes one outstanding invoice from April 2019 workshop with Kristine Sexter. Linda contacting Kristine to determine status/action needed.

NOTE: Online payments accepted through Affinipay on Wild Apricot as of April 2019. Paypal is being used for in-person, point of sale payments during events. Will begin to use Affinipay for in-person, point of sale payments at February 2020 Program Meeting.

Prepared by Linda Jenkins, VP of Finance on February 4, 2020

Association for Talent Development Tulsa Chapter

2020 Budget - Income and Expense Report as of 1-31-2020

Category Description	2018 Actual	2019 Budget	2019 Actual	2020 Proposed Budget	1/1/2020 - 1/31/2020	VARIANCE	FY20 Budget Notes
INCOME							
ATD ChIP	$ 1,237.27	$ 500.00	$ 944.91	$ 1,000.00	$ 160.00	$ 840.00	Income from ATD for ChiP purchases from ATD Store
Meeting Fees	$ 8,130.00	$ 7,920.00	$ 6,580.00	$ 7,200.00	$ 420.00	$ 6,780.00	12 Meetings = 30 Members per Meeting at $20 each = $7,200
Membership Dues	$ 4,214.00	$ 5,000.00	$ 5,525.83	$ 5,150.00	$ 625.00	$ 4,525.00	100 @ $50 standard memberships = $5,000; 6 @ $25 student = $150 = $5,150
ATD Meeting Sponsorship	$ 1,000.00	$ 1,000.00	$ 750.00	$ 1,000.00		$ 1,000.00	4 Regular Meeting Sponsorships ($250 each)
ATD Newsletter Sponsorship	$ -	$ -	$ 100.00	$ 200.00		$ 200.00	$100 per newsletter sponsorship
Special Event - Training	$ 5,840.00	$ 3,000.00	$ 2,890.00	$ 3,000.00		$ 3,000.00	One Special Event Training
Networking Event Sponsorship				$ 300.00		$ 300.00	Sponsorships for 4 networking events
Networking Event Fees				$ 1,000.00		$ 1,000.00	$10 per person for 100 people attending 4 quarterly networking events.
Special Event - State Conference	$ -	$ 14,500.00	$ 17,996.00			$ -	ATD Tulsa hosts the ATD OK State Conf in odd years - In even years, ATD Tulsa sponsors the Conf with a $1,000 sponsorship to the COC-ATD Chapter
Special Event- State Conference Sponsorships	$ -	$ 8,000.00	$ 2,000.00			$ -	
TOTAL INCOME	$ 20,421.27	$ 39,920.00	$ 36,786.74	$ 18,850.00	$ 1,205.00	$ 17,645.00	
						$ -	
EXPENSES						$ -	
Board Expense						$ -	
National ATD Dues	$ 1,341.00	$ 358.00	$ 129.00			$ -	
Retreat	$ 53.05	$ 100.00	$ 190.50	$ 120.00		$ 120.00	Budget for refreshments for annual board retreat in December
ATD Leader's Conference (ALC)	$ 3,346.00	$ 3,500.00	$ 2,648.55	$ 3,500.00		$ 3,000.00	Expenses for 2 ATD Tulsa board members to attend - 2 Registrations, 2 Hotel Rooms, 2 Airfares, & Meals
Treasurer Expense	$ 347.70	$ 400.00	$ 2.00	$ 400.00	$ 7.50	$ 392.50	1. $33 for Stamps, Envelopes, etc. 2. eChecks Deluxe 100 checks for $55 3. Quickbooks online annual fee @ $25/month = $300 4. $12 to remotely deposit 24 checks @ $.50 per check 5. $7.50 for new Visa debit card
Annual Audit	$ -	$ 1,000.00	$ 1,200.00	$ 1,300.00		$ 1,300.00	Annual Financial Audit - Should be completed by June 30, 2020 (CARE Requirement)
TOTAL Board Expense	$ 5,087.75	$ 5,358.00	$ 4,170.05	$ 5,320.00	$ 7.50	$ 5,312.50	
						$ -	
Communications Expense						$ -	
GoDaddy Domains	$ 80.68	$ 100.00	$ -	$ 100.00		$ 100.00	Web Domains for ATDTulsa.org and TDTulsa.org (set up as bi-annual payments of $41.98 each) with auto-renew on 9/11/2020 - **If we just want to pay for an annual renewal, Linda will need to make a manual payment before 9/11/2020**
Go Daddy Email	$ 501.48	$ 525.00	$ -	$ 120.00		$ 120.00	1) 9 Email ID's for ATD Tulsa board members @ tdtulsa.org 2) Admin & Finance set to auto-renew for 3 years @$180 each on 8/3/2020 3) 7 emails for set to auto-renew for 3 years for $180 each on 1/24/2021 - **If we just want to pay for one year each ($60 each), Linda will need to make a manual payment before 8/3/2020**
Wild Apricot Web Site	$ 1,536.00	$ 1,600.00	$ 1,536.00	$ 1,728.00		$ 1,728.00	Annual Expense - Next Due 04/27/2020 - billing contact info updated to finance@tdtulsa.org & Linda Jenkins phone #

Association for Talent Development Tulsa Chapter

2020 Budget - Income and Expense Report as of 1-31-2020

Category Description	2018 Actual	2019 Budget	2019 Actual	2020 Proposed Budget	1/1/2020 - 1/31/2020	VARIANCE	FY20 Budget Notes
SurveyMonkey	$ 408.00	$ 425.00	$ 408.00	$ 408.00	$ 408.00	$ -	Auto annual subscription paid on 1/10/20 via Visa debit card. Visa card info updated to Visa card issued to Linda Jenkins, 2020 VP of Finance
PO Box Subscription	$ 70.00	$ 75.00	$ 80.00	$ 80.00		$ 80.00	Annual Expense - **Due Each February** - Payment is not auto renew. Invoice sent to PO Box. It must be paid by mail, or by credit card in person at our branch.
Marketing	$ -	$ 250.00	$ -	$ 250.00		$ 250.00	Printing / Mailing Costs for Special Meeting or Communcation
TOTAL Communications Expense	$ 2,596.16	$ 2,975.00	$ 2,024.00	$ 2,686.00	$ 408.00	$ 2,278.00	
						$ -	
Meeting Expense						$ -	
Facility Charge	$ 915.00	$ 870.00	$ 1,350.00	$ 1,100.00		$ 1,100.00	We have been receiving invoices from Danielle Roper <danielle.roper@okstate.edu> Program Specialist, North Hall Information Desk. Phone 918-594-8000. BOK Room $105 X 5 = $525 and BS Roberts Room $115 x 5 = $575
Meals-Food	$ 5,981.58	$ 5,200.00	$ 4,676.58	$ 5,200.00	$ 255.68	$ 4,944.32	Agreement with Catering by Orr provides meals at $17/meal including delievery fee and credit card processing fee. Linda contacted Catering by Orr to update the credit card information on file on 2-4-20
ATD December Special Program	$ -	$ -	$ -	$ 200.00	$ 141.69	$ 58.31	Decorations and centerpieces for Dec 2019 meeting
Recognition Items	$ 246.02	$ 750.00	$ 411.90	$ 700.00		$ 700.00	Thank you gifts for speakers = Up to $25 each for 15 speakers = $375; thank you plaque for ATDT president = $100; $100 cash for Trainer Throwdown winner (Dec program mtg)
TOTAL Meeting Expense	$ 7,142.60	$ 6,820.00	$ 6,438.48	$ 7,200.00	$ 397.37	$ 6,802.63	
						$ -	
Membership Expense						$ -	
Name Badges				$ 400.00			Name badge storage and carrying cases (3 for member badge storage, 1 for event badge holder, 1 for guest name badge storage), blank name badges & holders
Membership Development/Appreciation	$ -	$ 450.00	$ -	$ 400.00		$ 400.00	$100 = 2 $50 QT gift cards for winners of 2019 Membership Survey drawing. Do you want to budget $100 for QT gift cards for 2020 Membership Survey drawing? Do you want to budget for ATD Tulsa branded items for distribution and/or sale?
New Member Appreciation/Recognition	$ 158.60	$ 660.00	$ -	$ 400.00		$ 400.00	Previously used for new member luncheons with new members and VP of Membership & President
TOTAL Membership Expense	$ 158.60	$ 1,110.00	$ -	$ 800.00	$ -	$ 800.00	
Misc. Expenses							
Online Payment Processing Expense	$ 490.86	$ 850.00	$ 988.47	$ 600.00	$ 19.50	$ 580.50	High in 2017 due to conference
Oklahoma ATD State Conference	$ 1,000.00	$ 20,000.00	$ 16,233.37	$1,000.00		$ 1,000.00	Sponsorship to OKC State Conference Note: Gentleperson's agreement to provide host chapter with $1,000 "sponsorship" check
Other Special Event Expense	$ 1,237.98	$ 1,500.00	$ 1,898.62			$ -	
Insurance	$ 992.55	$ 1,300.00	$ 985.24	$ 1,200.00		$ 1,200.00	D&O Insurance paid to Lockton via invoice from ATD for $460.24 in 2019. Liability insurance paid to Hartford online 4/8/19 for $525 in response to invoiced mailed to PO Box in March 2019.

Association for Talent Development Tulsa Chapter

2020 Budget - Income and Expense Report as of 1-31-2020

Category Description	2018 Actual	2019 Budget	2019 Actual	2020 Proposed Budget	1/1/2020 - 1/31/2020	VARIANCE	FY20 Budget Notes
TOTAL Misc Expense	$ 3,721.39	$ 23,650.00	$ 20,105.70	$ 2,800.00	$ 19.50	$ 2,780.50	
						$ -	
TOTAL EXPENSES	$ 18,706.50	$ 39,913.00	$ 32,738.23	$ 18,806.00	$ 832.37	$ 17,973.63	
						$ -	
OVERALL TOTAL	$ 1,714.77	$ 7.00	$ 4,048.51	$ 44.00	$ 372.63	$ (328.63)	

Workshop Information

1. **Name/Title/Credentials:** Jane Mudgett, Partner at Exceptional Leaders Lab

2. **Workshop Title:** How Employees Achieve Success with Five Alive: Finance, Food, Fitness, Friends and Fun. (Based on my book: *Five Alive: Revitalize Your Life One Small Change at a Time*)

3. **Describe How Your Workshop Fits our Program Objective (Theme):** The workshop is designed to improve the performance of ATD members in two ways: 1) To use Five Alive elements of Finance, Food, Fitness, Friends and Fun to improve personal performance of training staff and 2) Present new ways to provide positive reinforcement and behavior changes through nudges.

4. **Describe How Your Workshop Contributes to the Professional Development of ATD Tulsa Program Attendees:**   Have you ever asked, "If we're such good leaders of others, why don't we do a better job leading ourselves?" The presentation provides the tools needed to lead yourself to spend wisely, eat more nutritiously, move more, develop a circle of trusting relationships, and find activities that bring you joy. These lessons lead to growth within individuals, improvements the company culture, as well as training and retention of team members.

5. **Workshop Description:** Five Alive addresses five fundamentals of a long, healthy and gratifying life: Finance, Food, Fitness, Friends and Fun.

   Here's the good news - It's *never* too late to make small, incremental changes to your life. Learn how positive nudges ensure greater personal success in this non-judgmental presentation that combines stories, research and action to support new behavior and thinking.

   This participative workshop will include exercises and action items in each of the five main categories. In addition, we will discuss the concept of "nudges" to improve employee performance and how to influence people's everyday choices relative to work expectations.

6. **Target Audience and Level:** All levels of employees

7. **Learning Objectives:**

   After participating in this workshop, participants should be able to:

   - Assess their current personal finances and identify improvement areas for their current and/or future lifestyle, including retirement.

   - Identify friends and family in their Circle of Trust, and share the tools for building long-term, trusting relationships.

   - Recognize nutrient-dense foods and physical activities that will positively contribute to health, reduced illness and stress, increase personal energy and productivity.

- Internalize that it's never too late to make small incremental changes to improve one's lifestyle.

- Create behavior and performance nudges that lead to long-term improvements.

- Participants will self-score their skills in each of the five main categories of finance, food, fitness, friends and fun, and create action items in the categories with the greatest need.

8. **Workshop Design Plan:**

My presentation style is highly participative allowing for questions and answers throughout the allotted time. In addition, participants will create nudges for each of the Five Alive sections.

Introduction – 5 minutes – My story, explanation of topic, self-scoring of 5 Alive categories; review of personal and company benefits and define the Mudge Nudge.

Finance – 10 minutes – Facilitated discussion regarding the money we need now as well as the money we need later. Examples of how lifestyle impacts wealth.

Food – 10 minutes – Discuss improving nutrition over time and the prevalence of food addictions; Learn how to identify when to eat to avoid overeating.

Fitness – 10 minutes – Group will move and stretch; discuss the correlation to movement and improved learning, brain health, reduced stress, more energy and avoiding illness and medicine.

Friends -10 minutes – Training exercise regarding relationships and their importance for our long-term health and well-being. Tips and suggestions for building new friendships.

Fun -10 minutes – Table activity to identify fun activities from when they were kids. Build on this framework, to create a new list of potential new interactions, hobbies and interests.

Wrap-Up – Participants will review their scores for each of the Five Alive categories, select the two lowest scores, then develop two action items for each category.

9. **Handout / Performance Tools:** Each participant will receive 4 handouts:

Circlegram personal score card; Let's Eat Model to identify best times to eat; Fun-Past and Future to record ways to add interactions and hobbies and a Recap Page of Five Alive.

10. **AV and / or Room Configuration Requirements:**

Please note: The workshop room will be equipped with a desktop computer, projector, screen, and microphone (if needed). The only additional items I'd like are a remote control slide changer and a flip chart with markers.

11. **Evidence of Professional Qualifications and Credentials:**

After receiving college scholarships for public speaking, I have had numerous roles over 30 years related to human resources, training, development and customer service from reservation center training to executive coaching and development. For the past 10 years, as a volunteer, I have facilitated classes with Oklahoma State University Osher Lifelong Learning Institute. In addition, I presented numerous workshops and seminars for my clients at Morgan Stanley with topics ranging from Personal Investing and Estate Planning to Food, Fitness and Finance for Women.

Prior Tulsa employers included Dollar and Thrifty Rent A Car, Williams and Morgan Stanley.

12. **Demonstration of Presenter Ability:**

Please see Recommendations on my Linked In profile.

13. **Biography:**

Do you have the funds for your current and future lifestyle? Do you have a Circle of Trust? Do you feel healthy and energetic? Do you have interests outside of work that make you smile?

Jane Mudgett takes living seriously – sort of. She has an extensive love and zest for travel and has visited all of the United States and all seven continents. Her favorite place is always her last trip. As a 15+ year cancer survivor, her key values are having new experiences and living her life to the fullest.

She is a deeply experienced leader, coach and trainer. She's a Partner at Exceptional Leaders Lab. Jane specializes in enhancing lifestyle and longevity for individuals and employees through her proprietary program 5 Alive. The program is focused on positive behaviors in the five key areas of Finance, Food, Fitness, Fun, and Friends. Over the last 30 years, Jane has facilitated leadership training in the automotive, energy, and financial industries. She is an active community volunteer and regularly presents programs on long-term health and wellness, estate planning, empowering women, financial management and leadership.

Jane's personal motto is that, "It's better to have 10 new experiences, than the same experience 10 times."

Bachelor of Science, Marketing from Florida State University; PHR (Lapsed); Licensed General Securities Representative and Insurance Agent for Life and Long-Term Care;

American Council on Exercise, Personal Trainer (pending); Author of upcoming book, Five Alive: Revitalize Your Life One Small Change at a Time

14. **<u>Professional References:</u>**

Please see Recommendations on my Linked In profile.

15. **<u>Professional Photo:</u>**

Submit a professional color headshot photo of the presenter(s) in JPEG format.

For workshop promotional/marketing materials