

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, February 5, 2015

12:00 p.m. to 1:45 p.m.

This meeting was held at Charlie Mitchell's Modern Pub, large meeting room.

Call to Order

President Skip Eller called the meeting to order at 12:14 p.m.

Roll Call

Skip Eller, President

Shane Norrid, President-Elect

Walt Hansmann, VP of Administration

Adam Barrow, VP of Finance

Greg Kittinger, VP of Membership

Amy Barnes, VP of Programming

Lorinda, Schrammel, VP of Accommodations

Mary Parker, VP of SIGs and GIGs

Wyatt Hockmeyer, VP of Marketing

Zac Davis, VP of Digital Media

Linda Jenkins, At-Large Director

Absent:

Steve Laswell, Immediate Past President

Chrissy Medeck, At-Large Director

Eleven of 13 board members were present. A quorum was established.

Approval of Minutes

Shane moved, Greg seconded approval of the minutes from the January 24, 2015 Board Meeting. There was no discussion. MOTION CARRIED.

Treasurer's Report

Lorinda moved, Amy seconded approval of the Treasurer's Report. There was a discussion about creating a policy regarding board members reimbursing ATD Tulsa on a pro-rated basis for ATD International dues already paid if the board member leaves the board before the end of their term. That suggestion will be taken up by the Policies and Procedures committee. The summary of the Treasurer's Report should be made available to the members by posting it on the chapter web site. There was no further discussion. MOTION CARRIED.

New Business

- a. **Resignation of Chrissy Medeck** – Greg moved, Amy seconded to accept the resignation of Chrissy Medeck with regret. Skip explained that Chrissy's work commitments had changed and she felt she could not fulfill her role. MOTION CARRIED.
- b. **Approval of the 2015 Budget** – Amy moved and Shane seconded approval of the proposed ATD Tulsa budget for 2015. There was lengthy discussion. Revisions were made to the proposed budget so that income exceeded expenses and created a small budget surplus at year-end. MOTION CARRIED. (Budget Attached)

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- c. **Acquire PayPal device** – Amy moved, Greg seconded to authorize Adam to secure a point-of-sale card reader from PayPal to enable the chapter to accept credit and debit card payment at meetings. MOTION CARRIED.

Announcements

- a. The February Meeting is at Willbros. Catering is from Panera.
- b. The March meeting location may be at the Tulsa Country Club. The speaker may be Paul Moore from Williams. Amy is awaiting confirmations.

Adjournment

Linda moved, Lorinda seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:49 p.m.

Respectfully submitted by Walt Hansmann

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Association for Talent Development Tulsa Chapter

Category Description	Approved 2015 Budget	FY 2015 Notes
INCOME		
ASTD ChIP	150.00	
Interest Inc	1.75	
Meeting Fees	9,000.00	(450@\$20)
Membership Dues	4,520.00	(110@\$40+6@\$20)
Other Inc	500.00	(State Conf. Sponsor)
Special Event-Training Design	1,300.00	
Special Event- State Conference	4,950.00	(50@\$99; State Conf)
TOTAL INCOME	20,421.75	
EXPENSES		
Board Expense		
National ASTD Dues	1,788.00	(12@\$149)
Retreat	110.00	(\$110 Food+\$300 speaker)
Other Board Expense	3,000.00	(Chapter Leaders Conf.)
TOTAL Board Expense	4,898.00	
Communications Expense		
GoDaddy	99.00	
Wild Apricot Web Site	480.00	
Other Communications Expense	56.00	(P.O. Box)
TOTAL Communications Expense	635.00	
Insurance		
	1,500.00	
Marketing		
	200.00	
Meeting Expense		
Facility Charge	1,200.00	(8@\$150)
Meals-Food	7,425.00	(450@\$16.50)
Other Meeting Expense	300.00	(Equipment Rental)
TOTAL Meeting Expense	8,925.00	
Membership Expense		
	200.00	
Misc.		
Paypal Expense	400.00	
Paypal Refunds	100.00	
Special Event- State Conference	2,500.00	
Other Special Event Expense	150.00	(Awards/Recognition)
TOTAL Special Event Expense	2,650.00	
TOTAL EXPENSES	19,578.00	
OVERALL TOTAL	843.75	