

## Minutes of the ATD Tulsa Chapter Board Meeting

Wednesday, April 1, 2015

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

This meeting was held at Joe Mamma's - Downtown.

### **Call to Order**

President Skip Eller called the meeting to order at 12:08 p.m.

### **Roll Call**

Skip Eller, President

Shane Norrid, President-Elect

Steve Laswell, Immediate Past President

Walt Hansmann, VP of Administration

Adam Barrow, VP of Finance

Greg Kittinger, VP of Membership

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:**

Amy Barnes, VP of Programming

Eleven of 12 board members were present. A quorum was established.

### **Approval of Minutes**

Lorinda moved, Adam seconded approval of the minutes from the March 6, 2015 Board Meeting. Linda explained we needed to include the information about potential gifts for speakers. It was agreed to correct that oversight and post the correct minutes. MOTION CARRIED.

### **Treasurer's Report**

Steve moved, Greg seconded approval of the Treasurer's Report. Adam presented the cash flow statement, along with the budget with monthly and YTD charges. MOTION CARRIED.

### **Old Business**

- a. **Passes for Meetings** – The board felt that only board members would be given passes to distribute at this time. Walt will return with information from NSA Oklahoma.
- b. **Gift Cards for Members Bringing Guests** – It was recommended we continue the drawing of business cards for any member bringing a guest. One winner per meeting.
- c. **Tulsa Country Club** – Lorinda explained we were given a special rate and that the chapter netted only \$0.50 per attendee. Future meeting dates may be available at TCC. We need to further explore costs and fees.
- d. **Membership Fees and Event Fees** – Greg recommended forming a committee to begin planning for future membership and event fees. The committee would include President, President-Elect, VP of Membership, VP of Marketing, VP of Finance, VP of Admin, VP of Accommodations, and any other board members, or chapter members interested. Skip proposed completed the committee work by the August/September time frame.

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- e. **Member Survey** – Amber Vanderburg represented the ODYN students and presented the data from the member survey, with a brief overview of the highlights. The students will present their results at the April meeting. Skip asked the board to review the data and provide feedback within 30 days.
- f. **State Conference** – The 2015 State Conference will be October 29 at the OSU Tulsa Campus. The committee is working to secure a keynote speaker and prepare for RFPs.
- g. **Gifts for Speakers/Presenters at Chapter Meetings** – Linda presented her research and made several recommendations. Mary has access to vendors that sell logo items and will research pricing and report back to the board.

### New Business

- a. **Wild Apricot** – Skip Moved, Greg Seconded to purchase contacts on Wild Apricot to accommodate the influx from the upcoming State Conference. Walt explained our current level is 500 contacts, and that we have 441. We pay \$50 per month for the current level. The next level is 2000 contacts for \$100 per month. MOTION CARRIED.
- b. **Job Postings on the ATD Tulsa Web Site** – Skip moved, Shane seconded that: As a service to the Talent Development community within Northeast Oklahoma, we will provide companies or organizations seeking talent development professionals the ability to post job notices or advertisements on our website with the following stipulations:
  - The Vice President of Marketing will be the primary point of contact and will be responsible for posting and removing these notices
  - Notices must be for positions related to Training, Talent, and Organizational Development. This may include Human Resource positions. Positions should have some relation to skills contained within the ATD Competency Model
  - These notices will be posted for a maximum of 30 days or for the duration of the posting, whichever is shorter. Extensions may be requested beyond 30 days with the approval of the Vice President of Marketing
  - Postings must contain a link for applicants to apply and a general disclaimer must be posted on the webpage releasing ATD Tulsa or ATD International of any obligation or responsibility
  - Terms and conditions will be posted on the ATD Tulsa Website

### Announcements

- a. The April meeting features Dr. Brigitte Steinheider. The meeting will be at Lexus of Tulsa. Two Pops is catering.

### Adjournment

Adam moved, Lorinda seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:32 p.m.

Respectfully submitted by Walt Hansmann, CPLP