

## **Minutes of the ATD Tulsa Chapter Board Meeting**

Friday, March 3, 2017

12:00 p.m. to 1:30 p.m.

This meeting was held at Roka.

### **Call to Order**

President Lorinda Schrammel called the meeting to order at 12:10 p.m.

### **Roll Call**

Lorinda Schrammel, President  
Linda Jenkins, President-Elect  
Kara Schatz, VP of Membership  
Lewana Harris, VP of Programming  
Cathy Fox, VP of Accommodations  
Shelby Morris, VP of Marketing  
Greg Kittinger, At-Large Director  
Jim Spradlin, At-Large Director  
Kara Schatz, VP of Membership

### **Absent**

Skip Eller, VP of Finance  
Walt Hansmann, CPLP, VP of Administration  
Larry Straining, CPLP, Immediate Past President  
Mary Parker, VP of SIGs and GIGs  
Zac Davis, VP of Digital Media  
Adam Barrow, At-Large Director  
Jeremy Smith, At-Large Director

8 of 15 board members were present. A quorum was established.

### **Approval of the Agenda**

Greg moved, Cathy seconded approval of the agenda. The month of the meeting was corrected.  
MOTION CARRIED.

### **Approval of the Minutes of Previous Meetings**

Kara moved, Jim seconded approval of the meeting minutes from February 3, 2017.

### **Treasurer's Report**

No report.

### **Old Business**

The upgrade to the Professional Level in Wild Apricot was completed.

### **New Business**

No New Business.

## **Reports**

Each Board Member present presented an update on their area of responsibilities.

Linda reported that the Jim Smith, Jr. contract was completed. Linda also covered the details of the speaker RFP, sponsorship packet and the process for completing both forms. Linda announced Jenkins Consulting Group is the first sponsor for the conference at \$750.00. She also reported on the conference website launch and marketing materials that will be available. She also reviewed what ATD Tulsa Board Members can help with, included in the planning committee report she provided to the Board.

Kara reported on the current state of membership. She would like to take a closer look at the non-member lapsed group and start a member outreach program to contact them regarding renewal. Kara is contacting new members from January and February to schedule the new member luncheon at the end of March. Linda said she would attend this lunch with Kara. Kara is also working with someone to make contact with the training department at Quick Trip to set up a tour.

Lewana reported that she has a program speaker for June, which we also discussed the possibility of not having the ICE debrief due to this scheduling. She will contact the speaker and see if there can be any adjustment to the date, but those attending ICE are fine with skipping the debrief program if the date cannot be changed. She also contacted David Burkus, who informed her that his pro-bono speaking opportunities are booked for 2017 and he cannot speak at a chapter meeting this year.

Cathy reported that 2 Pops will handle the catering for our March meeting. She is working with Kara to get some stands to keep the food hot. She also asked for suggestions on catering for upcoming events.

Shelby reported that auto-generated emails are being updated on the tdtulsa.org site. She renewed her chapter membership and received an email signed by a past member, Shane Norrid. She corrected the email and is reviewing others.

Greg is traveling during the next chapter meeting for an event and Dallas where he hopes to make contact with a representative of Wal-Mart for the possibility of speaking for ATD Tulsa.

Jim previously visited the ORU Global Learning Center and is trying to make contact with someone to setup a tour or discussion for our chapter.

Lorinda discussed dispersing meeting passes to our Board members to use to bring a guest in the future. Lorinda also discussed the need for us to individually reach out to members of our teams to invite to chapter meetings. Lorinda reported that she spoke with Rachel Wagner to setup a networking night for our members. Rachel would facilitate some networking tips for our members at this function. Lorinda asked for suggestions on Tulsa locations that could accommodate and would be centrally located. Linda suggested Tom Tom Room at The Vault.

## **Adjournment**

Jim moved, Cathy seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:12 p.m.