

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

Friday, April 1, 2016  
12:00 p.m. to 2:00 p.m.

This meeting was held at Baxter's Interurban restaurant.

### **Call to Order**

President-Elect Lorinda Schrammel called the meeting to order at 12:11 p.m.

### **Roll Call**

Lorinda, Schrammel, President-Elect  
Walt Hansmann, VP of Administration  
Adam Barrow, VP of Finance  
Greg Kittinger, VP of Membership  
Linda Jenkins, VP of Programming  
Lewana Harris, VP of Accommodations  
Shelby Morris, VP of Marketing  
Kate Helser-Jackson, At-Large Director

### **Absent:**

Shane Norrid, President  
Skip Eller, Immediate Past President  
Zac Davis, VP of Digital Media  
Mary Parker, VP of SIGs and GIGs  
Kara Schatz, At-Large Director

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

### **Approval of Minutes**

Shelby moved, Adam seconded approval of the 03-04-2016 ATD Tulsa Board Minutes. MOTION CARRIED.

### **Treasurer's Report**

Walt moved, Lewana seconded approval of the Treasurer's Report. Linda requested that future budget reports include a column for previous year's actuals for reference and comparison. Adam said he would add that column. MOTION CARRIED.

### **Old Business**

Each Board Member reported on their role and strategic goals.

- A. Lorinda reported that 2016 Statewide Conference will be Friday, October 21 at the Moore Norman Technology Center. The request for presenters RFP is available on the COCATD website.
- B. Greg reported that the new member luncheon will be April 22. No location has been determined yet.
- C. Walt reported that we are awaiting the invoice for \$450 for the new D&O coverage, and that he is in the process of canceling the previous policy. The cost savings is \$636. A search for less expensive General Liability coverage met with only modest cost savings not worthy of making a change at this time. He is renewing the current policy.
- D. Linda provided an executive summary of the past meeting and the meeting survey. Still seeking presenters for a few upcoming meetings.

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- E. Lewana reported that she would contact OSU Tulsa to cancel the October meeting date and confirmed that the November date had already been moved. She is working on catering for the April meeting. Adam suggested Two Pops catering whom we have used in the past.
- F. Shelby asked for information to include in the newsletter.
- G. Kate reported on the member survey status, and asked that a message be sent to remind members to complete the survey ASAP. She also gave an update on the Articulate User SIG meeting.

### **New Business**

- A. Shelby moved, Linda seconded to cancel the October membership program meeting scheduled for October 14. Linda explained that since the Statewide Conference is October 21, and we want to encourage ATD Tulsa members to attend the Statewide Conference, having a regular meeting one week before was not practical. MOTION CARRIED.
- B. Lorinda reported on a proposal from Mary and Shane to create a policy for sponsorships and advertising. Walt noted that he felt the pricing structure was too costly based on his research and that the policy would need to include specific guidelines about ad size for the website and/or newsletter. Linda also explained that the board needed to create a policy to identify how funds in excess of six months' operating expenses, including any sponsorship or advertising fees, will be used. Walt suggested that the funds could be divided between scholarships and a fund to send incoming ATD Tulsa Board Members to ALC training. Lorinda replied she would respond to Mary and Shane with the input. Walt reported he would send Mary and Shane his research and the draft of the policy the committee would be reviewing. The topic will return for board consideration at a later meeting.

### **Adjournment**

Adam moved, Greg seconded Adjournment. MOTION CARRIED. The meeting was adjourned at 1:29 p.m.

Respectfully submitted by Walt Hansmann, CPLP