

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, June 3, 2016

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

This meeting was held at Baxter's Interurban Restaurant.

Call to Order

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

Roll Call

Lorinda, Schrammel, President-Elect
Skip Eller, Immediate Past President
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
Zac Davis, VP of Digital Media

Absent:

Shane Norrid, President
Walt Hansmann, VP of Administration
Mary Parker, VP of SIGs and GIGs
Kara Schatz, At-Large Director
Kate Helser-Jackson, At-Large Director

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

Approval of the Agenda

The agenda was approved by acclamation.

Approval of Minutes

There was no Board Meeting in May, therefore, no minutes to approve.

Treasurer's Report

Greg moved, Shelby seconded approval of the Treasurer's Report. MOTION CARRIED.

Old Business

- A. Adam: Discussion of writing off "doubtful accounts": Adam asked the board for recommendations for policy. Linda suggested a disclaimer on the registration website for meetings that states (in effect): "No shows will be billed." Linda suggested that the length of time we hold AR can vary by type of AR. Large sponsorships (\$1,000 plus) should be handled differently from a collections perspective than a \$20 monthly meeting payment. Please submit recommendations / opinions to Adam (adam.barrow@cn-bus.com) by June 24th.
- B. Linda requested that when the monthly new member luncheons are held, specifics should be captured and reported from the event, including cost, who attended, and topics discussed. Zak requested photos be taken and sent to him for social media marketing purposes. Next meeting will be held July 22nd.
- C. Props to Lewana for doing a great job with meals and accommodations. Qdoba was very favorable. Lewana reported that she will be booking OSU for our 2017 meetings in September (as told by OSU).

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New Business

- A. The board was presented Policy recommendations from the policies committee (Walt, Linda, Skip). Each policy was discussed separately. Shelby moved and Greg seconded to adopt Policies 15.1.7.8, 15.1.7.9, and 15.1.10 with one amendment: Policy 15.1.7.8 shall read: "For ATD Programs, and Events where a registration fee will be charged, everyone must be registered for the event either prior to the event or at the start time of the event (aka "at the door").
MOTION CARRIED
- B. There was lively discussion around the other policies presented (Use of Funds, Sponsorships and Advertising, and Sponsorship Levels chart). Several members stated that more time was needed to review the materials. Lorinda asked that all members review the drafts and **supply feedback to Skip, Linda, and Walt no later than June 24th**. Each policy will be modified and presented to the board in upcoming meetings for approvals. Much of the discussion of these policies revolved around the amount provided for scholarships, what is entailed in ATD Board Development (other than ALC expenses), and if only using sponsorship monies for these purposes is too restrictive.

Announcements

The date of the next board meeting is undecided. Several members expressed concerns meeting on Friday, July 1st due to the holiday on the following Monday. Lorinda will discuss with Shane and Skip and send announcement to board. Thursday, July 7th was suggested.

Adjournment

Zac moved, Shelby seconded Adjournment. MOTION CARRIED. The meeting was adjourned at 1:15 p.m.

Respectfully submitted by Skip Eller