

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, October 14, 2016

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

This meeting was held at Tulsa Community College Library and also via call-in.

Call to Order

President Larry Straining called the meeting to order at 12:12 p.m.

Roll Call

Larry Straining, CPLP, President
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
Mary Parker, VP of SIGs and GIGs

Absent

Walt Hansmann, CPLP, VP of Administration
Zac Davis, VP of Digital Media
Kara Schatz, At-Large Director

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

Approval of the Agenda

Adam moved, Shelby seconded approval of the agenda. No changed. Motion carried.

Approval of the Minutes of Previous Meetings

Greg moved, Skip seconded approval of the meeting minutes from Sept. 2, 2016. No changes. Motion carried.

Treasurer's Report

Shelby moved, Lorinda seconded approval of the treasurer's report. No changes. Linda asked about where we were with outstanding receivables. Adam and Skip are working on a three-phase plan to rectify our outstanding receivables. They will present the plan for discussion at the Nov. 4 board meeting. Motion carried.

Old Business

a. CARE – Risk Assessment: Larry asked for input regarding the risk assessment needed to meet CARE requirements. Most had reviewed the assessment form, but most commented they would like to see last year's form to review before we completed this year's assessment form. Skip emailed everyone last year's Risk Assessment for review. Larry will also scan the complete 2015 CARE report and send out to board members in a timely fashion. It was requested that he send it out by the Friday, Oct. 21, 2016 so all would have time to review. Lorinda moved that we table this business item for review until the next board meeting in November. Greg seconded approval. Motion carried. Additionally, Shelby inquired about the letter from Tony Bingham stating we were 100% CARE compliant in 2015 to add to the website. The last letter on the site is from 2014. Skip will look for it and Larry said he could request it.

b. BOOST – State ATD Conference: Lorinda reported that as of Oct. 13, there were approximately 120 registered for the conference. Our Tulsa chapter has about 20 attending, which is a great number. Lorinda thanked everyone who had registered, and reminded everyone to please make sure they go to the correct Moore-Norman Technology Center campus for this event, which is being held at the MOORE campus, not Norman.

c. Bylaws Committee: Linda and Skip stated that they hoped to meet soon.

New Business

No new business was introduced.

Announcements

a. Greg: New member report – 2 new members in September. All other totals about the same. The quarterly new member lunch will be held Friday, Oct. 28th at Roka. Greg and Kara will attend. Any others are welcome but please let Greg know if you are coming in advance. Larry inquired about our average number of members. That number is needed for the CARE report. Shelby suggested we could create a report in Wild Apricot.

b. Shelby: 4th Quarter newsletter is going out soon. It will include information about the Trainer Throwdown, the Recognition Awards and the upcoming chapter meetings. Any additional information needs to be submitted to Shelby by Thursday, Oct. 20. She will send the newsletter the week of Oct. 24.

c. Linda: Linda sent out the September meeting survey results. They were incredibly positive about Heather Henshall, our September presenter. Linda wanted us to consider offering a gift card and a reimbursement for mileage to our presenters. This is what she had received from the OKC chapter for her recent presentation there.

d. Skip: Skip has contacted Chef Terry to provide food for our fall planning retreat on Nov. 12. They are considering a similar lunch to two years ago which was a soup and salad prepared by Chef Terry. There is a kitchen in the room where we are hosting our event, and Skip said others could bring food if they desired. Lorinda asked everyone to let her know if they are interested in this lunch and to confirm by 10/20/16 so we can let Chef Terry know for sure.

For the Good of the Order

Lorinda inquired about moving the December chapter meeting to Tulsa Country Club. Most were in favor, so Lorinda will contact them to make sure it is still available. If so, Lewana will cancel our reservation at OSU-Tulsa for that date.

Larry announced a Gamification Workshop will be hosted by the OKC chapter on Monday, Dec. 5th.

Larry suggested we schedule the Power Member-only event the week of ATD's Employee Learning Week (Dec. 5-9). He also suggested Debbie Richards from ATD-Houston for a one-hour webinar. The possible topics were Maximizing our LinkedIn Profiles or E-Learning. Many thought the LinkedIn idea would be better. As a group, Tuesday, Dec. 6th seemed to be the most viable. Larry will contact Debbie Richards.

Skip asked that we go ahead and schedule out meetings for the rest of the year. Larry said he thought the meetings were already scheduled. Skip asked for the meetings to be in-person versus call-in. Lorinda asked for additional communication related to meetings with more notice as there was some confusion about this month's meeting and two days was not enough. After discussion, it was decided to have the

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Nov. 4th meeting be a call-in meeting and the Dec. 2nd meeting be an in-person meeting. Skip and Lorinda will work on a location for the December board meeting.

Adjournment

Greg moved, Mary seconded adjournment. Motion carried. The meeting was adjourned at 1:10 p.m.

Respectfully submitted by Lorinda Schrammel.