

Minutes of the ATD Tulsa Chapter Board Meeting
Tuesday, December 1, 2015
12:00 p.m. to 1:45 p.m.

The meeting was held at Bros. Houligan Restaurant's Small Meeting Room.

Call to Order

President Skip Eller called the meeting to order at 12:10 p.m.

Roll Call

Skip Eller, President
Steve Laswell, Immediate Past President
Adam Barrow, VP of Finance
Amy Barnes, VP of Programming
Lorinda, Schrammel, VP of Accommodations
Mary Parker, VP of SIGs and GIGs
Zac Davis, VP of Digital Media
Linda Jenkins, At-Large Director
Wyatt Hockmeyer, VP of Marketing

Absent:

Shane Norrid, President-Elect
Walt Hansmann, VP of Administration

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

Approval of Minutes

Skip Eller presented the meeting minutes from the October meeting on behalf of Walt Hansmann. Amy moved, Adam seconded. There was no discussion. MOTION CARRIED.

Treasurer's Report

Steve moved, Lorinda seconded approval of the Treasurer's report. MOTION CARRIED. VP of Finance, Adam Barrow, presented a first draft of the 2016 budget. There was discussion of the need for clarity regarding several budget items. The board acknowledged special appreciation to Adam for his organization of the financial information and his presentation of the accounting records.

Old Business

Each board member reported on their area.

- a. **President's report** - Skip introduced incoming 2016 Board members who were attending the meeting as his guests: Shelby Morris; Lewana Harris; and Kara Schatz. He confirmed the date, time, and location of the next by-law review meeting: Monday, December 21, 2015 at Panera

Bread on Cherry Street. There was discussion of the Board Appreciation Celebration scheduled for Tuesday, December 15. It was determined participation would be greater if the event was rescheduled for January 2016.

- b. Membership** - Greg suggested the chapter begin conducting quarterly orientations for new members. The board discussed and agreed we should begin these meetings in 2016. Adam will add a line item in the 2016 budget to address the expense. The first orientation is scheduled for April 2016.
- c. Programming** - Amy provided an updated on the upcoming December chapter meeting and confirmed the entrants for the "Trainer Throw-Down" event. Amy also presented the nomination forms for the Excellence in People Development Award and the Distinguished Service Award. The recipients were selected by current board members via secret ballot. Amy motioned that Learning Unlimited and Walt Hansmann be recognized with these awards at the December Chapter Meeting. Adam Barrow seconded the motion. The motion carried.

President Skip Eller thanked Amy Barnes for her service to the board. He also thanked Linda Jenkins for her work so far in programming in 2016.

- d. Accommodations** - Linda confirmed that she has secured the BS Roberts Room at OSU Tulsa for all of 2016.
- e. Gift cards for State Conference Presenters.** Additional old business discussed was the omission of \$25 gift cards we had agreed to provide to state conference speakers. Linda Jenkins motioned the chapter purchase a total of 17 gift cards at \$25 each, and deliver to the speakers as soon as possible. Amy Barnes seconded the motion. The motion carried.

Adjournment

Steve moved, Mary seconded. MOTION CARRIED. The meeting was adjourned at 1:45 p.m.

Respectfully submitted by Amy Barnes