

Minutes of the ATD Tulsa Chapter Board Meeting

Friday, December 1, 2017

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

This meeting was held at ROKA 1616 S. Utica in Tulsa, OK. Two board members attended by telephone.

Call to Order

President Lorinda Schrammel called the meeting to order at 12:02 p.m.

Roll Call

Lorinda Schrammel, President

Linda Jenkins, President-Elect

Walt Hansmann, CPLP, VP of Administration (by phone)

Skip Eller, VP of Finance

Lewana Harris, VP of Programming

Cathy Fox, VP of Accommodations (by phone)

Shelby Morris, VP of Marketing

Greg Kittinger, At-Large Director

Jeremy Smith, At-Large Director

Absent

Larry Straining, CPLP, Immediate Past President

Kara Schatz, VP of Membership

Mary Parker, VP of SIGs and GIGs

Zac Davis, VP of Digital Media

Adam Barrow, At-Large Director

Jim Spradlin, At-Large Director

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

Also joining the board meeting were incoming 2018 board members Tammy Wise and Stacy Davis.

Approval of the Agenda

Skip moved, Greg seconded approval of the agenda. Under New Business the Member Survey was added to the agenda. MOTION CARRIED.

Approval of the Minutes of Previous Meetings

Shelby moved, Skip seconded approval of the meeting minutes from October 6, 2017 Board Meeting. MOTION CARRIED.

Skip moved, Linda seconded approval of the meeting minutes from the November 3, 2017 Board Meeting. MOTION CARRIED.

Treasurer's Report

Jeremy moved, Greg seconded approval of the treasurer's report. MOTION CARRIED. Skip provided an overview of the chapter's financial standing. Skip also requested that any proposed budget items, and their anticipated budget amount, for the 2018 budget be sent to him no later than December 22.

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Old Business

- A. Awards – Lorinda reported that the Awards Nomination Committee of Lorinda, Lewana, and Jeremy reviewed nominations and selected recipients for the Excellence in People Development Award and the Distinguished Service Award that will be presented at the December meeting.

New Business

- A. Survey Monkey Account – Walt briefly explained the potential risks involved in the chapter relying on third-parties allowing the chapter to use their survey tools and the danger in not owning the information/data itself. Walt recommended the chapter subscribe to the Survey Monkey Advantage level at a cost of \$408 annually. Skip moved, Lewana seconded authorizing Walt to secure the Survey Monkey Advantage Level subscription with an expenditure not to exceed \$425. There was general discussion. MOTION CARRIED.
- B. Leader Email Accounts – Walt continued the discussion about the ownership and management of chapter electronic communications. Walt proposed purchasing 7 additional e-mail addresses from GoDaddy to match the 2018 board positions to allow centralized control and transfer of accounts from year-to-year. Jeremy moved, Shelby seconded to authorize Walt to secure 7 additional e-mail accounts from GoDaddy using the chapter domain for a 3-year subscription at a cost not to exceed \$501.48. There was general discussion. MOTION CARRIED.
- C. Risk Assessment – Walt explained that an annual risk assessment is a CARE requirement. Walt recommended that a committee of Linda, Skip, Jeremy and Walt use the ATD Chapter Risk Assessment Guide to review potential risk and mitigation plans. The assessment must be completed before December 25. The board agreed to the plan.
- D. Membership Dues – the board had previously discussed rolling back the previously approved membership fees increase in light of the increase implemented by ATD for 2018. Greg moved, Linda seconded to amend Policies 3.9.2 and 3.9.7 as follows:

Policy 3.9.2 Associate Membership fees (Adopted 12-1-2017) (Effective 01-01-2018)

Associate Membership fees shall be \$50 annually.

Policy 3.9.7 Associate Membership renewals (Adopted 12-1-2017) (Effective 01-01-2018)

Associate Membership renewals shall be \$50 annually and are due by the anniversary date of the previous membership fee payment.

MOTION CARRIED

- E. Member Survey – Lorinda reminded the board that a CARE requirement is to conduct an annual Member Survey. She offered to use data from past surveys to develop and distribute a member survey to be completed before the CARE submission deadline.

Announcements

Each board member provided a brief update.

- A. Linda reported on the State Conference recap. The conference was a success, although registration numbers did not meet expectations, causing the conference to under-perform financially. She has documented and preserved the project details for future use. Linda is also working on a goals and objectives worksheet for 2018, and plans a board retreat in January.
- B. Lewana reported on the December program Throwdown participants. There was a discussion for future Throwdown's to offer EITHER a complimentary registration OR runner-up prizes, but not both.

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- C. Cathy reported on the accommodations details for the December program. There was a discussion about room expectations and preferences.
- D. Shelby reported the next Blast is scheduled for the next Tuesday to promote the Throw Down.
- E. Lorinda offered her year-end thoughts. She expressed her appreciation for everyone. She thanked everyone for getting things done, often without even having been asked. We shared many accomplishments this year: great networking events; adjustment to membership fees; great programs; and the State Conference being a crowning achievement. She related that the board and our members have really become a tribe, and she is grateful for the commitment.

Adjournment

Walt moved, Skip seconded adjournment. MOTION CARRIED. The meeting was adjourned at 1:27 p.m.

Respectfully submitted by Walt Hansmann, CPLP