

Date & Time: Thursday, July 6, 2023 – 4:30pm-6:30pm

Location: Virtual via Zoom

https://us06web.zoom.us/j/81144528584?pwd=NEVYa2pQRDdyd0JLaE5zbDBwOWVBZz09

Meeting ID: 811 4452 8584 Passcode: 915004

- 1. Call Meeting to Order President
 - a. Roll Call VP of Administration- Ana Vaqueiro
 - b. Confirm Quorum Declare if Quorum is or is not Present (51% of board members)
 - c. Guests Present Acknowledge and Record
 - d. Agenda for July 6, 2023, Board Meeting Review and Approve
 - e. Record meeting minutes-Ana Vaqueiro
- 2. Board of Directors President
 - a. Minutes from June 8, 2023, Board Meeting Review and Approve (attached)
 - b. NAC Meeting Attendance Identify two members to attend July 21, 1pm 2pm CST (all board members can attend meetings, but we have to have 2.)
 - c. State Conference Update Suni Hertt/Andrew Engelbrecht
- 3. Governance President
 - a. Care Update (Suni Hertt)
 - b. Bylaws and Policies Committee updates
- 4. Communications/Marketing VP of Communications Ceci Martin-Smith
 - a. Communications Scheduled for July
 - b. Newsletter schedule-When will next newsletter go out? Monthly/Quarterly?
 - c. Communications Needs & Opportunities
 - 1. Set up events and webpage by what day?
 - 2. Zoom links for future meetings
- 5. Programming VP of Programming
 - a. July Program Meeting ATD ICE Attendees present ICE in Review
 - b. 2023 Programming
 - *i.* RFPs for August December?
 - c. June Program Meeting Survey Results (loaded to files)
- 6. Membership VP of Membership Kristin Wise
 - a. June 2023 Membership Report
- 7. Old Business
- 8. New Business
- 9. Confirm Action Items



- 10. Confirm Dates for Next Two Board Meetings
 - a. Discuss other options so we are able to get quorum or all attendance
 - b. Meetings will be 1st Thursday of every month; 4:30-6:30
 - c. Next meeting August 3, 4:30-6:30

11. Adjourn Meeting



Date & Time: Thursday, June 8, 2023 – 4:30pm-6:30pm

Location: Virtual via Zoom

https://us06web.zoom.us/j/81144528584?pwd=NEVYa2pQRDdyd0JLaE5zbDBwOWVBZz09

Meeting ID: 811 4452 8584 Passcode: 915004

- 1. Call Meeting to Order President at 4:06 pm
 - a. Roll Call VP of Administration- Ana Vaqueiro
 - b. Quorum established with 6 out of 8 members present (>51% of board members)
 - Present: Kim Boggs, President; Cecilia Martin, VP of Communications (left @ 4:44 pm); Sunilyn Hertt, Past President, Andrew Engelbrecht, President Elect; Kristin Wise, VP of Membership; Ana Vaqueiro, VP of Administration

 1.
 - ii. Absent Excused: Jennifer Roberson, VP of Finance; Scott Dixon, VP of Logistics
 - c. Guests No guests
 - d. Agenda for June 8, 2023, Board Meeting (rescheduled from June 1st) **Motion made, seconded**, approved
 - e. Record meeting minutes-Ana Vaqueiro
- 2. Board of Directors President
 - a. Minutes from May 4, 2023, Board Meeting (attached) Motion made, seconded, approved
 - b. NAC Meeting Attendance Identified two members to attend June 16, 1pm 2pm CST (all board members can attend meetings, but we need at least one to attend): Suni and Kim
 - c. State Conference Update Suni Hertt/Andrew Engelbrecht
 - a. Asked that members let her if their people are interested and obtain RFP
 - b. Asked that members review the RFP she submitted and provide feedback
 - c. Informed that some ideas came up during ICE and that she will share them in the upcoming Monday meeting
- 3. Governance President
 - a. Care Update (Suni Hertt)
 - i. Bylaws: there is a meeting scheduled for Tuesday;
 - 1. Suni mentioned discussion point for next Bylaws meeting: discuss 2-year term duration for certain roles (requires voting, prior to September when elections happen)
- 4. Communications/Marketing VP of Communications Ceci Martin-Smith (attached)
 - a. Communications Scheduled for June
 - 1. Kim reviewed the schedule posted
 - b. Newsletter -
 - 1. Ceci proposed newsletter is sent quarterly, rather than monthly
 - 2. Action item: Suni to check that there is no requirement that would prevent us from changing it to Quarterly



- c. Communications Needs & Opportunities
 - 1. Set up events and webpage by what day?
 - 2. Zoom links for future meetings
- 5. Programming VP of Programming
 - a. 2023 Programming
 - *i.* RFPs for June approved via email
 - *ii.* June Program Unlocking Innovative Critical Thinking, Jennifer Roberson
 - *i.* Identified helpers for pre (Kristin & Ana) and post (Kim)
 - 1. Action item: Ask Scott if he will be there before and/or after
 - *ii.* Action item: Suni to contact TTC to inquire about using their space for future monthly meetings (11-1:30), including August
 - b. July-November Programming
 - *i.* RFP for July (Suni) (attached)
 - *i.* Team discussed this and agreed to table this RFP for later consideration.
 - *ii.* Team agreed to instead, do a review of ICE by our Tulsa chapter members
 - 1. Action item: Andrew to come up with the plan for the July 21st meeting (ICE recap) and send it to team
 - Action item: Suni to follow up with Samuel, check if he has a video of him presenting, and find out how his virtual presentation would work (breakout rooms, having a producer, etc.)
 - c. Location for future meetings
 - *i.* CBIZ/Stinnett; TTC Lemley Campus
 - *i.* Discussed the possibility of going back to DoubleTree due to the challenges of having Board members available to set up before and clean up after; TTC would be an alternative for location free of charge and they will set up the room how we need it (we would still need to clean up afterwards, wipe down the tables, put trash in trash bins, but there is a cleaning crew that would do the remaining)
- 6. Financial Jennifer Roberson VP of Finance
 - a. Financial Reports as of May 31, 2023 Review and Accept
 - i. Statement of Financial Position (attached) Motion made, seconded, approved
 - 1. Total assets: \$17,522.19
 - a. Waiting to transfer funds from our Money Market to our checking account (waiting for refund from ICE to come through)
 - b. Total collected in Arvest checking account in May: \$179.00 (may and June meeting revenue, new memberships
 - c. Total paid out: \$906.41 (Includes charges from monthly insurance from Hartford, Tech Soup, Tacos for Life for May meeting, Lockton insurance and Affinipay fees)
 - 2. Jennifer will provide final reports by the end of the weekend
- 7. Membership VP of Membership Kristin Wise (attached) Motion made, seconded, approved
 - a. June 2023 Membership Report
 - i. Members: 85 (flat from May) (includes 2 test accounts)



- ii. Power Members: 47 (includes 2 test accounts)
- iii. Power Members Overdue: 17
 - 1. Kristin emails them monthly, in addition to the automated messages; a couple responded
 - 2. Kim encouraged all members to reach out to any past due members we recognize on the list
 - 3. Action item: Ana to follow up with two coworkers who are members that appear to be past due on Power Membership
- iv. Tulsa-only members: 38 (3 new members); she sent each of them welcome messages and invited them to a new member orientation and to the June monthly meeting
- v. Renewing members: 4
- 8. Old Business
 - a. Sponsorships will be focused on State Conference sponsorship
 - b. Discuss how we plan to handle our monthly meetings going forward, where we'll hold them and who is going to be able to help with the pre and post meeting tasks
- 9. New Business
 - a. Elections:
 - i. It is time to start thinking about elections; we need to send email to membership informing them that we're looking for new board members
 - 1. We will need some people to be on the elections committee
 - 2. Andrew will be talking with all members about whether they intend to extend their tenure on the board
 - b. ICE ALC: Andrew learned that other chapters have similar challenges; How do we get our membership involved? Encouraged Board to think about opportunities and what story we want our Chapter to tell; Will be reaching out to each member to check if they intend to continue on the Board next year
 - c. Suni encouraged members to start to think of ideas for Membership drive and Employee Learning Week
 - d. Succession Planning: Andrew suggested we take our handoffs (to the next, new member) to the next level, beyond the documentation that already exists. How do we make the process of passing the torch a warm, welcoming experience for everyone
- 10. Confirm Action Items Read action items highlighted in red above
 - a. Action item: Ana to email action items to team after meeting
- 11. Confirm Dates for Next Two Board Meetings
 - a. Discuss other options so we are able to get quorum
 - b. Meetings will be 1st Thursday of every month; 4:30-6:30
 i. Our next meeting is July 6th
- 12. Adjourn Meeting: @ 6:02 pm

ATD Tulsa Chapter

Communication Plan

July 2023

Will we have a July program?

Day	Date	Category	Media	Content /	Notes
				Caption	
Wednesday	7/12/2023	ATD Tulsa Event	Email & LinkedIn	7 day event reminder	Insights and Tips from the ATD International Conference (ICE) ???
Friday	7/21/2023	ATD Tulsa Event	LinkedIn Post	Event coverage - post pics and thank you's	Insights and Tips from the ATD International Conference (ICE) ???
Wednesday	7/26/2023	ATD Tulsa Event	Email & LinkedIn	3 week event reminder	

JUNE MEMBERSHIP REPORT

As of June 30th, 2023

Membership Data:

Members: 83 (-2)

Power Members: 48 (-2 test accounts)

Power Members Overdue: 18

Tulsa-only Members:	34 (-4)
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Student Members: 0 (+0)

Student Power Members: 0 (0)

% Power Members: 57.5% (+3.29%)

New Members as of 6/30/23: +1

Renewing Members as of 6/30/23: +2

Dismukes, Kyle	Joint/Power Member (ATD National AND Chapter Member) (Individual)	Active	kdismukes@drinkmilos.com	June 20, 2023
68701395	Individual	June 30, 2024	Fully subscribed	
Milo's Tea Company				
Purnell, Natasha	Joint/Power Member (ATD National AND Chapter Member) (Individual)	Active	npurnell2012@gmail.com	
69757465	Individual	June 30, 2024	Fully subscribed	
Walmart, Inc.				

Wild Apricot Member	ID ATD Member ID	First Name	Last Name	Organization	e-mail
52904138	11626050	Lenzi	Arnold	BOK Financial	larnold@bokf.com
62666147	11623257	Nick	Booth	NFS	ntbooth74136@yahoo.co
53785704	11645136	Test	Customer_tulsa		test.customer.tulsa123@a
3576693	10553041	Муга	Fanning	Koch Engineered Solutio	or myra.fanning@kes.global
63648029	11780520	Kevin	Fuselier		kfuselier@bokf.com
51752856	11615399	Brett	Grover	Matrix Service Company	brettgrover@matrixservic
60421327		Ana	Hamann	Hilti, Inc.	ana.hamann@hilti.com
51747324	11615311	Ron	Heerlyn	Matrix Service Company	ronaldheerlyn@matrixser
63131198	11572963	Steve	Krogull	University of Arkansas	steve.krogull@gmail.com
53165982	11627780	Susan	Nightingale	Tulsa Technology Cente	r susan.nightingale@tulsat

53602097	11643061	David	Norris	FlightSafety Textron Aviat hatlad@yahoo.com	
64282924		Debra	Olejownik		deb@coachingwithheart.r
53778061	11743046	Amy	Ratliff	QuikTrip Corporation	amyratliffsphr@yahoo.cor
33562466	10861159	Kristen	Saint	We Street Credit Union	ksaint@westreet.org
6947023	10899831	Lorinda	Schrammel	Growth Training and Co	on:lorinda@growthtrainingan
48811610		Matthew	Tedescucci	TTCU Federal Credit U	nicmtedescucci@ttcu.com
50984416	11616324	Stu	Ward	Simple Tire	thetrainingbrit@gmail.con
53828852		Jacqueline	Williams	CAP Tulsa	jrwilliams@captulsa.org

Alternate e-mail Addre	s: Phone	Secondary Phone	Secondary Address Lin Secondary Address Li	n Secondary City
	(918)295-0472		1 Williams Center	Tulsa
membership@tdtulsa.or	g			
m.fannning@sbcglobal.ı	ne (918) 740-6844	(918) 607-1035	3124 S 101st East Ave	Tulsa
	(918)624-6236			
ana.hamann@hilti.com	4697316116			
<u> </u>				
	(918)938-2713		5100 E Skelly Dr Ste 700	Tulsa
	1(479)575-2468		155 S Razorback Rd	Fayetteville
	(918)828-5411			

	(316)634-6377			
	(918)764-0570			
ksaint@westreet.org	1(918)808-1207	918-921-2678		
	4057475670		24497 N Sooner Rd	Orlando
	918-749-8828 ext. 8332			
	9185205384		4709 S Maple Ave	
jreneeprays@yahoo.com	3185127138	918-619-2460		

Secondary State	Secondary Zip Code	Membership Status	Company Website	Member_Type_Flag	Chapter_Renewal_Flag
ОК	74172	ATD Power Member (AT	Ε		
ОК	74146	ATD Power Member (AT	Ewww.KESinstitute.com		
			www.hilti.com		
ОК	74135-6577				
AR	72701-4821				

www.quiktrip.com

ATD Power Member (ATE https://westreet.org/

OK

73073-4545

ATD Power Member (ATE

CHAPTER

Υ

Friend / Guest

captulsa.org

Chapter Start Date	Membership Level	Total Amount	AUTO_RENEWAL_FLAC Password	Group participation
February 11, 2021				
December 20, 2021				
February 14, 2020				
July 01, 2022	PLUS			Zoom Tips and Tricks Atte
March 14, 2022				
February 16, 2022				
June 16, 2021				
April 21, 2022				
February 02, 2022				
January 01, 2022				

January 31, 2020

April 28, 2022

February 01, 2022

April 11, 2022 PROFESSIONAL

April 29, 2022 PROFESSIONAL 37.50

September 01, 2020

Zoom Tips and Tricks Atte

In what capacity are y	οι How Did You Hear Abou ATD Member	ATD Start Date	ATD End Date	What are your Areas of
Organizational	Friend or Coworker			Training Delivery, Managi
Other, Organizational	Friend or Coworker			Performance Improvemer
Organizational	Boss			Instructional Design, Lear

ATD Membership - Profes 3/1/2023

2/29/2024

Organizational	Friend or Coworker	Instructional Design, Trair
Organizational	Friend or Coworker	Instructional Design, Trair
Consultant/Independen	t CFriend or Coworker	Performance Improvemer
	Boss	
Organizational	Other	Performance Improvemer
Organizational	Friend or Coworker	Training Delivery, Coachi

President

ning Technologies, Evaluating Learning Impact, Managing Learning Programs

President

Primary State	Primary Zip	Title	FROM ATD	ATD EMAIL	Archived
					no

no no no

no

no

no

no

Subscribed to emails	Subscription source	Opted in	Event announcements	Member emails and new Administration access
yes			yes	yes
yes			yes	yes
no			no	no
yes			yes	yes
yes			yes	yes
yes			yes	yes
yes			yes	yes
yes			yes	yes
yes			yes	yes
yes			yes	yes

yes	yes	yes
yes	yes	yes
yes	yes	yes
no	no	no
yes	yes	yes

Created on	Profile last updated	Last login	Updated by	Balance	Total donated
November 22, 2019	April 18, 2022	May 10, 2023 3:08 PM		0.00	0.00
December 20, 2021	May 20, 2022			0.00	0.00
February 14, 2020	July 01, 2022		38924454	0.00	0.00
December 15, 2010	August 19, 2022	April 12, 2023 11:15 AM		0.00	0.00
March 14, 2022	March 14, 2022	July 07, 2022 11:49 AM		0.00	0.00
August 13, 2019	February 16, 2022	######################################	#	0.00	0.00
June 16, 2021	March 18, 2022	June 29, 2021 2:14 PM		0.00	0.00
August 12, 2019	April 21, 2022	June 16, 2023 8:11 AM		0.00	0.00
February 02, 2022	February 02, 2022			0.00	0.00
December 16, 2019	December 03, 2021	######################################	#	0.00	0.00

January 31, 2020	January 31, 2020		0.00	0.00
April 28, 2022	April 28, 2022		0.00	0.00
February 13, 2020	February 01, 2022	#######################################	-10.00	0.00
August 01, 2016	November 01, 2022	June 09, 2023 6:08 PM	-20.00	0.00
April 06, 2012	October 30, 2022	######################################	0.00	0.00
December 05, 2018	December 16, 2021	######################################	0.00	0.00
June 04, 2019	May 11, 2022	March 22, 2022 4:00 PM 3576704	0.00	0.00
February 18, 2020	March 07, 2022	April 18, 2023 11:46 AM	0.00	0.00

Membership enabled	Membership level	Membership status	Member since	Renewal due	Renewal date last chang
yes	Joint/Power Member (A	TI Active	November 30, 2019	April 30, 2023	April 18, 2022
yes	Joint/Power Member (A	TI Active	December 20, 2021	December 31, 2022	December 20, 2021
yes	Joint/Power Member (A	TI Active	February 14, 2020	February 28, 2023	July 01, 2022
yes	Joint/Power Member (A	TI Active	May 29, 2010	February 28, 2023	August 19, 2022
yes	Joint/Power Member (A	TI Active	March 14, 2022	March 31, 2023	March 14, 2022
yes	Joint/Power Member (A	TI Active	August 13, 2019	February 28, 2023	February 16, 2022
yes	Joint/Power Member (A	TI Active	June 16, 2021	June 16, 2023	March 18, 2022
yes	Joint/Power Member (A	TI Active	August 12, 2019	April 30, 2023	April 21, 2022
yes	Joint/Power Member (A	TI Active	February 02, 2022	February 28, 2023	February 27, 2023
yes	Joint/Power Member (A	TI Active	December 16, 2019	December 31, 2022	December 03, 2021

yes	Joint/Power Member (ATI Active	January 31, 2020	January 31, 2023	January 31, 2020
yes	Joint/Power Member (ATI Active	April 28, 2022	April 30, 2023	April 28, 2022
yes	Joint/Power Member (ATI Active	January 06, 2021	January 31, 2023	January 31, 2022
yes	Joint/Power Member (ATI Active	July 30, 2016	April 11, 2023	April 11, 2022
yes	Joint/Power Member (ATI Active	April 04, 2012	April 30, 2023	April 29, 2022
yes	Joint/Power Member (ATI Active	December 06, 2018	December 31, 2022	December 16, 2021
yes	Joint/Power Member (ATI Active	August 22, 2019	January 31, 2023	October 15, 2021
yes	Joint/Power Member (ATI Active	February 25, 2020	February 28, 2023	March 07, 2022

Level last changed	Access to profile by o	th Details to show Pho	oto albums enabled	Member bundle ID or en Member role
March 05, 2020	yes	e-mail&&MembersFirst N⊧yes		Individual
December 20, 2021	yes	e-mail&&MembersFirst Nano		Individual
December 14, 2020	yes	e-mail&&MembersFirst N⊢no		Individual
July 01, 2022	yes	e-mail&&MembersFirst Nayes		Individual
March 14, 2022	yes	e-mail&&MembersFirst Nano		Individual
February 16, 2022	yes	e-mail&&MembersFirst Nano		Individual
March 18, 2022	yes	e-mail&&MembersFirst Nayes		Individual
April 21, 2022	yes	e-mail&&MembersFirst Nano		Individual
February 02, 2022	yes	e-mail&&MembersFirst Nano		Individual
December 16, 2019	yes	e-mail&&MembersFirst N⊦no		Individual

January 31, 2020	yes	e-mail&&MembersFirst Ni no	Individual
April 28, 2022	yes	e-mail&&MembersFirst Nano	Individual
January 06, 2021	yes	e-mail&&MembersFirst Nano	Individual
November 01, 2022	yes	e-mail&&MembersFirst Nano	Individual
February 12, 2019	yes	e-mail&&MembersFirst N; yes	Individual
December 16, 2021	yes	e-mail&&MembersFirst N; yes	Individual
August 22, 2019	yes	e-mail&&MembersFirst Nano	Individual
March 07, 2022	yes	e-mail&&MembersFirst Nano	Individual

Notes

Membership approved on November 30, 2019 by Linda JenkinsMarch 05, 2020: The Membership level was changed from ATD Tulsa Associate Member (Annual)

Membership lapsed on March 05, 2020 by Walt HansmannAugust 19, 2020: The Membership level was changed from ATD Tulsa Power Member - ATD Internation

Notes updated during import on October 21, 2011.Notes updated during import on 15 December 2010.Renewal reminder 1: e-mail sent to member on 31 May 201

Membership lapsed on February 04, 2021 by Kim BoggsMarch 04, 2021: The Membership level was changed from ATD Tulsa Power Member - ATD International F

Membership approved on June 16, 2021 by Kim Boggs

February 04, 2021: The Membership level was changed from ATD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Membe

Renewal processed on August 16, 2017. Membership is effective from August 01, 2017 until August 01, 2018 Account lapsed reminder: status changed from Pendir

Renewal processed on April 05, 2013 from April 20, 2013 until April 20, 2014. Renewal processed on April 22, 2014 from April 20, 2014 until April 20, 2015. Renew

Renewal processed on December 05, 2019. Membership is effective from December 05, 2019 until December 05, 2020 Renewal processed on November 24, 2020

October 23, 2020: The Renewal date was changed by Hansmann, Walt

Membership approved on February 25, 2020 by Linda JenkinsRenewal processed on February 25, 2021. Membership is effective from February 25, 2021 until Feb

to ATD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Member by Hansmann, Walt Membership lapsed on February 04

al Professional Member AND ATD Tulsa Chapter Member to Non-Members / Guests / Other Contacts by Hansmann, WaltMarch 02, 2021: The Renewal date w

1Renewal reminder 2: e-mail sent to member on 16 Jun 2011Renewal date notice: e-mail sent to member on 30 Jun 2011Renewal processed on July 14, 2011

r to ATD Tulsa Associate Member (Annual) by Boggs, KimMembership lapsed on February 04, 2021 by Kim BoggsEebruary 04, 2021: The Membership level wa

ng - Renewal to Lapsed on September 02, 2018Account lapsed reminder: membership level changed from ATD Tulsa Associate Member (Annual) to Non-Meml

al processed on April 20, 2015 from April 20, 2015 until April 20, 2016 Renewal processed on May 20, 2016. Membership is effective from April 20, 2016 until April April 20, 2016 until Apri

). Membership is effective from December 05, 2020 until December 05, 2021 Account lapsed reminder: status changed from Active to Lapsed on December 06, 1

from June 30, 2011 until June 30, 2012 Renewal processed on July 14, 2011 from June 30, 2012 until June 30, 2013 Renewal processed on June 20, 2013 from

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bers / Guests / Other Contacts on September 02, 2018Eebruary 12, 2019: The Membership level was changed from ATD Tulsa Associate Member (Annual) to A

ril 20, 2017 Renewal processed on May 05, 2017. Membership is effective from April 20, 2017 until April 20, 2018 Renewal processed on April 17, 2018. Members

2021Account lapsed reminder: membership level changed from ATD Tulsa Associate Member (Annual) to Non-Members / Guests / Other Contacts on Decembe

n June 30, 2013 until June 30, 2014. Renewal processed on June 18, 2014 from June 30, 2014 until June 30, 2015. Renewal processed on July 07, 2015 from .

sr by Boggs, KimMarch 04, 2021: The Membership level was changed from ATD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa

\TD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Member by Hansmann, WaltMarch 05, 2020: The Membership leve

hip is effective from April 20, 2018 until April 20, 2019Eebruary 12, 2019: The Membership level was changed from ATD Tulsa Associate Member (Annual) to AT

June 30, 2015 until June 30, 2016 Renewal processed on May 31, 2016. Membership is effective from June 30, 2016 until June 30, 2017 Renewal processed on

I was changed from ATD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Member to Non-Members / Guests / Other Cc

D Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Member by Hansmann, WaltEebruary 18, 2020: The Renewal date w

June 02, 2017. Membership is effective from June 30, 2017 until June 30, 2018 Renewal processed on July 09, 2018. Membership is effective from June 30, 201

ontacts by Hansmann, WaltMembership lapsed on March 05, 2020 by Walt HansmannEebruary 26, 2021: The Membership level was changed from ATD Tulsa /

8 until June 30, 2019Eebruary 12, 2019: The Membership level was changed f

Associate Member (Annual) to ATD Tulsa Power Member - ATD International Professional Member AND ATD Tulsa Chapter Member by Bog