

Date & Time: Thursday, September 7, 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 September 7, 2023, Board Meeting – Review and Approve
 - e. Record meeting minutes-Ana Vaqueiro
2. Board of Directors – President
 - a. Minutes from August 3, 2023 Board Meeting – Review and Approve (**loaded to files**)
 - b. NAC Meeting Attendance – Identify two members to attend September 15, 1pm – 2pm CST (all board members can attend meetings, but we like to have 2.)
 - c. State Conference Update – Suni Hertt
 - i. Next meeting
 - ii. Sponsorship needs
 - iii. Food
 - iv. Programming- gnowbe - presession email
 - d. Gnowbe revenue share opportunity- this is the idea-I also had a quick thought about Gnowbe's MID2 Accredited Program (*which is the next level up from our MID Level 1 Scholarship*). We currently offer this program to our clients @ \$1,499 per learner, but I wonder if you (*and ATD*) might be interested in exploring a revenue share option, by which you receive \$500 for every person you sign up for our MID2 Accreditation Program. Just a thought, as I know ATD does a great job of offering a plethora of learning certificate options and sponsorship opportunities, help you guys do what you do best!
3. Governance – President
 - a. CARE Update – Board members send update to President before board meeting. President give update on progress and areas of opportunity
 - b. Bylaws and Policies Committee update – Jennifer
 - i. Next Meeting?
 - c. Elections
 - i. Election Committee-Ana, Kim, Andrew, Suni, Kristin
 1. Nominations review meeting-Need to meet next week to review nominations. Suggest Monday, 9/11; Tuesday 9/12; Friday 9/15. Time?
 2. Is member voting done in Wild Apricot or Survey Monkey?
 3. Elections window – Begin no later than 9/23/2023 – runs 8 days – must be completed by 9/30/2023
4. Finance Report –VP of Finance – Jennifer Roberson (loaded to files)
 - a. July 2023
 - b. August 2023
5. Communications/Marketing – VP of Communications Ceci Martin-Smith

- a. Communications Scheduled for September
- b. Newsletter schedule-When will next newsletter go out?
- c. Communications Needs & Opportunities
 - i. Set up events and webpage for next monthly program meeting by end of day of current month program meeting. (October program is live on event page by 11:59 pm, September 15, etc.)

6. Programming – VP of Programming
 - a. September Program Meeting – Engaging Modern Day Learners Effectively – Virtual ONLY
 - i. What do we need logistically?
 - ii. Day of program involvement?
 - iii. Recording meeting
 - b. 2023 Programming
 - i. October 20 – Lisa Palmer, not available in October. She recommended Jacob Warren, Founder of GrowGlad, OKC;
<https://www.linkedin.com/in/jacobpaulwarren/>
 - ii. November 9 – No meeting / Conference
 - iii. December 8 – End of year celebration
 - i. Ceci’s suggestion for sharing best practices for the year
 - c. August Program Meeting Survey Results (loaded to files)
7. Membership – VP of Membership – Kristin Wise
 - a. August 2023 Membership Report
8. Old Business
 - a. (Suni) We need to plan a **power member drive**. This could be something we do concurrently with the conference... it doesn't have to be in person, this could be a special email about the conference and membership. Maybe it's a special rate just for these people? Kristen, did you have any other ideas?
 - b. (Suni) attached two slides that we might want to think about using next time... both or one, during the first 30/ 15 minutes? It will need some input just put something on a slide, so please make it look or sound better!
 - c. (Suni) Maybe we can create a virtual "think take" or "testing lab" SIG to allow people to talk about pain points or test new ideas on a group to get feedback. This could be free to power members or both power and local members? This could double as our networking? (If not this year next) I might be willing to volunteer to support this if the board wants to do that?
9. New Business
 - a. Approve the SHRM and HRCI credits for the 2024
10. Confirm Action Items
11. Confirm Dates for next 2 Board Meetings
 - a. Next meeting **October 5**, 4:30-6:30
 - b. **November 2**, 4:30-6:30
12. Adjourn Meeting

Date & Time: Thursday, August 3, 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 @ 4:32 pm
 - a. Roll Call - VP of Administration- Ana Vaqueiro
 - b. **Quorum established** with 5 out of 8 present (51% of board members)
 - i. *Present: Kim Boggs, President; Sunilyn Hertt, Past President, Andrew Engelbrecht, President Elect; Kristin Wise, VP of Membership; Ana Vaqueiro, VP of Administration*
 - ii. *Absent - Excused: Jennifer Roberson, VP of Finance; Scott Dixon, VP of Logistics, Cecilia Martin, VP of Communications*
 - c. Guests Present - Acknowledge and Record – **n/a**
 - d. Agenda for Aug 3, 2023, Board Meeting – **Motion made, seconded, approved**
 - e. Record meeting minutes-Ana Vaqueiro
2. Board of Directors – President
 - a. Minutes from July 6, 2023 Board Meeting (**attached**) - **Motion made, seconded, approved**
 - b. NAC Meeting Attendance – Identify two members to attend August 18, 1pm – 2pm CST (all board members can attend meetings, but we like to have 2.) – **Action item:** Kim and Kristin to attend
 - c. State Conference Update – Suni Hertt
 - a. Next meeting August 10, 4:30pm, Zoom
 - b. Early bird registration has been open for a week or so
 - c. Updates:
 - i. Need RFPs: Emily Guise; the keynote speakers (who will also present): David Skidmore; Kristy Phillips (Franklin Covey); Mike Todd
 - ii. RFPs received: Betty Scovill; Nancy ?; Jeff ?; Luana (KornFerry)
 - iii. Sponsorship: **Action item:** Consider leading this effort; Ana to support whoever ends up leading
 - iv. SHRM credit: **Action item:** Kristin will reach out to Denise Reed to find information about SHRM credit
3. Governance – President
 - a. CARE Update – Each board member discuss their progress so far on CARE requirements
 - i. **Action item:**
 1. All board members to provide Kim an update via email of their CARE requirements (what members have accomplished so far)
 2. Suni to re-send the email with the attachment and remind people of what is needed
 - b. Bylaws and Policies Committee update – Jennifer
 - i. Next Meeting, August 21, 4:30pm, Zoom

4. Communications/Marketing – VP of Communications Ceci Martin-Smith **N/A**
 - ~~a. Communications Scheduled for August~~
 - ~~b. Newsletter schedule When will next newsletter go out?~~
 - ~~c. Communications Needs & Opportunities~~
 - ~~1. Set up events and webpage for next monthly program meeting by end of day of current month program meeting. (September program is live on event page by 11:59 pm, August 18, etc.)~~
5. Programming – VP of Programming
 - a. August Program Meeting – Tips and Tricks for using Canva and AI
 - i. Crystal Ifekoya
 - ii. In person only event
 - iii. What do we need logistically? Day of program involvement?
 - i. Set up
 1. **Action item:** Board Members need to arrive by 11:15 at the latest; Kim will bring the ATD sign; name tags (Kim will check with Scott about the name tag making device)
 - ii. Food prep: **Action item:** Kim to confirm with Scott he will order lunch; Ana will help with food prep
 - iii. Check-in: **Action item:** Kristin will take care of it
 - iv. Recording meeting – n/a
 - v. Clean up
 - b. 2023 Programming
 - i. **September 15** - Gnowbe is going to submit an RFP (Engaging Modern Day Learners Effectively) (**attached**), they are a conference sponsor, so Suni suggests this being a totally virtual meeting. The topic will be something like design training for the modern learner, she will be presenting in their software, via our zoom.
 - i. **Action item:** Kim with send email asking board to vote on this
 - ii. **October 20** – Samuel Apata – Making Chat GPT Work for You - **Motion made, seconded, approved**
 - i. May need to move this meeting to 10/13, or 10/27 to avoid Tulsa Fall break
 - ii. **Action item:** Suni to reach out to Samuel to confirm 10/13 date
 - iii. **November 9** – No meeting / Conference
 - iv. **December 8** – End of year celebration
 - ~~c. July Program Meeting Survey Results (loaded to files) – N/A~~
6. Membership – VP of Membership – Kristin Wise – **Motion made, seconded, approved**
 - a. July 2023 Membership Report
 - i. Members: 84 (up 1 from last month)
 - ii. Power members: 47 (- 2 test accounts)
 - iii. Power members overdue: 18
 - iv. Tulsa-only members: 36 (+2)
 - v. % of Power Members: 55.95% (decreased from last month)
 - vi. New members: 2

7. Old Business **N/A**

8. New Business

- a. (Suni) We need to plan a **power member drive**.. This could be something we do concurrently with the conference... it doesn't have to be in person, this could be a special email about the conference and membership.. Maybe it's a special rate just for these people? Kristen, did you have any other ideas?
 - i. **Action item:** Kim to ask Jocalyn for a list of National members who have a Tulsa address who are not Tulsa chapter members
- b. (Suni) attached two slides that we might want to think about using next time... both or one, during the first 30/ 15 minutes? It will need some input just put something on a slide, so please make it look or sound better!
 - i. **Action item:** Kim will add the slide to next meetings' presentation
- c. (Suni) Maybe we can create a virtual "think take" or "testing lab" SIG (Special Interest Group) to allow people to talk about pain points or test new ideas on a group to get feedback . This could be free to power members or both power and local members? This could double as our networking? (if not this year next) i might be willing to volunteer to support this if the board wants to do that?
- d. (Ana) Questions Ana sent to Kim and SUNY regarding the items highlighted in the screenshot below:
 - i. **Action item:** Kim to contact Walt to clarify #1 and #8
 - ii. **Action item:** #6 – Ana should be uploading these documents to the website; #10 – Ana to find out where Jennifer stores those

ARTICLE XI VICE PRESIDENT OF ADMINISTRATION

SECTION 11.1 DUTIES AND RESPONSIBILITIES

A. The Vice President of Administration (Secretary) shall:

1. Cause minutes of all Membership Business Meetings of the Corporation to be recorded in writing (minutes).

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Adopted 01-10-2014; Amended 01-01-2023

ATD Tulsa Chapter Bylaws

2. Cause minutes of all Board of Directors meetings of the Corporation to be recorded in writing (minutes).
 3. Ensure Membership Meeting and Board of Director meeting minutes are reviewed and approved by the Board of Directors in a timely manner.
 4. Ensure copies of approved Membership Meeting and Board of Director meeting minutes are posted on the Corporation's website for public review.
 5. Ensure copies of approved Membership Meetings and Board of Directors meetings are uploaded to the Corporation website file folder annually.
 6. Maintain policy and procedure manuals of the Corporation.
 7. Serve as Corporation archivist.
 8. Maintain incorporation status, including reporting as required, with the State of Oklahoma.
 9. Maintain and protect all Trademarks and Copyrights of the Corporation.
 10. Cause the Corporation to secure and renew General Liability insurance coverage for the Corporation, and secure and renew Directors and Officers Liability insurance coverage for the Corporation on an annual basis.
 11. Renew and keep current the Corporation's Post Office Box.
 12. Collect mail from the Corporation's Post Office Box prior to all meetings of the Board of Directors and/or the Membership.
- e. (Ana) Job aid Ana created for hosting monthly meetings. Uploaded job aid to files for review. Also, asked whether we have a "guide" for each of the VP positions, similar to the job aid she created, and if not, should we create something like that to help with onboarding people?
- i. There is nothing like that (like job steps) created for each role
 - ii. Each outgoing officer last year put together a list of job responsibilities.
 1. **Action item:** Kim to find these documents and save them all under onboarding, all in one location
9. Confirm Action Items – **Action item:** Ana to email action items to team
10. Confirm Dates for Next Two Board Meetings
- a. Next meeting September 7, 4:30-6:30
11. Adjourn Meeting @6:30 pm CST

Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - July 2023

Category Description	2022 Actual	2023 Budget	Jul-23	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
INCOME						
ATD CHIP/Membership Fees/Award	\$ 2,986.29	\$ 2,350.00	\$ 350.00	\$ 1,735.42	\$ 614.58	ATD Income Membership Fee
Meeting Fees	\$ 3,070.00	\$ 8,525.00	\$ 200.00	\$ 3,560.00	\$ 4,965.00	8 Event Registrations
Membership Dues		\$ 2,650.00	\$ 150.00	\$ 1,050.00	\$ 1,600.00	2 Member Renewals; 1 Member Level Change
ATD Meeting Sponsorship	\$ 250.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - Training	\$ -	\$ 1,500.00	\$ -	\$ 2,275.00	\$ (775.00)	
Networking Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Networking Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - State Conference	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 2,500.00		\$ -	\$ 2,500.00	
TOTAL INCOME	\$ 8,206.29	\$ 34,025.00	\$ 700.00	\$ 8,620.42	\$ 25,404.58	
EXPENSES						
Board Expense						
National ATD Dues	\$ -	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	
ATD Leader's Conference (ALC)	\$ 1,000.00	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ -	\$ 35.00	\$ -	\$ -	\$ 35.00	
Annual Audit	\$ 937.30	\$ 2,730.00	\$ -	\$ 910.00	\$ 1,820.00	
Various Board Expense	\$ -	\$ -	\$ 55.32	\$ 104.96	\$ (104.96)	Flowers
TOTAL Board Expense	\$ 1,937.30	\$ 4,665.00	\$ 55.32	\$ 1,014.96	\$ 3,650.04	
Communications Expense						
GoDaddy Domains	\$ 84.68	\$ 186.30	\$ -	\$ -	\$ 186.30	
Go Daddy Email	\$ 646.92	\$ 770.00	\$ -	\$ 503.16	\$ 266.84	
Wild Apricot Web Site	\$ 1,824.00	\$ 2,052.00	\$ -	\$ 2,304.00	\$ (252.00)	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 539.95	\$ 600.00	\$ -	\$ 635.90	\$ (35.90)	
PO Box Subscription	\$ 156.00	\$ 179.40	\$ -	\$ 166.00	\$ 13.40	
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Communications Expense	\$ 3,251.55	\$ 3,787.70	\$ -	\$ 3,609.06	\$ 178.64	
Meeting Expense						
Annual ATD Program Certification Expense	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	
Facility Charge	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ -	\$ 7,218.75	\$ -	\$ 2,392.30	\$ 4,826.45	
ATD December Special Program	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ 115.99	\$ 600.00	\$ -	\$ -	\$ 600.00	
Special Event (Instructor Fees + Food)	\$ -	\$ -	\$ -	\$ 1,387.89	\$ (1,387.89)	

**Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report - July 2023**

TOTAL Meeting Expense	\$ 215.99	\$ 8,168.75	\$ -	\$ 3,880.19	\$ 4,288.56	
Membership Expense						
Name Badges	\$ -	\$ 100.00		\$ -	\$ 100.00	
Membership Development/Appreciation	\$ 1,071.96	\$ 1,000.00		\$ 357.01	\$ 642.99	
New Member Appreciation/Recognition	\$ -	\$ -		\$ -	\$ -	
TOTAL Membership Expense	\$ 1,071.96	\$ 1,100.00	\$ -	\$ 357.01	\$ 742.99	
Misc. Expenses						
Online Payment Processing Expense	\$ 228.61	\$ 918.68	\$ 14.22	\$ 218.87	\$ 699.81	Affinipay Credit Card Fees
Oklahoma ATD State Conference	\$ 629.07	\$ 13,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	
Other Special Event Expense	\$ 300.00	\$ 750.00	\$ -	\$ -	\$ 750.00	
Insurance	\$ 1,070.24	\$ 1,200.00	\$ 50.82	\$ 815.83	\$ 384.17	Hartford Insurance Monthly Expense
TOTAL Misc Expense	\$ 2,227.92	\$ 15,868.68	\$ 65.04	\$ 2,034.70	\$ 13,833.98	
TOTAL EXPENSES	\$ 8,704.72	\$ 33,590.12	\$ 120.36	\$ 10,895.92	\$ 22,694.20	
OVERALL TOTAL	\$ (498.43)	\$ 434.88	\$ 579.64	\$ (2,275.50)	\$ 2,710.38	

Prepared by Jennifer Roberson, 2022 VP Finance on 8/17/23

Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report -August 2023

Category Description	2022 Actual	2023 Budget	Aug-23	Year-to-Date (YTD)	Difference (Budget - YTD)	Notes
INCOME						
ATD CHIP/Membership Fees/Award	\$ 2,986.29	\$ 2,350.00	\$ 50.00	\$ 1,785.42	\$ 564.58	ATD Income
Meeting Fees	\$ 3,070.00	\$ 8,525.00	\$ 850.00	\$ 4,410.00	\$ 4,115.00	25 Event Registrations
Membership Dues		\$ 2,650.00	\$ 150.00	\$ 1,200.00	\$ 1,450.00	2 Member Level Change; 1 Member Application
ATD Meeting Sponsorship	\$ 250.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
ATD Newsletter Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - Training	\$ -	\$ 1,500.00	\$ -	\$ 2,275.00	\$ (775.00)	
Networking Event Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	
Networking Event Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Event - State Conference	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	
Special Event- State Conference Sponsorships	\$ -	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	Sponsorship - Explorer Pipeline
TOTAL INCOME	\$ 8,206.29	\$ 34,025.00	\$ 2,050.00	\$ 10,670.42	\$ 23,354.58	
EXPENSES						
Board Expense						
National ATD Dues	\$ -	\$ -	\$ -	\$ -	\$ -	
Retreat	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	
ATD Leader's Conference (ALC)	\$ 1,000.00	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	
Treasurer Expense	\$ -	\$ 35.00	\$ -	\$ -	\$ 35.00	
Annual Audit	\$ 937.30	\$ 2,730.00	\$ -	\$ 910.00	\$ 1,820.00	
Various Board Expense	\$ -	\$ -	\$ -	\$ 104.96	\$ (104.96)	
TOTAL Board Expense	\$ 1,937.30	\$ 4,665.00	\$ -	\$ 1,014.96	\$ 3,650.04	
Communications Expense						
GoDaddy Domains	\$ 84.68	\$ 186.30	\$ 143.76	\$ 143.76	\$ 42.54	Go Daddy Domains
Go Daddy Email	\$ 646.92	\$ 770.00	\$ -	\$ 503.16	\$ 266.84	
Wild Apricot Web Site	\$ 1,824.00	\$ 2,052.00	\$ -	\$ 2,304.00	\$ (252.00)	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 539.95	\$ 600.00	\$ -	\$ 635.90	\$ (35.90)	
PO Box Subscription	\$ 156.00	\$ 179.40	\$ -	\$ 166.00	\$ 13.40	
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Communications Expense	\$ 3,251.55	\$ 3,787.70	\$ 143.76	\$ 3,752.82	\$ 34.88	
Meeting Expense						
Annual ATD Program Certification Expense	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	
Facility Charge	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals-Food	\$ -	\$ 7,218.75	\$ 330.65	\$ 2,722.95	\$ 4,495.80	McAllisters from August Event
ATD December Special Program	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	
Recognition Items	\$ 115.99	\$ 600.00	\$ -	\$ -	\$ 600.00	
Special Event (Instructor Fees + Food)	\$ -	\$ -	\$ -	\$ 1,387.89	\$ (1,387.89)	

**Association for Talent Development Tulsa Chapter
Monthly Income and Expense Report -August 2023**

TOTAL Meeting Expense	\$ 215.99	\$ 8,168.75	\$ 330.65	\$ 4,210.84	\$ 3,957.91	
Membership Expense						
Name Badges	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	
Membership Development/Appreciation	\$ 1,071.96	\$ 1,000.00	\$ -	\$ 357.01	\$ 642.99	
New Member Appreciation/Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL Membership Expense	\$ 1,071.96	\$ 1,100.00	\$ -	\$ 357.01	\$ 742.99	
Misc. Expenses						
Online Payment Processing Expense	\$ 228.61	\$ 918.68	\$ 15.83	\$ 234.70	\$ 683.98	Affinipay Credit Card Fees
Oklahoma ATD State Conference	\$ 629.07	\$ 13,000.00	\$ -	\$ 1,000.00	\$ 12,000.00	
Other Special Event Expense	\$ 300.00	\$ 750.00	\$ -	\$ -	\$ 750.00	
Insurance	\$ 1,070.24	\$ 1,200.00	\$ 50.82	\$ 866.65	\$ 333.35	Hartford Insurance Monthly Expense
TOTAL Misc Expense	\$ 2,227.92	\$ 15,868.68	\$ 66.65	\$ 2,101.35	\$ 13,767.33	
TOTAL EXPENSES	\$ 8,704.72	\$ 33,590.12	\$ 541.06	\$ 11,436.98	\$ 22,153.14	
OVERALL TOTAL	\$ (498.43)	\$ 434.88	\$ 1,508.94	\$ (766.56)	\$ 1,201.44	

Prepared by Jennifer Roberson, 2022 VP Finance on 9/4/23

**ATD Tulsa Chapter
Statement of Financial Position as of July 31, 2023**

Assets		Liabilities	
Arvest Checking Account	\$ 2,918.49	Accounts Payable***	\$ -
Arvest Money Market Account	\$ 15,154.93		
Cash	\$ 47.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ 25.00	Total Liabilities	<u><u>\$ -</u></u>
(Less doubtful accounts)**	\$ -	Net Assets	
		Unrestricted Net Assets	\$ 18,145.72
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 18,145.72</u>	Total Net Assets	<u><u>\$ 18,145.72</u></u>
Total Assets	<u><u>\$ 18,145.72</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 18,145.72</u></u>

Prepared by Jennifer Roberson, 2023 VP Finance on August 17, 2023

* Accounts Receivable -\$25 Herrington Gail (Goodwill Industries) 60-90 days past due.

**ATD Tulsa Chapter
Statement of Financial Position as of August 31, 2023**

Assets		Liabilities	
Arvest Checking Account	\$ 4,962.43	Accounts Payable***	\$ -
Arvest Money Market Account	\$ 15,180.67		
Cash	\$ 47.30	Taxes Payable	<u>\$ -</u>
Accounts Receivable in Wild Apricot*	\$ 500.00	Total Liabilities	<u><u>\$ -</u></u>
(Less doubtful accounts)**	\$ 25.00	Net Assets	
		Unrestricted Net Assets	\$ 20,715.40
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 20,715.40</u>	Total Net Assets	<u><u>\$ 20,715.40</u></u>
Total Assets	<u><u>\$ 20,715.40</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 20,715.40</u></u>

Prepared by Jennifer Roberson, 2023 VP Finance on September 3, 2023

* Accounts Receivable - \$500 ATD 2023 Conference Sponsorship Linda Jenkins

** Accounts Receivable -\$25 Herrington Gail (Goodwill Industries) 90+ days past due.

**ATD Tulsa Chapter
Communication Plan
September 2023**

Day	Date	Category	Media	Content / Caption	Notes
Tuesday	9/5/2023	ATD Tulsa Event	Email & LinkedIn	Event reminder	Engaging Modern Day Learners Effectively
Wednesday	9/13/2023	ATD Tulsa Event	Email & LinkedIn	Final event reminder	Engaging Modern Day Learners Effectively
Friday	9/15/2023	ATD Tulsa Event	Email & LinkedIn	Final event reminder	October program (to be confirmed)
Wednesday	9/27/2023	ATD Tulsa Event	Email & LinkedIn	3 week event reminder	October program
Wednesday	11/15/2023	ATD Tulsa Event	Email & LinkedIn	Quarterly ATD Tulsa Newsletter	Statewide conference follow-up and thank you to sponsors and presenters, Power Member promo, promote December program meeting, etc.

SEPTEMBER MEMBERSHIP REPORT

As of August 31st, 2023

Membership Data:

Members: 84 (0)

Power Members: 47 (+1)

Power Members Overdue: 16

Tulsa-only Members: 35 (-1)

Student Members: 0 (+0)

Student Power Members: 0 (0)

% Power Members: 57.14% (+1.16%)

New Members as of 8/31/23: +2

Renewing Members as of 8/31/23: +3

Kelley, Aleisha 67435828 Roxtec	Joint/Power Member (ATD National AND Chapter Member) (Individual) Individual	Active November 15, 2024	aleisha.kelley@roxtec.com Fully subscribed	August 14, 2023
Mansur, Bob 29716539 Credit Employee Performance Solutions	Chapter Member (Chapter Member Only) (Individual) Individual	Active August 14, 2024	bob.mansur@crediteps.com Fully subscribed	August 29, 2023
Schrammel, Lorinda 6947023 Growth Training and Consulting, LLC	Chapter Member (Chapter Member Only) (Individual) Individual	Active April 30, 2024	lorinda@growthtrainingandconsulting.com Fully subscribed	August 14, 2023