

Date & Time: Monday, January 04, 2024 – 4:00pm-6:00pm

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 @ 04:06 pm
 - a. Roll Call – President
 - b. **Quorum established** with 4 out of 4 present (*min. 51% of board members*)
 - i. *Present: Andrew Engelbrecht, President; Kim Boggs, Past President; Crystal Ifekoya, President Elect; Monika Turek, VP of Communications;*
 - ii. Not present (excused): *None*
 - c. Guests Present – Jennifer Roberson, Bob Mansur
 - d. Agenda for January 04, 2024, Board Meeting (**saved in the folder**) – **Motion made, seconded, approved**
 - e. Record meeting minutes-Crystal Ifekoya
2. Board of Directors – President
 - a. Minutes from December 04, 2023 Board Meeting (**saved in the folder**) – **Motion made, seconded, approved**
 - b. Transition Items and Plan discussed
 - c. Per Bylaws, President appointed Board members to fulfill the duties of the following positions unless and until the positions are filled:
 - i. VP of Programming – Monika Turek
 - ii. VP of Finance – Crystal Ifekoya
 - iii. VP of Membership – Kim Boggs
 - iv. VP of Logistics – Crystal Ifekoya
 - v. VP of Administration – Crystal Ifekoya
 - d. Discussed candidacy for VP of Membership (Bob Mansur)
 - e. Discussed strategy for filling vacant Board positions
 - i. Compile list of viable candidates, assigned to Board members to reach out 1-1.
 - ii. If positions remain without a candidate, per bylaws:
 1. President will send email to membership about vacant position.
 2. Information will be posted to ATD Tulsa website and LinkedIn page
 - iii. Consider asking members to join committees
 - f. Discussed and set future Board meetings > 1st Thursday of each month, 4-6p, virtual (Zoom)
 - i. July – Falls on July 4; rescheduled to 7/11
 - g. Discussed NAC Meeting Attendance – waiting on notification from new rep.
3. Governance – President –
 - a. 2024 Board Roster was submitted to ATD National before 12/31/23 > Eligible for drawing.
 - b. Policies & Procedures: Jennifer Roberson will send to board for approval.
 - c. Discussed 2024 Operating Plan – **Motion made, seconded, approved**
 - d. Discussed 2023 Chapter Risk Assessment – Report will be emailed by Andrew to board for approval.
 - e. Discussed 2023 Annual Report – Will be posted to website when completed by Kim Boggs.

- f. Discussed 2023 Chapter Affiliations Requirements (CARE) Report and submission
- g. Discussed Andrew picking up mail will get keys from Jennifer Roberson **Motion made, seconded, approved**
- 4. Finance Report – Outgoing VP of Finance – Jennifer Roberson (**saved in the folder**) - **Motion made, seconded, approved**
 - a. Discussed Jennifer Roberson joining the Finance Committee to assist with reports.
 - b. Discussed 2023 audit was not completed – looking to find a new vendor.
 - i. Crystal Ifekoya and Andrew Engelbrecht will reach out to get bids from respective Vendors and bring back to the board for discussion.
 - c. Discussed the draft budget: Jennifer Roberson, Crystal Ifekoya, and Andrew will meet to finalize and submit to board via email.
 - d. Change Arvest Signatories: Remove Jennifer Roberson and add Andrew Engelbrecht - **Motion made, seconded, approved**
- 5. Communications/Marketing – VP of Communications – Monika Turek
 - a. Monika has scheduled Handoff/meeting with outgoing VP, Cecilia Martin-Smith for January 05,2024
 - b. Gnowbe Revenue Share opportunity was not sent to membership.
 - c. Discussed Communications Plan:
 - d. Discussed website changes and updates
 - e. Discussed marketing ATD Member Appreciation Month
 - f. Discussed Communications Needs & Opportunities
- 6. Membership – VP of Membership – (Open)
 - a. December 2023 Membership Report **Motion made, seconded, approved**
 - b. Discussed 2023 Membership Survey – Gift cards will be sent by Kim Boggs
 - c. Discussed growing membership
- 7. Programming – VP of Programming – (Open)
 - a. Discussed Crystal presenting January Program: **Motion made, seconded, approved**
 - b. Discussed Monika Turek presenting February program: Waiting for RFP
 - c. Discussed Bob Mansur presenting March program **Motion made, seconded, approved**
 - d. Discussed Supporting ATD Member Appreciation month
- 8. Logistics: - VP of Logistics (Open)
 - a. Venue: Received Confirmation from Tulsa Tech for all program meetings except February
 - b. February meeting location Monika will host at Hogan Taylor
- 9. Old Business
- 10. New Business:
 - a. Discussed request from Bob Mansur to email membership: **Motion made to deny request, seconded, approved**
- 11. Confirm Action Items:
 - a. **ACTION ITEM:** Post Vacant board positions on January 15, 2024
 - b. **ACTION ITEM:** Updated Policies and Procedures, 2024 Budget, and Risk Assessment will be email to board.
 - c. **ACTION ITEM:** Andrew picking up mail will get keys from Jennifer Roberson

- d. **ACTION ITEM:** Crystal Ifekoya and Andrew Engelbrecht will reach out to get bids from respective Vendors to complete 2022 Finance reconciliation and bring back to the board for discussion.
 - e. **ACTION ITEM:** Change Arvest Signatories after minutes finalized.
 - f. **ACTION ITEM:** Monika to update website and send out member appreciation month communication.
 - g. **ACTION ITEM:** Kim Boggs to send gift cards to survey participants.
12. Adjourned Meeting @6:09 pm