

Date & Time: Tuesday, September 7, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

1. Meeting called to order by President Linda Jenkins at 4:03 p.m.
 - a. Board Meeting Minutes were taken by VP of Administration, Rachel Wagner
 - b. Roll Call – VP of Administration
All board members in attendance: Linda Jenkins, President; Sunilyn Hertt, President-Elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Rachel Wagner, VP Administration; Lewana Harris, Past-President
Quorum confirmed– *(51% of board members)*
 - c. No guests present
 - d. Agenda for September 7, 2021 Board Meeting – Motion for approval moved, seconded, and approved.

2. Board of Directors – President – Linda Jenkins
 - a. Minutes from August 3, 2021 Board Meeting - motion for approval moved, seconded, and approved.
 - b. Minutes from August 16, 2021 Special Board Meeting – motion for approval moved, seconded and approved.
 - c. Approved Policies - Conflict of Interest, Whistleblower Protection and Document Retention & Destruction – Rachel is in the process of adding these to Policies and Procedures Manual after she clarifies with Walt some of the numbering sequences.

Action Item: Rachel will have a Zoom meeting with Walt to clarify numbering. Rachel will send updated Policies and Procedures Manual to board members after she completes the numbering, edits the Table of Contents, and corrects formatting issues.

Action Item: Rachel will post new Policies and Procedures Manual to Wild Apricot, replacing previous copy.
 - d. Elections Committee Update – President Linda Jenkins
 - i. Board elections information has been posted on ATD Tulsa website.
 - ii. Linda and Walt have set up the board elections and bylaws amendments in SurveyMonkey. Voting will occur via SurveyMonkey from Friday, Sept. 17, 2021 through Friday, Sept. 24, 2021. Members received an email on Sept. 3, 2021 notifying them of elections and the bylaws amendments.
 - iii. Need to identify 2 members to serve on the Credentials Committee with Linda. In the next newsletter and in upcoming Social Media, there will be an appeal for 2 volunteers. These two volunteers will watch Linda pull and export the membership list (of those eligible to receive ballots) on September 16th at a mutually convenient time, about a 15-minute process.

Action Item: Walt and Linda will notify members of volunteer opportunity with Credentials Committee via newsletter and Social Media.

e. NAC Meeting – President-Elect Suni

- 1) Kim attended August NAC meeting on August 17, 2021 @ 1 PM CDT

Action Item: Linda will send state conference information to Krishna and she'll send the information to rest of NAC group.

- 2) Next NAC meeting will be on Tuesday, September 21, 2021 at 1 PM CDT – Kim and Suni will attend. Linda and Rachel tentatively scheduled to attend.

3. Governance – President Linda

Airtable – All board members encouraged to update as projects completed.

4. Financial – President Linda

a. Financial Reports as of August 31, 2021

- i. Per Statement of Financial Position, we have Total Assets of \$21,588.40 including \$6,514.78 in our Checking Account and \$15,000.32 in our Money Market account.
- ii. Per board authorization, Linda went in person (to Arvest) to open a Business Money Market account on August 6, 2021 and \$15,000 was transferred from Checking to Money Market account.
- iii. Per Income and Expense Report:

Total August 2021 Income = \$1,307.00 (mostly from conference registrations and sponsorships)

Total August 2021 Expense = \$249.14

Overall August 2021 Total = \$1,057.86

Motion made to accept Financial Reports as of August 31, 2021 seconded, and approved.

b. ATDOK21 Budget Report

Total August 2021 Income = \$987.00

Total August 2021 Expense = \$333.35

Overall August 2021 Total \$653.65

c. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming

- i. System for use of Zoom account by all board members. Linda will use it for the next Conference meeting.

Action Item: Linda – add to Agenda for November board meeting - additional TechSoup purchases to consider

5. Membership – VP of Membership – Kim Boggs

a. Monthly Membership Report

Total Membership as of 8/31/21 – no change from last month

PM: 51 (0) (8 past due) – several will be moved to non-member status.

Tulsa: 26 (0)

Student: 2 (0)

Student PM: 1 (0)

PM/Membership: 61% (0)

Motion made to accept Membership Report as of August 31, 2021 seconded, and approved.

Action Item: Kim will call Stu Ward since his membership only expired on 8/31/21 to see if he plans to renew. He was at ATD21 in Salt Lake City.

b. Report/Feedback re August 27th Membership Event at Neighborhood Jam – good turnout, only 1 RSVP didn't show up.

c. Plans/ideas for next membership event were discussed.

i. Decision to have in-person event outside at Mother Road Market at 11th and Lewis. ATD will take care of food purchases; members will pay own alcohol. Date: Tuesday, Sept. 28th, 4:00-6:00 p.m.

ii. Kim recommended not having a member event in October because of the State Conference. Will plan a combined November/December member event. Perhaps do an event first week in December which is Employee Learning Week.

Action Item: Linda will bring signage to event to place on outside tables to indicate where to meet.

b. Plans for Annual Member Survey

i. Kim says it will go out sometime this year.

ii. Question will include location venue options (OSU BS Roberts Room, one of the public libraries such as Hardesty, or possibly at Tulsa Tech., day of week, time of day (breakfast, afternoon), whether to meet online or in person or hybrid, etc.)

Action Item: Kim will have draft of Member Survey at October board meeting. Kim will create questions for Member Survey (including above in b. ii).

Action Item: After results of Member Survey are in, Kim will contact member Ann Wheeler and/or Susan Nightingale who work at Tulsa Tech re: options for meeting there; will look into other low/no cost venues that have all the technology we need for hybrid events/programming.

Break 5:00 – 5:07 p.m. (Lewana left at 5:01 p.m.; Suni left at 5:30 p.m.)

6. Programming – VP of Programming – Walt

- a. Program meeting session videos (below) for attendees were sent out.
 - i. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
 - ii. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
 - iii. August 20, 2021 Program Meeting – Seven Simple Rules for Making Slides That Make Sense

- b. Program Evaluation Summary – good feedback on August Program Meeting – Seven Simple Rules for Making Slides That Make Sense (attached)

- c. Plans for September 17, 2021 Program Meeting
 - i. Topic & Presenter – All Leadership is Change Leadership: Effective Change Management Strategies in Our New Normal with Kimara Mayberry, Senior Human Resources Business Partner for SpartanNash, and Founder & Principal Consultant for Platinum Consulting Group
 - ii. Accommodations – Virtual via Zoom. Linda will do PPT slides.
 - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT.
 - 8 people currently registered
 - Kamara also promoting it
 - iv. Board Member Attendance & Participation – Walt and Linda currently registered; Rachel unable to attend due to Rotary Conference in Arkansas.
 - 1. Reminder to VOTE on Elections & Bylaws Amendments
 - 2. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
 - 3. Pitch to Attend Statewide Virtual Conference – Accessibility by Design
 - v. Post Meeting Evaluation Online Distribution by Monday, September 20, 2021 & Options to use Zoom polls at the beginning and end of the session to ask marketing questions currently included on evaluation.
 - vi. November Program Meeting – Coordinating logistics for ICE Takeaways

Action Item: Suni to coordinate with Andrea and others who attended ATD21 – International Conference & Expo (ICE) (Shelby, Stu Ward, Myra Fanning) to see who wants to share a favorite takeaway during November Program Meeting.

Action Item: Walt and Kim – do Zoom meeting to plan December Trainer Throw Down and Employee Learning Week Activities
 - vii. 2022 Programming Q1 - Most programs planned for Q1 2022. January: State of the Industry (Have each board member share like they did in January 2021). February: Going Solo. March: Tammy Means

- d. Plans for Statewide Conference – President-Elect Suni
 - i. Date: Thursday, October 28, 2021
 - ii. Keynote Speaker: Dr. Maureen Orey, Workplace Learning and Performance Group

- iii. Title & Theme: Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
- iv. Registrations as of 8-31-21: 7
- v. Sponsorships as of 8-31-21: 1 @ \$500

Action Item: Suni will send board sponsorship levels (marketing piece) which includes registration.

- vi. Next Steps:
 - a. Planning Meeting Scheduled for Sept. 14th at 3:30 p.m.
 - Will have a more robust discussion of marketing and getting people to register.
 - b. Marketing/Communications via email and social media
 - Walt emailed Lauren for ATD members in OK and surrounding states to help us promote.
 - Presenters are “liking” the posts they’re tagged in.
 - Suni has short videos from presenters that can be used in some of our posts.
 - COC-ATD Communications – they said they will promote but we don’t know what they’re doing.

Action Item: Kim will contact Krishna (NAC) re promoting it.

7. Communications –

- a. Communications Plan for 2021
 - Build social media following on LinkedIn with posts four to five times per week – Now have 141 followers. Would like to grow more as we head into the Conference.
 - Algorithms rank posts higher if we share and make comments, versus just “liking” it.
- b. Communications Scheduled for September - Newsletter
 - Special Announcement to ATD Tulsa members only on September 8th or 9th?
 - a. Elections – Three Candidates and bylaws changes
 - b. Process/Code for attending COC-ATD events at Chapter Member rate is “Tulsa”
 - c. September Program Meeting
 - d. Register for Statewide Conference on October 28, 2021

Action Item: Walt to get September newsletter out by end of week.

- September Program Meeting Announcements and Invitations

Action Item: Linda will send graphics to Kim re: highlighting member highlights

Action Item: Linda will prepare ATDOK21 graphics featuring sponsorship opportunities, presenter spotlights, FAQs, and registration rates.

c. Communications Needs & Opportunities

Action Item: Kim – when she sends emails to new and renewing people, to include that if they want to attend a COC-ATD event as a partner chapter to use the code “Tulsa”

8. Old Business - none

9. New Business - none

10. Confirm Dates for Next Two Board Meetings

a. October Board Meeting – Tuesday, October 5th

Note that we will likely need to hold another board meeting in October regarding logistics, marketing etc., for Statewide Conference on October 28th

b. November Board Meeting – Tuesday, November 2nd

11. Confirm Action Items

Rachel - will have a Zoom meeting with Walt to clarify numbering. Rachel will send updated Policies and Procedures Manual to board members after she completes the numbering, edits the Table of Contents, and corrects formatting issues.

Rachel -will post new Policies and Procedures Manual to Wild Apricot, replacing previous copy.

Walt and Linda will notify members of volunteer opportunity with Credentials Committee via newsletter and Social Media.

Linda - will send state conference information to Krishna and she'll send the information to rest of NAC group.

Linda – add to Agenda for November board meeting - additional TechSoup purchases to consider

Kim - will call Stu Ward since his membership only expired on 8/31/21 to see if he plans to renew (versus moving him to non-member status). He was at the ATD program meeting last week.

Linda - bring signage to October Member event at Mother Road Market to place on outside tables to indicate where to meet.

Kim - will have draft of Member Survey at October board meeting. Kim will create questions for Member Survey (including above in b. ii).

Kim - After results of Member Survey are in, will contact member Ann Wheeler and/or Susan Nightingale who work at Tulsa Tech re: options for meeting there; will look into other low/no cost venues that have all the technology we need for hybrid events/programming.

Suni - to coordinate with Andrea and others who attended ICE (Shelby, Stu Ward, Myra Fanning) to see who wants to share a favorite takeaway from ICE at November program meeting.

Walt and Kim – do Zoom meeting to plan December Throw Down

Suni -will send board sponsorship levels (marketing piece) which includes registration.

Linda - Statewide Conference Communications

Linda - will send graphics to Kim re: highlighting member highlights

Linda - will prepare ATDOK21 graphics featuring sponsorship opportunities, presenter spotlights, FAQs, and registration rates.

Kim - will contact Krishna (NAC) re promoting State Conference

Kim – when she sends emails to new and renewing people, to include that if they want to attend a COC-ATD event as a partner chapter to use the code “Tulsa”

12. Meeting adjourned at 5:43 p.m.

Minutes prepared and submitted by Rachel Wagner, VP of Administration

Date & Time: Tuesday, September 7, 2021 from 4:00 PM to 6:00 PM

Location: Virtual via Zoom

<https://us02web.zoom.us/j/7496535431?pwd=R0hrSktvcHpxVVE5UUZNcm1XQnJ6dz09>

Meeting ID: 749 653 5431

Passcode: 6P8XST

1. Call Meeting to Order - President
 - a. Board Meeting Minutes will be taken by VP of Administration
 - b. Roll Call – VP of Administration
 - c. Confirm Quorum – Declare if Quorum is or is not Present (*51% of board members*)
 - d. Guests Present - Acknowledge and Record
 - e. Agenda for September 7, 2021 Board Meeting – **Review and Approve**

2. Board of Directors – President
 - a. Minutes from August 3, 2021 Board Meeting – **Review and Approve** – VP of Administration (**attached**)
 - b. Minutes from August 16, 2021 Special Board Meeting – **Review and Approve** – VP of Administration (**attached**)
 - c. Approved Policies - Conflict of Interest, Whistleblower Protection and Document Retention & Destruction - added to Policies and Procedures Manual and updated Manual distributed? – VP of Administration
 - d. Elections Committee Update – President
 - i. Elections information posted on ATD Tulsa website
 - ii. Linda and Walt have setup the board elections and bylaws amendments in SurveyMonkey
 - iii. Need to identify 2 members to serve on the Credentials Committee with Linda – Would like to request volunteers to do it in the newsletter and on social media. They just must watch Linda pull and export the membership list on September 16th at a time that works for all the members
 - iv. Voting on the board member candidates and bylaws changes will occur via SurveyMonkey from Friday, September 17, 2021 through Friday, September 24, 2021
 - e. NAC Meeting – President-Elect
 - 1) Kim attended August NAC meeting on August 17, 2021 @ 1 PM CDT
 - 2) Need at least one board member to attend NAC meeting on Tuesday, September 21, 2021 at 1 PM CDT – Linda tentatively scheduled to attend

3. Governance – President
 - a. Airtable – All board members encouraged to update as projects completed

4. Financial - President
 - a. Financial Reports as of August 31, 2021 – **Review and Accept** (**attached**)
 - i. Per Statement of Financial Position, we have Total Assets of \$21,588.40 including \$6,514.78 in our Checking Account and \$15,000.32 in our Money Market account.
 - ii. Per board authorization Business Money Market account opened on August 6, 2021 and \$15,000 transferred from Checking to Money Market account.

iii. Per Income and Expense Report:

Total August 2021 Income =	\$1,307.00
<u>Total August 2021 Expense =</u>	<u>\$249.14</u>
Overall August 2021 Total =	(\$1,057.86)

b. ATDOK21 Budget Report

Total August 2021 Income =	\$987.00
<u>Total August 2021 Expense =</u>	<u>\$333.35</u>
Overall August 2021 Total	\$653.65

- c. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming
- i. System for use of Zoom account by all board members?
 - ii. Options to consider other TechSoup purchases?

5. Membership – VP of Membership

- a. Monthly Membership Report - **Review and Accept**
Total Membership as of 8/31/21:
- b. Report/Feedback re August 27th Membership Event at Neighborhood Jam?
- c. Plans/ideas for next membership event?
- b. Plans for Annual Member Survey?

6. Programming – VP of Programming

- a. Update on plans for distributing session videos for attendees?
 - i. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom
 - ii. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light
 - iii. August 20, 2021 Program Meeting – Seven Simple Rules for Making Slides That Make Sense
- b. Program Evaluation Summary - August Program Meeting – Seven Simple Rules for Making Slides That Make Sense (**attached**)
- c. Plans for September 17, 2021 Program Meeting - Content & Logistics:
 - i. Topic & Presenter – All Leadership is Change Leadership: Effective Change Management Strategies in Our New Normal with Kimara Mayberry, Senior Human Resources Business Partner for SpartanNash, and Founder & Principal Consultant for Platinum Consulting Group
 - ii. Accommodations – Virtual via Zoom
 - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
 - iv. Board Member Attendance & Participation – Walt and Linda currently registered:
 1. Elections & Bylaws Amendments – VOTE!
 2. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
 3. Pitch to Attend Statewide Virtual Conference – Accessibility by Design

- v. Post Meeting Evaluation Online Distribution by Monday, September 20, 2021 & Options to use Zoom polls at the beginning and end of the session to ask marketing questions currently included on evaluation
 - d. Plans for Statewide Conference – President-Elect
 - i. Date: Thursday, October 28, 2021
 - ii. Keynote Speaker: Dr. Maureen Orey, Workplace Learning and Performance Group
 - iii. Title & Theme: Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
 - iv. Registrations as of 8-31-21: 7
 - v. Sponsorships as of 8-31-21: 1 @ \$500
 - vi. Next Steps:
 - a. Planning Meeting Scheduled?
 - b. Marketing/Communications via email and social media
7. Communications –
- a. Communications Plan for 2021
 - 1. Build social media following on LinkedIn with posts four to five times per week – Now have 139 followers
 - b. Communications Scheduled for September
 - 1. Special Announcement to ATD Tulsa members only on September 8th or 9th?
 - a. Elections – Three Candidates and bylaws changes
 - b. Process/Code for attending COC-ATD events at Chapter Member rate is “Tulsa”
 - c. September Program Meeting
 - d. Register for Statewide Conference on October 28, 2021
 - 2. September Program Meeting Announcements and Invitations
 - 3. Statewide Conference Communications
 - 1. Sponsorship Opportunities
 - 2. Presenter Spotlights
 - 3. Registration Rates
 - 4. FAQs
 - c. Communications Needs & Opportunities
8. Old Business
9. New Business
10. Confirm Dates for Next Two Board Meetings
- a. Date for October Board Meeting – Tuesday, October 5th
 - b. Note that we will likely need to hold another board meeting in October regarding logistics, marketing etc., for Statewide Conference on October 28th
 - c. Date Options for November Board Meeting – Tuesday, November 2nd, Wednesday, November 3rd or Thursday, November 4th

11. Confirm Action Items

12. Adjourn Meeting

Date & Time: Tuesday, August 3, 2021, 4:00 PM to 6:00 PM

Location: Virtual via Zoom

Meeting Minutes

1. Meeting called to order by President Linda Jenkins at 4:10 p.m.
 - a. Board Meeting Minutes were taken by VP of Administration, Rachel Wagner
 - b. Roll Call – VP of Administration
All Board Members in attendance: Linda Jenkins, President; Sunilyn Hertt, President-Elect; Walt Hansmann, VP Programming; Kim Boggs, VP Membership; Rachel Wagner, VP Administration; Lewana Harris, Past-President (arrived 4:12)
 - c. Quorum confirmed (*51% of board members, had 100% present*)
 - d. No guests
 - e. Agenda for August 3, 2021 Board Meeting – Motion for approval moved, seconded, and approved.
2. Board of Directors – President – Linda Jenkins
 - a. Minutes from July 6, 2021 Board Meeting – motion for approval moved, seconded, and approved.
 - b. Bylaws and Policies Committee Policies for Review and Approval – VP of Administration
 - i. 3 sub-committees met separately via Zoom in June and July; full Bylaws/Policies Committee met July 20 to review, edit and recommend the 3 newly created policies (Conflict of Interest, Whistleblower Protection, and Document Retention and Destruction) for Board approval.
 - ii. Motion was made, seconded, and approved for acceptance of all three policies created by the Bylaws/Policies Committee.

Action Item: Walt and Rachel will coordinate a time to add these policies to the Policies Manual.

- c. Elections Committee Update – President
 - i. Only one completed set of nominations forms received as of 8-3-21
 - ii. Board members can recruit members to encourage participation
 - iii. Reminder email message will be sent to members on 8-4-21
 - iv. Social media posts on LinkedIn, Twitter, and Facebook on 8-4-21

Action Item: Linda, Walt will send out email and social media posts re: board member nominations

Action Item: Suni will put together a brief video to encourage members to submit nomination forms that Linda can share on LinkedIn

- d. NAC Meeting – President-Elect
 - 1) ATD Chapter Leader Networking event held on July 13th for 1 hour (in lieu of July NAC meeting) – Main topic of discussion: value propositions for Chapters. Linda attended and also shared about the state conference.
 - 2) NAC Meeting August 17, 2021 @ 1 p.m. CDT

Action Item: Kim will attend. Linda and Suni tentatively plan to attend.

3) NAC meeting on Tuesday, September 21, 2021 at 1 p.m. CDT

Action Item: Kim and Linda will attend; possibly Rachel.

3. Governance – President

- a. Airtable – All board members encouraged to update as projects completed and not put off until end of year.

4. Financial - President

a. Financial Reports as of July 31, 2021

- i. Per Statement of Financial Position, we have total assets of \$20,863.57 including \$20,863.57 in our Arvest checking account as of July 31, 2021.
- ii. Per Income and Expense Report:

Total July 2021 Income =	\$377.08
Total July 2021 Expense =	<u>\$1,409.03</u>
Overall July 2021 Total =	(\$1,031.95)

Motion for acceptance of Financial Reports as of July 31, 2021. Moved, seconded, and approved.

- b. Per notification from ATD, we have paid \$700 for a team of five (5) 2022 board members to attend virtual ALC in November.
- c. With approved minutes for May board meeting, Linda scheduled two phone call appointments with Arvest to establish Business Money Market account and transfer \$15,000 into the account from the Business Checking Account. Arvest did not call at scheduled appointment times. Linda has now scheduled in-person meeting for Friday, August 6, 2021 at 10 AM.

Action Item: Linda will have an in-person meeting with Arvest on August 6, 2021 to establish the Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.

d. Annual Financial Compilation Report

Moved, seconded, and approved Annual Compilation Report by M&M Consulting Partners PLLC.

- e. Review of draft Compilation Report resulted in need to revise Statement of Financial Position and Income & Expense Report as of December 31, 2020. Linda reviewed all transactions and found two errors that resulted in the need for a revised Statement of Financial Position and Income & Expense Report as of December 31, 2020.

Moved, seconded, and approved the revised Statement of Financial Position and Income & Expense Report as of December 31, 2020 “in compliance with the information that came out of the Compilation.”

f. Purchased ATD Tulsa Zoom account via TechSoup – VP of Programming Walt

- i. Will use it for next two Program Meetings

- ii. No procedures developed yet for board members using it

5. Membership – VP of Membership

a. Monthly Membership Report

Total Membership as of 7/31/21: 84 (0)

PM: 51 (0) (7 Past due)

Tulsa: 26 (+1)

Student: 2 (No change)

Student PM: 1 (no change)

PM/Membership: 61% (0)

All seven past-due Power Members as of 7/31/2021 have been emailed personally by Kim in addition to ATD automatic emails.

Motion made, seconded, accepted Monthly Membership Report

- b. ATD Automatic Renewal Opportunity – Vote needed if we want to opt out of 10% discount for renewal participants (attached) Note: Item not addressed during board meeting.
- c. August Membership Event Ideas – With uptick of Covid, board members are comfortable with holding an outdoor event vs. indoor event. Possibly in-person morning event/breakfast in patio area of Neighborhood JAM at 61st/Yale. Option for ATD Tulsa to pay for coffee/bagels. Possibly do 5 ice breakers at event.

Action Item: Rachel will contact Neighborhood JAM on 8/4 for information re: use of their patio area and capacity. Will email board same day since we're looking at a late August date.

Break - 4:52 p.m. Resumed - 4:59 p.m.

6. Programming – VP of Programming

a. Update on plans for distributing session videos for attendees

- i. May 21, 2021 Program Meeting – Tips & Tricks for Training in Zoom – located under Monthly Programs on website. Have to be logged in to access.
- ii. June 18, 2021 Program Meeting – Copyright Law for Learning Professionals: Shedding Some Light – Walt will edit and get it on website.

Action Item: Walt will edit June 18 Program Meeting and will send email to members that both these videos are available. Will send a link.

- b. Program Evaluation Summary - July Program Meeting - The Skillset Economy presented by Jon Tota. Only a few evals received. Ratings per our normal.
- c. Plans for August 20, 2021 Program Meeting
 - i. Topic & Presenter was supposed to be: Staying on the Path to Making Training Stick with Dr. Tammy Means, PhD, Chief Learning Officer, Make Training Stick. During board meeting, Tammy emailed Walt that she would need to reschedule. No other presenters are in pipeline.

Action Item: Walt will investigate other workshop options to confirm new speaker as soon as possible.

Action Item: Rachel will give feedback on Bob Schooley as a possible presenter since she will hear him speak on 8/4 at Bixby Metro Chamber lunch meeting.

- ii. Accommodations – Virtual via ATD Zoom
 - iii. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
 - iv. Board Member Attendance & Participation – Walt, Linda, Kim, and Rachel currently registered
 - 1. Elections Update
 - 2. Pitch to Attend Future Program Meetings and Ideas for Future Meetings
 - 3. Power Membership Promotional Activities – ATD21 ICE Team
 - v. Post Meeting Evaluation Online Distribution by Monday, August 23, 2021 & Options to use Zoom polls at the beginning of the session to ask marketing questions currently included on evaluation.
- d. Plans for Statewide Conference – President-Elect
- i. Date Selected – Thursday, October 28, 2021
 - ii. Keynote Speaker – Dr. Maureen Orey, Workplace Learning and Performance Group
 - iii. Title & Theme - Accessibility by Design: Integrating Accessibility Principles into Your Talent Development Strategies
 - iv. Items for Review and Approval:
 - 1. Conference Budget
 - a. Conference Registration rates schedule

Action Item – Conference Committee will meet again soon to confirm conference registration fees. Suni will send this information to board to discuss at a separately scheduled board meeting so Walt can set up in Wild Apricot.
 - 2. Conference platform services provided by Training Umbrella

Motion to accept proposal from Training Umbrella as State Conference platform, seconded, approved.

Action Item – Suni will confirm with Training Umbrella that we accepted their proposal and will move forward with them.
 - c. Honorariums for presenters – no discussion on this at board meeting
 - d. ATD Tulsa branded polo shirts will be provided for Conference Planning Committee members. Also, can provide for board members, Rachel and Lewana, who aren't on Planning Committee if they volunteer at conference.

Action Item: Linda will get polo shirt size info to Rachel and Lewana.
 - 3. RFP's for Conference presenters

Speakers are fully vetted by Conference Committee. Agenda structure will have 30-minute breaks in between sessions, per recommendation of Training Umbrella.

Motion to approve Conference Agenda and presenters that Suni presented, seconded, approved.

Action Item – Suni will send conference agenda and RFPs to board members.

7. Communications

a. Communications Plan for 2021

1. Continue to build social media following on LinkedIn with posts four to five times per week – Now have 124 followers on LI.

b. Communications Scheduled for August

1. Special Announcement to ATD Tulsa members only on August 4th re: the following:
 - a. Elections – Nomination Forms due by August 6, 2021
 - b. 2020 Annual Report – that it's posted and available for download by members
 - c. Process/Code for attending COC-ATD events at Chapter Member rate is "Tulsa"
 - d. August Program Meeting – that details will be coming soon
 - e. Save the Date for Statewide Conference on October 28, 2021 – conference website and registration coming soon!
2. August Program Meeting Announcements and Invitations
3. Statewide Conference Communications – once website is established after August 16, 2021

c. Communications Needs & Opportunities –

Action Item – Suni will try to do a brief video for LinkedIn encouraging members to consider board opportunities. Linda will post it when she gets it from Suni.

8. Old Business - none

9. New Business - none

10. Confirm Dates for Next Two Board Meetings

- a. September Board Meeting – **Tuesday, September 7**, 4-6 p.m.
- b. October Board Meeting – **Tuesday, October 5**, 4-6 p.m.

11. Action Items

- **Walt** and **Rachel** will coordinate a time to add the 3 new policies to the Policies Manual.
- **Linda** and **Walt** will send out email and Social Media posts re: board member nominations
- **Suni** will put together a brief video to encourage members to submit board nomination forms that **Linda** can share on LinkedIn
- **Kim** will attend August 17 NAC meeting. **Linda** and **Suni** tentatively plan to attend.
- **Kim** and **Linda** will attend September 21 NAC meeting; possibly **Rachel**.
- **Linda** will have an in-person meeting with Arvest on August 6, 2021 to establish the Business Money Market account and transfer \$15,000 into the account from the Business Checking Account.
- **Rachel** will contact Neighborhood JAM on 8/4 for information re: use of their patio area and capacity. Will email board same day since we're looking at a late August date.

- **Walt** will edit June 18 Program Meeting (Copyright Law) and will send email to members that both these videos are available. Will send a link.
- **Walt** will investigate other workshop options to confirm new speaker as soon as possible.
- **Rachel** will give feedback on Bob Schooley as a possible presenter since she will hear him speak on 8/4 at Bixby Metro Chamber lunch meeting.
- **Conference Committee** will meet again soon to confirm conference registration fees. **Suni** will send this information to board to discuss at a separately scheduled board meeting so **Walt** can set up in Wild Apricot.
- **Suni** will confirm with Training Umbrella that we accepted their proposal and will move forward with them.
- **Linda** will get polo shirt size info to Rachel and Lewana.
- **Suni** will send conference agenda and RFPs to board members.

12. Meeting adjourned 5:51 p.m.

Minutes respectfully submitted by Rachel Wagner, VP of Administration, 8/9/21

Date & Time: Monday, August 16, 2021 from 4:00 – 5:00 p.m.

Location: Virtual via Zoom

Meeting Minutes

1. Meeting called to order by President Linda Jenkins at 4:03 p.m.
 - a. Roll Call by VP of Administration, Rachel Wagner
 - b. Board members in attendance: Linda Jenkins, President; Suni Hertt, President-Elect; Walt Hansmann, VP of Programming; Kim Boggs, VP of Membership; Rachel Wagner, VP of Administration. Lewana Harris, Past-President arrived 4:07 p.m.
 - c. Quorum confirmed – *over 51% of board members*
 - d. No guests in attendance
 - e. Motion made, seconded and approved to approve Agenda for August 16, 2021 Board Meeting

2. Elections Committee Update by President Linda Jenkins (attached)
 - a. Have received 3 complete nomination packets – Andrea Gentis for VP of Marketing, Kim Boggs for VP of Membership, and Walt Hansmann for VP of Programming. All are members and have been confirmed by Election Committee that they are eligible to run for office.
 - b. Andrea Gentis has resigned from Election Committee because she had submitted a nomination packet.
 - c. Elections Committee recommends nominations be opened and received again after first of year for vacant positions. Per bylaws, 2022 board may appoint members to serve in vacant positions.

3. Plans for Statewide Conference Update by President-Elect Sunilyn Hertt
 - a. Final conference registration fee schedule – shown on PowerPoint slide (attached).

Motion made to approve the final conference fee schedule, seconded, and approved.

Registration link will be in Wild Apricot by end of the week.
 - b. Conference Agenda – breakdown of events shown on PowerPoint slide (attached).

Motion made to approve completed itemized conference schedule/agenda, seconded, and approved.
 - c. Conference Expenditure Budget (PowerPoint slide attached)
 - i. Includes Polo shirts for Committee members and two board members (volunteers at Conference)
 - ii. Includes TSHA agreement for interpreter services – Currently have 4 interpreters for 8 hours each.
 - iii. Discussion re: budgeting for HRCI certification at approximately \$250 which would allow for HR professionals to get continuing education credits.

Motion to approve final conference budget for \$10,750, which includes addition of HRCI fee of \$250 and Affinipay fee of \$500, seconded, and approved.

Action Item – Suni and committee will check on procedures to apply for HRCI credits

- d. RFPs for Two Workshop Presenters (PowerPoint slides attached)
 - i. Gwen Navarrete Klapperich, KITA – topic is “Go Beyond Accessibility to Reach All Learners”
 - ii. Mary Lightfoot, Gallaudet University – who works with deaf and hard-of-hearing participants

Motion made to approve both speakers, seconded, and approved.

- e. Sponsorship Opportunities – PowerPoint slide shown to illustrate sponsorship levels

Committee members will ask businesses for sponsorships, ex: Hilti with more than one member from their company.

Motion to accept sponsorship schedule with addition of logo on Tulsa website for In Kind and \$250 levels (duration of 1 month for In Kind and duration of 3 months for \$250 level), seconded, and accepted.

- f. Next Steps

Action Item – Suni and Conference Committee will work on marketing for conference, coordinated with other ATD Tulsa communications and Central Oklahoma Chapter

Action Item – Walt will get conference registration link up

4. Plans for August 20, 2021 Program Meeting - Content & Logistics Update by VP Programming, Walt Hansmann

- a. Topic & Presenter - *7 Simple Rules for Making Slides That Make Sense*, presented by Wendy Gates Corbett, President and Chief Presentation Officer, Refresher Training. LLC / Signature Productions, LLC
- b. Accommodations – Virtual via Zoom
- c. Workshop Program – 12:00 PM to 1:00 PM with Welcome & Announcements from 11:45 AM to 12 PM and Networking from 1 PM to 1:30 PM CDT
- d. Board Member Attendance & Participation – Walt, Linda, Rachel, and Suni currently registered
 - i. Elections Update
 - ii. Pitch to Attend Future Program Meetings
 - iii. Pitch to Attend Statewide Conference
 - iv. Power Membership Promotional Activities – ATD21 ICE Team
- e. Walt may not be able to attend. Will need Linda to claim host on ATD Zoom account.

Action Item – Walt will share with Linda on ATD Zoom account how to claim host.

- f. Post Meeting Evaluation Online Distribution by Monday, August 23, 2021. Options to use Zoom polls at the beginning of the meeting to ask marketing questions currently included on evaluation
5. Plans for August Member Event – Content and Logistics Update by VP of Membership, Kim Boggs
- a. Date and time: August 27, 2021, 7:30-8:30 a.m. CDT
 - b. Location: Neighborhood Jam, 4830 E 61st, Suite 300 (61st & Yale)
 - c. We will meet outside on the patio and enjoy breakfast treats and informal networking. Patio has umbrellas over tables for shade/rain. If there is rain, we will meet inside rather than rescheduling.
 - d. Board members already registered: Walt, Kim, Linda, and Rachel
 - e. There is \$400 budgeted for membership appreciation/recognition. Each person individually orders; Linda will bring ATD Tulsa debit card to pay for food & beverages.

Action Item: Kim will contact Neighborhood Jam to give a heads up that our group will be arriving there and plan to use the outside patio table area.

Action Item: Kim will send email with link to register for Member event on morning of 8/17/21. Will send additional email reminder to those registered 2 days before event. Will send new email 2 days before event to remind people to register.

6. Confirm Action Items
- **Suni and State Conference Committee** will work on marketing for conference, coordinated with other ATD Tulsa communications and Central Oklahoma Chapter
 - **Walt** will get conference registration link up
 - **Walt** will share with Linda on ATD Zoom account how to claim host.
 - **Suni and State Conference Committee** Suni and committee will check on procedures to apply for HRCI credits
 - **Kim** will contact Neighborhood Jam to give a heads up that our group will be arriving there and plan to use the outside patio table area.
 - **Kim** will send email with link to register for Member event on morning of 8/17/21. Will send additional email reminder to those registered 2 days before event. Will send new email 2 days before event to remind people to register.
7. Meeting adjourned 5:04 p.m. (Lewana had to leave at 4:45 p.m.)

Minutes respectfully prepared by Rachel Wagner, VP Administration on 8/17/21

**ATD Tulsa Chapter
Statement of Financial Position as of August 31, 2021**

Assets		Liabilities	
Arvest Checking Account	\$ 6,514.78	Accounts Payable	\$ -
Arvest Money Market Account	\$ 15,000.32	Taxes Payable	<u>\$ -</u>
Cash	\$ 73.30	Total Liabilities	<u><u>\$ -</u></u>
Accounts Receivable in Wild Apricot*	\$ -	Net Assets	
(Less doubtful accounts)**	\$0.00	Unrestricted Net Assets	\$ 21,588.40
		Temporarily Restricted Net Assets	\$ -
		Permanently Restricted Net Assets	\$ -
Total Cash Assets	<u>\$ 21,588.40</u>	Total Net Assets	<u><u>\$ 21,588.40</u></u>
Total Assets	<u><u>\$ 21,588.40</u></u>	Total Liabilities Plus Net Assets	<u><u>\$ 21,588.40</u></u>

* Accounts Receivable (0 to 90 Days)

**Doubtful Accounts are unpaid invoices greater than 90 days old with Unknown Status

Note: Per board authorization Business Money Market account opened on August 6, 2021 and \$15,000 transferred from Checking to Money Market account.

Prepared by Linda Jenkins, 2021 President on 9-1-21

**Association for Talent Development Tulsa Chapter
Income and Expense Report for August 2021**

Category Description	2020 Actual	2021 Approved Budget	Aug-21	2021 Total	Difference (+/-)	Notes
INCOME						
ATD ChIP/Membership Fees	\$ 2,208.09	\$ 1,500.00		\$ 1,827.93	\$ (327.93)	
Meeting Fees	\$ 3,730.00	\$ 4,000.00	\$ 220.00	\$ 1,610.00	\$ 2,390.00	\$180 for August 2021 Program Meeting (Slides) & \$40 for September 2021 Program Meeting (Change Management)
Membership Dues	\$ 2,875.00	\$ 5,150.00	\$ 100.00	\$ 1,125.00	\$ 4,025.00	1 New @ \$50 and 1 Renewal @ \$50
ATD Meeting Sponsorship	\$ 250.00	\$ 1,000.00		\$ -	\$ 1,000.00	
ATD Newsletter Sponsorship	\$ -	\$ 200.00		\$ -	\$ 200.00	
Special Event - Training	\$ -	\$ 3,000.00		\$ -	\$ 3,000.00	
Networking Event Sponsorship	\$ -	\$ 300.00		\$ -	\$ 300.00	
Networking Event Fees	\$ 190.00	\$ 400.00		\$ -	\$ 400.00	
Special Event - State Conference	\$ -	\$ 10,000.00	\$ 487.00	\$ 487.00	\$ 9,513.00	\$487 = 6 ATD Tulsa Members @ \$60 each (\$360), 1 Guest @ \$100 & 1 Hansmann Polo @ \$27
Special Event- State Conference Sponsorships	\$ -	\$ 3,000.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$500 - Jenkins Consulting Group Sponsorship
TOTAL INCOME	\$ 9,253.09	\$ 28,550.00	\$ 1,307.00	\$ 5,549.93	\$ 23,000.07	
	\$ -			\$ -	\$ -	
EXPENSES	\$ -			\$ -	\$ -	
Board Expense	\$ -			\$ -	\$ -	
National ATD Dues	\$ -	\$ -		\$ 179.00	\$ (179.00)	
Retreat	\$ -	\$ 120.00		\$ -	\$ 120.00	
ATD Leader's Conference (ALC)	\$ 700.00	\$ 3,500.00		\$ 700.00	\$ 2,800.00	Early Bird Payment for 5 2022 ATD Tulsa Board Members to attend virtual ALC in November
Treasurer Expense	\$ 7.50	\$ 350.00		\$ -	\$ 350.00	
Annual Audit	\$ 1,200.00	\$ 1,300.00		\$ 1,260.00	\$ 40.00	2nd (final) payment to M&M Consultants for 2020 Compilation Report
TOTAL Board Expense	\$ 1,907.50	\$ 5,270.00	\$ -	\$ 2,139.00	\$ 3,131.00	
	\$ -			\$ -	\$ -	
Communications Expense	\$ -			\$ -	\$ -	
GoDaddy Domains	\$ 84.68	\$ -		\$ -	\$ -	
Go Daddy Email	\$ 119.76	\$ 540.00	71.88	\$ 646.92	\$ (106.92)	Annual Renewal for Finance@tdtulsa.org
Wild Apricot Web Site	\$ 1,536.00	\$ 1,700.00		\$ 1,536.00	\$ 164.00	
SurveyMonkey & Virtual Meeting Subscriptions	\$ 408.00	\$ 808.00		\$ 539.95	\$ 268.05	
PO Box Subscription	\$ 92.00	\$ 92.00		\$ 118.00	\$ (26.00)	
Marketing	\$ -	\$ 250.00		\$ -	\$ 250.00	
TOTAL Communications Expense	\$ 2,240.44	\$ 3,390.00	\$ 71.88	\$ 2,840.87	\$ 549.13	
	\$ -			\$ -	\$ -	
Meeting Expense	\$ -			\$ -	\$ -	
Facility Charge	\$ 220.00	\$ 500.00		\$ -	\$ 500.00	
Meals-Food	\$ 778.11	\$ 2,000.00		\$ -	\$ 2,000.00	

**Association for Talent Development Tulsa Chapter
Income and Expense Report for August 2021**

Category Description	2020 Actual	2021 Approved Budget	Aug-21	2021 Total	Difference (+/-)	Notes
ATD December Special Program	\$ 141.69	\$ 200.00		\$ -	\$ 200.00	
Recognition Items	\$ -	\$ 700.00		\$ -	\$ 700.00	
<u>TOTAL Meeting Expense</u>	\$ 1,139.80	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00	
	\$ -			\$ -	\$ -	
Membership Expense	\$ -			\$ -	\$ -	
Name Badges	\$ 309.73			\$ -	\$ -	
Membership Development/Appreciation	\$ 200.00	\$ 400.00	\$ 115.50	\$ 115.50	\$ 284.50	Membership Breakfast @ Neighborhood Jam on 8/27/21
New Member Appreciation/Recognition	\$ -	\$ 400.00		\$ -	\$ 400.00	
<u>TOTAL Membership Expense</u>	\$ 509.73	\$ 800.00	\$ 115.50	\$ 115.50	\$ 684.50	
	\$ -			\$ -	\$ -	
Misc. Expenses	\$ -			\$ -	\$ -	
Online Payment Processing Expense	\$ 280.70	\$ 1,000.00	\$ 10.94	\$ 184.40	\$ 815.60	Monthly AffiniPay online payment processing expenses.
Oklahoma ATD State Conference	\$ -	\$ 10,000.00		\$ 333.35	\$ 9,666.65	11 ATD Tulsa Branded Polos
Other Special Event Expense	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00	
Insurance	\$ 970.60	\$ 1,200.00	\$ 50.82	\$ 917.78	\$ 282.22	1 monthly general liability insurance payment
<u>TOTAL Misc Expense</u>	\$ 1,251.30	\$ 13,700.00	\$ 61.76	\$ 1,102.18	\$ 12,597.82	
	\$ -			\$ -	\$ -	
<u>TOTAL EXPENSES</u>	\$ 7,048.77	\$ 26,560.00	\$ 249.14	\$ 6,197.55	\$ 20,362.45	
	\$ -			\$ -	\$ -	
<u>OVERALL TOTAL</u>	\$ 2,204.32	\$ 1,990.00	\$ 1,057.86	\$ (647.62)	\$ 2,637.62	

Prepared by Linda Jenkins, 2021 President on
9-1-21

2021 Oklahoma ATD Statewide Virtual Conference Budget

Category Description	2021 Approved Budget	Aug-21	Total	Difference (+/-)	Notes
Income					
Registrations					
\$60 - ATD Tulsa Early Bird		\$360.00	\$360.00		6 Registrations
\$60 - COC-ATD Early Bird			\$0.00		
\$80 - ATD & ATD Chapter Early Bird			\$0.00		
\$100 - Guest Early Bird		\$100.00	\$100.00		1 Registration
\$60 - Student/Unemployed			\$0.00		
\$100 - ATD Tulsa Regular			\$0.00		
\$100 - COC-ATD Regular			\$0.00		
\$120 - ATD & ATD Chapter Regular			\$0.00		
\$140 - Guest Regular			\$0.00		
\$140 - ATD Tulsa Late			\$0.00		
\$140 - COC-ATD Late			\$0.00		
\$160 - ATD & ATD Chapter Late			\$0.00		
\$180 - Guest Late			\$0.00		
Registrations Total	\$9,750.00	\$460.00	\$460.00	\$9,290.00	
Sponsorships					
\$250 Level			\$0.00		
\$500 Level		\$500.00	\$500.00		Jenkins Consulting Group
\$750 Level			\$0.00		
\$1000 Level	\$1,000.00		\$0.00		COC-ATD Expected Support
Sponsorships Total	\$1,000.00	\$500.00	\$500.00	\$500.00	
Miscellaneous		\$27.00	\$27.00	-\$27.00	Payment for 2nd Polo (Hansmann)
Total Income	\$10,750.00	\$987.00	\$987.00	\$9,763.00	
Expense					
Training Umbrella	\$5,800.00		\$0.00	\$5,800.00	
TSHA, Inc.	\$1,760.00		\$0.00	\$1,760.00	
Speaker Honorariums	\$2,100.00		\$0.00	\$2,100.00	
AffiniPay	\$500.00		\$0.00	\$500.00	

2021 Oklahoma ATD Statewide Virtual Conference Budget

Category Description	2021 Approved Budget	Aug-21	Total	Difference (+/-)	Notes
HRCI Credits	\$250.00		\$0.00	\$250.00	
Polos	\$340.00	333.35	\$333.35	\$6.65	11 Polos for Committee Members and ATD Tulsa board members
Total Expense	\$10,750.00		\$333.35	\$10,416.65	
Overall Total	\$0.00	\$987.00	\$653.65		

August Membership Report

Total Membership as of 8/31/21: 84 (0)

PM: 51 (0) (8 Past due)
Tulsa: 26 (0)
Student: 2 (0)
Student PM: 1 (0)
PM/Membership: 61% (0)

New Members as of August 2021:

1 new members in August

Jake Cleveland, Next Thought - Tulsa Associate Member

Renewing Members as of August 2021:

1 renewing Member in August

Emory Lazenby, Madison Strategies Group on August 10, 2021 – Tulsa Associate Member

Power Members Past Due as of 8/31/2021:

- Erin Quinn - 7/31/2021. emailed 8/2/2021. emailed 9/3/2021. Will move to non member 10/1/2021
- Dona Conn, American Airlines - 6/30/21-emailed 7/9/2021, 8/2/2021. Moved to non-member 9/1/2021
- Diana DeLeon, CP Kelco - 6/10/21-emailed 7/9/2021, 8/2/2021. Moved to non-member 9/1/2021
- Becky Greene - 6/30/2021-emailed 7/9/2021, 8/2/ 2021. Moved to non-member 9/1/2021
- Ashley Earl, Tulsa Federal Credit Union - 5/31/2021-emailed 7/9/2021, 8/2/2021. Moved to non-member 9/1/2021
- Cecilia Martin-Smith, CAP Tulsa - 5/31/2021-emailed 7/9/2021. 8/2/2021.Moved to non-member 9/1/2021
- Lisa Espinosa, Hilti, Inc - 7/31/2021. emailed 8/2/2021. emailed 9/3/2021. Will move to non-member 10/1/2021
- Stu Ward, Coca-Cola Business Services - 8/31/2021. emailed 9/3/2021.

Member event for September

September Ideas:

- Ice cream social, baseball game, Networking at Rachel's
- Challenges we've overcome in transitioning from ILT to ViLT? 4-5 panel members (and 1 ViLT veteran) discussing changes they have made. Then breakout rooms to discuss with one of the presenters in each room (depending on number of attendees)
- Getting back into ATD
- Get together in person at park or packaged foods outdoors at rooftop location, etc

Questions for Member Survey:

When where to host meetings: OSU Tulsa BS Roberts?

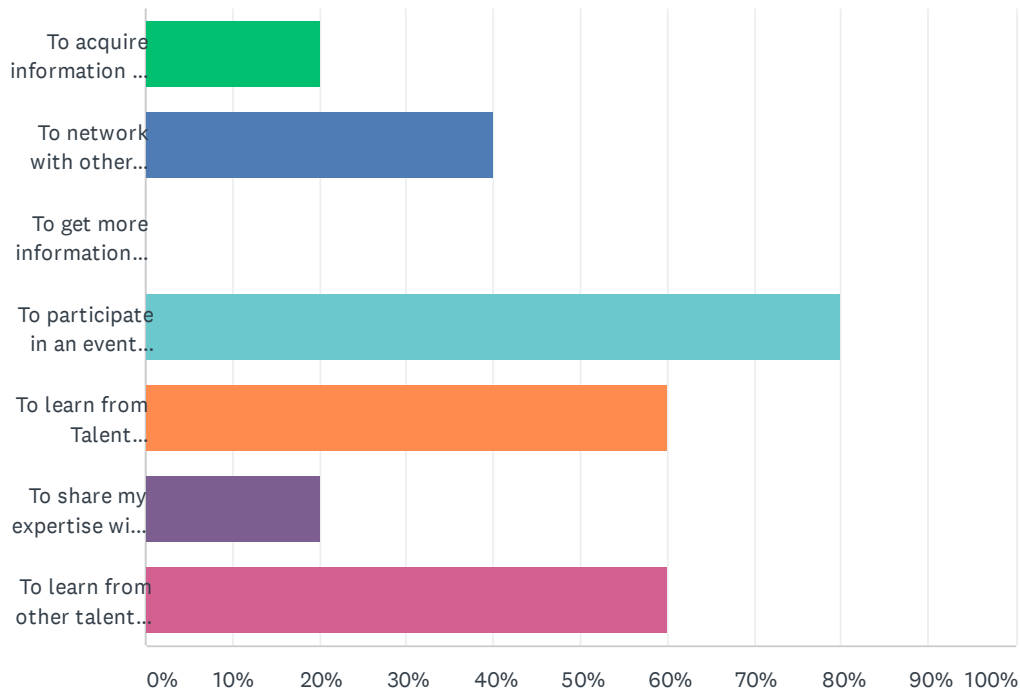
Other options for time-breakfast, afternoon?

Other options for day of week?

Review last years' survey in SurveyMonkey.

Q1 Why did you attend this ATD Tulsa Program Meeting? Check all that apply.

Answered: 10 Skipped: 0

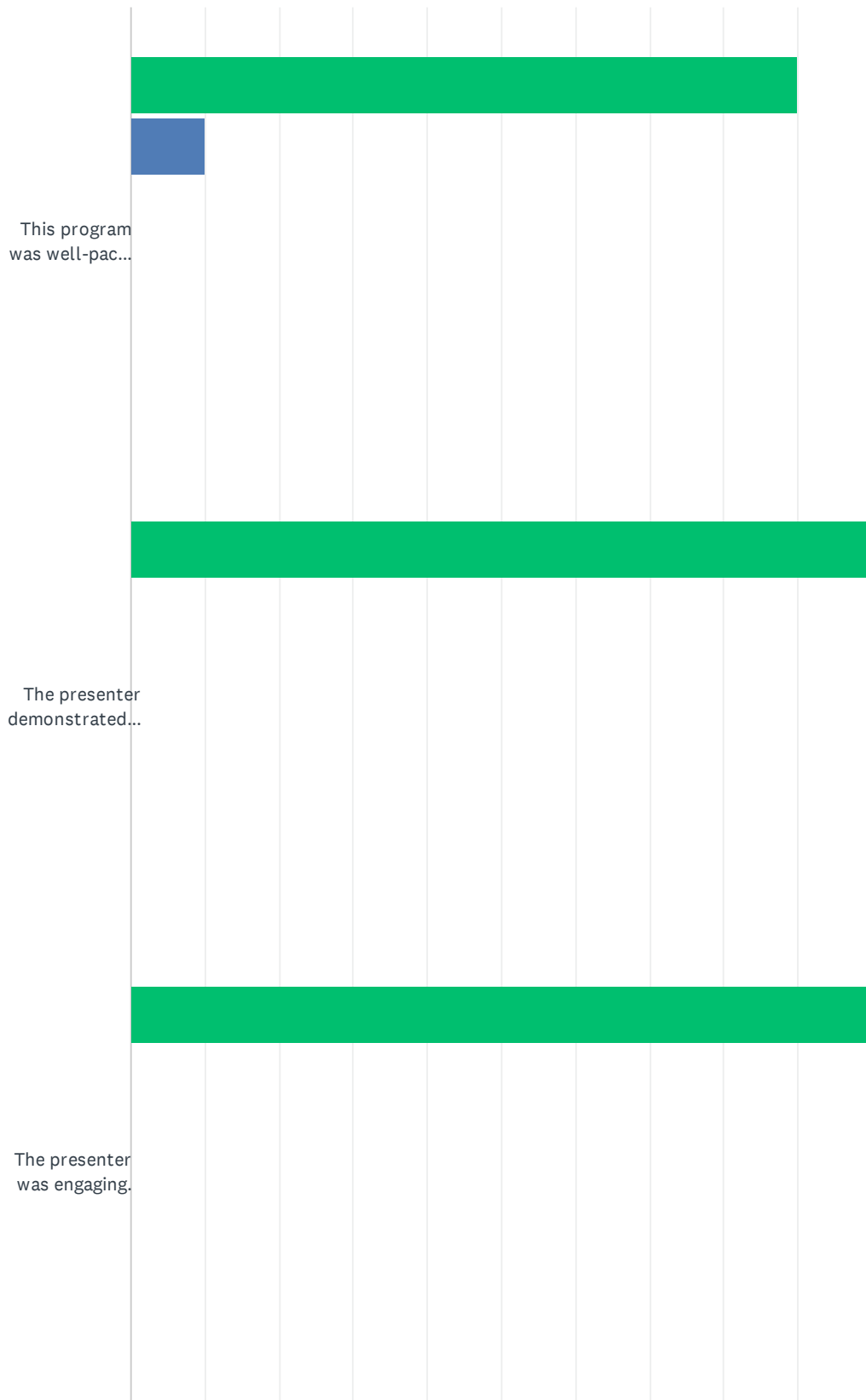


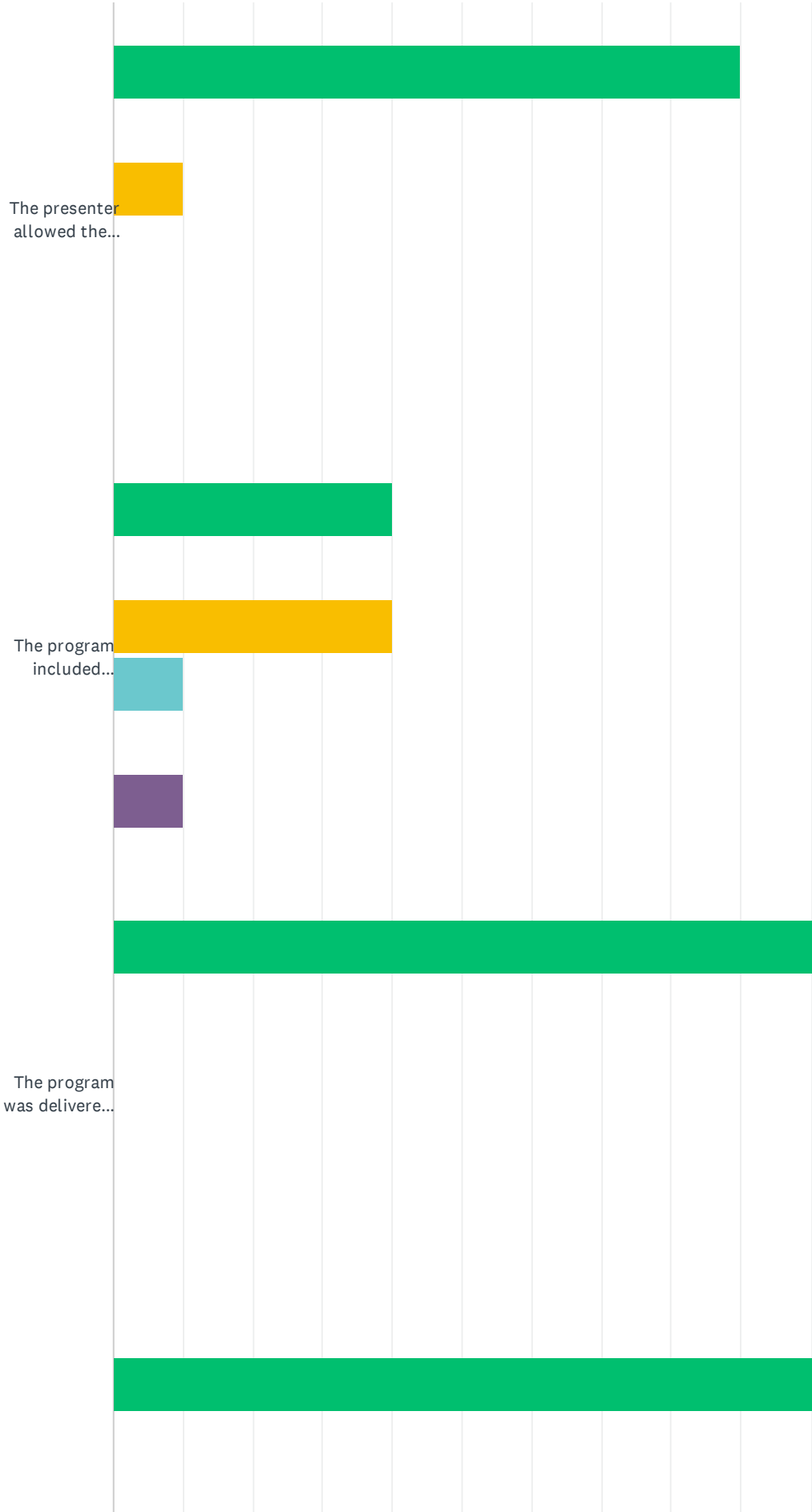
ANSWER CHOICES	RESPONSES
To acquire information on developments in the talent management industry.	20.00% 2
To network with other talent management professionals.	40.00% 4
To get more information about ATD Tulsa.	0.00% 0
To participate in an event delivered by the presenter.	80.00% 8
To learn from Talent Management industry leaders.	60.00% 6
To share my expertise with other talent management professionals.	20.00% 2
To learn from other talent management professionals attending the program meeting.	60.00% 6
Total Respondents: 10	

#	OTHER (PLEASE SPECIFY)	DATE
1	to learn new tips about PP to add to our training class on PP	8/20/2021 1:27 PM

Q2 Please indicate your level of agreement with the following aspects of the facilitators and workshop content.

Answered: 10 Skipped: 0

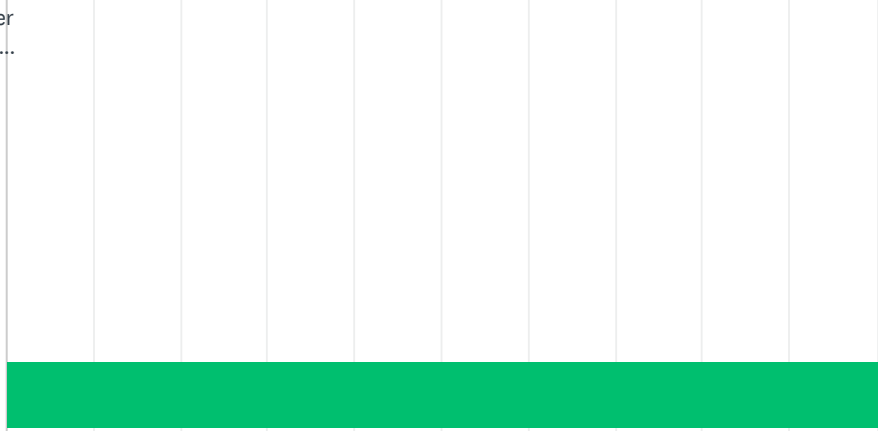




The presenter outlined...



The presenter met the...



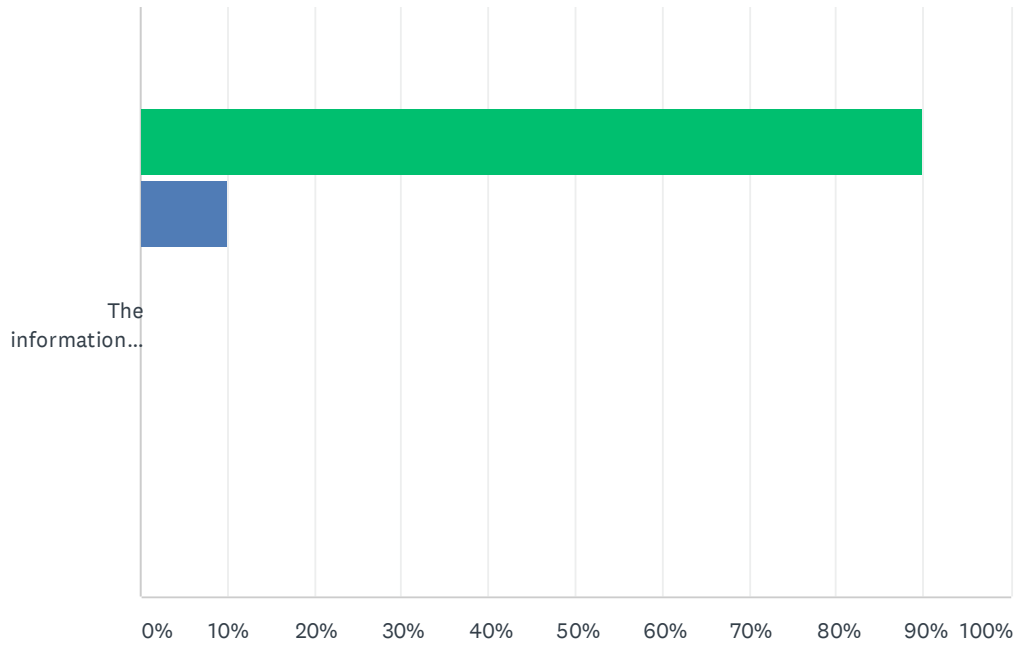
The information...



The information...



ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense - presented by Wendy Gates Corbett - August 20, 2021



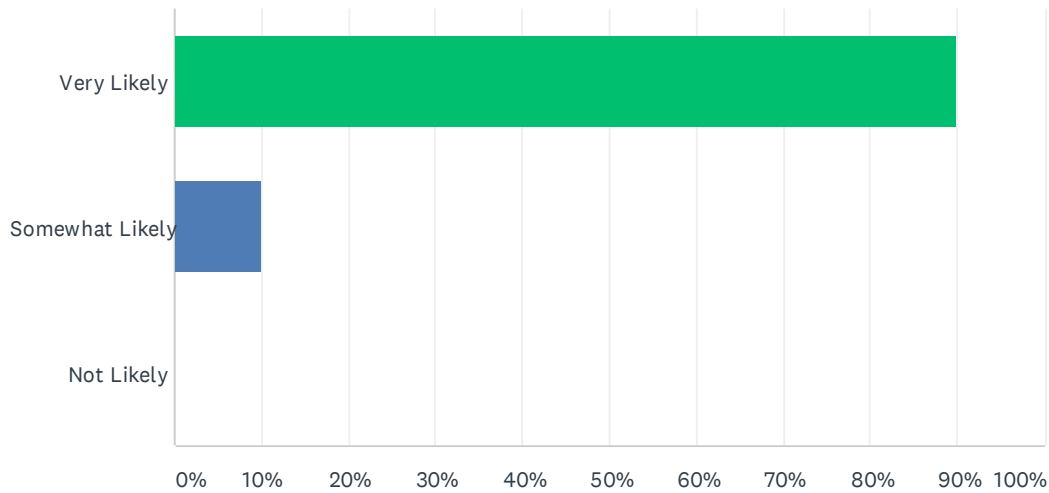
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT APPLICABLE	TOTAL
This program was well-paced and made good use of my time.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenter demonstrated subject matter expertise and knowledge.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenter was engaging.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenter allowed the right amount of time for discussion.	90.00% 9	0.00% 0	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
The program included hands-on learning activities.	40.00% 4	0.00% 0	40.00% 4	10.00% 1	0.00% 0	10.00% 1	10
The program was delivered as promoted.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenter outlined objectives for their session.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The presenter met the objectives as outlined.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program was well organized.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program is useful to my job.	100.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
The information presented during this program can be applied to my business.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10

ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense -
 presented by Wendy Gates Corbett - August 20, 2021

#	IF YOU RATED ANY STATEMENT(S) AS "STRONGLY DISAGREE" OR "DISAGREE," WHAT COULD BE DONE DIFFERENTLY TO CHANGE YOUR RESPONSE TO "STRONGLY AGREE?"	DATE
1	Rated neutral on hands-on learning activity because she showed us lots of things to do (the point of the workshop) but we didn't do any of the actions ourselves during the workshop.	8/21/2021 10:14 AM
2	While there was not a specific "hands-on" activity, I used the handout to capture notes and tips as an interactive tool.	8/20/2021 1:36 PM
3	time was short, another 30 to 45 mins for guided practice like using the sketch outlines or shadows. If we dont practice it as we see it we forget how to get to it	8/20/2021 1:27 PM

Q3 How likely are you to recommend the session facilitator to other organizations?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES
Very Likely	90.00% 9
Somewhat Likely	10.00% 1
Not Likely	0.00% 0
TOTAL	10

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
1	Every business professional needs to know these 7 tips!	8/20/2021 1:36 PM

Q4 What were your top one or two takeaways from this session?

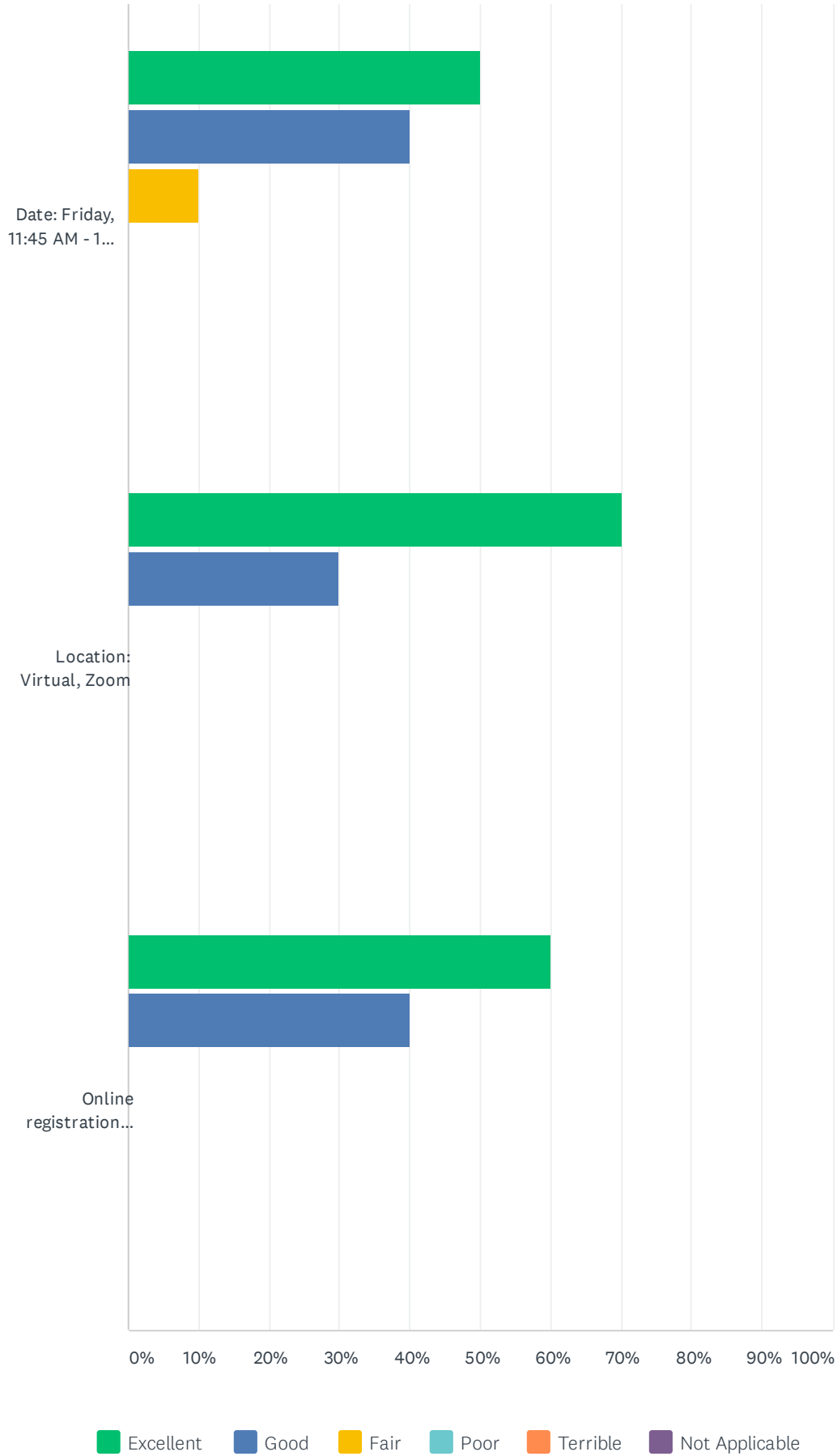
Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	That I was doing a few things already but there's still so much more I can do!	8/24/2021 6:14 PM
2	Prepare my participant handout 1st! Use more images and less text.	8/21/2021 10:14 AM
3	Create handout first; use "transparency" shapes for emphasis; avoid photos of people looking directly at camera; more ways to use icons	8/20/2021 2:32 PM
4	.	8/20/2021 1:56 PM
5	Just two!?!?! Using the transparency function on shapes to highlight an area; and using the sketched lines function.	8/20/2021 1:36 PM
6	Less bullet points...look at titles to see if we can reduce redundancy	8/20/2021 1:31 PM
7	trying different things like the horizontal bullet points or using transparent objects other than arrows	8/20/2021 1:27 PM
8	Changing the fonts and creating curiosity	8/20/2021 1:26 PM
9	All of Wendy's 7 slide rules were AMAZING, but I will definitely be working to reduce my use of bullet points! :)	8/20/2021 1:25 PM

Q5 Please rate the following aspects of the program as Excellent, Good, Fair, Poor, or Terrible. Or if it does not apply to you, Not Applicable.

Answered: 10 Skipped: 0

ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense - presented by Wendy Gates Corbett - August 20, 2021



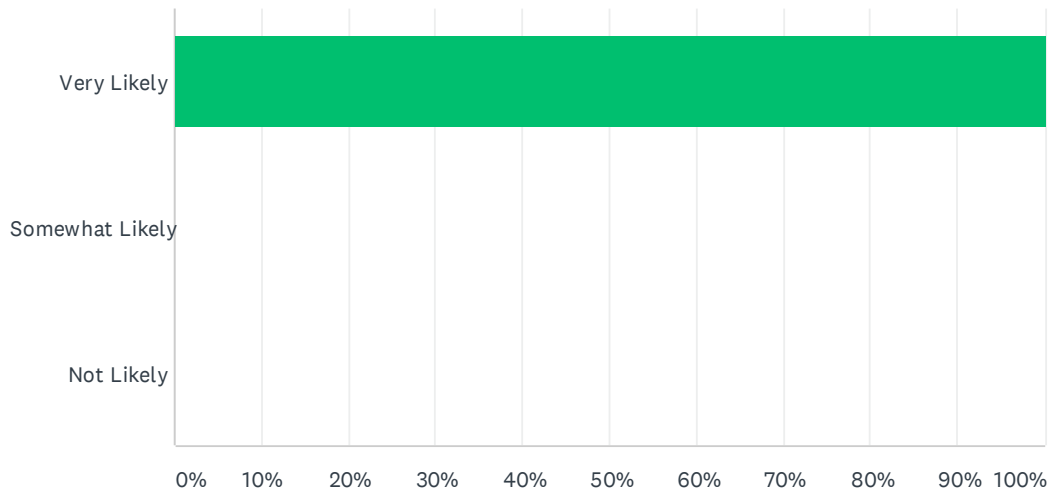
ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense -
presented by Wendy Gates Corbett - August 20, 2021

	EXCELLENT	GOOD	FAIR	POOR	TERRIBLE	NOT APPLICABLE	TOTAL
Date: Friday, 11:45 AM - 1:15 PM	50.00% 5	40.00% 4	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10
Location: Virtual, Zoom	70.00% 7	30.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10
Online registration process	60.00% 6	40.00% 4	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10

#	IF YOU RATED ANY ITEM(S) AS FAIR, POOR OR TERRIBLE, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RATING TO EXCELLENT?	DATE
1	I would love to have programs on different days and at different times. Late afternoon would be an excellent option.	8/20/2021 1:36 PM

Q6 Based on your experience at this ATD Tulsa program meeting, how likely are you to attend another program meeting?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very Likely	100.00%	10
Somewhat Likely	0.00%	0
Not Likely	0.00%	0
TOTAL		10

#	IF YOU ANSWERED SOMEWHAT LIKELY OR NOT LIKELY, WHAT COULD WE DO DIFFERENTLY TO CHANGE YOUR RESPONSE TO VERY LIKELY?	DATE
	There are no responses.	

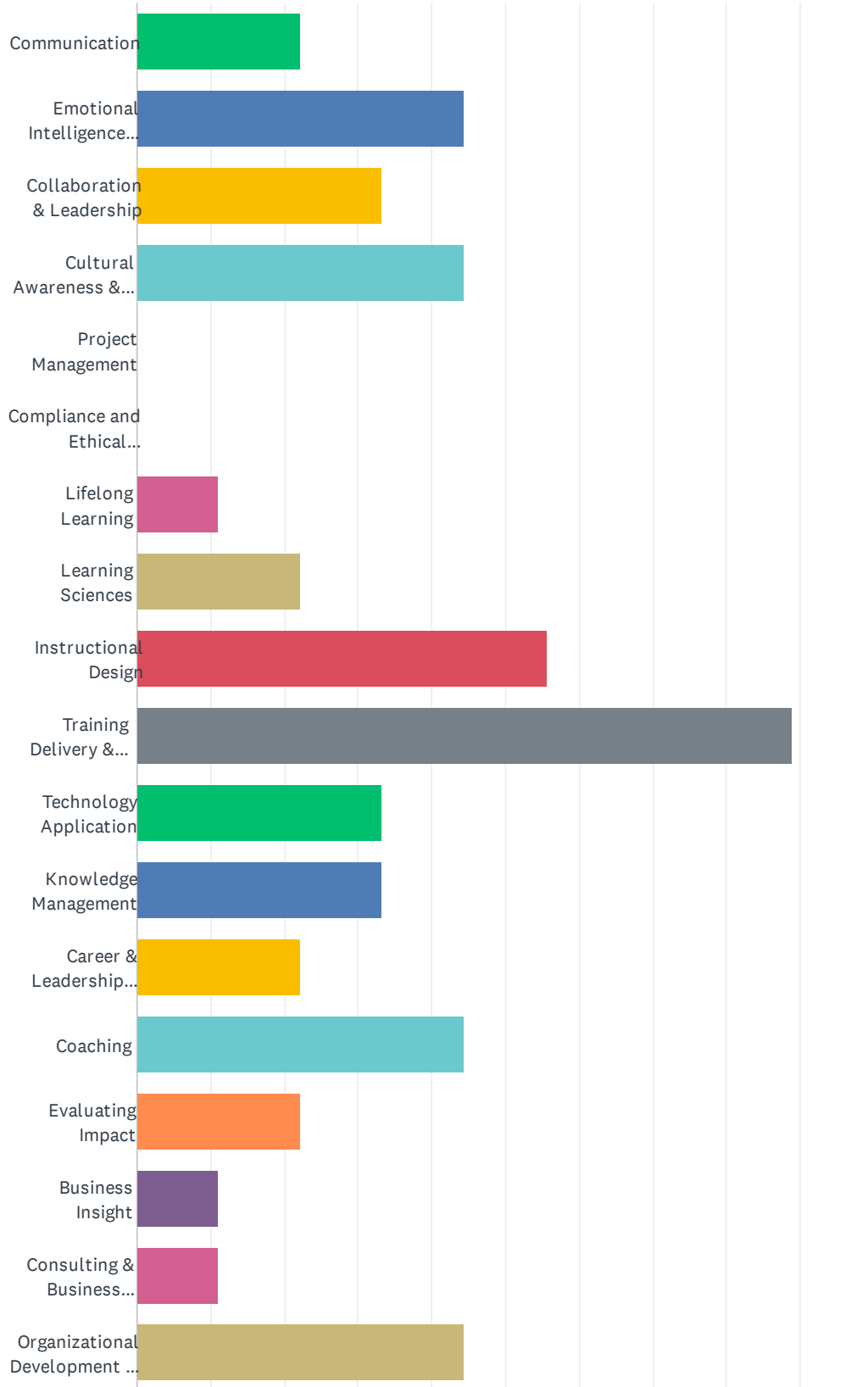
Q7 Are there trainers, consultants, speakers, companies, or organizations that you would like to have present at a future ATD Tulsa program meeting? If yes, please list them.

Answered: 4 Skipped: 6

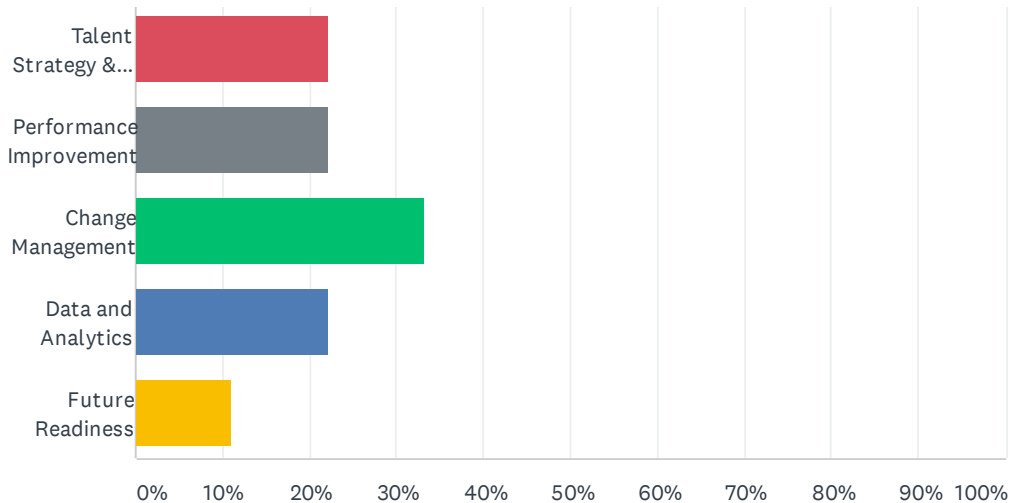
#	RESPONSES	DATE
1	Moises Echeverria, OCCJ	8/24/2021 6:14 PM
2	.	8/20/2021 1:56 PM
3	my boss and other directors already belong to ATD	8/20/2021 1:27 PM
4	N/A	8/20/2021 1:26 PM

Q8 Which of the following ATD Capability Model topics are you most interested in seeing presented? Check all that apply.

Answered: 9 Skipped: 1



ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense - presented by Wendy Gates Corbett - August 20, 2021



ATD Tulsa August Professional Development 7 Simple Rules For Making Slides That Make Sense -
presented by Wendy Gates Corbett - August 20, 2021

ANSWER CHOICES	RESPONSES	
Communication	22.22%	2
Emotional Intelligence & Decision Making	44.44%	4
Collaboration & Leadership	33.33%	3
Cultural Awareness & Inclusion	44.44%	4
Project Management	0.00%	0
Compliance and Ethical Behavior	0.00%	0
Lifelong Learning	11.11%	1
Learning Sciences	22.22%	2
Instructional Design	55.56%	5
Training Delivery & Facilitation	88.89%	8
Technology Application	33.33%	3
Knowledge Management	33.33%	3
Career & Leadership Development	22.22%	2
Coaching	44.44%	4
Evaluating Impact	22.22%	2
Business Insight	11.11%	1
Consulting & Business Partnering	11.11%	1
Organizational Development & Culture	44.44%	4
Talent Strategy & Management	22.22%	2
Performance Improvement	22.22%	2
Change Management	33.33%	3
Data and Analytics	22.22%	2
Future Readiness	11.11%	1
Total Respondents: 9		

Q9 Do you have any questions, comments or concerns? (If you would like for us to respond directly, please include your preferred contact information.)

Answered: 3 Skipped: 7

#	RESPONSES	DATE
1	None	8/24/2021 6:14 PM
2	No questions or comments, but this was one of 5 meetings I've attended (not ATD, in general) in the past 18 months that I was able to focus my entire attention to! Loved it.	8/20/2021 1:31 PM
3	No	8/20/2021 1:26 PM