Date & Time: Monday, December 4, 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 @ 4:34 pm
	1. Roll Call – President
	2. **Quorum established** with 6 out of 8 present *(min. 51% of board members)*
		1. *Present: Kim Boggs, President; Sunilyn Hertt, Past President, Andrew Engelbrecht, President Elect; Kristin Wise, VP of Membership; Ana Vaqueiro, VP of Administration; Scott Dixon, VP of Logistics;*
		2. Not present (excused): *Jennifer Roberson, VP of Finance; Cecilia Martin, VP of Communications*
	3. Guests Present – Monika Turek
	4. Agenda for December 4, 2023, Board Meeting (**saved in the folder**) – **Motion made, seconded, approved**
	5. Record meeting minutes-Ana Vaqueiro
2. Board of Directors – President
	1. Minutes from November 2, 2023 Board Meeting (**saved in the folder**) – **Motion made, seconded, approved**
	2. NAC Meeting Attendance – Kim attended last NAC meeting of 2023, shared information about due dates; Kim plans to share an SOS on the marketing efforts for the conference sponsorship which resulted in great sponsorship
3. Governance – President –
	1. Policies & Procedures: we started updating this but have not completed it; **ACTION ITEM:** Kim to check with Jennifer if we can finish this prior to the end of the year
	2. CLC key dates: Suni provided link for board going forward: https://www.td.org/chapters/clc/key-dates-for-chapter-leaders
4. Finance Report –VP of Finance – Jennifer Roberson (**saved in the folder**) - **Motion made, seconded, approved**

NOTE: A recording of Jennifer was played during the meeting, explaining the finance reporting, as follow:

* 1. Statement of Financial Position
		1. Oct 2023
			1. Total assets: 30,350.02
			2. Total liabilities: 0
			3. Total liabilities plus net assets: 30,350.02
		2. Nov 2023
			1. Total assets: 29,584.00
			2. Total liabilities: 0
			3. Overall Total: 29,584.00
	2. Went over the Checking account and Money Market account evolution through 2023 to demonstrate what the State Conference did for ATD Tulsa in terms of our cash position
	3. Monthly income and Expense report
		1. Nov 2023
			1. Total income: 4,045.00
			2. Total expenses: 2,596.06
			3. Overall Total: 1,448.94
		2. Oct 2023
			1. Total income: 7,439.17
			2. Total expense: 490.18
			3. Total: 6,948.99
	4. Went over the income and expense for the year of 2023 and how March and October were great months due to popular events (Gamification and State conference, respectively).
	5. Went over the approved versus actual related to the State conference; noted the breakdown from where registration $ came from (a lot from ATD regular and early bird registrations. Not a lot from SHRM/HRCI); registrations were great; our total after expenses was $10,467.41
		1. Scott noted that the name badges purchased for the conference are not going to be reusable and will be a one-time expense; we’ll need to buy more stock and sleeves to make up for the ones lost.
1. Communications/Marketing – VP of Communications Ceci Martin-Smith
	1. Communications Schedule for December –
		1. Monika signed up as speaker for the Dec program
		2. **ACTION ITEM:** Scott to prepare badges
		3. Food: Mazzio’s fettucine and salad (chicken on the side); **ACTION ITEM:** Kim to order
		4. Ice breaker: **ACTION ITEM:** Jennifer will do it?
		5. **ACTION ITEM:** Kim will do slides and introduce the new board
		6. **ACTION ITEM:** Andrew will invite Crystal
	2. Communications Needs & Opportunities
		1. Set up events and webpage for next monthly program meeting by end of day of current month program meeting.
2. Membership – VP of Membership – Kristin Wise
	1. November 2023 Membership Report (**saved in the folder**)
		1. Members: 84
		2. Power members: 50 (+2)
		3. Tulsa-only members: 31 (lost 2 who became Power members)
	2. Membership survey: Kristin will send it out; Suni suggested we create a budget for a $10-$15 Amazon card to incentivize members to respond - Motion: Approved (pending approval from Finance); **ACTION ITEM:** Jennifer to review and approve
	3. Members want to be removed from dist. list: **ACTION ITEM:** Ana to forward emails to Kim for Kim to clean up
	4. **ACTION ITEM:** Kim to contact Jocalyn to obtain an updated list of Northeast Oklahoma members
3. Programming – VP of Programming
	1. December 8 – End of year celebration
		1. Provide lunch to members that attend, introduce new board, thank outgoing board
		2. What you wish you knew before you became a trainer – speakers
		3. **ACTION ITEM:** Scott will buy the additional sleeves and stock for name badges for the Friday meeting
4. November Conference Survey Results
	1. 4.7 out of 5 overall conference rating; overall, presenters received positive ratings. One keynote/presenter did receive a couple of low ratings
5. Old Busines
	1. Gnowbe Revenue Share opportunity. Communication to membership: Suggestion was to communicate this via email and also via our website. **ACTION ITEM:** Suni will draft what the opportunity details are so it can be communicated
	2. State conference: **ACTION ITEM:** Board to send Suni feedback on conference (what went well, what could have gone better) via email;
6. New Business:
	1. **ACTION ITEM:** Andrew will schedule a strategy board retreat on 12/21/23
	2. Members leaving **ACTION ITEM:** prepare some kind of handoff from their roles for future new board members
	3. On 12/31/23: access to Wild Apricot and ATD email will be ended. **ACTION ITEM:** Current board to prepare for that (stop email forwarding, load files, etc.)
	4. Operating Plan: **ACTION ITEM:** All Board members to review email from Kim and respond
7. Adjourned Meeting @6:15 pm