

Date & Time: Friday, October 5, 2018 from 12 PM to 1:30 PM

Location: Tulsa Central Library, 400 Civic Center, Tulsa, OK 74103 – Room 301

Note: Only drinks with lids allowed in Room 301. No Food.

1. Call Meeting to Order
 - a. Roll Call – Michael Chancey
 - i. Walt Hansmann will attend via conference call
 - ii. Cathy Fox will attend via conference call
 - b. Confirm Quorum – Declare if Quorum is or is not Present – Michael Chancey
 - c. Agenda for October 5, 2018 Board Meeting – **Review and Approve** – Linda Jenkins
2. Administrative
 - a. Minutes from August 3, 2018 Board Meeting – Not Available from Jeremy Smith – Will work to prepare for approval at November board meeting – Linda Jenkins
 - b. Minutes from September 11, 2018 Meeting (**attached**) – **Review and Approve** – Linda Jenkins
 - c. Bylaws and Policies Committee meeting – Per bylaws change, will work to have policy on excused and unexcused absences for approval at November board meeting - Linda Jenkins
 - d. Plans to Conduct Annual Risk Assessment – Linda Jenkins
3. Financial
 - a. Financial Reports for August and September 2018 – **Review and Accept** – Skip Eller
 - b. Need to Identify Board Members to Handle Check In and Payment Processing at 10-12-18 Program Meeting
4. Membership
 - a. Membership Reports for September 2018 – **Review & Accept** – Ashley Whitfield
 1. Plans for outreach to renewing members
 2. Update on plans to Schedule Quarterly New Member Luncheon in October
 - b. Annual Membership Survey Results (CARE Element 3.1)– **Review & Accept** - Ashley Whitfield
 1. Takeaways from Survey results for 2019 chapter planning and activities
 2. Plans to share Survey results with chapter members
5. Professional Development
 - a. Programming Scheduled – October 12, 2018 - Content & Logistics:
 - i. Program Speaker: Creating a Culture of Creativity, Collaboration and Captainship with Amber Vanderburg
 - ii. Accommodations: Meal, Check In, Greeters & Parking – Cathy Fox
 - iii. Board Member Attendance & Participation – Shelby Morris, Stacy Davis & Cathy Fox
 - iv. Board Communications for Attendees:
 1. Check In to Program Meeting on Facebook and Twitter – Stacy Davis
 2. Welcome Guests – Stacy Davis

3. Acknowledge New Members and Power Members (and Power Member Minute) – Ashley Whitfield?
 4. Pitch for Future Programs – Stacy Davis
 - a. November 9th – Strategic Thinking with Kris Reynolds
 - b. November 13th – State ATD Conference by COC-ATD
 - c. December 7th (Note: 1st Friday of the Month at Ti Amo South – Trainer Throwdown
 - v. Program – Creating a Culture of Creativity, Collaboration and Captainship with Amber Vanderburg - Stacy Davis
 - vi. At end of Program:
 1. Guest Presenter Thank You – Stacy Davis
 2. Door Prizes – Stacy Davis
 - vii. Post Meeting Evaluation Online Distribution by October 16, 2018
 - b. Date and Logistics for November networking event at Schnake Turnbo Frank: Public Relations and Leadership Development hosted by David Wagner – Stacy Davis
 - c. Feedback from Third Quarter eLearning SIG on September 17, 2018 – Shelby Morris
 - d. Program Meeting Survey Results – September 14, 2018 ([attached](#)) – Stacy Davis
 - e. *Update - Level 1 Gamification Certification Workshop on September 28, 2018 – Stacy Davis*
 1. Follow Up with James Clark re ½ registration
 2. Preliminary participant survey results
6. Communications
- a. Communications Needs & Opportunities – Shelby Morris
 - i. Content & Date for 4th Quarter Newsletter
 - ii. Plans to Promote/Inform re 1st Friday, December 7th and Ti Amo South Location for December Program Meeting
7. Old Business
8. New Business
9. Confirm Action Items
10. Confirm Date for Next Board Meeting: Friday, November 2, 2018 at 12 PM at Central Library – Linda Jenkins
11. Adjourn Meeting – Linda Jenkins