

Date & Time: Friday, February 2, 2018 from 12:00 PM to 1:30 PM

Location: Roka Restaurant, 1616 S. Utica Ave., Tulsa, OK 74104

1. Call Meeting to Order
 - a. Roll Call
 - b. Confirm Quorum – Declare if Quorum is or is not Present
 - c. Agenda for February 2, 2018 Board Meeting – Review and Approve

2. Administrative
 - a. Minutes from January 5, 2018 Board Meeting – Review and Approve
 - b. Appointment of Members to Serve on Bylaws and Policies Committee (Per Bylaws Section 5.9: Bylaws and Policies Committee) – Lorinda Schrammel, Past President (designated); Linda Jenkins, President (designated), Walt Hansmann, President-Elect (appointed by President); Jeremy Smith, VP – Administration (appointed by President) and Skip Eller, VP – Finance (appointed by President) – Review and Approve
 - c. ATD Tulsa Board – 2018 Operating Plan – Review and Approve
 - d. List of Action Items from ATD Tulsa Board Retreat on January 20, 2018 – Review
 - e. Update on Board Member Emails
 - f. Status of Updates to the Website for Power Membership to Integrate to the ATD International Store

3. Financial
 - a. Financial Reports as of January 31, 2018 – Review and Accept
 - b. Update on Utilization of QuickBooks
 - c. Update on Reconciliation Being Conducted by Woodrum Tate & Associates
 - d. Update on Use of Annual Guest Passes by Board Members
 - e. Update on Processing ATD Memberships for Board Members

4. Membership
 - a. Update on 2017 Chapter Affiliations Requirements (CARE) - Early Submission Deadline, January 19, 2018 – Receive and File (reviewed at ATD Tulsa board retreat on January 20, 2018)
 - b. Membership Reports for January 2018 – Review & Accept
 - c. Updated Membership Development Operating Plan – Review and Accept
 - d. Chapter and Power Membership Promotional Activities Scheduled for 1st Quarter – Review and Discuss
 - e. Identify and Confirm Board Member Assignments to Support Implementation of Membership Promotional Activities

5. Professional Development
 - a. January 12, 2018 Program Survey Results - Review & Discuss Opportunities for Improvement
 - b. Programming Scheduled – February 2, 2018 - Content & Logistics:
 - i. Workshop Program (led by Stacy Davis)

- ii. Accommodations – Meal & Check In
 - iii. Board Member Attendance & Participation
 - iv. Board Communications for Attendees:
 - 1. Networking Activity (5-minute activity lead by Ashley Whitfield)
 - 2. Acknowledge Guests and Power Members
 - 3. Acknowledge 2017 ATD Tulsa Annual Report on the Website
 - 4. Pitch for Future Monthly Programming (RFP and Calendar of available dates)
 - 5. Pitch for Sponsorships
 - 6. Pitch for Power Membership
 - 7. Pitch for ATD Conferences - ATD & South Central Chapters 2018 Regional Conference & ATD 2018 International Conference & Exposition (ICE)
 - v. Post Meeting Evaluation Online Distribution by February 13, 2018
 - c. Future Programming – Needs & Opportunities
 - i. Michael Dickerson Workshop – Training Tips for Millennials and Generation Z
 - ii. Update on workshop proposal from Jeffery Taylor, Training Consultant at Verizon
 - iii. Level 1 Gamification Certification program provided via Jonathan Peters, PhD, CMO, Sententia Gamification Strategies
 - iv. Dwain M. Starks, Supervisor of Learning Services within Utility Technical Learning at OGE Energy Corporation
 - d. Update on January 26, 2018 e-Learning Group Meeting – confirm attendance captured in Wild Apricot
6. Communication
- a. Communications Plan for 2018 – Review and Discuss
 - b. Communications Scheduled – for February 2018
 - i. Program Marketing to Oklahoma ATD Members (can only send communications related to membership and special events) & Archived Contacts
 - c. Communications Needs & Opportunities
 - d. Draft 2017 Annual Report – Review and Approve for Posting on ATD Tulsa Website
7. Old Business
8. New Business
9. Confirm Action Items
10. Confirm Date for Next Board Meetings
- a. Board Meeting Scheduled for Friday, March 2, 2018 from 12:00 PM to 1:30 PM at Roka (tentatively confirm attendance)
11. Adjourn Meeting