Date & Time: Monday, February 1, 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. Meeting Called to Order – President @ 04:06 pm
	1. Roll Call – President
	2. **Quorum established** with 4 out of 4 present *(min. 51% of board members)*
		1. *Present: Andrew Engelbrecht, President; Kim Boggs, Past President; Crystal Ifekoya, President Elect; Monika Turek, VP of Communications*
		2. Not present (excused): *None*
	3. Guests Present – Gail Herrington, Gary Cathey, Kyle Dismukes, & Linda Jenkins
	4. Agenda for January 04, 2024, Board Meeting (**saved in the folder**) – **Motion made, seconded, approved**
	5. Record meeting minutes- Crystal Ifekoya and Zoom AI
2. Board of Directors: President – Andrew Engelbrecht
	1. Review and Approve Minutes from January 4, 2024 Board Meeting (emailed and loaded to files) – **Motion made, seconded, approved**
	2. Discuss vacant Board positions
		1. Membership: Gail Herrington submitted self-nomination (emailed and loaded to files); Nomination to chair **Motion made, seconded, approved**
			1. Committee: Bob Mansur is ready to get engaged
		2. Programming: Gary Cathey submitted self-nomination (emailed and loaded to files); Nomination to chair **Motion made, seconded, approved**
			1. Committee: No expressed interest
		3. Finance: No expressed interest
			1. Committee: Jennifer Robison is helping Crystal
		4. Logistics: Kyle Dismukes is submitting self-nomination (emailed and loaded to files); Nomination to chair **Motion made, seconded, approved**
			1. Committee: No expressed interest
		5. Administration: No expressed interest
			1. Committee: No expressed interest
	3. Past Presidents Council proposal (emailed and loaded to files)
		1. Linda Jenkins attended meeting to propose the establishment of a Past President's Council to provide ongoing support to the organization by utilizing past presidents to serve on committees and advise current Board.
		2. There was discussion of creating a non-voting Board position but it was not brought as a motion but it was decided a representative will attend Board meetings. **Motion made to accept proposal (Kim), seconded (Monika), approved**
	4. Increasing ATD professional certifications for Tulsa members
		1. Andrew has a call with Michael Henry of ATD-KC on 2/10 about their blended cohorts for APTD/CPTD certification, with the hope of engaging Tulsa members in the online learning as well as possibly creating a local study group or SIG. Andrew will provide further information after the meeting.
		2. Gary will put together a short survey to send to members about who is certified and who is interested in getting certified.
			1. Kyle is currently studying for the APTD.
	5. NAC Meeting Attendance
		1. January (held Th., 1/18): Crystal, Monika and Andrew attended
		2. Next NAC meeting is set for the 2/19, though Andrew has not received confirmation; Kim and Monika agreed to attend.
3. Governance: President – Andrew Engelbrecht
	1. 2023 Chapter Risk Assessment **approved via email 1/11/24**
	2. Mail pickup: Andrew received keys from Jennifer Robison and will take those duties until a VP of Administration is elected to the Board.
4. Finance: Acting VP of Finance and Finance Committee – Crystal Ifekoya and Jennifer Roberson
	1. January 2024 Financial Report
		1. Will be completed by Jennifer and submitted via email.
		2. Discussed month-to-date entries.
	2. Discuss 2022 (not 2023) Audit/Reconciliation/Compilation Report (per bylaws and CARE requirements)
		1. Seeking new vendors
			1. Andrew’s vendor is not available.
			2. Crystal: Her vendor is not a certified CPA and unavailable to provide documentation.
			3. Linda Jenkins provided background information on the vendor and process for the 2021 report.
			4. Monika offered to do it; concerns about conflict of interest were discussed.
			5. Monika will look into other vendors and send out an email with her findings.
	3. 2024 Budget approved via email 1/11/24.
		1. Discussion of how to use the surplus funds to benefit the membership.
	4. Bank signatories were changed 1/19 – now Andrew and Kim; both have debit cards.
	5. Andrew brought up discussing about the need to review recurring monthly and annual charges, specifically:
		1. Those withdrawn directly from the bank account.
		2. Those that charge a debit card:
			1. Which card?
			2. Can withdrawal be set up?
		3. Linda provided information about how she set up accounts.
5. Communications/Marketing: VP of Communications – Monika Turek
	1. Recap of 1/5 handoff meeting with outgoing VP, Cecilia Martin-Smith
	2. The website has been updated with the noted changes to the “About Us” page, the Annual Report links and the Chapter Documents page.
	3. Discussed Communications plan for February.
	4. Sending group code to members for ATD ICE discount.
6. Membership: Acting VP of Membership – Kim Boggs and newly elected VP – Gail Herrington
	1. Welcomed Gail to new position!
	2. Kim presented Membership report. (Loaded to files)
		1. Slight increase in overall members.
		2. Discussed moving delinquent members to non-member status since numerous emails have been sent without response.
		3. Discussed and decided against Gail reaching out a final time.
	3. Kim and Gail will set up a time to meet for knowledge transfer; Andrew asked to be copied.
	4. Discussed Gail contacting Bob Mansur and setting up a committee meeting.
7. Programming: Acting VP of Programming – Monika Turek, and newly elected VP - Gary Cathey
	1. Welcomed Gary to new position!
	2. February: Approve Monika’s RFP **Motion made, seconded, approved**
	3. Discussed April, May & June programs and activities
		1. April: Britne Jenke/Inclusive Pixel submission (RFP emailed 1/16 – forwarded to Board)
			1. Everyone had not had a chance to review – will vote by email next week.
		2. May: Discussed holding mixer earlier in the month because of ATD ICE – no decision, will investigate options:
			1. Option 1: Evening, similar to mixer downtown last year
			2. Option 2: Breakfast, similar to event at Neighborhood Jam
				1. Good because of patio
		3. June: Will contact Nancy Gunter and her speaker agency
	4. Discussed renewal of ATD CEU accreditation and adding SHRM/HRCI accreditation.
		1. ATD: Expire in March; Andrew & Gary will work on.
		2. SHRM/HRCI: Andrew and Gary will review process.
	5. Discussed COC-ATD (OKC) conference on 2/22
		1. Andrew is registered and plans to attend.
		2. Tulsa members get a $25 discount.
		3. Possibly send a team – discount down to $200 each.
		4. We will publicize it to our members.
	6. Discussed asking members to serve on a committee to increase engagement and not have everything rest solely on VP.
	7. Discussed Gnowbe collaboration from fall conference.
		1. Emails from VP for follow-up have not been answered.
		2. Not aware of any members taking advantage of offer.
		3. Need to ask Suni Hurtt for more information since she was the contact.
	8. Program deck: Gary will review January’s and use as template; Gail and Monika need to email him updated membership and communication information and/or slides.
8. Logistics: Acting VP of Logistics – Crystal Ifekoya, and newly elected VP – Kyle Dismukes
	1. Welcomed Kyle to new position!
	2. February: Coordinating with Monika at HoganTaylor
		1. Parking map will be included in registration email.
		2. Catering: Kyle will look into PF Chang’s, CAVA and Taziki’s and ensure there is a viable vegan option; he will email information to Board and email vote will be conducted.
			1. Ensure they include utensils, plates, napkins and servingware; if not, Andrew will purchase.
			2. Kyle will also provide tea from Milo’s for an in-kind sponsorship.
				1. Cups were purchased for last month’s meeting.
		3. Virtual: Monika will handle since invite is through HT Teams and not our Zoom; Kyle will be there to support.
		4. Discussed extending the registration deadline, decided to handle on a case-by-case basis.
	3. Discussed considerations for future meetings at Tulsa Tech
		1. Webcam: Kyle offered to use his setup; Andrew will investigate purchasing a camera if the cost is reasonable (previously approved).
		2. Do we have an easel/stand for the sign? Kim is not aware of one; Kristin Wise (previous Membership VP) may have it or know – Andrew will contact her.
9. Administration: (Open) Acting VP of Administration – Crystal Ifekoya
	1. Updated Policies and Procedures **approved via email 1/11/24**
		1. Uploaded to WA and available on “Chapter Documents” page
	2. New Board members need to complete Code of Ethics and Conflict of Interest statements and upload to WA.
10. Old Business: None
11. New Business: None.
12. Confirm Action Items:
	1. **ACTION ITEM:** Gary will send out a poll for finding cohorts for certifications.
	2. **ACTION ITEM:** Monika will look into the Center for Nonprofits for reconciliation services.
	3. **ACTION ITEM:** Jennifer and Crystal will finalize the financial report next week.
	4. **ACTION ITEM:** Everyone will review Britney's RFP and make a decision on it.
	5. **ACTION ITEM:** Andrew will work with Gary on getting the ATD CEU credits renewed and adding SHRM/HRCI.
	6. **ACTION ITEM:** Kyle Dismukes will send out catering information for the February program meeting.
13. Meeting Adjourned @ 6:18 pm