

# ASTD Northeast Oklahoma Chapter

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## Meeting Notes January 9, 2010

**Location: TU**

<b>Present:</b>	<b>Absent:</b>
Linda Adlof	
Kelly Riggs	
Pauline Harris	
Walt Hansmann	
Stacy Boone	
Sue Madden	
Juli Couch-Johnstone	
Chris Woodard	
Sam Dutro	
Myra Fanning	
Kara Jones	
Lindsay Plott-Buckner	
Colette Grayson	

**Working luncheon meeting held after Teambuilding with Cathy Sleezer.**

### **CORE – Stacy Boone, Past-President**

- Stacy distributed requirements of the Chapter and discussed knowing how roles of office are impacted
- Roles and responsibilities discussed in broad view for an effective process
- NORE defined as National Operating Requirements defined as the answer of National and expectations for what National can do for Chapters.

### **Housekeeping – Linda Adlof, President**

- Passing of Binders
- Distribution of By-Laws
- Updated cover page for ASTD Chapter
- The ASTD Competency Model for Learning and Performance
- Calendar of 2010 meeting dates
- National Support Team Information to include: Access to Chapter Toolkits, Chapter Services Department, the Chapter Leader Community, Key Dates Calendar, History of CORE and NORE, NEOK ASTD Mission Statement, Letter from Past President
- Board Meeting Dates for 2010 are to be distributed by President Adlof  
Announced as: Feb. 2; Mar 2; Mar 30; May 4; June 1; June 29; Aug 3; Aug 31; Sept 28; Nov 2; Nov 30
- Conference (dates, format) discussed, State Conference will be in OKC at Rose State; Date to be determined
- Refer to Handout 2010 Key Dates
- Email status update weekly (will include time budget and summary of committee tasks) to Board Members will be initiated by President Adlof
- President Adlof will make committee Sign-Up Sheets available at next Meeting. Instead of Icebreaker, Training Tips will begin at 11:30 to begin regular monthly meetings.

### Board Vote Items – Linda Adlof, President

- Final 2009 Budget Report distributed. Discussion, No questions, Moved and Seconded; Motion carried to adopt
- Handout and discussion about KIPA / KPM – Knowledge and Project Management Symposium scheduled for August 3-4, 2010. KIPA is requesting ability to communicate information on ASTD NEOK Website. Discussion included proposal to accept President Elect as the ASTD NEOK Delegate to KIPA. Noted that Juli Couch-Johnstone is a Board Member of KIPA. Discussion, moved, seconded, motion carried. [FYI SHRM is the National level of TAHRA]
- Proposal to create Past Presidents' Advisory Council; moved, seconded, discussion. Motion carried.

### Membership, Walt Hansmann

- Proposal for an Amendment (to have the Past Presidents' group be the By-Law Review Committee) to form a By-Law Review Committee was moved and seconded. Discussion. Tabled Amendment. Proposal to form a By-Law Review Committee; moved, seconded and motion carried.
- Proposal Walt Hansmann will proceed with filing for ASTD NEOK Chapter Non-Profit Organization status with State of Oklahoma Cost \$25 Motion moved, seconded carried.
- Name according to By-Laws ASTD Northeast Oklahoma Chapter
- Proposal for Article of Incorporation (to precede 501C3 application) name will be: ASTD Northeast Oklahoma Chapter, Inc. Motion Carried
- Quotes for Chapter general liability insurance to include features and benefits of insurance will be collected by Walt Hansmann

### Secretary, Colette Grayson

- Proposal for ASTD NEOK Chapter participation in Employee Learning Week December 6-10, 2010 motion carried
- Proposal for ASTD NEOK Chapter in collaboration with Workforce Tulsa volunteer for support once per Quarter for year of 2010 [Suggestions include a member volunteering to audit Workforce Tulsa Presenter; provide professional feedback about behavioral interviews or resume preparation; provide input with the design of services preparing Veterans returning to the workplace. Discussion, motion carried.

### Awards, Sue Madden

- The Awards Committee has developed an Awards Program, which includes the nomination forms, evaluation criteria and judging criteria, and job descriptions for Committee Members. Refer to Presentation Handout attached
- Proposal included a Budget and Time Line
- Formal motion to allow Awards Committee to secure venue for December Banquet Reservation date for a total of = or > 75 participants (with finalized number at later date). Moved, seconded and Motion carried.
- Budget for Awards Event \$3320 tabled until further review of other Committee Budget Items.

### Treasurer, Sam Dutro

- Discussion of Survey Results was postponed in the interest of time.
- Applications for ASTD National Memberships for Board Members were distributed, completed and collected.
- Proposal to give \$100 Gift Card to Cathy Criswell, Chief Auditor for City of Tulsa, as token of appreciation for voluntarily providing our external audit. Motion carried.

### Programs, Kelly Riggs

- Founder and President of Vmax Performance Group, and a Registered Corporate Coach (RCC), and a published Author, Kelly Riggs will Present Friday, January 15, 2010 at University of Tulsa – Chapman Activity Center, Chouteau Room. Initial report includes following Meeting Programs:

January	"Coaching for Leadership: Transforming Potential into Performance"	Kelly Riggs
February (or May will confirm soon)	Workplace Engagement	Kristine Sexter
March	Bottom line Business Network	Carrie Smith, NWA ASTD Past Pres.

April	Managing 7 Difficult Personalities	Maxie Carpenter
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**Marketing, Lindsay Plott-Buckner**

- Marketing Input limited in the interest of time. Request made that each Board Member will describe your perception of ASTD NEOK to include strengths, key relationships, and how we are perceived in Tulsa Metropolitan Service Area. President Adlof agreed to prepare a statement send to all Board Members to respond via email to Lindsay.

**Other Discussion included in Agenda postponed due to time**

**Special Programs, Chris Woodard**

**President Elect, Myra Fanning**

**Student SIG, Pauline Harris**

**Communications, Kara Jones**

**Accommodations, Juli Couch-Johnstone**

**For Next Board Meeting, Tuesday February 2, 2010**

- Review of NORE Agreement (President will send pre-read before next meeting)

Meeting adjourned at 3:00 p.m.

Minutes submitted by Colette Grayson 01/13/10