Date & Time: Friday, June 5, 2020 from 12:00 PM to 4:00 PM

Virtual Mid-Year Board Retreat

**Call Meeting to Order**

* Meeting called to order by Lewana Harris at 12:05 p.m.
* Roll Call
  + Lewana Harris, President
  + Walt Hansmann, Past-President
  + Linda Jenkins, VP of Finance
  + Sunilyn Hertt, VP of Accommodations
  + Laurie Rosenbaum, VP of Programming
  + Aba Hammond, VP of Membership
  + Megan McManus, VP of Marketing (Absent)
* With 6 of 7 Board Members present, a quorum is established.
* The Board Designated Walt Hansmann to take minutes for this meeting.
* Resignation. Walt Moved, Laurie seconded to accept the resignation of Megan McManus as VP of Marketing. **MOTION CARRIED**.
* Walt moved, Laurie seconded approval of the minutes from the May 1, 2020 Board Meeting as amended. **MOTION CARRIED**.

**Administrative**

* Board Development
* Lewana led a discussion about the communication styles of board members based on the self-assessment she had shared. The short version of the results is:
  + Lewana – Her primary communication style is Expressive with some Analytical and Amiable;
  + Walt – His primary communication style is Driver, with some Analytical;
  + Laurie – Her primary communication style is Analytical with some Expressive;
  + Linda – Her primary communication style is Analytical with some Driver;
  + Suni – Her primary communication style is Expressive with some Amiable;
  + Aba – Her primary communication style is Analytical with some Driver and Amiable.
* Walt shared that he has been teaching these communication style evaluations and that the source is from ***People Styles at Work and Beyond*** by Robert Bolton and Dorothy Grover Bolton. Understanding your own primary communication style, as well as understanding the communication styles of others, helps you adapt your own style to better communicate with others. In addition, each person has a primary and secondary back-up communication style they revert to when stressed or really angry.

**Financial**

* Laurie moved, Suni seconded acceptance of the financial report. Linda explained the financial reports and encouraged opportunities for income! **MOTION CARRIED**.

**Membership**

* Aba shared the membership worksheet showing current ATD Tulsa members. Laurie moved, Linda seconded to accept the membership report. **MOTION CARRIED**.

**Professional Development**

* Laurie shared the RFP received from Roger Grannis titled ­­­­­­­­­­­­­­­­­Sales Enablement: Improving Sales Performance Through Great Training. Suni moved, Walt seconded acceptance of the proposal for an upcoming meeting. Laurie will contact Mr. Grannis to secure a date and time. MOTION CARRIED.
* Lewana and Laurie shared their discussion with ATD Central Oklahoma President Joy Dyer about cross-promoting each chapter’s events during June and July.
* Lewana reiterated that she would like to complete the program schedule for the rest of 2020 and that we are not locked into third Friday’s over the noon hour. We assume we will be virtual for a while.
* The Board discussed the concerns Megan had expressed over the selection of programs and working within our process. It was noted that the January and February programs went forward before the formal RFP process and that the Board had concurred that they were the right programs at the right time. Everyone agreed that all was good and that we would follow the RFP policy going forward.
* Laurie mentioned that an eLearning topic, like Articulate, might meet the needs of members. She suggested presenters on that topic she could pursue.

**Communications**

* With the void left by Megan’s resignation, Walt will prepare and distribute newsletters, and Lewana will update social media. Walt emailed Lewana the access information she needs.
* Linda pointed out that communication regarding elections needs to be a separate email message sent to members. Walt has experience with the process and will coordinate the effort.

**Old Business**

* The endorsement of program presenters was discussed. Linda pointed out that the language in the speaker agreement precluded the chapter from endorsing speakers, but that individual member, acting as themselves, and not on behalf of the Board or chapter, could provide personal endorsements. Laurie suggested that the Bylaws and Policies committee consider language to clarify the issue further.

**New Business**

* Review Bylaws – Lewana had asked each board member to review the sections of Bylaws as it relates to their respective areas. There was discussion about why Bylaws and Policies were not a single document, which Linda explained as being the responsibility of two different entities, the membership for Bylaws, and the Board for Policies and Procedures. There were few discussions about any potential amendments.
* Review Policies and Procedures – Lewana had also asked each board member to review their respective sections of the Policies and Procedures. Suni asked about removing sections that do not currently apply, like securing a location and contract. She was concerned they were part of her role, which she was not doing. Walt explained that the Policies and Procedures are written to provide guidance and that in our recent past, with OSU Tulsa as our location, those practices did not come into play, but if we were no longer able to use OSU Tulsa for meetings, those Policies and Procedures would guide the chapter.
* Lewana asked for volunteers to join her and Walt on the Bylaws and Policies Committee. Linda and Suni volunteered. One more Board member needs to be added to the Committee. The Committee can begin to schedule and conduct meetings. Walt mentioned that two of the items the Committee started working on and had not completed were a Conflict of Interest Policy and a Whistleblower Policy. Anyone can submit items to the Committee for consideration.
* Process for 2020 Elections for the 2021 Board of Directors. Lewana will review the Operational Plan timeline for the Election process. Her first step is to appoint an Elections Committee. Walt will provide guidance and support.
* Walt moved, Laurie seconded to adopt Tony Bingham’s statement of June 2, 2020, as the position of ATD Tulsa. Walt will write a brief introductory statement on behalf of the chapter for the Board to review and wordsmith. **MOTION CARRIED**.
* On Friday, June 12, we will have a virtual meeting to confirm the logistics for the June 19 meeting.

**Action Items**

* Laurie will contact Mr. Grannis to secure a date and time for his session.
* Laurie will contact potential eLearning presenters.
* Walt will prepare and distribute newsletters.
* Lewana will update social media.
* Laurie suggested that the Bylaws and Policies committee consider language to clarify the issue of endorsements further.
* The Bylaws and Policies committee, now appointed by the President, can begin to schedule and conduct meetings.
* Lewana will review the Operational Plan timeline for the Election process. Her first step is to appoint an Elections Committee.
* Walt will write a brief introductory statement on behalf of the chapter for the Board to review and wordsmith.

**Adjourn Meeting**

* The meeting was adjourned at 4:10 p.m.

**Attachments for the Final Posting:**

* June 5 Board Meeting Agenda
* May 1 Board Meeting Minutes as amended
* Statement of Financial Position
* Income and Expense Report
* Roger Grannis RFP and Presenter Agreement
* [ATD Tulsa Bylaws](https://tdtulsa.org/resources/Documents/Bylaws_and_Policies/ATD_Tulsa_Bylaws.pdf) (hyperlinked due to size of the document)
* [ATD Tulsa Policies and Procedures](https://tdtulsa.org/resources/Documents/Bylaws_and_Policies/ATD_Tulsa_Policies_and_Procedures.pdf) (hyperlinked due to size of the document)

Respectfully Submitted by Walt Hansmann. CPTD