2025 ATD Tulsa Chapter Risk Assessment

Initially Created: December 2021

Most Recently Reviewed: January 2026

Likelihood Scale:

5 Very Likely – has happened to our chapter before
4 Likely – has happened to other ATD chapters
3 Possible – has happened to another voluntary organization
2 Somewhat unlikely – has seldom happened to another voluntary organization
1 Remote – has never happened to our knowledge

Severity Scale:

5 Causes the death of a member or guest
4 Puts the chapter out of business
3 Injures a member/guest or costs the chapter a significant amount of money or significantly harms reputation of the chapter
2 Cost the chapter some money and/or hurts chapter reputation
1 No real injury to members, guests, chapter finances, or reputation

Risk	Likelihood	Severity	Risk Reduction Plan
1. Legal claim brought against the chapter or its Board of Directors	3	4	Carry Liability and Director's and Officer's Insurance policies to ensure that we have adequate protection in the event of a claim. **Action required**: Maintain payment of current policies COMPLETED We continued our Liability and Director's and Officer's insurance coverage in 2025 and plan to continue in 2026 and re-evaluate as needed.
2. Chapter Speaker may create a risk for the chapter due to negligence, inappropriate or discriminatory comments, breach of privacy of members personal information, etc.	3	3	Require all Chapter Speakers to sign an agreement to align with ATD Tulsa policies and limit the liability and exposure of the chapter to actions taken by the speaker. **Action required**: Maintain usage of these agreements for all speakers including chapter members and speakers who have spoken at prior ATD Tulsa Chapter events COMPLETED FROM 2022: Add section covering video distribution & recordings for registrants. COMPLETED We had all chapter speakers sign an agreement in 2025 and will continue to have speakers sign agreement in 2026.
3. Inaccurate financial records	3	4	Record transactions and produce reports per chapter Bylaws; maintain current and set up (when possible) online and auto payments for annual expenses; and ensure contact information on accounts reflects VP of Finance at ATD Tulsa e.g. finance@tdtulsa.org.

			<u>Action required</u>: Reconcile transactions, maintain online accounts and produce monthly reports. COMPLETED We hired a 3rd party CPA to manage quickbooks and produce financial statement. We will hire a separate CPA to review the prior year financials.
4. Misappropriation of funds or fraudulent activity due to lack of financial controls	3	4	In accordance with the CARE agreement, the chapter shall ensure an annual internal or external financial review is completed by an individual or group not directly responsible for the management of the corporation's finances. **<u>Action required</u>**: Have a financial review and compilation report completed by a Certified Public Accountant. 3rd party CPA reviews the bookkeeping to help identify any risks. COMPLETED
5. Stewardship of Chapter funds	3	2	Follow policy of keeping six (6) months' operating expenses in a checking account with the rest in a money market account. **<u>Action Required</u>**: Maintain funds per policy. COMPLETED Given the current market rates, we will discuss whether to re-invest the funds in the money market account to one bearing higher interest/returns. Evaluate membership benefits and how we are using funds to benefit members.
6. Safeguarding chapter documents, including documentation of physical documents that are postal mailed to PO box and/or physical addresses	4	3	Follow Document Retention and Email Policies. **<u>Action Required:</u>** Board members sign acknowledgement of policies and keep on file. COMPLETED We will continue reinforcing the expectation ATD emails need to be maintained in the ATD accounts. Ensuring all documents are stored in the google drive. Physical documents are scanned and file in the google drive.
7. Protection for members or directors to bring forth credible information on illegal practices or violation of adopted polices	3	4	Follow Whistleblower Protection Policy. **<u>Action required</u>**: Ensure any allegations brought forth are handled swiftly, fairly and completely. COMPLETED

8. Conflict of interest with chapter business or activity	3	3	Follow Conflict-of-Interest Policy and Code of Ethics. **Action required**: Board members sign Code of Ethics and Annual Conflict of Interest acknowledgements and keep on file. COMPLETED
9. Policy updates are in alignment with Bylaws	4	3	Review Chapter Policies and Procedures and update to align with updated Bylaws. **Action Required**: Create committee to review P&P and recommend changes to Board for approval. COMPLETED Board will review the bylaws and policy and procedures for 2026.

Notes:

The above risk assessment satisfies element 1.8 of the Chapter Affiliation Requirements (CARE) of the Association for Talent Development. Additional information can be found at https://www.td.org/chapters/clc/care.

2026 Risk Assessment prepared by 2026 Board Members, chaired by Monika Turek, President

- Crystal Ifekoya, Past President
- Gary Cathey, Logistics VP
- Deborah Johnson, Programming VP
- Sarah Steffes, Admin VP

The Board members communicated via email to review the 2026 Risk Assessment and update the information; they did not identify any additional potential risks for the chapter.

Board Acceptance: January 16, 2026 by new 2026 Board.