

# onation

ision 2.6 released on 7/1/25

dated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



### TY COUNCIL USE ONLY

Date Received: \_\_\_\_\_  
Committee Date: \_\_\_\_\_  
1<sup>st</sup> Agenda Date: \_\_\_\_\_

Tracking #: \_\_\_\_\_  
Committee: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_  
2<sup>nd</sup> Agenda Date: \_\_\_\_\_

Scanned  
 Posted

### CITY CLERK USE ONLY

Date: 09.03.2025  
Item #: 2509.02249

**All department items requiring Council approval must be submitted through the Mayor's Office.**

### Primary Details

Board Approval	Other Board Name	City Council Approval <input type="radio"/> Yes <input checked="" type="radio"/> No
Department Information Technology	Contact Name Jon Galchik	Email Jgalchik@cityoftulsa.org
id/Project Number	Project Title	Donator RTM
Travel Event Title AI Executive Briefing and Workshop	Traveler's Name Jon Galchik	Event Date 9/9/25
		Phone 918-417-9100
		Type of Donation Other
		Donation Amount/Value \$1,410.00

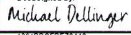
### Budget


Funding Source(s)

### TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.61043122-541102-\$30,000.01)

### Approvals

Department:  \_\_\_\_\_  
 Legal: \_\_\_\_\_  
 Board: \_\_\_\_\_  
 Mayor: \_\_\_\_\_  
 Other: \_\_\_\_\_

 Krystal S. Reyes  
Mayor Pro Tem

Date: 8/29/2025  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: SEP 03 2025  
Date: \_\_\_\_\_

### Policy Statement

#### Background Information

Company has been invited to attend the upcoming AI Executive Briefing and Workshop with SHI International Corp.

Provide background information on the requested action.

#### Summary of the Requested Action

SHI International Corp. invited Jon Galchik to attend the upcoming AI & Cyber Labs and Data Center Factory Executive Experience on Tuesday, September 9, 2025, at the SHI Executive Briefing Center in Somerset, NJ. SHI will provide on-site meeting facilities, guided tours, and hosted meals during the scheduled sessions. We respectfully request the Mayor to approve the donation that has been provided.

Summarize the pertinent details of the requested action

#### Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

### Processing Information for City Clerk's Office

#### Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

#### Additional Routing and Processing Details

James Heisterberg  
Account Executive  
SHI International Corp.  
300 Davidson Avenue  
Somerset, NJ 08873  
918-629-3703  
James\_heisterberg@shi.com

Jonathan Galchik  
Director, IT Operations & Support  
City of Tulsa, OK

August 11, 2025

To Whom It May Concern:

SHI International Corp. would like to formally invite Jon Galchik to attend the upcoming AI & Cyber Labs and Data Center Factory Executive Experience on Tuesday, September 9, 2025, at the SHI Executive Briefing Center in Somerset, NJ.

This exclusive, full-day engagement brings together Public Sector and Education leaders to explore how AI, advanced cyber solutions, and integrated infrastructure can transform government services, citizen safety, education, and infrastructure modernization. In partnership with NVIDIA and HPE, SHI has curated an immersive agenda designed to accelerate AI readiness and foster actionable innovation strategies for Smart Cities, Smart Campuses, and Digital Human applications.

Attendees will begin with an Executive Welcome and Partner Panel, featuring SHI, HPE, and NVIDIA leadership. The day will include guided tours of SHI's AI & Cyber Lab and Data Center Factory, where participants will see live demonstrations of AI-powered solutions, including Vision AI for public safety and transportation, Digital Human Ambassadors for citizen and student services, and infrastructure planning for AI at scale.

The program also offers curated workshops and dedicated networking opportunities with SHI executives, partner sponsors, and peer leaders from across the public sector. Attendance is by invitation only and is extended to senior decision-makers positioned to drive technology transformation within their organizations.

There is no obligation for Jon Galchik or the City of Tulsa to engage in business with SHI or its partners during or after the event. SHI will provide on-site meeting facilities, guided tours, and hosted meals during the scheduled sessions.

Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

  
James Heisterberg

Account Executive

SHI International Corp



RE: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

From Bria Marshall <Bria\_Marshall@SHI.com>  
Date Mon 8/25/2025 6:04 PM  
To Galchik, Jon <jgalchik@cityoftulsa.org>  
Cc James Heisterberg <James\_Heisterberg@SHI.com>

Hi Jon,

I have an estimated breakdown below. Once you receive approval, please let me know and I will send over some flight options.

Hotel stay- \$175/night 2 nights- \$350  
Air - \$750 (may be less)  
Airport transfers- \$200  
9/9 Breakfast & Lunch - \$75  
9/9 Networking Snacks - \$35

**Estimated Total= \$1410**

 Bria Marshall  
Executive Briefing Center Events Team Lead  
Office: +17325848277 | Mobile: +17324348515

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From: Galchik, Jon <jgalchik@cityoftulsa.org>  
Sent: Saturday, August 23, 2025 12:18 PM  
To: Bria Marshall <Bria\_Marshall@SHI.com>  
Cc: James Heisterberg <James\_Heisterberg@SHI.com>  
Subject: Re: [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

External Sender: Use caution with links/attachments.

Hello Bria,

I do require travel arrangements and accommodations. 😊 I will need to know the value of both so I can get approval from our Mayor. 😊

**Jon Galchik, D.Mgt | Director, IT Operations & Support**

City of Tulsa, Information Technology Department

175 E. 2nd Street., Suite 6

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[www.cityoftulsa.org](http://www.cityoftulsa.org)

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Sent from my MAC, surfing on beams of light and waves of wireless magic.

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**From:** Bria Marshall <[Bria\\_Marshall@SHI.com](mailto:Bria_Marshall@SHI.com)>  
**Date:** Friday, August 22, 2025 at 12:29  
**To:** Galchik, Jon <[jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)>  
**Cc:** James Heisterberg <[James\\_Heisterberg@SHI.com](mailto:James_Heisterberg@SHI.com)>  
**Subject:** [External Mail] RE: Thank You for Registering for the SHI's AI Executive Briefing and Workshop

Hello Jon,

I hope all is well! James let me know that you have a few questions regarding the event. Please let me know how I can further assist you.



Bria Marshall

Executive Briefing Center Events Team Lead

Office: [+17325848277](tel:+17325848277) | Mobile: [+17324348515](tel:+17324348515)

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**From:** Bria Marshall  
**Sent:** Tuesday, August 12, 2025 9:26 AM  
**To:** [jgalchik@cityoftulsa.org](mailto:jgalchik@cityoftulsa.org)  
**Cc:** James Heisterberg <[James\\_Heisterberg@SHI.com](mailto:James_Heisterberg@SHI.com)>  
**Subject:** Thank You for Registering for the SHI's AI Executive Briefing and Workshop

Good Morning Jon,

Thank you for registering for SHI's AI Executive Briefing and Workshop on Tuesday, September 9, 2025. Step into the future with an exclusive opportunity to experience SHI's AI & Cyber Labs and Data Center Factory. See how Nvidia and HPE are co-innovating with SHI to solve your agency's most pressing challenges – from citizen services to infrastructure modernization.

Our immersive facility tours invite you to experience AI innovation firsthand, beginning with a dynamic session in our state-of-the-art Boardroom or the cutting-edge AI Demo and Experience Center. From there, embark on a guided journey through our advanced facility, where you'll discover how SHI's comprehensive integration solutions are powering the next generation of technology.

Based on your registration, **you require travel arrangements and/or hotel accommodations**. If this is incorrect, please let us know.

**Registration Details:**

Event Date: September 9, 2025

Departure Airport: TUL

Departure Date: 9/8

Hotel Check-in Date: 9/8

Hotel Check-out Date: 9/10

**Please reply to this email to confirm you require travel arrangements and/ or hotel accommodations. We look forward to hosting you at the Summit.**

Thank you in advance,

Bria Marshall



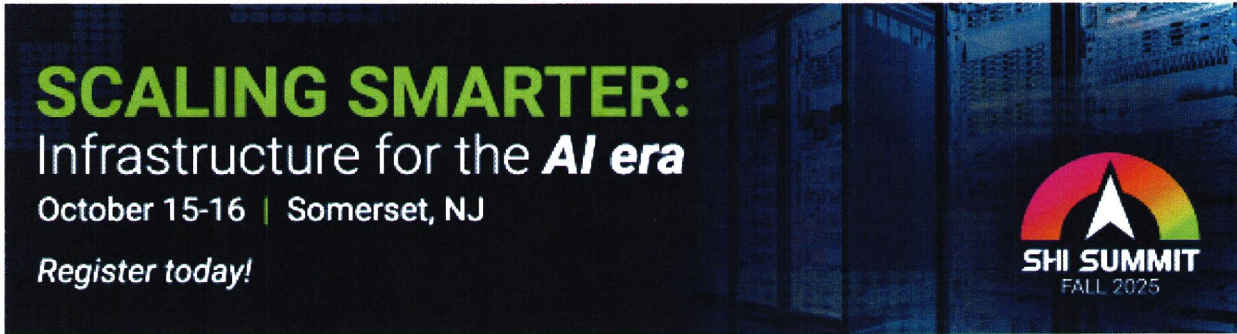
Bria Marshall

Executive Briefing Center Events Team Lead

Global HQ: 290 Davidson Ave, Somerset, NJ 08873



[SHI.com](http://SHI.com)



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