



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting  
EWI® of Memphis  
June 11, 2015

**Call to Order**

The EWI of Memphis Board meeting was held on Thursday, June 11, at Le Bonheur Children's Hospital with Timorie Belk as host. Cindy Lynch presided. The meeting was called to order at 6:04 pm.

**Roll Call**

Present:

Cindy Lynch, President  
Linda Grissom, Vice President  
Krissie Heuer, Treasurer  
Danielle Rouseau, Secretary  
Deborah Vaughn, Program Director  
Mary Judson, Recruitment & Retention Director  
Timorie Belk, Communications Director  
Angel Halpern, B/C/DP Director  
Martha Pallesen, Parliamentary Advisor

Absent:

Mable Barringer, Sergeant-At-Arms  
Paige Perkins, Advisor

Open:

Fundraising Director

**Minutes**

The May Board Minutes were emailed to the board. A motion was made to approve the May Board minutes as received and the minutes were approved as distributed. The motion carried and the minutes will be posted to the website. The May Chapter minutes were emailed to the Board. Since there were no additional corrections, the minutes were posted to the website and will be presented for approval at the June Chapter meeting.

**Reports of Officers and Directors:**

**Communications:**

President Cindy Lynch read a letter of appreciation from the Memphis Oral School for the Deaf for the recent Reading Rally.

**Vice President – Linda Grissom (Medtronic, Inc.)**

During the month, Linda:

1. Participated in Golf Committee conference call/meeting as required
2. Issued Media Press Releases to The Commercial Appeal, The Cordova Times, Memphis Daily News, Collierville Herald, Bartlett Express and Shelby Sun Times
3. Updated Member Roster as required

**Treasurer – Krissie Heuer (Business Equipment Center)**

Cash balances on May 30, 2015, are as follows:

Total General Operating Account	\$42,944.04
Operating Account CD	\$50,000.00
B/C/DP Account	\$8,379.45
<b>Total:</b>	<b>\$101,323.49</b>

Discussion:

1. The amounts owed in delinquent accounts has been significantly reduced.
2. The Wild Apricot website service has increased their fees. Motions were offered and approved to prepay for the next two years to take advantage of a reduced rate.
3. The proposed budgets for the 2015-2016 year will be presented to the Budget Committee in June, presented to the Board in July, and presented to the Chapter in August.
4. Delegate forms and fees are due to Corporate Office by August 14.
5. The Nominating Committee will present delegates and alternates at June Chapter Meeting.

**Sergeant-At-Arms- - Mable Barringer (National Kidney Foundation of West TN) - ABSENT**

President Cindy Lynch reported the attendance at May Chapter meeting as follows: 19 reps, 5 sustainers, 1 life members, 0 honorary member, and 8 guests, for a total of 33.

Discussion:

1. Shelly Kemp (Durham School Services) is the June prospective member guest.
2. On June 1<sup>st</sup> notification was sent to the membership for the June Chapter Meeting.
3. President Cindy Lynch (Medtronic, Inc.) will acknowledge RSVPs during the June Chapter meeting.
4. President Lynch will send an email reminding members to forward regrets if they are unable to attend the June Chapter meeting.

**Recruitment and Retention Director – Mary Judson (Kemmons Wilson Companies)**

Mary Judson reported the Recruitment and Retention activity as follows:

Member Firms: 36; Active Reps: 40 (36-1<sup>st</sup> reps, 4-2<sup>nd</sup> reps); Individuals: 0, Sustainers: 7, Life Member: 1; Honorary Members: 2. Total of 50.

Discussion:

1. Increasing our membership is a priority.
2. There are no member installations scheduled for the June Chapter meeting.
3. Renewal Status of Mable Barringer, Judy Carmichael, Janie Emerson, Lori Sargent, Vickie Parker, Eileen Consolo was discussed.
4. The representative for member firm Holiday Inn & Suites Wolfchase, previously held by Rhonda Huisel, is open.

**Program Director – Deborah Vaughn**

- June 18<sup>th</sup> Meeting: Speaker will be Dr. Michelle Ludwig (Baylor Hospital) and Program will be B/C/DP ASIST and Leadership Development Awards, to be held at The Peabody Hotel, 149 Union Avenue, Memphis, TN.
- July 13<sup>th</sup> Meeting & Golf Tournament: TPC Southwind, 3325 Club at Southwind, Memphis, TN 38125.
- August 20<sup>th</sup> Meeting: Westin Downtown. 170 Lt. George W Lee Ave, Memphis, TN 38103. Business Meeting.

Discussion:

1. The June Chapter meeting will feature former ASIST recipient Michelle Ludwig as speaker. Her mother will attend as her guest.
2. Michael R. Freeman, 2013 ASIST recipient and recent Christian Brothers University graduate, will be presented a graduation gift from the Chapter in honor of his accomplishments.
3. There will be 2-3 reserved tables for ASIST recipients and guests. Each award recipient will be invited to speak briefly.
4. The final arrangements for the audio visual and technical needs for the June Chapter meeting at the Peabody were discussed.
5. Addition of an EWI trivia question the monthly EWIconnect was discussed. Each month's winner would receive a prize.
6. July Chapter Meeting & Golf Tournament will be at TPC Southwind. Delegates and alternates will be presented, and a quorum is required.
7. August Chapter Meeting at the Westin Downtown will be a Business Meeting. Business to be discussed will be Bylaws Updates; voting to send LCAM delegates instructed or informed but uninstructed, voting on Slate of Officers & Directors, and the 2015-16 Budgets will be presented. A quorum is required.

**Communications Director – Timorie Belk (Le Bonheur Hospital)**

Timorie Belk reported the Communications activity as follows:

1. The deadline to forward information for the July EWIconnect will be Monday, June 29, 2015.
2. Articles and information for the June edition are to be submitted to Timorie Belk.

Discussion:

1. EWI Communications Award was discussed and, EWI® of Memphis selected entry will be the May 2015 issue of the EWIconnect. The deadline to submit the entry is August 1 as announced at LCAM.

**Fundraising Director – OPEN**

President Cindy Lynch reported the following fundraising activities for March:

May Silent Auction:	<u>\$476.12</u>
<b>Total:</b>	<b>\$476.12</b>

Discussion:

1. The June fundraiser will be "Summer Breezes / Independence Day". Terrice Enochs (Bancorps South) should be notified of donations.
2. The Golf Tournament update was discussed. Door prizes and promotional items are needed. Timorie Belk (Le Bonheur Hospital) will reach out to the membership for additional volunteers and hosts.
3. Members of the EWI Board contributed for a tee sign to represent the Chapter at Golf Tournament.

**B/C/DP Director – Angel Halpern (Regions Bank)**

Angel Halpern reported the B/C/DP activity as follows:

1. ASIST Scholarship notification will be forwarded to Corporate no later than June 15th. One "corporate" applicant will be selected and an essay from the ASIST Chair drafted on why the applicant is worthy of a corporate scholarship.
2. The four applicants will be awarded a total of \$8,000 in scholarship funds this year are:
  - Mildred McKinney - \$3,000 American Intercontinental University
  - Rachel Colburn - \$2,000 University of Mississippi
  - Shantel Pirtle - \$1,500 University of Memphis
  - Karin Buchanan - \$1,000 University of Memphis

**PARLIAMENTARY ADVISOR: Martha Pallesen**

Martha shared information on the 'Placement / Usage of Commas, Periods, and Spacing'. The information was from 2011 edition of THE GREGG REFERENCE MANUAL.

**SPECIAL COMMITTEES:**

**BYLAWS:**

Krissie Heuer (Business Equipment Center) offered the Corporate Bylaws Committee Report and Update.

**NOMINATING:**

President Lynch reported on behalf of Paige Perkins (Memphis Grizzlies):

1. Corporate Notification of Chapter Officers & Directors is due to the EWI Corporate Office by August 31.

2. Delegate forms and fees are due to EWI Corporate August 14. These items will be presented at the July Chapter Meeting for a vote. A quorum is required.

**Unfinished Business:**

There was nothing to report.

**New Business:**

1. The June Chapter Meeting agenda was discussed.
2. The slate for the 2016 EWI Board was discussed.
3. It was announced that the July Professional Development Webinar – “Business Ethics” will be July 7, at 2p.m. CST and to register at ewiconnect.com.
4. The nomination of FedEx Services for the Lucille Johnson Perkins Award for outstanding member firm was discussed. The LCAM deadline for nominations is June 15.
5. Following the Committee review of applicants, Mary Judson (Kemmons Wilson Companies) was selected to receive the LCAM Professional Leadership Award for the Chapter. She will receive an expense paid trip to the September 2015 LCAM event in Tulsa, OK.
6. A motion was offered and approved to pay registration fees for another applicant, Deborah Vaughn (Staples). She will pay for her own travel and accommodations.

**Announcements:**

Birthdays: Angel Halpern (June 6)

The next Board meeting will be held Thursday, July 9, at 5:45 pm at Medtronics, 1800 Pyramid Place, Memphis, TN. The meeting will be hosted by Linda Grissom.

Board members were asked to bring copies of their reports to the Board Meeting.

The meeting adjourned at 7:40 p.m.

/s  
Cindy Lynch, President

/s  
Danielle Rouseau, Secretary