



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting
EWI® of Memphis
April 14, 2016

Call to Order

The EWI of Memphis Board meeting was held on Thursday, April 14, 2016, at Staples in Memphis, hosted by Deborah Vaughn (Staples). The meeting was called to order by President Linda Grissom (Medtronic, Inc.) at 5:52 p.m.

Roll Call

Present:

Linda Grissom, President
Krissie Heuer, President-elect
Nina Nguyen, Secretary
Judy Carmichael, Treasurer
Mable Barringer, Sergeant-at-Arms
Deborah Vaughn, Program Director
Angel Halpern, Fundraising
Martha Pallesen, Parliamentary Advisor
Cindy Lynch, Advisor

Absent:

“OPEN”, Retention & Recruitment
“OPEN”, BCDP Director
Mary Judson, Communications

Minutes

The March Board minutes were emailed to the board. A motion was made to approve the March Board minutes as received and the minutes were approved as distributed. The motion carried and the minutes will be posted to the website. The March 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 April Chapter meeting.

REPORTS OF OFFICERS AND DIRECTORS:

President – Linda Grissom (Medtronic, Inc.)

Contact President Grissom (Medtronic, Inc.) with any thoughts or suggestions regarding BCDP Director and Retention and Recruitment Director replacements. Krissie Heuer (Business Equipment Center) stated Janie Emerson (Shelby County Schools) has expressed interest in the BCDP Director position.

President-elect – Krissie Heuer (Business Equipment Center)

Discussion:

- Krissie Heuer (Business Equipment Center) worked with Cindy Lynch (Medtronic, Inc.) to send Q1 2016 Quarterly Billing.
- Krissie Heuer (Business Equipment Center) assisted, where needed, Judy Carmichael (William Howard & Co. Financial Advisors) with Treasury.
- Krissie Heuer (Business Equipment Center) sent additional reminders to a few members for past dues from 2015. 1 past due amount was received.
- Krissie Heuer (Business Equipment Center) worked with Deborah Vaughn (William Howard & Co. Financial Advisors), Janie Emerson (Shelby County Schools) and Mary Judson (Medtronic, Inc.) on the Reading Rally article for April Connect.
- Krissie Heuer (Business Equipment Center) met with President Grissom (Medtronic, Inc.) and Cindy Lynch (Medtronic, Inc.) regarding Reading Rally & ASIST programs for 2016 on April 4, 2016.
- Positive responses were received from both Judy Thompson with House of Grace and Angela Meekins with Porter-Leath. Both have been sent copies of the application packet.
- Discussion regarding testimonials from ASIST applicants
- Krissie Heuer (Business Equipment Center) produced the children's certificates for Reading Rally. Krissie discussed via email with Deborah Vaughn (Staples) and Janie Emerson (Shelby County Schools) additional contact regarding planning with the Shrine School, Les Passes and Perre Magness prior to Reading Rally.
- Krissie Heuer (Business Equipment Center) made arrangements for Cindy Lynch (Medtronic, Inc.) and herself to attend the Chattanooga Board Forum at the end of April.
- Krissie Heuer (Business Equipment Center) passed the President's pin to President Grissom (Medtronic, Inc.).
- There was discussion regarding the Golf Tournament.
- Krissie Heuer (Business Equipment Center) spoke with the winner of Sandestin Condo auction item from the 2015 Golf Tournament.
- Krissie Heuer (Business Equipment Center) is beginning the process of planning for next year's EWI work.
- Krissie Heuer (Business Equipment Center) worked on Standing Rules articles for the Connect.

Treasurer – Judy Carmichael (William Howard & Co. Financial Advisors, Inc.)

Cash balances as of March 31, 2016 are as follows:

General Operating	\$36,979.53
B/C/DP Account	\$13,461.30
CD	\$50,000.00

Discussion:

- \$65.00 was raised at the March Silent Auction.
- Bank balances and Fundraising figures were sent to Mary Judson (Kemmons Wilson Companies) for the newsletter on April 1, 2016.
- Credit Card authorization was sent to University of Memphis Conference Center for the March Chapter meeting.
- Credit Card authorization was sent to The Peabody Hotel for \$500.00 for the June

Chapter meeting deposit.

- General Operating Account: 7 deposits were made in March and 3 Pay Pal transfers occurred.
- Debit Card Transactions: \$61.00 for March storage, \$35.66 for the order of deposit books, \$500.00 for The Peabody Hotel Chapter meeting in June and \$1,238.90 sent to the University of Memphis Conference Center.
- Krissie Heuer (Business Equipment Center) was reimbursed \$122.36 for the Reading Rally books.
- The BancorpSouth CD interest figure was received on April 1, 2016, from Janice Toshach (BancorpSouth).
- The following forms and reports were prepared: Cash Receipts, Cash Disbursements and Board reports for General Operating, BCDP and CD.
- December 2015, January 2016 and February 2016 Year to Date columns on the General Operating and BCDP reports were corrected.

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

Attendance at the March Chapter Meeting was as follows:

18 Reps, 2 Sustainers, 7 Guests, 1 Honorary Member and 6 No Shows – Total of 28

Discussion:

- On April 5, 2016, notification was sent to the membership for the April Chapter Meeting with deadline to RSVP of April 15, 2016. A reminder was sent on April 11, 2016.

Membership Recruitment and Retention Director – “Open”

As of March 2016:

Member Firms: 28, Active Reps: 31 (27-1st reps, 4-2nd reps), Individuals: 0, Sustainers: 9, Life Member: 1, Honorary Members: 2. Total of 43.

Discussion:

- Renewals confirmed: Dannah Scott (Sheraton) and Pam Bradley (Fogelman Executive Center)
- 5 membership renewals in question: Joan Higginbotham (Holiday Inn & Suites Wolfchase), Yvonne Joiner (Memphis Cook Convention Center), Ditas Sargent (Courtyard Marriott) and Paulette McMillin (Sustainer).
- Krissie Heuer (Business Equipment Center) will follow up with prospect, Briarcrest Christian School.
- Betty Loveless (Life Member) has a prospect, Adrian Winfey.
- The following are prospects and electronic application responses are pending: Haileigh Green (Flaming Phoenix), Brittany Jones (Hilton Worldwide), Katie Richardson (Marriott International) and Timorie Belk (Le Bonheur).

Committee Meeting:

Committee meetings should take place within 30 days via meeting or conference call. Recruit for supportive committee members!

New Member Installations:

Erica Johnson will replace Erica Simpson at Belhaven University and Janet Samples will be installed for Staples.

Retention: Current Status:

See above notations.

Mentorship Program:

We are considering assigning a veteran representative to shadow a new representative for the first 3 months to ensure the new representative joins a committee and attends meetings.

B/C/DP Director – “Open”

Krissie Heuer (Business Equipment Center), Janie Emerson (Shelby County Schools) and Deborah Vaughn (Staples) have collaborated on the Reading Rally. It will be held on May 20th at the Shrine School at 11:30 a.m. Les Passess Kids on the Block will partner with us for this event. Volunteers should arrive an hour in advance if at all possible to participate in a campus tour. Book selection is planned to be “We Live in Memphis” by Perre Magness. Ms. Magness is also planning to attend the Reading Rally.

- The application for \$1,000 BCDP Grant for EWI Foundation was submitted on January 14, 2016, for approval and funding. The deposit is pending.

Program Director – Deborah Vaughn (Staples)

- April 21 Meeting: Crescent Club. Rebecca Lesley-Paulk will discuss Court Appointed Special Advocates. The menu will include pork loin, potatoes, house salad and bread pudding or crème brulee.
- May 19: Sheraton in downtown Memphis. Danielle Inez, Owner and Director of Marketing of Ding, will discuss “Self Speak.”
- June 16: The Peabody Hotel. A speaker from Belhaven is a possibility.

Communications Director – Mary Judson (Kemmons Wilson Companies)

The deadline to submit articles to mjudson@kwilson.com for the May edition is April 28, 2016. The May edition is to be posted to the website by May 5, 2016.

Discussion:

- Board of Director’s biographies
- Setting up Bulletin Board page for notices, requests, and sharing and caring
- Mary Judson (Kemmons Wilson Companies) will be departing for Bulgaria May 1, 2016. She will be able to post the newsletter while overseas, but will send President Grissom (Medtronic, Inc.) the final draft the last day of Friday. She will post the newsletter no later than May 5, 2016.
- The goal is to feature 4 firms per newsletter. It is Mary’s suggestion to reach out to the four selected firms to acknowledge they will be featured. These four firms will also get recognized on Facebook. The suggested featured April Firms are: Shelby County Schools The University of Memphis, Sims Financial Group and Belhaven University.
- The Golf Tournament will be highlighted in the newsletter for June.

Fundraising Director – Angel Halpern (Regions Bank)

Discussion:

- Nut sales are near completion. Extras are offered. President Grissom (Medtronic, Inc.) will reach out to Mueller.

- The door prize theme for April is “Spring Fling.”
- The door prize theme for May is “Purses.”
- The 2016 Golf Tournament will take place on Monday, July 11, 2016. Save the Date postcards have been sent by President Grissom (Medtronic, Inc.)
- Kristi Emmons (FedEx Services) is the point person for the teams. She is confirming with Dan Mullally regarding Title Sponsorship.
- Mary Judson (Kemmons Wilson Companies) secured a gift certificate for the Golf Tournament from Lori Howell with Orange Lake Resorts for a complimentary 7 night accommodations for a Hole-In-One prize.
- Kendra Scott Corporation is on hold for consideration. Kendra Scott Corporation would entertain an “EWI Jewelry Night” where a percentage of sales proceeds would go to the chapter. Possible idea for an “Open House” recruitment.

STANDING COMMITTEES:

PARLIAMENTARY ADVISOR: Martha Pallesen (Pallesen Consulting Services)

Martha Pallesen (Pallesen Consulting Services) discussed page 468 of *Robert’s Rules of Order*: “Before the presiding officer calls a meeting to order, it is his duty to determine, although he need not announce, that a quorum is present.”

TECHNOLOGY:

- Nothing to report.

BOARD ADVISOR: Cindy Lynch (Medtronic, Inc.)

- The Events Calendar on EWI® of Memphis website was updated. The information on the Golf Tournament page of the website was also updated and the sponsorship brochure was added. Registration buttons have been enabled to pay by credit card for sponsorships, teams, individual players, tee signs, and the Chapter Meeting.
- Cindy Lynch (Medtronic, Inc.) met with Krissie Heuer (Business Equipment Center) on March 24, 2016, to train on chapter meeting dues billing for Q1 2016.
- Cindy Lynch (Medtronic, Inc.) prepared the straw ballot announcement from the Nominating Committee which will be sent out on Friday, April 15, 2016, with a deadline to return of May 16, 2016. Cindy has proposed Nominating Committee Meeting dates of May 17, 2016, and May 24, 2016, if necessary. The Nominating Committee’s report will be presented to the Board at the June Board Meeting and to the Chapter at the June Chapter Meeting.
- Cindy Lynch (Medtronic, Inc.) will be attending the Eastern Region Chapter Board Forum in Chattanooga, TN, with Krissie Heuer (Business Equipment Center) on April 29-30, 2016, and both will provide a follow-up report to the Board at May’s Board Meeting.

SPECIAL COMMITTEES:

NOMINATING:

Nothing to report.

UNFINISHED BUSINESS:

Nothing to report.

NEW BUSINESS:

- Standards of Excellence: Memphis' Key Goals & Action Plan is on-going.
- Medtronic, Inc. can serve as the host venue if necessary for the May Board meeting.
- The Tennessee Chapter Board Forum will be in Chattanooga during April 29 and 30.
- The notification for applicants for the Professional Leadership Award will go out in April. Board members were provided a handout.
- The Tennessee Chapter Board Forum expenses for Krissie Heuer (Business Equipment Center) and Cindy Lynch (Medtronic, Inc.) will be paid for by the chapter.

Announcements:

- Martha Pallesen (Pallesen Consulting Services) will host the May 12, 2016, Board meeting at 5:45 p.m. at 8700 Trail Lake Dr., Suite 300, Memphis, TN 38125.
- Board members were reminded to send their reports to Nina Nguyen, Secretary (Regions Bank) no later than May 9, 2016.

The meeting adjourned at 7:36 p.m.

/s

Linda Grissom, 2015-2016 President

/s

Nina Nguyen, Secretary