



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting
EWI® of Memphis
July 7, 2016

Call to Order

The EWI of Memphis Board meeting was held on Thursday, July 7, 2016, at Medtronic, Inc. in Memphis, hosted Cindy Lynch (Medtronic, Inc.). The meeting was called to order by President Linda Grissom (Medtronic, Inc.) at 5:46 p.m.

Roll Call

Present:

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

Absent:

Nina Nguyen, Secretary
Mary Judson, Communications
"OPEN", Retention & Recruitment
"OPEN", BCDP Director

Minutes

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

REPORTS OF OFFICERS AND DIRECTORS:

President-elect – Krissie Heuer (Business Equipment Center)

Discussion:

- We are still waiting on reconciliation from corporate on 2016 and current annual renewals.

- Checks were written for Daisy Polk, Brandy Bowen and Marlene Hamilton.
- Contact was made to the House of Grace regarding the student ID's of Amber Rose Hoskins and Courtney Groff
- Donated water was picked up from Kruger Products on June 24, 2016.
- Invitations were worked on for ASIST Scholarship meeting.
- Visors were received for the golf tournament.
- A spreadsheet of tournament billing and payments is being worked on for the golf tournament.
- A thank you letter was written to Staples advising how we used their grant.
- Krissie Heuer (Business Equipment Center) participated in the June 23, 2016, conference call with corporate for President and VP.
- Testimonials from each of our candidates were requested and some were received.
- We currently have \$1,200 confirmed tee signs, \$8,500 in sponsorships and \$12,000 teams and \$300 donations.
- Krissie Heuer (Business Equipment Center) is beginning the process of planning for next year's EWI work.
- Krissie Heuer (Business Equipment Center) has not had an opportunity to work on Standing Rules articles for Connect this month but she still plans to attack this project.
- 2nd Quarter billing has been done and emailed to membership.

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

Judy Carmichael (William Howard & Co. Financial Advisors, Inc.) reported:

Cash balances as of June 30, 2016 are as follows:

General Operating	\$51,226.66
B/C/DP Account	\$12,714.19
CD	\$50,752.05

Discussion:

- 2016-2017 Proposed Budgets will be presented to the Budget Committee in July, presented to the Board and then will be presented to the Chapter in August.
- Delegate Forms and fees are due to the Corporate Office by August 15, 2016. The Nominating Committee Chair will present the delegates and alternates at the June Chapter Meeting. Delegates will be President Grissom (Medtronic, Inc.) and Krissie Heuer (Business Equipment Center). Alternates will be Deborah Vaughn (Staples) and Judy Carmichael (William Howard & Co. Financial Advisors, Inc.).

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

Attendance at the June Chapter Meeting was as follows:

19 Reps, 1 Sustainer, 13 Guests, 1 Honorary and 6 No Shows – Total of 40

Discussion:

- On June 24, 2016, notification was sent to the membership for the July Chapter Meeting with deadline to RSVP of July 1, 2016. A reminder was sent on July 5, 2016.

Membership Recruitment and Retention Director – “Open”

As of June 2016:

Member Firms: 27, Active Reps: 32 (27-1st reps, 5-2nd reps), Individuals: 0, Sustainers: 8, Life

Member: 1, Honorary Members: 0. Total of 41.

Discussion:

- Terry Reeves and Ricky Barnett were removed as honorary members.
- Holiday Inn & Suites Wolfchase is no longer a member firm.
- Yvonne Joiner's (Memphis Cook Convention Center) membership needs to be confirmed with Corporate office summary.
- Ditas Sargent (Courtyard Marriott) renewed her membership.
- Latrice McLin is a potential member and is planning on attending the golf tournament.
- Haileigh Green (Flaming Phoenix) is a firm prospect but we are waiting on her application.
- Erica Johnson (Belhaven University) has asked for her personal installation to be delayed to next year due to added job responsibilities.

Committee Meeting:

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

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. The following representatives were discussed: Monique McClain (FedEx Services), Brittany Jones (Hilton Worldwide), Mable Barringer (National Kidney Foundation W. TN), Judy Carmichael (William Howard & Co. Financial Advisors), Nina Nguyen (Regions Bank), Erica Simpson (Memphis College of Art), Janet Samples (Staples), Ditas Sargent (Courtyard by Marriott).

B/C/DP Director – “Open”

ASIST/Scholarships:

Our relationship with House of Grace will continue, Porter Leath is very interested and individual nominations to our member firms were opened.

Reading Rally

The Reading Rally was finalized and conducted on May 20, 2016.

APPLAUSE Awards:

APPLAUSE Awards are awarded in December 2015 and December 2016.

BCDP Grant:

The application for \$1,000 BCDP Grant for EWI Foundation was submitted on January 14, 2016, for approval and funding. The check has been received and deposited.

Program Director – Deborah Vaughn (Staples)

- July 11: The Golf Tournament will be held at TPC Southwind. The Chapter Meeting will begin at 1:00 p.m.

- August 18: Chickasaw Country Club

Communications Director – Mary Judson (Kemmons Wilson Companies)

The deadline to submit articles to mjudson@kwilson.com for the August edition is July 29, 2016. The August edition is to be posted to the website by August 4, 2016.

Discussion:

- Board of Directors’ biographies
- Bulletin Board page for notices, requests, sharing and caring

Fundraising Director – Angel Halpern (Regions Bank)

June Silent Auction	\$171.00
June Nut Sales	\$74.00
Kroger rebate	\$28.10

Discussion:

- The door prize theme for August is “Gift Card Extravaganza.”
- An EWI tax ID and bank account information is needed for Amazon Smile. This project is on hold.
- The 2016 Golf Tournament will take place on Monday, July 11, 2016.
- Tee sign, Teams and sponsorship income anticipated to date \$22,200.
- \$8,500 in sponsorships, \$1,400 Tee signs and \$1,200 for teams.
- Golf tour expenses were discussed.
- 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 “Lay on the Table.”

SPECIAL COMMITTEES:

NOMINATING:

An email will be sent regarding delegates and alternates.

President Grissom (Medtronic, Inc.) reported on behalf of Cindy Lynch (Medtronic, Inc.), Nominating Chair.

- Slate of Officers and Directors presented at June 16 Chapter Meeting:
 - Krissie Heuer – President
 - Deborah Vaughn – President-Elect
 - Erica Simpson – Secretary
 - Judy Carmichael – Treasurer
 - Cindy Lynch – interim Sergeant-at-Arms
 - Nina Nguyen – Retention and Recruitment
 - Mable Barringer – Program Director
 - Brittany Jones – Communications Director

Angel Halpern – Ways and Means Director
Janie Emerson – Director-at-Large [BCDP]
Linda Grissom – Board Advisor

- Election: August 18 Business Meeting
- Corporate Notification of Chapter Officers and Directors due to EWI Corporate by August 31.
- LCAM Delegate Forms & Fees are due to EWI Corporate August 15 and presented at July Chapter Meeting for a vote.

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 July Board Meeting.
- LCAM announcements and follow up comments

Announcements:

- Judy Carmichael (William Howard & Co. Financial Advisors, Inc.) will host the August 11, 2016, Board Meeting at 5:45 p.m. at Regions Bank in Memphis, TN.
- Board members were reminded to send their reports to Nina Nguyen, Secretary (Regions Bank) no later than August 8, 2016.

The meeting adjourned at 6:52 p.m.

/s

Linda Grissom, 2015-2016 President

/s

Nina Nguyen, Secretary