



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting
EWI® of Memphis
June 9, 2016

Call to Order

The EWI of Memphis Board meeting was held on Thursday, June 9, 2016, at Medtronic, Inc. in Memphis, hosted by President Linda Grissom (Medtronic, Inc.). The meeting was called to order by President Linda Grissom (Medtronic, Inc.) at 5:44 p.m.

Roll Call

Present:

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

Absent:

Judy Carmichael, Treasurer
“OPEN”, Retention & Recruitment
“OPEN”, BCDP Director
Mary Judson, Communications
Cindy Lynch, Advisor

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:

President-elect – Krissie Heuer (Business Equipment Center)

Discussion:

- Krissie Heuer (Business Equipment Center) assisted, where needed, with Treasury. We are still waiting on reconciliation from corporate on 2016 and current annual renewals. Questions remain regarding funds received in our bank account without complete reconciliation. Benita Collins is aware that requests have been made to

corporate and they are working on a resolution.

- A firm's outstanding dinner dues were paid. About \$350.00 is outstanding as of June 9, 2016.
- The Reading Rally was on May 20, 2016. A \$200.00 donation was given to Shrine School Library, and there was another reading rally discussion with Shrine School for November 2016. A \$100.00 donation was given to Les Passes "Kids on the Block" thanking them for their part in our Reading Rally 2016. Attending representatives were as follows: Janice Toshach (BancorpSouth), Linda Grissom (Medtronic, Inc.), Martha Pallesen (Pallesen Consulting Services), Deborah Vaughn (Staples), Danielle Rouseau (The Sims Financial Group, Inc.), Jackie Chandler (Hicks Convention Services), Janie Emerson (Shelby County Schools), Annetta Vick (Sustainer), and Krissie Heuer (Business Equipment Center).
- Krissie Heuer (Business Equipment Center) met with ASIST judges Ashley Chism, Bert Canfield and Sherry Fields to select this year's winning candidates for our 2016 ASIST awards. The decision was made to select Ms. Brandy Bowen as our winning ASIST candidate to move on to corporate opportunity. We were able to award all submitting candidates a scholarship due to the generosity of the Staples grant and the hard work of our membership funding the ASIST scholarship program.
- Krissie Heuer (Business Equipment Center) sent letters and forms to the winners of the ASIST scholarships announcing their award. Letters were sent to the sponsors of each winning candidate. An article was written on the candidate who moved on to corporate opportunity and all paperwork and forms were submitted to corporate.
- All paperwork and forms were submitted to corporate regarding the 2016 Reading Rally.
- A press release was written regarding ASIST, but assistance is needed from Staples for clarification.
- Funding was requested for Daisy Polk. Her Tuition Disbursement Letter to Tennessee School of Massage was also written.
- Testimonials have been requested from each of our candidates.
- The 2016 Golf tournament was discussed.
- 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 still plans to attack this project.

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

Krissie Heuer (Business Equipment Center) reported on behalf of Judy Carmichael (William Howard & Co. Financial Advisors, Inc.).

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

General Operating	\$41,071.18
B/C/DP Account	\$14,712.99
CD	\$50,000.00

Discussion:

- The 2016-2017 Proposed Budgets will be presented to the Budget Committee in June, presented to the Board in July, and presented to the Chapter in August.
- Delegate Forms and fees are due to the Corporate Office by August 15. The

Nominating Committee Chair presents delegates and alternates at the June Chapter Meeting.

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

Attendance at the May Chapter Meeting was as follows:

19 Reps, 1 Sustainer, 3 Guests, and 7 No Shows – Total of 23

Discussion:

- On June 7, 2016, notification was sent to the membership for the June Chapter Meeting with deadline to RSVP of June 10, 2016. A reminder was sent on June 10, 2016.

Membership Recruitment and Retention Director – “Open”

As of May 2016:

Member Firms: 26, Active Reps: 31 (26-1st reps, 5-2nd reps), Individuals: 0, Sustainers: 9, Life Member: 1, Honorary Members: 2. Total of 43.

Discussion:

- Holiday Inn & Suites Wolfchase is no longer a member firm.
- 2 membership renewals in question: Yvonne Joiner (Memphis Cook Convention Center) and Ditas Sargent (Courtyard Marriott).
- Latrice McLin is a potential member and is planning on attending the June Chapter Meeting.
- Erica Johnson (Belhaven University) has asked for her personal installation to be delayed to next year due to added job responsibilities.
- The following are prospects and electronic application responses are pending: Haileigh Green (Flaming Phoenix) and Katie Richardson (Marriott International).
- Deborah Vaughn (Staples) will follow up with Janet Bodo with Monogram Foods.

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.

Awards will be presented at the June Chapter Meeting and will be presented as a partnership award between Staples and EWI of Memphis to give the most exposure to the full amount of the scholarships. A special invite was extended to the Staples Foundation; unfortunately, no one will be able to attend. The guest speaker will be Michael Freeman, FBI and former award recipient. Award recipients are as follows:

- Daisy Polk
- Brandy Bowen – Corporate ASIST nominee
- Amber Rose Hoskins
- Courtney Groff
- Marlene Hamilton

Clothing donation for House of Grace was discussed for the August Chapter Meeting.

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)

- June 16: The Peabody Hotel. Michael Freeman, FBI and former Scholarship recipient, will be the speaker.
- 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
- September 15: Memphis College of Art

Communications Director – Mary Judson (Kemmons Wilson Companies)

The deadline to submit articles to mjudson@kwilson.com for the July edition is June 30, 2016. The July edition is to be posted to the website by July 5, 2016.

Discussion:

- Member Firms are not responding when asked if they would like to be Spotlitged in the newsletter.
- Mary Judson (Kemmons Wilson Companies) is requesting information for newsletter be submitted not later than the 2nd day of the month in which the newsletter is being posted.

Fundraising Director – Angel Halpern (Regions Bank)

Discussion:

- Nut sales are near completion and there is another \$74.00 to pick up. President Grissom (Medtronic, Inc.) will reach out to Mueller.
- The door prize theme for June “Independence.”
- The 2016 Golf Tournament will take place on Monday, July 11, 2016. President Grissom (Medtronic, Inc.) provided the worksheet guideline to Angel Halpern (Regions Bank).

There will be a Golf Tournament meeting at Regions Bank on June 14, 2016.

- Kristi Emmons (FedEx Services) is the point person for the teams. Title Sponsorship has been confirmed.
- Cindy Lynch (Medtronic, Inc.) updated the website.
- 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.
- Amazon Smile was discussed.
- Confirmed Tee signs: Moore Tech – Skip Redmond, Toof – Stilly McFadden, Mayer construction, and Healthy Here – Dr. Bill and Carol West.
- Companies Mary Judson (Kemmons Wilson Companies) is waiting on a response from as of June 7, 2016: Buzz Free, Fred Schaeffer, Belhaven University, Preserver Partners, Tom Johnson, and Jerry Christian.

STANDING COMMITTEES:

PARLIAMENTARY ADVISOR: Martha Pallesen (Pallesen Consulting Services)

Martha Pallesen (Pallesen Consulting Services) discussed page 435 of *Robert’s Rules of Order* regarding reinstating the nominating committee and page 3 of *Memphis Chapter Standing Rules* on nomination of board.

Membership numbers on November 30, 1992:

- Member Firms 65
- Active Representatives 74
- Sustaining Members 7

SPECIAL COMMITTEES:

NOMINATING:

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

- Straw Ballot deadline was May 16, 2016.
- Slate of Officers and Directors to be 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.
- Professional Leadership Award:
 - May 8 email notification for applicant submission distributed with appropriate attachments
 - Submission Deadline of May 27th, 5:00 p.m was extended to June 3.
 - July Chapter Meeting will be conducted at the Golf Tournament, July 11, TPC Southwind at approximately 1 p.m. A quorum is needed.
 - Announcement at June Chapter Meeting of Professional Leadership Awards
 - Review of applicants and nominations – winners selected will receive an expense paid trip to the September 2016 LCAM event in Spokane, WA. Expenses include registration, airfare and lodging.
- LCAM announcements and follow up comments: Judy Carmichael (William Howard & Co. Financial Advisors, Inc.) and Nina Nguyen (Regions Bank) are recipients of the Professional Leadership Award and Angel Halpern received Honorable Mention.

Announcements:

- Cindy Lynch (Medtronic, Inc.) will host the July 7, 2016, Board Meeting at 5:45 p.m. at Medtronic, Inc. in Memphis, TN.
- Board members were reminded to send their reports to Nina Nguyen, Secretary (Regions Bank) no later than July 5, 2016.

The meeting adjourned at 7:16 p.m.

/s

Linda Grissom, 2015-2016 President

/s

Nina Nguyen, Secretary