



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting  
EWI® of Memphis  
May 12, 2016

**Call to Order**

The EWI of Memphis Board meeting was held on Thursday, May 12, 2016, at Kemmons Wilson Companies in Memphis, hosted by Martha Pallesen (Pallesen Consulting Services, LLC). The meeting was called to order by President Linda Grissom (Medtronic, Inc.) at 5:57 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  
Annetta Vick, Sustainer

Absent:

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

**Minutes**

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

## **President-elect – Krissie Heuer (Business Equipment Center)**

### Discussion:

- 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 member for past dues from 2015. Due to a lack of response, the notice was sent to the member firm's Accounts Payable department.
- Krissie Heuer (Business Equipment Center) met with President Grissom (Medtronic, Inc.) and Cindy Lynch (Medtronic, Inc.) regarding ASIST programs for 2016 and to discuss the Chattanooga trip that was held on May 5.
- Krissie Heuer (Business Equipment Center) emailed EWI Corporate to confirm membership renewals.
- 2 outside candidate applications and 3 candidate applications from House of Grace were received for the ASIST Scholarship. 3 judges include Ashley Chism, Nina Nguyen's (Regions Bank) friend, Sherry Fields, former EWI representative from Rhodes College and Bert Canfield, Rotarian and friend of Krissie Heuer's (Business Equipment Center). All 3 judges will receive a packet of copies of received applications and will meet on Tuesday, May 24, 2016 at 5:00 p.m. at BancorpSouth's conference room.
- Krissie Heuer (Business Equipment Center) will request testimonials from ASIST applicants.
- The children's certificates for the Reading Rally have been created. 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) and Cindy Lynch (Medtronic, Inc.) attended the Chattanooga Board Forum on April 29 and 30. 9 chapters attended along with Corporate Board President Dianne Luckett.
- Krissie Heuer (Business Equipment Center) received the tee signs on May 9.
- Krissie Heuer (Business Equipment Center) is beginning the process of planning for next year's EWI work.
- Krissie Heuer (Business Equipment Center) will work on Standing Rules articles for the Connect.

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

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

General Operating	\$38,137.08
B/C/DP Account	\$14,462.43
CD	\$50,000.00

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

Attendance at the April Chapter Meeting was as follows:

15 Reps, 2 Sustainers, 1 Guest, and 6 No Shows – Total of 18

### Discussion:

- On May 5, 2016, notification was sent to the membership for the May Chapter Meeting with deadline to RSVP of May 13, 2016.

## **Membership Recruitment and Retention Director – “Open”**

As of April 2016:

Member Firms: 28, Active Reps: 31 (27-1<sup>st</sup> reps, 4-2<sup>nd</sup> 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.
- Erica Johnson (Belhaven University) has asked for her personal installation to be delayed to next year due to added job responsibilities.
- 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).
- Deborah Vaughn (Staples) will follow up with Janet 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.

## **B/C/DP Director – “Open”**

### **ASIST/Scholarships:**

Our relationship with House of Grace will continue, Porter Leah is very interested, the lack of response from Exchange Club indicates lack of interest and individual nominations to our member firms were opened.

Awards will be presented at the June Chapter Meeting. 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.

### **Reading Rally:**

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 20<sup>th</sup> 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.

Volunteers will have access to their 17-seat bus so there will be plenty of room. Krissie Heuer

(Business Equipment Center) needs a definite headcount to see if it is logical to use the bus. Inform Krissie Heuer (Business Equipment Center) whether or not you can come by this Friday, May 13th. The agenda is as follows:

- Meet at the parking lot behind BancorpSouth, 6363 Poplar Avenue (Poplar and Massey) at 10:30 a.m.
- We will leave our cars in the parking lot and arrive at the school around 11:00 a.m.
- There will be a brief tour of the Shrine School and our program will begin at noon.
- Ms. Magness will read her book to the children and Les Passes will perform their puppet show with the children presenting a brief program to us.
- We will leave on the bus promptly at 1:00 p.m. and return to the BancorpSouth parking lot.

#### 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)

- May 19: Sheraton Memphis Downtown. Danielle Inez, Owner and Director of Marketing of Ding, will discuss “Empowerment in Business.” The event order was provided to the board.
- 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, 149 Union Avenue.

#### Communications Director – Mary Judson (Kemmons Wilson Companies)

The deadline to submit articles to [mjudson@kwilson.com](mailto:mjudson@kwilson.com) for the June edition is June 2, 2016. The June edition is to be posted to the website by June 6, 2016.

#### Discussion:

- Board of Director’s biographies
- Setting up Bulletin Board page for notices, requests, and sharing and caring

#### Fundraising Director – Angel Halpern (Regions Bank)

April Silent Auction:	\$191.00
April Nut Sales:	\$40.00
Kroger rebate:	\$8.39

#### Golf Tournament:

- 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 Jones (FedEx Services) is the point person for the teams. Dan Mullally has been confirmed as Title Sponsorship. President Grissom (Medtronic, Inc.) will reach out to Angel Halpern (Regions Bank) to discuss tournament details and spreadsheet.
- Corporate sponsorships: Paige Perkins (Memphis Grizzlies) is Sub-Committee Chair.

- Golf Teams & Registration: Kristi Emmons Jones (FedEx Services) is Sub-Committee Chair.
- Goodie Bags & Putting contest: Jane Bratton (Smith & Nephew) is Sub-Committee Chair.
- Tee signs & all Signage: Mary Judson (Kemmons Wilson Companies) is Sub-Committee Chair.
- Door Prizes: Deborah Vaughn (Staples) is Sub-Committee Chair. Janice Toshach (BancorpSouth), Terrice Enochs (BancorpSouth) and Annetta Vick (Sustainer) will be assisting Deborah Vaughn (Staples).
- Sub-Committee Chairs still needed: Programs, Mulligans/Cash Pot Sales (asked Erica Simpson with Memphis College of Art), Hostess (asked Erica Simpson with Memphis College of Art) and Refreshments.
- Specific details were provided on the Project Plan.
- Next Golf Committee meeting needs to be scheduled in 3 weeks.

#### Discussion:

- Nut sales are near completion. President Grissom (Medtronic, Inc.) will reach out to Mueller.
- The door prize theme for May is “Purses.”
- The door prize theme for June is “Independence Day.”
- 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.

#### **STANDING COMMITTEES:**

##### **PARLIAMENTARY ADVISOR: Martha Pallesen (Pallesen Consulting Services)**

Martha Pallesen (Pallesen Consulting Services) discussed page 429 of *Robert’s Rules of Order* regarding Straw Polls and page 19 on Custom.

#### **SPECIAL COMMITTEES:**

##### **NOMINATING:**

Cindy Lynch (Medtronic, Inc.) reported:

- The Straw Polls deadline is May 16.
- Slate of Officers and Directors will be presented at the June 16 Chapter Meeting.
- Elections will take place at the August 18 Business Meeting.

##### **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 June Board Meeting.
- The Tennessee Chapter Board Forum was in Chattanooga during April 29 and 30, and an update was provided by Krissie Heuer (Business Equipment Center) and Cindy Lynch (Medtronic, Inc.). The speakers were excellent and attendance was great. LCAM for 2017 has been condensed to 2 days from 4.
- An email notification for the Professional Leadership Award applicant submission was sent on May 8 and contained appropriate attachments. May 27 at 5:00 p.m. is the

submission deadline.

**Announcements:**

- The next Board meeting will take place at Medtronic, Inc. at 5:45 p.m. on June 9, 2016.
- Board members were reminded to send their reports to Nina Nguyen, Secretary (Regions Bank) no later than June 6, 2016.

The meeting adjourned at 7:32 p.m.

/s  
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Linda Grissom, 2015-2016 President

/s  
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Nina Nguyen, Secretary