



Minutes of the Board Meeting
EWI® of Memphis
November 7, 2015

Call to Order

The EWI of Memphis Board meeting/2015-2016 Board Retreat was held on Saturday, November 7, at the home of Linda Grissom (Medtronic) as host. President Grissom called the meeting to order at 10:10 a.m.

Roll Call

Present:

Linda Grissom, President
Krissie Heuer, Vice President / President Elect
Judy Carmichael, Treasurer
Nina Nguyen, Secretary
Mable Barringer, Sergeant-at-Arms
Deborah Vaughn, Program Director
Angel Halpern, Fundraising Director
Erica Simpson, Recruitment and Retention Director
Danielle Rouseau, B/C/DP Director
Cindy Lynch, Advisor

Absent:

Mary Judson, Communications Director
Martha Pallesen, Parliamentary Advisor

Minutes

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

Vice President / President-elect – Krissie Heuer (Business Equipment Center)

President Grissom reported as new Vice President-elect Krissie Heuer continued with Treasurer duties and financial report coverage for November as the 2015-2016 Treasurer position became “open”.

November highlights of activities:

- Nut campaign continued with appropriate deliveries, invoicing and collections
- Board collateral was brought up-to-date with installed positions and requires further updates when all positions are installed. Updated collateral include:
 - Letterhead
 - Member Handbook
 - Executives on Record
 - Standing Committee members
- EWI Member Roster was updated as required
- Board Retreat information and binders were compiled
- November EWIconnect was reviewed for posting

Discussion:

Elected 2015-2016 Treasurer Timorie Belk advised that she would not be able to fulfill the Treasurer position due to educational commitments.

Treasurer – Judy Carmichael

Vice President-elect Krissie Heuer reported. Cash balances on October 31, 2015 are as follows:

Total General Operating Account	\$37,765.91
Operating Account CD	\$50,000.00
B/C/DP Account	\$1,159.72
Total:	\$88,925.63

Discussion:

- Annual Operating Financial Report and Annual BCDP Financial Report due 11/30.
- Year-end Compilation / Audit Report due 12/31.
- A motion was made and accepted to transfer \$5640.33 from the General Operating Account to the B/C/DP Account.

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

Attendance at October Chapter meeting was as follows:

36 reps, 7 sustainers, 1 life member, 0 honorary member, and 2 guests - Total of 46.

Discussion:

- On November 2 notification was sent to the membership for the November Chapter Meeting. The deadline to respond was November 13.
- There was discussion of how to eliminate no shows. Retention and the Sargeant-At-Arms may call repeat no shows to find out what the challenges are to help alleviate the problem.

- There were 11 no-shows at the October Chapter Meeting.

Membership Recruitment and Retention Director – Erika Simpson (Belhaven University)

Erica Simpson reported:

Member Firms: 35; Active Reps: 36 (33-1st reps, 3-2nd reps, 2 slots open); Individuals: 0, Sustainers: 7, Life Member: 1; 1 Transitional: 0; Honorary Members: 2. Total of 46.

Discussion:

- Increasing our membership is a Priority!
- Committee Meeting: Target within 30 day window (meet or conference call). Recruit! Recruit! Recruit! for supportive committee members.
- Recruitment: Prospective Members: From Betty Loveless: Adrian Winfey. From Nina Nguyen: prospective 3rd rep from Regions (Anna Ruhl) will be guest in December
- Mentorship Program: Assign a veteran rep to “shadow” a new rep for the first three months; insure they join a committee and are attending meetings, etc.
- Membership Orientation: Effort to engage new member from the start. Possible dates and locations were discussed.

Prospective Members:

Candice Williams – Hilton Member 2nd rep

Jana Whitten – TPC Southwind

Shelley Kemp – Dunham School Services

October Installations:

Nicole Reed (Hilton worldwide 2nd Rep).

Retention – Member Firm Rep Renewal Status pending:

- Holiday Inn & Suites-Wolfchase, Rhonda Huisel is reaching out to the General Manager for replacement suggestions.
- AmeriPride Services, Tracey Foldenauer rep slot is open.
- First Mercantile Trust, Kristy Taylor rep slot is open.

Program Director – Deborah Vaughn (Staples)

- November 19: Firm Night, Captivating Interiors at Home of Anne Hough
- December 10: Philanthropic, Les Passees Kids On the Block at The University Club
- January 21: Firm Night, Hilton Memphis

Discussion:

1. The speaker for the December Chapter meeting Libbee Clifford, Executive Director of Les Passees Kids on the Block.
2. The “Drum Café” experienced by the LCAM attendees was suggested for a future team building event.

Communications Director – Mary Judson (Kemmons Wilson Companies)

The October edition of EWIconnect was posted to the website and a notice was sent to the membership on the same day. The next edition will be posted no later than December 1, 2015. The deadline to submit articles to mjudson@kwilson.com for this edition is November 29.

Discussion:

- Website updates – President’s Message, Board of Directors’ photos, Events Calendar.
- New Corporate & Chapter Bylaws updates to be added once available.
- 2015 Golf Tournament Sponsors updated.
- Set up and protocol for Bulletin Board page for notices, requests, sharing and caring.
- Re-establish 2015 Financial Tabs/Reports.
- Create 2016 Tabs for Minutes, Financials, Connect.

Fundraising Director - OPEN

President Grissom reported:

October Door Prizes	\$112.00
October Nut Sales	\$337.50

Discussion:

- Nut sales. Delivery & disbursement in early November
- December bake sale at the December Chapter meeting.
- Door prize sign-up.
- 2016 Golf Tournament. Short call with Nick Kuenneke, new Golf Pro at Southwind on 10/28/15. Golf Tournament date will be **Monday July 11**. Course not available the following week due to aeration project.

B/C/DP Director – Danielle Rouseau (The Sims Financial Group)

- ASIST/Scholarships: Continuing the relationship with House of Grace was discussed. The June Chapter Meeting location and speaker are to be determined at a later time.
- Reading Rally: A date for the May 2016 Read Rally must be decided. The 2015 date was Friday May 8th at 9m at MOSD. Determine date for May, 2016. Janie Emerson, the Reading Rally Chair and liaison with Shelby County Schools, may be a resource.
- Philanthropic Project for December: The Chapter will offer a donation to Libbee Clifford for Les Passees Kids on the Block at the December Chapter meeting.
- APPLAUSE awards: The drawing in December was discussed for eligible member reps.
- BCDP Projects Participation Form (for prior year) due to Corporate 11/30. Email to: ewi@ewiconnect.com. It has been submitted.

SPECIAL COMMITTEES:

New Business:

1. Judy Carmichael was nominated as Treasurer, Nina Nguyen was nominated as Secretary and Angel Halpern was nominated as Fundraising Director in a motion made by Cindy Lynch (Medtronic). Motion seconded by Krissie Heuer (Business Equipment Center) and approved by the board.
2. Erica was nominated to represent the 2016- 2017 Nominating Committee in a motion made by Deborah Vaughn (Staples), seconded by Danielle Rouseau (The Sims Financial Group) and approved by the board.
3. Board members were asked to volunteer to host meetings. President Grissom offered Medtronic as a host venue, if needed.
4. The December Board and Chapter meetings will be moved up a week due to the holidays. The December Board meeting will be Thursday, December 3 and the December Chapter meeting will be Thursday, December 10.

Announcements:

The next Board meeting will be held Thursday, December 3, at 5:45pm and hosted by Krissie Heuer at Medtronic.

Board members are asked to forward their Board reports to Secretary Nina Nguyen no later than November 30.

The meeting adjourned at 11:28 a.m.

/s

/s

Linda Grissom, 2015-2016 President

Danielle Rouseau, 2014-2015 Secretary