



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting
EWI® of Memphis
August 11, 2016

Call to Order

The EWI of Memphis Board meeting was held on Thursday, August 11, 2016, at Regions Bank in Memphis, hosted by Judy Carmichael (William Howard & Co. Financial Advisors, Inc.). The meeting was called to order by President Linda Grissom (Medtronic, Inc.) at 5:49 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:

Mary Judson, Communications
"OPEN", Retention & Recruitment
"OPEN", BCDP Director

Minutes

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

REPORTS OF OFFICERS AND DIRECTORS:

President-elect – Krissie Heuer (Business Equipment Center)

Discussion:

- Again requested reconciliation report from Corporate - a report has been promised by Monday, August 8, 2016, by Kristen Harmsten.
- Ditas Sargent's dues have been received (Courtyard by Marriott). Email requests were sent to Cissie Pryor (Living Health Day Spa), Monique McClain (FedEx Services) and

Carrie Ann Hardy (Sustainer).

- Amber Rose Hoskins's school ID was received and money was sent to University of Memphis. We are still waiting on Courtney Groff's ID.
- Tee signs from the golf tournament and remaining visors for next year's tournament have been stored.
- Krissie Heuer (Business Equipment Center) plans to work on 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.
- 10 monthly past due reminders were sent via email. A couple of invoices can be resolved once Corporate sends information. All others have been paid.

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

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

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

General Operating	\$43,896.47
B/C/DP Account	\$6,114.84
CD	\$50,752.05

Discussion:

- 2016-2017 Proposed Budgets were presented to the Budget Committee in July. The proposed budgets were presented to the current Board at the August 11 Board meeting, and will be presented to the Chapter at the August 18 Chapter and Business meeting, and will be presented for approval and a vote at the October 20 Chapter meeting. Copies of the proposed EWI of Memphis 2016-2017 budget will be provided to the chapter membership prior to the August Chapter and Business meeting.
- The Corporate budget will be reviewed by conference call on Tuesday, August 16, and presented to the chapter at the September 15 Chapter and Business meeting. Copies of the proposed Corporate Budgets will be provided to the Memphis membership in advance.
- Delegate Forms and Fees are due to Corporate Office by August 15, according to the Corporate Dates and Deadlines Calendar; however, the Corporate Office advised via email that the Delegate Forms and Fees were due by August 10. The Memphis Chapter complied with this request. 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 July Chapter Meeting was as follows:

18 Reps, 1 Sustainer, 3 Guests, and 2 No Shows – Total of 25

Discussion:

- On August 5, 2016, notification was sent to the membership for the August Chapter Meeting with deadline to RSVP of August 12, 2016. A reminder was sent on August 12, 2016.

Membership Recruitment and Retention Director – “Open”

As of July 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:

- Yvonne Joiner's (Memphis Cook Convention Center) membership needs to be confirmed with Corporate office summary.
- Ditas Sargent (Courtyard Marriott) renewed her membership and payment was confirmed.
- Latrice McLin's (Shoe Maker Financial) check and application was sent to the Corporate Office on August 2, 2016, by President Grissom (Medtronic, Inc.).
- Holiday Inn & Suites Wolfchase is no longer a member firm.
- 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!

New Member Installations:

- August – no one
- September - Latrice McLin (Shoe Maker Financial) due to travel schedule

Retention: Current Status:

See above notations.

Mentorship Program:

Veteran representatives were assigned to shadow a new representative for the first 3 months to ensure the new representative joined a committee and attended meetings. The following representatives were discussed:

- Monique McClain (FedEx Services) – mentor is Nina Nguyen (Regions Bank)
- Brittany Jones (Hilton Worldwide) – mentor is Angel Halpern (Regions Bank)
- Mable Barringer (National Kidney Foundation W. TN) – mentor is Cindy Lynch (Medtronic, Inc.)
- Judy Carmichael (William Howard & Co. Financial Advisors) – mentor is Krissie Heuer (Business Equipment Center)
- Nina Nguyen (Regions Bank) – mentor is Angel Halpern (Regions Bank)
- Erica Simpson (Memphis College of Art) – mentor to be determined
- Janet Samples (Staples) – mentor is Deborah Vaughn (Staples)
- Ditas Sargent (Courtyard by Marriott) – mentor is Mable Barringer (National Kidney Foundation W. TN)

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 will be awarded in December 2016.

BCDP Grant:

The \$500.00 grant from Medtronic, Inc. was received and deposited by President Grissom (Medtronic, Inc.).

Program Director – Deborah Vaughn (Staples)

- August 18: Chickasaw Country Club.
- September 15: Memphis College of Art

Discussion:

- A menu was provided from the Chickasaw Country Club. There was also discussion regarding the wine, bar and difficulty of working with the Chickasaw Country Club and doing business with them in the future was questioned.
- Jay Myers will be the speaker at Memphis College of Art. Colletta's will cater, but will not provide dinnerware. Deborah Vaughn (Staples) will reach out to Colletta's to see if they would be willing to provide dinnerware if we paid an extra fee.

Communications Director – Mary Judson (Kemmons Wilson Companies)

The deadline to submit articles to mjudson@kwilson.com for the September edition is September 2, 2016. The September edition is to be posted to the website by September 5, 2016.

Discussion:

- Board of Directors' biographies
- Bulletin Board page for notices, requests, sharing and caring
- The remainder of all firms not previously highlighted will be completed by the end of the 2015-2016 board year.

Fundraising Director – Angel Halpern (Regions Bank)

Discussion:

- Net income from the Golf Tournament was \$10,956.22. Gross income was \$25,404.02 and expenses were \$14,757.80. Next year's Golf Tournament is scheduled for July 10, 2017, at TPC Southwind. The majority of golf teams stated they liked TPC Southwind as the location the best. A contract needs to be sent to TPC Southwind to finalize the tournament.
- The door prize theme for August is "Gift Card Extravaganza" and September is "Accessory Mania."
- An EWI tax ID and bank account information is needed for Amazon Smile. This project is on hold.
- The Amazon Smile project will be put on hold until the new board year begins. The BCDP tax ID is still needed and the account must be a 501c3.

- A chili cook off was 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 “How to Preside Without Being Overbearing.”

SPECIAL COMMITTEES:

NOMINATING:

Cindy Lynch (Medtronic, Inc) reported:

- Slate of Officers and Directors were presented at the June 16 Chapter Meeting. Vote to confirm will take place at the August 18 Chapter and Business 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, according to 2016 Dates and Deadlines Calendar. President Grissom (Medtronic, Inc.) and Cindy Lynch (Medtronic, Inc.) will send the Corporate Notification of Chapter Officers and Directors.
- Delegate Forms and Fees are due to EWI Corporate on August 15 and the delegates were presented at the July Chapter meeting for a vote. The date was adjusted by the Corporate Office to August 10. Memphis complied.

NEW BUSINESS:

- Medtronic, Inc. can serve as the host venue if necessary for the September Board Meeting.
- LCAM announcements and follow up comments

Announcements:

- Mable Barringer (National Kidney Foundation of West TN) will host the September 8, 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 September 5, 2016.

The meeting adjourned at 7:33 p.m.

/s
Linda Grissom, 2015-2016 President

/s
Nina Nguyen, Secretary
