



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting  
EWI® of Memphis  
January 12, 2017

**Call to Order**

The EWI of Memphis Board meeting was held on Thursday, January 12, 2017, at Medtronic. The meeting was called to order by President Krissie Heuer (Business Equipment Center) at 5:49 p.m.

**Roll Call**

Present:

Krissie Heuer, President  
Deborah Vaughn, President-elect  
Erica Simpson, Secretary  
Judy Carmichael, Treasurer  
Mable Barringer, Program Director – by phone  
Cindy Lynch, Sergeant-at-Arms  
Janie Emerson, B/C/DP  
Linda Grissom, Advisor  
Martha Pallesen, Parliamentary Advisor

Absent:

Angel Halpern, Fundraising  
Nina Nguyen, Retention & Recruitment  
Brittany Jones, Communications

Guest:

Latrice McLin (Shoemaker Financial)

**Minutes – Secretary, Erica Simpson (Memphis College of Art)**

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

## **REPORTS OF OFFICERS AND DIRECTORS:**

### **President-elect – Deborah Vaughn (Staples)**

Worked on speaker gifts/birthday bags. Spoke with Paige Perkins regarding Grizzlies event. Conferenced with board members about the ASIST scholarship. Worked on dues reconciliation. Assisted with chapter program preparation.

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

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

|                   |             |
|-------------------|-------------|
| General Operating | \$34,024.83 |
| B/C/DP Account    | \$5,665.33  |
| CD                | \$50,752.05 |

Discussion:

- When to close Metro account; add separate report type for Metro line items
- Paypal account transition

### **Sergeant-At-Arms – Cindy Lynch (Medtronic, Inc.)**

Attendance at the December Chapter Meeting was as follows:  
19 Reps, 5 Sustainers, 8 Guests, and 8 No Shows – Total of 32

### **Membership Recruitment and Retention Director – Nina Nguyen (Regions Bank)**

As of December 2016:

Member Firms: 28, Active Reps: 33 (28-1<sup>st</sup> reps, 5-2<sup>nd</sup> reps), Individuals: 0, Sustainers: 8, and Life Member: 1. Total of 42

Discussion:

- Increasing our membership is priority!
- Committee meetings need to happen
- Clean up the roster/sustainer list

### **B/C/DP Director – Janie Emerson (Shelby County Schools)**

ASIST Scholarships:

Application is available online. Deadline is April 15

### **Program Director – Mable Barringer (National Kidney Foundation of West TN)**

- January 19th Meeting: Sheraton, Downtown Memphis
- Program will be “Speed Dating” for Committees
- February 16<sup>th</sup> Meeting: The Guesthouse at Graceland

- March Meeting: The Holiday Inn at University of Memphis

Discussion:

- Continue carpooling option
- Market Feb meeting with social media

**Communications Director – Brittany Jones (Hilton Worldwide)**

The deadline to submit articles to [brittany.jones@hilton.com](mailto:brittany.jones@hilton.com) for the February edition is February 2<sup>nd</sup>, 2017. The January edition has been posted.

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

December Silent Auction \$377.00

Discussion:

- January Chapter Meeting will be White Elephant!

**Parliamentary Advisor – Martha Pallesen (Pallesen Consulting Services, LLC)**

- Informed board regarding appropriate use of “Unfinished Business” vs “Old Business”; how to navigate “Order of Business” during meetings; definition of “Postpone Indefinitely”

**NEW BUSINESS:**

- January Chapter meeting agenda discussion
- Ask members to speak about their company at chapter meeting and a sustainer to talk about an EWI memory
- Start thinking/planning Golf Tournament

**Announcements:**

- The February 9<sup>th</sup> Board Meeting will be held at Medtronic (brown bag dinner) at 5:30pm.
- January birthdays
- Tentative LCAM dates (Sept 21 – 23) in Dallas, TX

The meeting adjourned at 7:28 p.m.

/s  
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Krissie Heuer, President

/s  
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Erica Simpson, Secretary