



CONNECTIONS | CAREERS | COMMUNITY

Minutes of the Board Meeting
EWI® of Memphis
November 10, 2016

Call to Order

The EWI of Memphis Board meeting was held on Thursday, November 10, 2016, at Medtronic, Inc., hosted by President, Krissie Heuer. The meeting was called to order by President Krissie Heuer (Business Equipment Center) at 5:50 p.m.

Roll Call

Present:

Krissie Heuer, President
Deborah Vaughn, President-elect
Erica Simpson, Secretary
Judy Carmichael, Treasurer
Cindy Lynch, Sergeant-at-Arms
Brittany Jones, Communications
Janie Emerson, B/C/DP
Linda Grissom, Advisor

Absent:

Mable Barringer, Program Director
Nina Nguyen, Retention & Recruitment
Angel Halpern, Fundraising
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.

REPORTS OF OFFICERS AND DIRECTORS:

President-elect – Deborah Vaughn (Staples)

Helped plan the October Joint Board retreat with President Krissie Heuer and provided binders/indexes for board members. Made birthday bags, badges for missing, and “thank you” bag for speaker for the October Chapter Meeting. Worked with Mable Barringer to finalize October Chapter Meeting. Ordered folders/labels for “new members’ packets”. Spoke with members about committee options.

Discussion:

- Suggested a “speed dating” type of exercise to gain knowledge of committee duties as one month’s programs
- Recommended dates for committees to have met by

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

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

General Operating	\$38,814.46
B/C/DP Account	\$6,116.38
CD	\$50,752.05

Discussion:

- Annual Operating and BCDP Financial Reports due to Corporate 11/30 (Bank Statements to be included). Year-End Annual Compilation/Audit Reports due to Corporate 12/31. Period: October 1, 2015– September 30, 2016

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

Attendance at the October Chapter Meeting was as follows:

23 Reps, 2 Sustainers, 3 Guests, and 4 No Shows – Total of 32

Discussion:

- On November 3, 2016, notification was sent to the membership for the November Chapter Meeting with deadline to RSVP with Regrets Only of November 11, 2016.

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

As of October 2016:

Member Firms: 28, Active Reps: 32 (28-1st reps, 5-2nd reps), Individuals: 0, Sustainers: 8, and Life Member: 1. Total of 42

Discussion:

- Increasing our membership is priority!

Committee Meeting:

Committee meetings should take place by November 30th. Recruit for supportive committee members!

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.

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

BCDP Projects Participation Form (for prior year) due to Corporate 11/30. This has been sent

as of Monday, November 7, 2016 by President Heuer.

Committee Meeting:

Will hold an initial meeting in December 2016.

Reading Rally:

Date of Reading Rally is November 30th at 12pm. A bus will be available, if needed. Janie will ask for number of attendees at the November Chapter Meeting. The Shrine School will have a program. A motion was made and passed to donate \$300 to their library.

Philanthropic Project in December:

A motion was made and passed to give Daisy Polk \$200 in testing fees.

APPLAUSE Awards:

APPLAUSE Awards will be awarded in December 2016.

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

- November 17th Meeting: Marciano Restaurant
- December 8th Meeting: Chickasaw Country Club
- January 19th Meeting: Sheraton Downtown
- February 16th Meeting: TBD

Communications Director – Brittany Jones (Hilton Worldwide)

The deadline to submit articles to brittany.jones@hilton.com for the December edition is November 28, 2016. The November edition has been posted.

Website updates are in progress (President’s Message/Board of Director’s Photos/Events Calendar). Facebook page has been updated. Instagram has been created. Other social media outlets are in progress.

Discussion:

Should we have a LinkedIn presence. The board agreed we should. Brittany will look into this. She was encouraged to let the Communications Committee help manage all the social media outlets.

Fundraising Director – Angel Halpern (Regions Bank)

October Silent Auction	\$73.00
October Nut Sales	\$452.50
October Wine Sales	\$-----

Discussion:

- November Chapter Meeting will be Happy Holidays! 5-7 items needed.
- December Chapter Meeting will be “Bake” Sale!
- 2017 Golf Tournament. Date will be Monday, July 10, 2017

SPECIAL COMMITTEES:

NEW BUSINESS:

- Updated Committee Lists in progress. Please set up committee meetings by November 30th and let Krissie Heuer know the date so she and Deborah Vaughn can attend as much as possible.
- Board recommendations for representative on 2016 – 2017 Nominating Committee.
 - a. Motion to nominate Brittany Jones (Hilton Worldwide) was made and passed
- Brittany Jones (Hilton Worldwide) agreed to host the December 1st Board Meeting at Hilton Worldwide headquarters.
- The December Board and Chapter meetings will be moved up a week due to the holidays. This means the Board meeting will be Thursday, December 1st and the Chapter meeting will be Thursday, December 8th.
- A social event every quarter was suggested. This would be for any member to gather outside of the Board/Chapter meetings in a social/relaxed/fun environment.

Announcements:

- Brittany Jones (Hilton Worldwide) will host the December 1st, 2016, Board meeting at 5:45pm at Hilton Headquarters.
- Board members were reminded to send their reports to Erica Simpson, Secretary (Memphis College of Art) no later than November 28, 2016.

The meeting adjourned at 7:42 p.m.

/s

Krissie Heuer, President

/s

Erica Simpson, Secretary