**FINAL**



Toll-Free Access Number: 866.502.4567

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# 5 p.m. EST

Executive Committee Minutes

Wednesday, April 20, 2016

# Meeting was called to order at 5 p.m.

**Roll Call**

Officers:

President: Danette Scudder (present)

Vice President: DeCoffette Ward (present)

Secretary: Holly Huffman (present)

Treasurer: Kay Bostick (present)

Immediate Past President: Carolyn Gordon (absent) Executive Director: Claudia Powell (present)

Parliamentarian: Dorothy Stoler (absent)

Guests: Debbie Sain

There was a quorum present.

# Agenda:

* **Minutes**
	+ **Motion 1:**  Ward moved to waive the reading of the March 15, 2016, minutes and to approve them as edited. Huffman seconded the motion. Motion carried.

# Treasurer’s Report

* + Bostick introduced Powell who announced revisions to the February 2016 Financial Summary. Revisions were made specifically to U.S. Bank Checking Account fund ($57,113) and to the Ways and Means fund ($3,454). Revised total for the U.S. Bank account is $77,288. With these changes, total assets for the General Funds are $250,206 with Total Assets equaling $351,645.
	+ Bostick reviewed the treasurer’s report as of March 31, 2016. It was accepted as presented.
		- Total Assets: $367,553
		- U.S. Bank Checking Account = $79,325
		- Investment Accounts = $288,228
		- The 2016 budget:
			* Total Year Budget
				+ Revenues: $39,968
				+ Expenses: $35,467
				+ Profit: $4,501
			* Year-to-Date Actual
				+ Revenues: $27,445 (68.7% of total year budget)
				+ Expenses: $6,033 (17% of total year budget)
				+ Profit: $21,412
		- Scudder indicated that it was nice to see a positive percentage change in all of our investment funds.
		- Huffman brought up the fact that a revision date wasn’t included on the March Financial Summary. Scudder asked that a creation date be placed on the financial summaries going forward.

# Executive Director Report

* + Report was presented by Powell.
		- Membership as of April 10, 2016:
			* 415 paid
			* 40 paid late in 2015 (continuing membership through 2016)
			* 28 honorary life
			* **484 Total Membership**
			* 85 new members to date (142 total in 2015)
			* Membership at the end of 2015 was 495 total members (409 paid members)
		- Powell announced that chapter dues in the amount of $1,545.82 were sent to the chapters.
* Powell reported that the 2016 conference committee has renegotiated the hotel contract twice. Due to the amount of attendees on Saturday night, the number of rooms booked was exceeded and the hotel is sold out for that night. After the maximum number of contracted rooms for the other nights was reached, a clause in the contract caused the room rate to increase from $169 per room night to $209. This is the first time this type of situation occurred and it was misinterpreted by WiNUP. The conference committee has decided to buy-down the rate charged to WiNUP attendees to the original $169/night until June 1 or until our room block is sold out, whichever is first. The buy-down will save costs for the individual attendees but will add to the total cost of the conference. After we reach our room limit, the rate will be $209. This decision was made after hearing from members as a result of the room rate issues as well as the problems discussed below concerning problems with the online pay process. A contract for conference overflow was signed with the Nashville Downtown Hilton, which is approximately four blocks from the Double Tree hotel. The rate for the Hilton will be $169 per night. Shuttles will be available to take attendees between hotels. An email will be sent to the membership to explain the hotel situation.
	+ - Due to the hotel issues above, Powell recommended to the 2017 conference committee that it may want to renegotiate its hotel contract. The committee is in the process of working with the hotel currently.
		- Powell received the final 2016 chapter financial report on March 30. She developed the preliminary 990 report for the CPA and will ask for an extension, extending the deadline from May 15 to August 15.
		- Powell also reported that the Website/Social Media Committee met to discuss problems with online payments.

# Old Business.

* + **Chapter Charter Process** – Powell announced that she and Janet Rehberg reviewed the chapter charter process and determined no changes needed to be made to the guidelines and bylaws.
	+ **International Past President/New Member Development Role** — Due to the absence of Carolyn Gordon, this topic was deferred to the next Executive Committee meeting on 5/26/16.
	+ **Member Services Committee Update** — Scudder reported that the committee has been formed and consists of Liz Dousias, chair, Metro Chicago; Denise Battle, ArkLaTex; Stacey Edwards, Members-at-Large; Karen Gilmer, SW VA/NW TN; Erin Hill, West Virginia; Velda Otey, Ohio; and Emily Schilling, Indiana. Scudder feels the committee is a good mix of the membership. Scudder has spoken with Dousias and she will be setting up the first meeting of the committee within the week.
	+ **Action Item List Review** — Huffman reviewed the Action Item list and made changes as requested.

# New Business

* + **2016 Conference Update** — Debbie Sain, 2016 conference chair, provided an update on the conference. In addition to the hotel information covered by Powell, Sain reported that 172 have registered to date. However, some of these are duplicates. Sain estimates that we currently have around 154 registered. Due to the large attendance, the conference will be utilizing bigger meeting rooms at the hotel. The conference committee is also now organizing breakout sessions and plans to provide professional headshots for attendees. The committee is also coordinating a Saturday evening outing for those in attendance. She reported the committee is on track based on the guidelines. The committee is working on a $99,000 budget and it will take $90,000 to pull off presently. The conference has $41,000 in sponsorships and $11,000 pledged back to international. The committee has also contracted with a company to help with registration and is working on compiling information for the printed program. The committee is also trying to recoordinate tours based on the projected attendance.

* + **Online Payment Problems** — Powell reported that the Website/Social Media Committee has met to address some issues related to the website and problems with online payments. The issues are due to several reasons, including user error and some technical challenges. In response, an email was sent out to the membership outlining the issues and potential solutions. Powell will also look into the issue of WiNUP emails not getting through to some members from Constant Contact.
	+ **Guidelines Changes** — Scudder discussed guidelines changes that she would like to enact regarding certain committees and roles. There are several committees and roles that have no official descriptions within the guidelines.
		- **Committee Descriptions** — Those committees without descriptions are Website/Social Media, Mentoring, Guidelines, New Member Development and Professional Protocol. **Action Item 1:** Powell and anyone from the Executive Committee and International Board is needed to help identify when the Website/Social Media, Mentoring, Guidelines, New Member Development and Professional Protocol committees were created and any existing descriptions of the committees. Scudder also discovered there are some committees that have duplicate responsibilities which could be rolled into another committee – Speakers Bureau Committee as an example.
		- **International Board** — Scudder asked that a description for the International Board be developed.
		- **Parliamentarian** — Per Scudder, a parliamentarian description doesn’t exist. Scudder asked that the description be listed separate from the international committees since this position serves at the pleasure of the president and International Board. Scudder recommended the description be included with the duties of the Executive Committee and International Board in the guidelines. **Action Item 2:** Stoler will create a job description for the parliamentarian.
		- **New Member/Sponsor Conference Registration** —Due to the early registration of some new members for the 2016 conference, there has been confusion regarding the length of their membership and how the members’ dues flow back to the chapters. **Action Item 3:** Ward, Bostick and Powell will work on developing structure in the guidelines regarding the new member/sponsor conference registration process.

# Adjourn

* + **Motion 2:** Ward moved that the meeting be adjourned. Bostick seconded the motion. The motion carried. The meeting was adjourned at 6:20 p.m.

Respectfully Submitted,

Holly Huffman

International Secretary

# April 20, 2016 MOTIONS

**MOTION 1:** Ward moved to waive the reading of the March 15, 2016, minutes and to approve them as edited. Huffman seconded the motion. Motion carried.

**MOTION 2:** Ward moved that the meeting be adjourned. Bostick seconded the motion. The motion carried. The meeting was adjourned at 6:20 p.m.

**April 20, 2016 ACTION ITEMS**

**ACTION ITEM 1:** Powell and anyone from the Executive Committee and International Board is needed to help identify when the Website/Social Media, Mentoring, Guidelines, New Member Development and Professional Protocol committees were created and any existing descriptions of the committees.

**ACTION ITEM 2:** Stoler will create a job description for the Parliamentarian.

**ACTION ITEM 3:** Ward, Bostick and Powell will work on developing structure in the guidelines regarding the new member/sponsor conference registration process.