

Minutes of the Board Meeting
EWI of Memphis
October 14, 2010

Call to Order

The October EWI of Memphis Board meeting was called to order by President Kristi Richardson (FedEx Services) at 6 pm at the home of Deborah Vaughn.

Roll Call

Present:

Kristi Richardson, President
Jackie Hicks, Vice President/President-elect
Henri Vaskin, Treasurer
Deborah Vaughn, Sergeant-At-Arms
Jane Bratton, Program Director
Sybil Sides, Fundraising Director
Martye Slayton, Advisor
Peachie Bailey, Parliamentary Advisor

Absent were:

Barbara Taylor, B/C/DP Director
Cindy Lynch, Communications Director
Paige Perkins, Membership Director

Secretary – position is currently open

Minutes

Deborah Vaughn (Lonesource) made a motion to approve the September Board minutes as distributed. The motion was seconded and approved.

There were no changes to the September Chapter minutes. They were to be posted to the website on October 15 and be presented to the membership at the October 21 Chapter meeting.

President

President Richardson asked the Board to make every effort to attend all Board and Chapter meetings throughout the year. There were extenuating circumstances that prevented some members from attending the October Board meeting.

Vice President/President-elect

- Jackie Hicks (Hicks Convention Services) announced that notices of the October 21 meeting and Silent Auction were emailed to media contacts on October 6.
- A current EWI Member Roster was emailed to the membership on October 7. Paper copies were made available to each Board member. A current roster will be emailed to the membership each month, whether there are changes or not.

- Due to the Silent Auction, there will be no EWI Trivia provided at October meeting.

Communications

- President Richardson read a letter from EWI of Knoxville to Martye Slayton (Kemmons Wilson Companies) thanking her for a generous donation to their annual Chinese Auction. (Copy is filed with minutes)

Treasurer’s Report – Henri Vaskin (Deloitte Services, LP)

Cash balances as of September 30, 2010, are as follows:

General Operating Account	\$ 12,131.60
Golf Account	20,789.12
Money Market Account	<u>0</u>
TOTAL	\$32,920.72
 B/C/DP Account	 \$ 6,584.59
 Restricted funds:	
Peggy Quinn Fellows	\$ 5,434.00

The Money Market Account has been closed and \$2,237.73 deposited into the general account. Treasurer Vaskin and President Richardson will meet at The Metropolitan Bank in the very near future to open two new bank accounts: General Operating Account and B/C/DP account.

Sergeant-At-Arms – Deborah Vaughn (Lonesource)

For the September Chapter meeting, there were
 28 Member Firms present, with 31 Representatives present
 (Note: 82% of reps attended, compared to 55% in September of prior year)
 6 Sustaining Members present
 1 Honorary Member present
 1 Prospective Member present
 6 Guests present, including the speaker
 TOTAL: 45

COMMITTEE REPORTS

Membership

Membership as of September 30, 2010:
 Member firms: 36 Active reps: 38
 Sustaining: 13 Life: 1 Honorary: 2 Transitional: 1
 There are two firms whose dues are paid through year-end, but have no current rep.

President Richardson will follow-up with Husch Blackwell Sanders law firm regarding their joining the Chapter. They have previously been posted for membership. Other firms being pursued are Data Facts (Sybil Sides); Rodan & Fields Dermatologists

(Welby Stamps), ServiceMaster (Peachie Bailey) and Memphis Airport Authority (also Peachie Bailey). Henri Vaskin made a motion that Memphis Airport Authority be posted now. The Board approved. President Richardson will contact Membership Director Perkins (The Memphis Grizzlies) to post in the newsletter.

Program

Director Jane Bratton (Smith & Nephew, Inc.) reported the following:

- On October 21, the meeting will be held in the Skyway at the Peabody Hotel. Guest speaker will be Coach Josh Pastner of University of Memphis men's basketball. This is also the night of the annual Silent Auction. The Board was encouraged to invite many guests; companies (or groups of friends) may purchase tables if they like. Cost is \$50 per person and tables will seat 8 – 10. Attendance goal is 100.
- On November 18, the meeting will be held at TPC @ Southwind. Guest speaker will be Kimberly Medlock of Productive Matters. Topic: "Getting Organized for the Holidays." TPC has agreed to allow a Bake Sale/Auction so long as none of the items are consumed on site.

Communications

- The October ***EWIConnect*** was posted to the website on October 5.
- The deadline for submitting information for the November ***EWIConnect*** is November 1; newsletter will be posted to the website on November 8. Submissions should be sent to Cindy Lynch (Medtronic).

Fundraising

Director Sybil Sides (Holiday Inn & Suites-Wolfchase) reported the following:

- September wine sales netted \$185.
- Kroger Delta Neighborhood Reward Program: according to current statement, \$425 more sales are needed for the Chapter to receive a check. Kroger cards are available from Paulette McMillin or Terrice Huggins.
- October 13 was the deadline to submit items for the Silent Auction, but items continue to come in. Other details are being finalized.
- The order for nuts has been placed with Terri Lynn.
- Peachie Bailey (B & L Embroidery) announced the profit from September 18 Golf Tournament was \$7,538.75. In her report, she also mentioned that a new Chairman with fresh ideas would be beneficial and that it may be best to choose another site if the event is held in 2011.

B/C/DP

Director Barbara Taylor (FedEx Express) announced the committee has held their first meeting, the results as follows.

- Special Philanthropy project: sending cards, letters, and care packages to Major Alexander (Sander) Snowden who is with a company of 200 Marines in Afghanistan. Maj. Snowden is nephew to Krissie Heuer (Business Equipment Company) and is a former employee of member firm, Smith & Nephew.
- Reading Rally: Chair, Jennifer Thornton (FedEx Corporation), is researching options for adopting a school, locations, sponsorships, etc.

- Professional Leadership Awards: The committee is allocating \$5,000 from B/C/DP budget this year for two members to attend the 64th LCAM in Minneapolis (compared to one such award in prior year)
- ASIST Scholarship: Funds for this year will be \$4,000 for scholarships, with no number of scholarships specified. If there are no qualified applicants this year, the funds will be added to B/C/DP budget for following year. The committee plans to personally meet with guidance counselors at educational institutions to discuss scholarship criteria.
- Race for the Cure: There are only two chapter members currently registered for EWI of Memphis team. President Richardson encouraged more participation.

Parliamentary Advisor

Peachie Bailey will be available to assist the President and the Board in any way needed during the year.

Technology

Association Solutions (EWI contract vendor) is re-vamping the Corporate website. Watch for new and improved changes.

Unfinished Business

- President Richardson announced the current members of the Nominating Committee are Chair Martye Slayton (Kemmons Wilson), Krissie Heuer (Business Equipment Center), Peggy Quinn (University of Memphis), and Anna Hough (Captivating Interiors). Jane Bratton (Smith & Nephew, Inc.) made a motion that Cindy Lynch (Medtronic) be the Board representative on this Committee. The motion was seconded and the Board approved.
- President Richardson reported that all the proposed Bylaws changes were approved at LCAM. There were name changes to two Board positions: Ways & Means Director is now Fundraising Director and Publications Director is now Communications Director.

New Business

The December chapter meeting will be held a week earlier – on Thursday, December 9; therefore, the Board meeting will be held on December 2 if there are no objections. Hearing none, the revised dates will stand.

Announcements

The November Board meeting will be held on Thursday, November 11, at 5:30 pm at Medtronic. Hostess Cindy Lynch will provide sandwiches, dessert, and beverages. Closer to the date, she will provide instructions regarding location, access through guard gate, etc.

Adjournment

The meeting adjourned at 8 pm.

**Approved by Kristi Richardson
Chapter President**

**Submitted by Jane Bratton
Program Director
(in the absence of a Secretary)**