

**Minutes of the Board Meeting  
EWI of Memphis  
March 10, 2011**

**Call to Order**

The March EWI of Memphis Board Meeting was called to order by President Kristi Richardson (Fedex Services) at 6:10p.m.

**Roll Call**

Present:

Kristi Richardson, President

Welby Stamps, Secretary

Henri Vaskin, Treasurer

Deborah Vaughn, Sergeant-At-Arms

Paige Perkins, Membership Director

Cindy Lynch, Communications Director

Sybil Sides, Fundraising Director

Barbara Taylor, B/C/DP Director

Martye Slayton, Advisor

Peachie Bailey, Parliamentary Advisor

Absent:

Jackie Hicks, Vice President | President – Elect

Jane Bratton, Program Director

**Minutes**

A motion was made to approve the February Board minutes as distributed. Content was approved but changes for a consistent font and a comma were requested. The minutes will be posted to the website after the changes have been made, and will be presented for approval at the March Chapter meeting.

**Vice President/President Elect - Jackie Hicks (Hicks Convention Services)**

- Notices of the March 17, 2011 Chapter meeting were emailed to our media contacts on February 28, 2011.
- Current EWI rosters were emailed to the membership on Wednesday March 9, 2011. Current roster will be made available at the March 17<sup>th</sup> meeting.

## **Communications**

Director Perkins read a letter from a perspective member at Rhodes College:

Dear Kristi and Paige,

I apologize for the delay in replying to your invitation. Unfortunately, I am going to have to decline the invitation and membership as I would be responsible for the associated costs personally. Additionally, when I first contacted Sherry, I was under the impression that this was an national association of executive assistants and did not realize that I would be sole representative for the College. I do not have the authority of the President's Office or capacity in my current position to fully represent Rhodes or a means to bring college resources to EWI.

I wish you well in your endeavors and I thank you again for your invitation.

Best Wishes,

Heather

## **Treasurer's Report - Henri Vaskin (Deloitte Services, LP)**

Waiting on corrections from Treasurer

## **Sergeant-At-Arms - Deborah Vaughn (Lonesource)**

For the February Chapter meeting, there were

- 29 Member Firms present, with 32 Representatives present
- 3 Sustaining Members
- 1 Honorary Member
- 9 Guests present
- 0 Life member
- Total: 45

**Membership - Paige Perkins (Memphis Grizzlies)**

- Membership as of February 28, 2011:  
 Member Firms: 35  
 Active Reps: 39  
 Sustaining: 14  
 Life: 1  
 Honorary: 2
- Working to confirm specifics of the dinner for the winning team during the membership campaign. Have to set date and get with committee to see what's going to work best. After polling the members of the team it appears a Tuesday night will work best.
- Have extended an invite for Latonya Foster with Baptist to be our guest at next weeks meeting. Baptist was posted last month.

**Programs – Jane Bratton (Smith and Nephew Inc.)**

Date	Topic / Event	Location
March 17	BUSINESS MEETING – no speaker –  Fundraising Committee organizing a Cake Walk and Auction  Wear <b>GREEN!</b>	University Club  1346 Central Avenue  Meeting in Ballroom Auction in adjoining Room  Space at back of ballroom for Cake Walk  Cash bar  Menu:  U- Club's Beef/Veggie Soup  Boneless, skinless chicken breast with Masala Sauce  Twice baked Potato  French Green Beans  Apple Cobbler with Ice Cream  Tea, Water, Coffee

<p>April 21</p>	<p>Since Earth Day is April 22, topic will be environmentally-related.</p> <p>Speaker:</p> <p>Andrya Clark Gough Health, Safety and Environmental Mgr. Smith &amp; Nephew</p>	<p>Windyke Country Club 8535 Winchester Contact: <a href="mailto:knox@windyke.com">knox@windyke.com</a> Tel: 754-1844 Probable menu: Rosemary Pork Loins – medallions with Peppercorn Sauce Caesar Salad with Parmesan Triangles Scalloped Potatoes Vegetable in Zucchini Boat Chocolate Lava Cakes</p>
<p>May 19</p>	<p>History of LeBonheur – incl. brief tour ... or update on where the medical community is going</p>	<p>Jackye Haas, Program Comm member, (whose exec is on the Board of LeBonheur Fdn) has confirmed availability on this date.</p> <p>Will follow-up with specifics – menu, cost, parking, specific speaker, etc.</p>
<p>June 16</p>	<p>Scholarship Night B/C/DP Chair will decide if speaker is needed and if she has a preference</p>	<p>Location TBD – probably Hunt Phelan Home To be confirmed</p>

July 21	<p>Police Director Larry Godwin – specific topic tbd by him</p> <p>His asst, Lt. Alan Ruhn had confirmed his availability</p> <p>HOWEVER ... he has retired from MPD and accepted the #2 position with Homeland Security for State of Tennessee</p> <p>Still pursuing him ... heard from his current assistant that he is still available. Let's hope nothing changes!</p>	<p>Location TBD</p> <p><i>Could this be Executive Event??</i></p> <p><i>Breakfast?</i></p> <p><i>Crescent Club?</i></p>
August 18	<p>Business Meeting ??</p> <p>Speaker ??</p>	Location TBD
September 15	Installation – Incoming President to be consulted for her wishes	Location TBD – and discussed with incoming President

**Communications - Cindy Lynch (Medtronic)**

- The March issue of the Memphis Chapter EWI Connect was posted to the website March 2, 2011.
- The deadline to submit articles for the April issue will be March 28<sup>th</sup>.

### **Fundraising - Sybil Sides (Holiday Inn and Suites - Wolfchase)**

- **Fundraising Events**

February Income

Nut Sales – Period to date \$34.00

Door Prizes - Chapter Meeting (Feb.) \$ 231.00

- **Future Fundraising Event Plans**

Golf tournament is being planned for Friday, September 9, at Cherokee Valley Golf Club.

A wine tasting and silent auction is being planned; tentative date is May 5, 2011

### **B/C/DP – Barbara Taylor (FedEx Express)**

Director Taylor presented her report:

#### **ASIST Scholarship**

- March 4 - 37 packets were mailed to the area school institutions; each one was contacted by phone in February and they are all looking forward to the opportunity to share these applications with their students.

#### **Reading Rally**

- Grahamwood Elementary is FedEx Adopt-A-School and Jennifer is contacting them to enlist their participation in our Reading Rally and to find a date and time that would work for the school. It would involve EWI providing a book to each student in the program for them to study and read out loud as a group during that program. The students would also write a book report and the top one or two would be selected for a certificate or prize and they would have the chance to read the report to the group.
- Jennifer is also checking with FedEx to see if there any level of support that FedEx can provide such as book bags, pencils, pens, notebooks, crayons, coloring books, etc.
- More information will be forthcoming.

### **Parliamentary Advisor – Peachie Bailey**

Nothing to Report.

### **Advisor – Martye Slayton (Kemmons Wilson Companies)**

Nothing to report.

### **Technology – Peachie Bailey**

Rick Barnett asked that a limited number of members email him with any updates that need to take place on the website. If possible only the Communications Director, Treasurer, Secretary, and Peachie Bailey should email him with updates.

### **Bylaws – Peachie Bailey**

Advisor Bailey reminded the Board that we need to ask our executives for a statement in favor of the proposed non-compete Bylaw amendment that could be emailed to other Chapters.

### **Unfinished Business**

The Tennessee Board Forum will be held in Nashville on June 10-11, 2011.

### **New Business**

Nominating Committee Chair, Martye Slayton, advised the Board that Straw Ballots will be emailed on April 4. Every rep who returns a ballot will be entered into drawing to have a month's dinner fee paid for by the Chapter.

### **Announcements**

The next Board meeting will be held on April 19, at 5:30 pm, at Smith and Nephew hosted by Jane Bratton.

There is a professional development webinar on April 6<sup>th</sup>, time TBD.

### **Adjournment**

The meeting adjourned at 8:29 pm.