

**Minutes of the Board Meeting  
EWI of Memphis  
July 14, 2011**

**Call to Order**

The July EWI of Memphis Board Meeting held at Kemmons Wilson was called to order by President Kristi Richardson (Fedex Services) at 6:00 p.m.

**Roll Call**

Present:

Kristi Richardson, President  
Jackie Hicks, Vice President | President – Elect  
Welby Stamps, Secretary  
Henri Vaskin, Treasurer  
Deborah Vaughn, Sergeant-At-Arms  
Paige Perkins, Membership Director  
Jane Bratton, Program Director  
Cindy Lynch, Communications Director  
Peachie Bailey, Parliamentary Advisor  
Martye Slayton, Advisor

Absent:

Open position, Fundraising Director  
Barbara Taylor, B/C/DP Director

**Minutes**

A motion was made by Paige Perkins to approve the June Board minutes as distributed. The motion was approved. There were no changes to the June Chapter minutes. The minutes will be posted to the website, and will be presented for approval at the July Chapter meeting.

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

- Notices of the July 21, 2011 Chapter meeting were emailed to our media contacts on June 30, 2011.
- Current EWI rosters will be emailed between July 11-13, 2011 and will be made available at the July Chapter meeting.
- Vice President Hicks attended the State Board Forum in Nashville in June, 2011. Vice President Hicks was absent for the golf tournament meeting on Saturday, July 9, 2011.
- There will be a conference call regarding installation ideas on July 27<sup>th</sup>.
- During the month of April, May and June, monthly notices of the chapter meetings were emailed to the media contacts and updated roster was emailed to the membership and hard copies were made available at each Chapter meeting.

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

The cash balances at June 30, 2011 are as follows:

General Operating Account	\$43,446.56
B/C/DP Account	\$ 7,099.36
Restricted funds:	
Peggy Quinn Fellows	\$ 6,000.00

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

Third Quarter Report 2011

<b>Chapter Membership</b>	<b>April</b>	<b>May</b>	<b>June</b>
<b>Current Member Firms</b>	35	35	35
Firm Representatives	39	39	38
Sustaining Members	14	14	14
Life Members	1	1	1
Transitional Members	0	0	0
Honorary Members	2	2	2
Firms without Representatives	0	1	1
<b>TOTAL MEMBERSHIP</b>	56	55	55
<b>Attendance</b>			
Firms Present	26	20	24
<b>Percentage of Firms Present</b>	74%	57%	69%
Representatives Present	27	25	26
Executives Present	0	0	0

Sustaining Members Present	3	3	2
Transitional Members Present	0	0	0
Life Members Present	0	0	0
Honorary Members Present	0	1	0
Prospective Members Present	0	0	2
Percentage of Members Present	69%	66%	68%
Guests Present	2	9	0
<b>TOTAL ATTENDANCE</b>	<b>32</b>	<b>34</b>	<b>44</b>

The Sergeant-At-Arms distributes chapter meeting notices with all relevant details (date/time/location/program) on a monthly basis. The S-A-A Committee follows up with non-responders via phone calls or other contact. The S-A-A reports final reservation numbers, in accordance with chapter procedure, to Program Chair, President, Secretary, Treasurer, and Hospitality Chair along with number and names of guests. Following chapter meetings each month, the S-A-A agrees final attendance with Secretary and Treasurer and submits report to Communications Director for EWICONNECT. To-date, the S-A-A has attended all Board meetings and all Chapter meetings. Also I have served on several committees for various chapter initiatives, such as Fundraising, Hospitality committee, By-laws Committee and Golf Committee. I am chairing the door prizes for the golf tournament. I have attended several webinars offered by Corporate. I have made all my reservation for LCAM and I am so excited and grateful to be going!

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

The Membership as of June is as follows:

- 35 Member Firms
- 38 Active Reps
- 14 Sustaining Members
- 1 Life Member
- 2 Honorary Members
- 55 Total Membership

During this quarter we have posted the following firms for potential membership:

- Crescent Club – Lisa Roberts (formally with the River Inn) is taking a job there.
- QH Medical Supply – Pat Barnett- former EWI member. Pat was our guest at the June meeting. She has been sent a membership application and information about a possible 2<sup>nd</sup> representative.
- Memphis City government – Sylvia Kay Blackwell – Sylvia was our guest at the June meeting.
- Mary Kay Cosmetics – Welby Stamps is running lead on this one. I have sent Welby all the membership information.

We will install two new representatives for existing firms at the July meeting. Jill Coleman, the replacement rep for the River Inn of Harbor Town, and Linda Grissom, a 2<sup>nd</sup> representative with Medtronic.

The number of member firms remains the same but we increase the number of representatives to 40.

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

**April.** The Chapter meeting was held on April 21 at Windyke Country Club. Guest speaker was Andrya Clark Gough, Health, Safety, and Environmental Manager, Smith & Nephew Global Operations. In conjunction with Earth Day (April 22), Mrs. Clark provided an informative and interesting program on “Green Goes with Everything.” Guests were provided “green” tote bags and book marks. Thanks to committee member, Melinda Edwards, for providing Earth Day buttons. Attendance: 32

**May.** The Chapter meeting was held on May 19 at the new LeBonheur Children’s Hospital in their Community Room. Guest speaker was Ethel Gilmore, Director of Development for the LeBonheur Foundation. She provided interesting remarks tying the history of LeBonheur to the history of EWI. Ethel and two members of her staff provided tours of this beautiful facility where so many children are provided excellent medical care in a loving environment. Attendees really appreciated the many pieces of art on display, some of it provided by former patients. A surprise guest, Major Alexander Snowden, made a presentation on military life in Afghanistan and also brought greetings and thanks from the recipients of packages EWI sent to them at Christmas. Thanks to committee member, Jackye Haas, and her executive, Bill Shopoff, for securing this facility and speaker for our meeting. Attendance: 34

**June.** The Chapter Meeting was held on June 16 in the Skylight Room at The Tower Center. This annual Scholarship Awards Dinner was coordinated by B/C/DP Director, Barbara Taylor. Guest speaker was Summer Owens, who gave an inspirational message on overcoming obstacles following a teenage pregnancy and moving forward with her life by obtaining multiple college degrees and achieving success in her career, including writing a book: Life After Birth. Thanks to Dianne Westphal for securing this facility (at an affordable price) for our meeting. Attendance: 44

The July 21<sup>st</sup> meeting will be an Executive’s Breakfast at Embassy Suites. Guest Speaker: Bob Nations, Director, Shelby County Office of Preparedness/HLS/EMA.

The August 18<sup>th</sup> Annual Business Meeting will be held at The University Club and will also be a Firm Night for Rodan & Fields, hosted by Lori Cothron.

The September 15th meeting will include Installation of 2011-2012 Board; details are being finalized.

The Program Director has attended all Chapter meetings to-date this fiscal year and all Board meetings except one. The Program Director is also a member of the Fundraising Committee.

### **Communications - Cindy Lynch (Medtronic)**

- The April issue of the Memphis Chapter EWI Connect was posted to the website April 4, 2011.
- The May issue of the Memphis Chapter EWI Connect was posted to the website May 6, 2011.
- The June issue of the Memphis Chapter EWI Connect was posted to the website June 7, 2011.
- The July issue of the Memphis Chapter EWI Connect was posted to the website July 12, 2011
- In order to have the EWI Connect posted to the website no later than August 8th (10 days prior to the Aug 18 meeting), the deadline to submit articles for the August issue will be August 1, 2011.

### **Fundraising – Open Position**

- **June Income**  
Cash Pot \$ 46.00
- **Special Fundraising Event Plans**  
The “No Dirty Dishes” flyer will be recirculated to increase sales.
- Golf committee meeting will be Saturday, July 30, 8:30 am at Kemmons Wilson.

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

Business Career Development Program 3rd Quarterly Board Report - 2011

#### ASIST Scholarship

- April 29 - ASIST application deadline– received 49 ASIST applications.
- May 2 – Met with B/C/DP committee to pre-qualify applications.
  - **46 applications disqualified by committee** - due to the following reasons:
    - 21 - Incomplete /inaccurate
    - 7 – Did not prove financial need
    - 5 – Did not qualify due to low GPA’s
    - 13 – Already have a degree/pursuing master’s or doctorate
  - **3 applications qualified for the judges** - Applicants schools are: Baptist College of Health Science, Belhaven University, Christian Brothers University

- ASIST Scholarship Judges
  - **Jon Crisp, Chairman, Shelby County Chambers of Commerce / GM, Holiday Inn & Suites Wolfchase**
  - **Pamela Therrell, First Assembly Christian School**
  - **Ed Vaughn, Merck Manufacturing**
- May 16, ASIST judges selected two winners for the ASIST Scholarship in the following order - # 1 was selected to be our Memphis Chapter nominee for the Corporate ASIST award
  1. Chassidy Gardner, Christian Brothers University, Major: Business/Accounting, GPA 3.23
  2. Katrina Gordon-Jones, Belhaven University, Major: Social Services with a concentration in Christian Ministries, GPA 3.8
- June 10 - \$ 2,000 check(s) were mailed to each winner's school institution (Christian Brothers University and Belhaven University).
- June 16 - Awards dinner was held at the Tower Room on Poplar Avenue.
  - Guest speaker – Summer Owens, Professional Speaker, Author of *“Life After Birth, A Memoir of Survival and Success as a Teenage Mother.”*
  - Beveled Awards were given to each winner, as well as an autographed complimentary copy of Summer Owens book.
- June 16 – Submitted ASIST application (Chassidy Gardner) to Corporate via FedEx overnight packet and received signature confirmation.

The remaining time table for the Corporate ASIST Scholarship is:

- July 1                      Deadline to submit Chapter ASIST Winner to Corporate.
- July 15                     Corporate Judging
- August 5                  Twelve Corporate Winners selected and notified.

Reading Rally – Book Title: Tiddels’s Journey to Hoot Owl Canyon

- April 1 - EWI of Memphis donated to Grahamwood Elementary an autographed book for each of the nine 2<sup>nd</sup> grade classes and the author also donated a copy of her book to the school’s library. The teachers prepared their classes for the Reading Rally by introducing the book into their reading plans and each student was assigned to write their own adventure story. Each teacher planned to choose one student from their class to read their adventure story out loud to the assembly.
- April 29–Reading Rally was held at Grahamwood Elementary with 176 second graders in attendance, along with nine teachers and the assistant principal. Nine EWI volunteers (representatives) were in attendance as well as children’s author, Pamela Miller-Ray.
- May 4 – submitted article to Corporate regarding EWI of Memphis Reading Rally success.
- May 19 – EWI of Memphis Reading Rally article was featured in the EWI Corporate Connect, along with pictures from our event.

### 2011 Professional Development Award

- June 2 – was deadline for chapter applications to be received for the 2011 Professional Development Award. Two applications were received.
- June 10 – a judging committee of three EWI of Memphis representatives along with the B/C/DP director discussed by conference call each application qualifications based on the criteria outlined on the application. Criteria were based on a number of factors, with special emphasis on each individual's meeting attendance, involvement, and merit within the Memphis Chapter. Merit is demonstrated in a variety of ways: leadership in chapter activities, and motivation to serve and participate in Chapter endeavors. The judging committee selected Deborah Vaughn, Lonesource Inc. as this year's winner. Deborah Vaughn will attend this year's LCAM on September 22 – 24, 2011, in Minneapolis, MN, all expenses paid.
- June 16 – The 2011 Professional Leadership Award winner was announced at the June Chapter meeting.

### Literacy Development Opportunity

- June 21 – Barbara Taylor, B/C/DP Director participated on a Rev Up to Read - Literacy Chapter Development training call along with seven chapters, and the goal of this training call was to give the June 23 Chapter Development Webinar listeners new literacy ideas that have worked successfully in a variety of Chapters across the country and to give them a chance to ask questions or share their own ideas. Barbara prepared a script for the webinar and forwarded to Jennifer Thornton, EWI of Memphis Reading Rally Chair.
- June 23 – Jennifer Thornton, EWI Reading Rally Chair participated and presented during the "Rev Up to Read – Literacy Chapter Development Webinar. Other chapters that participated on the call were EWI of Grand Prairie, EWI of Phoenix, EWI of Detroit-Windsor, EWI of Nashville, EWI of Spokane, EWI of Houston, and EWI of Washington, DC. The information shared on the call was very valuable and well received.

### Philanthropy Military Care Package Project

- May 19 - Major Alexander Snowden (Sander) who returned to the states safely in March 2011, was the guest speaker at the May 19<sup>th</sup> Chapter meeting which was held at Le Bonheur Children's Hospital. Sander shared slides which showed the extremely hard conditions his squadron had to endure during their nine month tour of duty in Afghanistan. After Sander was finished speaking, he presented EWI with a Certificate of Appreciation from his Marine Squadron.

## Corporate FELLOWS Scholarship

The time table for the Fellows Scholarship is:

May 1 - June 30 Selection Process

July 1 - Awards notification by Education/Professional Development Director

August 1 - Awards Distribution by Corporate Office

- Yvonne Joiner, Firm representative for Memphis Cook Convention Center, has applied for the scholarship.
- Since the deadline for the awards notification has passed, B/C/DP Director, Barbara Taylor, has sent an email to Corporate inquiring about when the winner notification will be sent. An update will be provided at the June Board Meeting.

## Professional Development Webinars – attended by B/C/DP Director

- May 3 - Professional Development Webinar, "Emotional Intelligence"
- May 6 - The Truth About Negotiation: 7 Strategies for Success
- May 24 - Online Meeting: 'Chapter Development Training: "Taking Minutes Shouldn't Take Hours."
- June 14 - Online Meeting: 'Professional Development Webinar: "Building Connections."
- June 23 - Online Meeting: 'Chap Dev Training: "Rev Up to Read."

## Unfinished Business

- Lucille Perkins Award: Paperwork has been submitted to Corporate nominating FedEx for the Outstanding Firm Award and Barbara Taylor for the Outstanding Rep Award.
- Janice Toshach (Bancorp South) will be asked to join the Board early. Director Bratton made a motion that Janice fill the Fundraising Director position; it was seconded and approved.

## Announcements

The next Board meeting will be held on August 11, at 5:30 pm, at FedEx Forum hosted by Paige Perkins.

## Adjournment

The meeting adjourned at 7:10 pm.