

EWTG Board of Directors Meeting Minutes

Wednesday, January 18, 2023

5:30 – 7:00 PM

Zoom Meeting

1. Segue – Theresa McShan called the meeting to order at 5:34 pm.

Board Position	Name	Present
01. President	Theresa McShan	X
02. President-Elect	Coleen McCarthy	X
03. Vice-President	Jessica Escobar	X
04. Financial Officer	Catherine Crago	x
05. Secretary/Treasurer	Shannon Creekmur	x
06. Affiliates Director	Alsie Bond	
07. Communications Director	Karen Howard	
08. Program Director	Sarah Melecki	X
09. Mini-Course Director	Rashida Broussard	x
10. Public Relations Director	Melissa Hield	x
11. Membership Director	Tamala Fletcher	X
CMP Management	Brandon Glaser	X
CMP Management		
Guest:		
Guest:		

2. Approval of Minutes: Brandon Glaser presented the December minutes. Coleen McCarthy made a motion to accept the December minutes as presented. Melissa Hield seconded the motion. All approved.
3. President’s Report: Theresa went over the EWTG Board and Committee Calendar. It was noted that we will keep the meeting times on Wednesday at 5:30 PM. Theresa reminded the Board we will have the Board Retreat, in person, on Saturday, February 4, 2023. Theresa has a conflict for the February Executive Committee meeting. Rashida Broussard noted the date on the calendar for the February Mini course showed February 9th but it is actually on February 8th. Brandon made the change to the calendar to update the mini course. Coleen McCarthy noted we are behind on the newsletter and that she has reached out to Karen Howard to coordinate. Theresa is going to follow up with Karen on the newsletter.
- a. Board Retreat: Theresa informed the Board that Raette Hearne will be facilitating the Leadership workshop. We will convene at the Elgin Chamber of Commerce. Breakfast and lunch will be provided. Theresa talked about the agenda and what is expected of the Board.

4. Financial Officer Report: Catherine Crago reported that in December EWTG had \$246,000 in Checking/Savings. As of December 31, there is \$336,058.74 in Checking and Savings. As of December 31, Annual conference income from all sources is \$206,257.55; \$169,582 from registration, \$21,700 from sponsors, \$8,010.55 from Silent Auction, \$4,000 from exhibitors, \$2,965 from Raffle. General expenses for the year are about \$95,000. Gina Minjares volunteers for the finance committee to research investment policy and work with Finance Committee to develop. Coleen McCarthy made a motion to accept the December financials as presented. Tamala Fletcher seconded the motion. All approved.
5. Director Reports
 - a. President-Elect/ Strategic Planning Committee Chair – Coleen is working with Tiffany Gibson to start a new EST focused on Procurement and Contracting. There will be an interest meeting on January 27th.
 - b. Vice President/Conference Committee Chair – No report given.
 - c. Affiliates – Not present. No report given.
 - d. Communications – Not present. No report given.
 - e. Membership – No report given.
 - f. Programs – Sarah congratulated Rashida for winning the Sunshine Award and Jessica Escobar was promoted to Chief of Staff. Met with committee on January 12. Scheduled monthly program committee meetings through 2023. Promoting EWTG Membership to HHS Colleagues. In June or August, have brainstormed additional speakers.
 - g. Mini-Course – Rashida attended a mini course meeting with Caroline from CMP. There was a committee meeting earlier today. The upcoming mini course is on February 8, 2023, with guest speaker Dr. Twyla Williams-Diamond. Two additional speakers lined up, awaiting confirmation: Sheila Craig and Dr. Marissa Moreno.
 - h. Public Relations – No report given.
6. New Business –
 - a. Brandon explained the 2023 Corporate Resolution, what it entails and the updated changes to reflect Theresa as President, Catherine Crago as Finance Officer, and Shannon Creekmur as the Secretary. Tamala Fletcher made a motion to approve. Melissa Hield seconded the motion to approve the Corporate Resolution. Motion carried.
 - b. Brandon noted the importance of scheduling calls/meetings with predecessor of each Board position for a transfer of knowledge. If any contact information is needed, let Brandon know and he will provide the details.
7. Old Business – None to report at this time.
8. Conclude / Adjourn – The meeting was adjourned by consensus at 6:21 pm.

Action Items: