

EWTG Board of Directors Meeting Minutes

Wednesday, February 15, 2023

5:30 – 7:00 PM

Zoom Meeting

1. Segue – Theresa McShan called the meeting to order at 5:32 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	x
07. Communications Director	Karen Howard	
08. Program Director	Sarah Melecki	X
09. Mini-Course Director	Rashida Broussard	
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 January minutes. Melissa Hield made a motion to accept the January minutes as presented. Coleen McCarthy seconded the motion. All approved.
3. President’s Report: Theresa went over the EWTG Board and Committee Calendar. Some updates on dates and names were made by Coleen McCarthy and Sarah Melecki.
- a. Board Retreat: Theresa opened the floor to those that were at the Board Retreat to reflect on the retreat. In general, feedback was positive regarding the ability to network, learn more about each other, work together to collaborate on our goals, the food was amazing, and everyone would like to have another retreat sometime this year.
 - b. Procurement EST Interest Meeting: Coleen noted the participant list was sent over by Brandon. Tiffany Gibson is going to contact the participants to schedule the Procurement ESTs.
4. Financial Officer Report: Catherine Crago reported that in January EWTG had \$228,582.57 in Checking/Savings. As of January 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. End of year investment accounts was \$338K and another near \$58K. Shannon Creekmur motioned to approve January Financials. Melissa Hield seconded the motion. All approved.

5. Director Reports

- a. President-Elect/ Strategic Planning Committee Chair – Coleen published the January newsletter and assisted with the February newsletter. Assisted with the Procurement EST on January 27. Referred a member to the programs committee. Reached out to former committee members and those who completed interest form for strategic planning and mentorship committee.
- b. Vice President/Conference Committee Chair – Waiting for the RFP for the conference. Planning will commence upon receipt of RFP.
- c. Affiliates – Alsie noted last year San Antonio and Fort Worth was targeted. Continuing efforts on both affiliates. The committee is delegating area of responsibility to committee members with an affiliate group. Having issues getting contact with the Houston affiliates. Has sent several emails to different people. Alsie reports she believes Houston is no longer meeting yet holds a cash balance with EWTG banking. May 18-19 for a possible meeting with San Antonio and the EWTG Executive Committee.
- d. Communications – Not present. Report provided in writing. Archived for record.
- e. Membership – Committee meeting on 22FEB. Overall goal to grow membership after some loss from the pandemic; setting a goal of 5% increase.
- f. Programs – Scheduled monthly Program Committee meetings through the end of 2023 (second Thursday of each month at 6 pm, Café Java in Round Rock) Promoted EWTG membership to HHS colleagues and others. Began planning four Programs and Holiday luncheon for Calendar Year 2023. Sarah requested to move the March program from last Wednesday in March to last Wednesday in April. The board agreed to move to last Wednesday in April.
- g. Mini-Course – Not present. No report given.
- h. Public Relations – No report given.

6. New Business –

- a. Brandon explained there is a committee going through photos from the conference to select the best photos. The photos will then be posted on the EWTG website along with Vimeo links for the videos from the 2022 Conference.
- b. Brandon noted a draft budget has been sent to Catherine Crago and Shannon Creekmur for their review. Brandon is waiting on Catherine and Shannon to provide times to meet to discuss the draft budget. Once this meeting occurs, the budget will be brought to the board for approval.

7. Old Business – None to report at this time.

8. Conclude / Adjourn – The meeting was adjourned by consensus at 6:47 pm.

Action Items:

- CMP to get numbers for non-members on Mini Course to consider reimbursing
- Talk to Katie about Affiliate Reports and Houston Affiliate Agreement