

EWTG Board of Directors Meeting Minutes

Wednesday, April 19, 2023

5:30 – 7:00 PM

Zoom Meeting

1. Segue – Theresa McShan called the meeting to order at 5:33 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	x
10. Public Relations Director	Melissa Hield	x
11. Membership Director	Tamala Fletcher	x
CMP Management	Brandon Glaser	x
CMP Management	Lauren Ramsey	x
Guest:		
Guest:		

2. Approval of Minutes: Brandon Glaser presented the March minutes. Coleen McCarthy made a motion to accept the March minutes as presented. Tamala Fletcher seconded the motion. All approved.
3. President’s Report: Theresa went over the EWTG Board and Committee Calendar.
- a. Sarah asked about the deadline with the newsletter and the fact that the deadline is often before the Luncheon programs, therefore, it is not possible to get a post event article. The Board said do not worry about doing a wrap up. Focus on an article for informing about the next event.
 - b. Theresa does not have a report to share at this time.
4. Financial Officer Report: Catherine Crago reported the March financials. Total checking/savings \$336,058.74, accounts receivable \$10,446.00, investment account \$416,093.70 for total assets at \$625,127. Over the next few months, minimal income, and expenses until we are closer to the conference. Catherine requested a speaker on non-profit investments. The cash flow/reserve is being looked into to determine how long we can function without income. The finance committee has put together bi-weekly committee meetings that all are welcome to attend. Catherine made a motion to accept the March financials. Jessica Escobar seconds the motion. The motion carries.

5. Director Reports –

- a. President-Elect/ Strategic Planning Committee Chair – No report given.
- b. Vice President/Conference Committee Chair – The contract for the hotel should be finalized this week at the latest, hopefully. There were some final points that were still being negotiated, but they were to the benefit of EWTG. The final dates will still be as discussed: December 3-4. working to identify keynote speakers.
- c. Affiliates – Alsie noted the Houston Chapter has about 4 members interested in reviving the Chapter. Looking for a June open house meeting put together. The Brazos Valley affiliates has a new President.
- d. Communications – Not present.
- e. Membership – Tamala noted the committee has been contacting hotels and eateries for the Derby Day event. It is looking like this may not even be possible. The focus is being shifted to a June Winery.
- f. Programs – Next Wednesday is the Growth Mindset empowerment workshop. Looking for help from Board Members. Secured the June program – LTC Lataya Hawkins. In August Darlene.
- g. Mini-Course – Rashida noted Sheila Craig is the speaker for June.
- h. Public Relations – No report given.

6. New Business –

- a. AC Hotel Contract: Lauren Ramsey went over the annual conference Contract. Everyone approves of the contract as it is. Theresa will sign the contract as soon as it is received.
- b. Strategic Plans Initiatives: Coleen reminded everyone the deadline for submissions was 04-18-2023. A few have yet to respond; Coleen requests submissions by the end of the week.
- c. EWTG Newsletter: Theresa reminded everyone to be cognizant of the newsletter, and to be sure to submit articles. The content we provide must have good substance for members to read.
- d. Email Response: Theresa reminded everyone to be timely with responses when someone reaches out. If a timely response is requested, try your best to accommodate or at least communicate openly.
- e. Committee Meetings: Theresa wants to ensure everyone is scheduling their committee meetings and providing updates.
- f. Q1 Scholarships: Brandon presented the Q1 scholarship applicant and requested from the Committee to allow for a partial scholarship due to the applicants low score. Jessica Escobar stated she is opposed to giving the partial scholarship for the precedent it would set. The general consensus is that we may need to look at the scoring matrix to level the scoring for new members. Consensus is to not award the partial scholarship and to have the Scholarship Committee review the current scoring matrix. Coleen made a motion to not award any scholarship to the applicant in question. Tamala Fletcher seconded the motion. The motion carries.
- g. Canva Purchase for Committees: Brandon brought forth Rashida's request to purchase 5 Canva licenses for \$149 for all committee chairs to be able to create professional banners and

marketing material. Coleen made the motion to further research the cost and transferability of the Canva licenses, with the intent to purchase if all variables are as mentioned. Alsie Bond seconded the motion. The motion carries.

7. Old Business –

- a. Charging non-members: The general question is do we charge non-members for events or keep it free for all attendees. Theresa made a motion to not charge for virtual events. Melissa Hield seconds the motion. The motion carries.

8. Conclude / Adjourn – The meeting was adjourned by consensus at 7:04 pm.

Action Items:

- EST Follow-up with Coleen (CMP)
- Presidential Committee email to Theresa (CMP)
- Scholarship committee to review scoring matrix for new members (Ruth Jadeja)
- Further research on purchasing Canva for committee use (CMP)
 - Get costs, license transferability