

EWTG Board of Directors Meeting Minutes

Wednesday, May 17, 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	
04. Financial Officer	Catherine Crago	x
05. Secretary/Treasurer	Shannon Creekmur	x
06. Affiliates Director	Alsie Bond	
07. Communications Director	Karen Howard	x
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	
Guest:		
Guest:		

2. Approval of Minutes: Brandon Glaser presented the April minutes. Coleen McCarthy made a motion to accept the April minutes as presented. Sarah Melecki seconded the motion. All approved.
3. President’s Report: Theresa went over the EWTG Board and Committee Calendar.
- a. EWTG received an email from Joelyn Meeks expressing concern over the direction of Mini-Courses and Luncheons. Theresa had a conversation with Joelyn directly. Theresa informed Joelyn EWTG has conducted surveys to base direction on what members of EWTG wanted. Theresa also expressed that later in the year, we will hold a retreat and invite older, more veteran members to be able to express their thoughts.
4. Financial Officer Report: Two finance committee meetings have been held since April. Melissa Hield provided a document outlining lessons learned and procedures from her time as Finance Officer/Treasurer. An Audit subcommittee will begin under Shannon Creekmur within the coming weeks. Catherine made a motion to accept the April financials. Jessica Escobar seconds the motion. The motion carries.
5. Treasurers Report: Shannon Creekmur reported the April financials. Total checking/savings \$336,058.74, accounts receivable \$10,446.00, investment account \$416,093.70 for total assets at

\$625,127. Coleen made a motion to accept the April financials. Tamala seconds the motion. The motion carries.

6. Director Reports –

- a. President-Elect/ Strategic Planning Committee Chair – Coleen expressed concern with the newsletter edits that have been sent to Karen. Coleen also noted the lack of social media presence. Continuing to brainstorm ideas for ESTs and Leadership Women. Theresa is going to delegate a month for each Board Member to be in the spotlight for the newsletter.
- b. Vice President/Conference Committee Chair – We anticipate the call for speakers will open in about 2 weeks or so. Tamala Fletcher will be leading the committee for hospitality and welcome reception event. Kynthia Brooks is still leading Development so she will work closely with Tamala as we look at vendors for the “bazaar” (who will not be considered donors) to fill our event space. We will be discussing plans for fundraising and raffle of baskets in lieu of the silent auction which we feel will generate a bigger return with no overhead.
- c. Affiliates – Not present.
- d. Communications – Articles are due by May 20th.
- e. Membership – Had to leave the meeting early. No report submitted.
- f. Programs – The June speaker, is swapping with the August speaker.
- g. Mini-Course – Rashida noted she is working to secure a Veteran speaker for November.
- h. Public Relations – Melissa would like to view the photos from WOTY to create a video for this year’s WOTY. Melissa is submitting an article for the newsletter regarding WOTY.

7. New Business –

- a. Canva license- Brandon presented findings that a Canva Pro license could be purchased for \$119/year with a single license that can be created under an EWTG email and used by multiple users. The board agrees to approve this purchase.
- b. Government Innovation Texas – Further conversation regarding EWTG involvement will be discussed at a later time.

8. Old Business –

9. Conclude / Adjourn – The meeting was adjourned by consensus at 6:52 pm.

Action Items:

- ~~-EST Follow-up with Coleen (CMP)~~
- ~~-Presidential Committee email to Theresa (CMP)~~
- Look into Allman charges to see variants in fees (CMP)
- Mini-Course and Luncheon recordings not working; investigate issues (CMP)
- ~~-Provide Rashida the contact information for Karen Rolirad (CMP)~~
- ~~-Share Speaker history with Sarah Melecki (CMP)~~