

EWTG Board of Directors Meeting Minutes
Wednesday, August 16, 2023
5:30 – 7:00 PM
Zoom Meeting

1) Segue – Coleen McCarthy presided and called the meeting to order at 5:35 pm.

Board Position	Name	Present
President	Theresa McShan	x
President-Elect	Coleen McCarthy	x
Vice-President	Jessica Escobar	x
Financial Officer	Catherine Crago	x
Secretary/Treasurer	Shannon Creekmur	x
Affiliates Director	Alsie Bond	
Communications Director	Karen Howard	
Program Director	Sarah Melecki	x
Mini-Course Director	Rashida Broussard	x
Public Relations Director	Melissa Hield	x
Membership Director	Tamala Fletcher	x
CMP Management	Brandon Glaser	x
CMP Management	Lauren Ramsey	
CMP Management	Melanie Bowman	x
Guest: Past President	Regina Durden	
Guest:		

- 2) Approval of Minutes: Brandon Glaser presented the July Minutes. Edits were made based on feedback prior to the meeting. Tamala Fletcher made a motion to accept the July Minutes as presented. Jessica Escobar seconded the motion. Motion carried.
- 3) [EWTG Scorecard - Coleen McCarthy](#)
- a. Scorecard reviewed. Updates are needed for general membership, Affiliates, and Committee membership.
- 4) [EWTG Board and Committee Calendar –](#)
- a. EST Social Hour event planned – Aug 29, 2023, 12:00-1:00
- 5) President’s Update- Theresa McShan
- a. No updates
- 6) Financial Officer Report – Catherine Crago
- a. Seeking 3rd party consult to determine need for audit vs financial review (Mission Capital and ACC Center for Nonprofit Excellence)
 - b. Finance Committee Goal - substantial discussion with this Board to make determination for ‘23.
 - c. Request Allman CPA to consult.
- 7) Treasurers Report – Shannon Creekmur
- a. Balance Sheet and Profit & Loss Reviewed.
 - b. Shannon Creekmur made a motion to approve. Tamala Fletcher seconded. Motion carries.

8) Director Reports –

- a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
 - i. Article submitted for August newsletter pertaining to ESTs.
 - ii. Mentorship committee hosting EST Social Hour Aug 29th
 - iii. Strategic Planning Committee revamping Strategic Plan for 2024-25
 - iv. Promoting WOTY and BOD nominations
 - v. Book Club EST 8/30
- b. Vice President/Conference Committee Chair –Jessica Escobar
 - i. Keynote speaker contract near final as well as agreement for breakout sessions
 - ii. Registration will open next week.
 - iii. Anticipate increased sponsorships after the release of session information.
 - iv. Development Committee seeking additional support. For info, contact Kynthia Brooks.
- c. Affiliates – No report
- d. Communications, Karen Howard - No report
- e. Membership, Tamala Fletcher – No report
 - i. QR code for discounts need to be unique each month as they expire. Request from CMP to include prior to events.
- f. Programs – Sarah Melecki
 - i. Mini-Course Wed, 8/23 Lt. Col. Hawkins
 - ii. Harris County Judge Lina Hidalgo, presently unavailable in the Fall of '23 but would be interested in the future.
 - iii. October Presenter - Patricia Mexia, VP of Community Engagement and Impact SA Area Foundation- Cross sector collaboration for public/private/non-profit.
 - iv. Dec Holiday Luncheon – Dec 20th Che Zee
 - 1. Potential Speaker, Dr. Jennifer Schufford, DSHS Exec Commissioner
 - 2. Potential Swearing-In from Judge Elizabeth Earle
 - 3. Theme – “Winter across Texas” with Board members to host table decorations.
- g. Mini-Course – Rashida Broussard
 - i. AI @ Gabi Unique QR code for each monthly event
 - ii. Jessica’s Mini Course resonated well with attendees.
 - iii. Mejia Young will be speaking in October.
 - iv. Seeking September speaker
- h. Public Relations – Melissa Hield
 - i. Nominations for WOTY are open; Sept 5th close date; working on 3rd judge.
- i. Past-President/Nominating - No report

9) Old Business

- a. Govt Innovation Texas – Catherine Crago
 - i. BOD reviewed the partnership agreement and members request clarification to determine if partnership would be in best interest of EWTG.
 - ii. Recommendation that Karen Howard, Communication Chair, be a part of this discussion.

10) New Business

- a. Financial Review vs Audit – Catherine Crago
 - i. AI - @Catherine to submit questions to Justin.
 - ii. Finance Committee asking for Allman Asso to attend Sept BOD meeting.
- b. Scholarship Review – Brandon Glaser

- i. Sarah Melecki made a motion to approve Melissa Gonzales and Kim Donnelly to be awarded scholarships for the Leadership Women’s Pipeline. Seconded by Melissa Hield. The motion was approved unanimously.
 - c. No videographer for ’23 Conference – Theresa McShan
 - d. Website Update Proposal – Melissa Hield
 - i. Postpone presentation until September.
- 11) Conclude / Adjourn – The meeting was adjourned by consensus at 6:36 pm.

Action Items:

- @Tamala Fletcher – Update membership numbers on Scorecard
- @Committee Chairs - Committee counts need updating in the Scorecard
- @Gabi – Moving forward, add ‘date submitted’ field to member surveys and/or [EST Questionnaires](#)
- @Gabi – Include unique QR discount code for monthly events to avoid expiration
- @Melanie – Email Committee Chairs to update Scorecard
- @Lauren – Send reminders for conference sponsorships following opening of registration
- @Gabi – Contact Rashida Broussard rashidabroussard13@gmail to share QR code \$10 discount from prior event
- @Sarah Melecki – Share potential Sept Mini-Course Speaker with Rashida Broussard rashidabroussard13@gmail
- @Ruth Jadeja – Submit the completed Scholarship Scoring Matrix for 2 recipients
- @Karen Howard - Include Scholarship Recipients in next newsletter
- @Melissa Hield – Submit website proposal to CMP & Exec Committee. Present at Sept Board Meeting
- @ Rashida Broussard - Contact Gabi Wallace gwallace@cmpmanagment.com to secure discount for expired QR code link.
- @Melanie – Notify both Scholarship Recipients of award
- @Catherine Crago - Send information to BOD prior to next meeting to be reviewed pertaining to Financial Reviews vs Audits.
- @Catherine Crago - Provide Justin Heyman, CMP, a list of question to submit to Allman Asso, CPA, prior to scheduling an invite to BOD meeting