



**EWTG Board of Directors Meeting Minutes**  
**Wednesday, September 20, 2023**  
**5:30 – 7:00 PM**  
**Zoom Meeting**

1) Segue – Theresa McShan presided and called the meeting to order at 5:33 pm.

Board Position	Name	Present
President	Theresa McShan	X
President-Elect	Coleen McCarthy	
Vice-President	Jessica Escobar	X
Financial Officer	Catherine Crago	X
Secretary/Treasurer	Shannon Creekmur	X
Affiliates Director	Alsie Bond	X
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 August Minutes. Tamela Fletcher made a motion to accept the August Minutes as presented. Shannon Creekmur seconded the motion. Motion carried.
- 3) [EWTG Scorecard - Coleen McCarthy](#)
  - a. Scorecard reviewed.
- 4) [EWTG Board and Committee Calendar –](#)
  - a. EST Social Hour event rescheduled– Sept 26, 2023, 12:00-1:00
- 5) President’s Update- Theresa McShan
  - a. Karen Howard is taking some time away for health reasons
  - b. Sarah Melecki is supporting newsletter in Karen’s absences. Many thanks!
  - c. Succession Planning – Notify Theresa and Nominating Committee if you will be remaining in seat or will need to leave current officer position.
- 6) Financial Officer Report – Catherine Crago
  - a. Review of bylaws and policy manual related to financial responsibilities for EWTG.
  - b. Audit (2019 & 2020); Financial Reviews (2021, 2022 & 2023)
  - c. Review cost \$7,000; Audit \$10,000
  - d. The Finance Committee is recommending that an audit be funded for 2022 using EWTG reserve funds.
  - e. Melissa Hield made a motion to amend the budget to increase \$3,000 to complete a financial audit for 2022. Tamela Fletcher seconded. All agreed. Motion carried.



## Treasurers Report – Shannon Creekmur

- a. Balance Sheet and Profit & Loss Reviewed.
- b. Melissa Hield made a motion to approve. Sarah Melicki seconded. Motion carries.

## 8) Director Reports –

- a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
  - i. Report reviewed.
- b. Vice President/Conference Committee Chair –Jessica Escobar
  - i. Update invite for Conference Bazaar in the works. Sponsorship emails are being supported by Kynthia Brooks and team. Current registration numbers shared. Goal to increase new attendee base. Finalizing contacts for philanthropic projects related to gift giving. Tamala shared information for Laundry Angels and Danta as two potential projects. Seeking donations for raffle baskets for the conference.
- c. Affiliates – Alsie Bond
  - i. Seeking contacts in larger metropolitan areas to boost Affiliate Membership. Continuing to network and reach out in various areas. Media channels have not been open to PSA opportunities. Theresa recommended outreach to master’s level students with focus on public administration/govt. Sarah suggested outreach to the Texas Asso of Counties and local level governments.
- d. Communications, Karen Howard – no report
- e. Membership, Tamala Fletcher
  - i. Happy hour membership event at Easy Tiger date pending in mid-Oct. Communication with renewal reminders and welcome for new members continues.
- f. Programs – Sarah Melecki
  - i. Oct Virtual Program– Patricia Mejia, VP Community Engagement and Impact of SA Area Foundation
  - ii. Judge Earle will swear in the 2024 Board.
  - iii. Dr. Jennifer Shufford, DSHS Exec Commissioner, accepted request to speak at luncheon.
  - iv. “Winter in Texas” theme for luncheon.
- g. Mini-Course – Rashida Broussard
  - i. Pirie Jones Grossman – Mini-Course for November
- h. Public Relations – Melissa Hield
  - i. Currently there are 3 nominations for WOTY.
  - ii. Suggest holding a raffle basket to follow the WOTY naming at the conference.
  - iii. Website updates are being proposed for the 2023 budget.
  - iv. Justin Heyman, CMP, will prepare a detailed cost, but the estimate is \$5K-\$10K.
  - v. Website Design Committee to be established following new Board elections.
  - vi. The draft budget will be shared in January and these costs can be included for consideration.
- i. Past-President/Nominating - No report

## 9) Old Business

- a. Govt Innovation Texas – Catherine Crago

## 10) New Business

- a. Inquire about the Legislative Review event that was held in previous years in conjunction with LBJ. Potentially recruit student members at this event.

## 11) Conclude / Adjourn – The meeting was adjourned by consensus at 6:42 pm.



Hold 1 Raffle Basket to be awarded following the WOTY announcement to help retain audience.

