

EWTG Board of Directors Meeting Minutes
Wednesday, October 18, 2023
5:30 – 7:00 PM
Zoom Meeting

1) Segue – Theresa McShan presided and called the meeting to order at 5:37 pm.

Board Position	Name	Present
President	Theresa McShan	x
President-Elect	Coleen McCarthy	x
Vice-President	Jessica Escobar	
Financial Officer	Catherine Crago	
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	Becky Gray	x
CMP Management	Lauren Ramsey	
CMP Management	Melanie Bowman	x
Guest: Past President	Regina Durden	x
Guest:	Sandra Lopez, Allman Asso.	x

- 2) Approval of Minutes: Becky Gray presented the September Minutes. Sarah Melecki made a motion to have the September Board Meeting Minutes shared again digitally prior to November’s meeting for review. Coleen seconded. The motion to postpone review of September’s minutes until November passed unanimously.
- 3) [EWTG Scorecard - Coleen McCarthy](#)
No report
- 4) [EWTG Board and Committee Calendar](#)
No report
- 5) President’s Update- Theresa McShan
 - a. Recent panelist at The Jane Nelson Institute for Women’s Leadership at Texas Women’s University.
 - b. Plans for Retreat Planning 2024 underway. Share ideas for planning with Theresa. A recommendation to invite Committee Chairs.
- 6) Financial Officer Report – Catherine Crago
No report
- 7) Treasurers Report – Shannon Creekmur
Balance Sheet and Profit & Loss Reviewed.
 - a. Brazos Affiliate balance of \$589.89 confirmed from bank statement by Alsie Bond.
 - b. Coleen McCarthy made a motion to approve financials with a pending explanation on the Brazos Affiliate Bank account. Shannon Creekmur seconded. Motion carries.
- 8) Director Reports –

- a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
 - i. Report reviewed.
 - ii. Committee has revamped Strategic Plan for 2024. Draft to be shared to current Board of Directors before the end of 2023.
 - iii. EST Social Hour initiated 19 interest forms for future opportunities.
 - iv. Potential for EST info table at the conference
- b. Vice President/Conference Committee Chair –Jessica Escobar
 - i. Report shared.
 - 1. Raffle donations needed.
 - 2. Bazaar vendors with new discounted \$200 booth rate available now.
 - 3. EWTG branded swag item being finalized and San Marcos Chamber of Commerce donating tote bags again this year.
- c. Affiliates – Alsie Bond
 - i. No report
- d. Communications - Karen Howard
 - i. No report
- e. Membership - Tamala Fletcher
 - i. Membership event 1:30 pm Saturday at Easy Tiger
- f. Programs – Sarah Melecki
 - i. Oct 25 Virtual Program– Patricia Mejia, VP Inclusive Engagement at Spurs Sports and Entertainment
 - ii. Dec 20 Holiday Luncheon
 - iii. Social media posts for the conference to be shared.
 - iv. Jan Newsletter – New Board Member bios
- g. Mini-Course – Rashida Broussard
 - i. Pirie Jones Grossman – Mini-Course for November “Pro-Aging – The Best is Yet to Come”
- h. Public Relations – Melissa Hield
 - i. WOTY Committee working on presentation for the conference
 - ii. EST Book Club for next newsletter
- i. Past-President/Nominating - No report

9) Old Business

- a. Audit Debrief – Allman & Associates, Sandra Lopez
 - i. Audit currently underway –Deep dive into all processes and confirmations with all bank accounts is required.
 - ii. Review is substantially less in scope than an audit. Reviews from one year to next as inquiries. Reviews are for overall inquiry purposes but not all financials/balances are evaluated.
 - iii. Reviews are sometimes preferred due to cost. When applying for grants, audits are usually required. Some organizations alternate between audits and reviews.
 - iv. Historical Allman support: Tax Returns 2019-present; 2019 & 2020 audits were completed; 2021 financial review; 2022 audit underway.
 - v. Having a management company supporting financials for non-profits is recommended to provide separation of duties and mitigate the association’s risk factors.
 - vi. Expect draft audit in 2 weeks.

10) New Business

- a. Regina Durden - Recommendations for the 2024 EWTG Board of Directors shared. VP position and Affiliate Chair are still open. Coleen McCarthy made a motion to accept the slate of officers as presented. Melissa Hield seconded. The motion passed unanimously.
 - i. President – Theresa McShan
 - ii. President-Elect – Coleen McCarthy
 - iii. Financial Officer – Shannon Creekmur
 - iv. Secretary/Treasurer – Terri Peirce
 - v. Public Relations – Jennifer Dormer
 - vi. Communications – Sarah Melecki
 - vii. Membership – Tamala Fletcher
 - viii. Programs – Tricia Schulze; Kynthia Brooks
 - ix. Mini-Course – Rashida Broussard
- b. Theresa McShan - CMP Contract to be shared with the Board and vote to be held in November.

11) Conclude / Adjourn – Coleen made a motion to adjourn. Tamala Fletcher seconded. The motion carried, and meeting adjourned at 7:02 pm.

Action Items:

- @Melanie - Resend September minutes to Board for review.
- @Melanie – Research Brazos Affiliates Balance on financials.
 - Monthly financials do not reflect Brazos or Houston account as CMP has never gained executor rights to these accounts. Next steps pending.
- @Melanie and Becky – Check with Lauren on Board registration for conference.
 - EWTG Annual Conference comp registrations are for the EWTG President, Conference Committee Chairs, and Speakers. The rest of the BOD still registers and pays for their attendance at the Annual Conference.
- @Melanie – Check on photographer about headshot for BOD at conference
 - Headshots will be available to everyone registered for the conference on a first come first served basis.
- @Lauren – Signage outside meeting rooms to assist transitions
- @Jessica - Ideas to promote networking opportunities for first time attendees
- @Jessica – Consider membership table/booth for ESTs at conference
- @Theresa – Invite Committee Chairs to Retreat Planning 2024
- @CMP – Share CMP/EWTG Contract with Board of Directors