

EWTG Board of Directors Meeting Minutes
Wednesday, November 15, 2023
5:30 – 7:00 PM
Zoom Meeting

- 1) Segue – Theresa McShan presided and called the meeting to order at 5:36 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 | |
| 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 | |
| CMP Management | Lauren Ramsey | x |
| CMP Management | Melanie Bowman | x |
| Guest: Past President | Regina Durden | x |
| Guest: CMP | Lauren Ramsey | x |

- 2) Approval of Minutes: September and October Minutes shared. **Coleen McCarthy made a motion to approve the September and October Board Meeting Minutes. Sarah Melecki seconded. Motion carries.**
- 3) [EWTG Scorecard - Coleen McCarthy](#)
 No report
- 4) [EWTG Board and Committee Calendar](#)
 No report
- 5) President’s Update- Theresa McShan
 a. President’s Advisory Committee will be included in the December luncheon.
- 6) Financial Officer Report – Catherine Crago
 o Report shared. Two meetings scheduled before the end of 2023 to support a smooth transition to 2024. Investment policy review for next steps to be part of planning.
- 7) Treasurers Report – Presented by Theresa McShan
 a. Report shared.
 Balance Sheet and Profit & Loss Reviewed.
b. Jessica Escobar made a motion to approve financials. Sarah Melecki seconded. Motion carries.
- 8) Director Reports –
 a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
 i. 2024 Strategic Plan ready for vote. Board members to review prior to December 5 vote.
 ii. Promoted Executive Success Team during brunch meeting in December.
 b. Vice President/Conference Committee Chair –Jessica Escobar

- i. No additional report.
- c. Affiliates – Alsie Bond
 - i. Brazos affiliates met today. 2-4 attendees for the conference.
- d. Communications - Karen Howard
 - i. November newsletter published. Dec newsletter deadline 11/17/23.
- e. Membership - Tamala Fletcher
 - i. Saturday Dec 16th - Blood bank and donor opportunity / member gift exchange at Rudy's
- f. Programs – Sarah Melecki
 - i. Holiday luncheon plans reviewed and report shared.
- g. Mini-Course – Rashida Broussard
 - i. Pirie Jones Grossman mini-course provides opportunities for future educational opportunities for membership.
- h. Public Relations – Melissa Hield
 - i. WOTY presentation planning underway. WOTY panel to close the conference with raffle basket incentive.
- i. Past-President/Nominating – Regina Durden
 - i. No report

9) Old Business

- a. Melanie Bowman - Brazos Affiliates Bank Balance. Monthly financials have not reflected Brazos or Houston accounts on CMP statements. CMP securing access to accounts in process. Pending next steps from financial institution.
- b. Regina Durden – 2024 Board of Directors slate of officers shared. Yvonne Campos has accepted the nomination for Vice President. **Jessica Escobar made a motion for Yvonne Campos as Vice President for 2024. Catherine Crago seconded. Motion carries.**

10) New Business

- a. Theresa McShan - CMP Contract amendment shared, and additional compensation discussed. The board requests additional information prior to voting on contract. Theresa is meeting with Justin and Friday and will request information requested.
- b. 2024 Strategic Plan – Vote to be held Dec 5
- c. Confirmed- No Board Meeting at Annual Conference
- d. Dec Board of Directors meeting cancelled.
- e. December luncheon – President's Advisory to be included with complimentary tickets.
- f. Conference Report – Jessica reports Increased registrations and exhibitors. Donation for baskets coming in. All on track. Photographer for headshots for all attendees.
- g. Lauren Ramsey reported the hotel room block has not yet been filled. Steps are being taken to increase registration to avoid attrition charges. Registration needs to go through the link on the EWTG website for credit on the hotel block. Conference Scholarships will cover registration and additionally a hotel room for one night if attrition is a risk. Conference donations drop offs at CMP 206 N. West St.in Leander or Venmo to Jessica @jessesco (Last four digits are -2021) for cash donations.

- 11) Conclude / Adjourn – Coleen McCarthy made a motion to adjourn. Rashida Broussard seconded. The motion carried, and meeting adjourned at 7:25 pm.

Action Items:

- @Melanie Update Jessica All, please update my contact info. Email: jessescobaratx@gmail.com
Cell: 512-919-2021
- @Melanie Update event attendance on EWTG Scorecard
- @Lauren Code for complimentary luncheon for the President's Advisory Committee
- @Melanie @Becky Sharefile Onboarding training for 2024 Board
- @Melanie Follow up with Allman on status of audit
- @Melanie Strategic Planning vote Dec 5
- @Becky Mini-Course Survey
- @Becky Share Scope of Services
- @Theresa – consult with Justin on contract, YM access to analytics, design service charge amendments, access to original contract