

EWTG Board of Directors Meeting Minutes
Wednesday, February 21, 2024
5:30 – 7:00 PM
Zoom Meeting

1) Segue – Coleen McCarthy presided and called the meeting to order at 5:38 pm.

Board Position	Name	Present
President	Theresa McShan	
President-Elect	Coleen McCarthy	x
Vice-President	Yvonne Campos	x
Financial Officer	Shannon Creekmur	x
Secretary/Treasurer	Terri Peirce	x
Affiliates Director	Bobbie Lehrmann	x
Communications Director	Sarah Melecki	x
Program Co-Director	Kynthia Brooks	x
Program Co-Director	Tricia Schulze	
Mini-Course Director	Rashida Broussard	x
Public Relations Director	Jennifer Dormer	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	

2) Approval of Minutes: Becky Gray presented the November 2023 Minutes. **Sarah Melecki made a motion to approve the November Minutes as presented. Jennifer Dormer seconded. No discussion. The motion carried.**

3) [EWTG Board and Committee Calendar](#)

Update needed for 2024.

4) [EWTG Scorecard - Coleen McCarthy](#)

The Scorecard was reviewed.

5) President’s Update- Theresa McShan

a. No report

6) Financial Officer Report – Shannon Creekmur

a. The Finance Report was shared.

7) Treasurers Report – Terri Peirce

Balance Sheet and Profit & Loss Statement were reviewed.

8) Director Reports –

a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy

i. A joint report for Jan and Feb was shared with progress towards the strategic plan included.

ii. The Mentorship Committee is holding the annual Executive Success Team Kickoff event virtually on 3/26/24 from 12-1 pm.

b. Vice President/Conference Committee Chair –Yvonne Campos

- i. Personally recruiting for EWTG and Committee membership. Requesting outline of conference timeline. Potential recruitment through social media for committee support.
 - c. Affiliates – Bobbie Lehrmann
 - i. Submitted newsletter article. Working on ‘One-Pager’ to promote affiliate membership. Also working to collaborate with membership committee. Next Affiliate meeting planned in March.
 - d. Communications – Sarah Melecki
 - i. Jan and Feb newsletters were published. Article for mini-course and membership event in March needed for next newsletter. 12 posts in January and 10 in February on social media. Meeting with the Association for Talent Development to help grow presence through analytics. 1st Member Spotlights, Audrey Selden and Cheryn Netz.
 - e. Membership - Tamala Fletcher
 - i. First meeting to be held February 27. The challenge this year is to have everyone bring in 3 new members. A dual Membership Event with Zanta will be held on March 24. Theresa McShan will be the guest speaker discussing women’s issues and trafficking. The Community Service Committee will be collaborating on the event to promote EWTG membership.
 - f. Programs – Kynthia Brooks and Tricia Schulze
 - i. Quarterly virtual programs begin in March; December program will be in-person. March program focuses on Equity, Inclusion and Diversity with panel of three guest speakers and moderated by Regina Durden.
 - g. Mini-Course – Rashida Broussard
 - i. Report shared outlining planning for the February event. The mini-course speaker in March will be Gracie Perez. Hoping to grow volunteer members on the committee.
 - h. Public Relations – Jennifer Dormer
 - i. Seeking guidance from former PR Director. Contact info for Melissa Hield to be shared.
 - i. Past-President/Nominating - No report
- 9) Old Business
 - a. None
- 10) New Business
 - a. Scholarship Application Update Proposal

Coleen shared an overview of the proposed application revisions. **Tamala Fletcher made a motion to approve the updated Scholarship Application as presented. Bobbie Lehrmann seconded. No discussion. The motion carried.**
 - b. 2023 Audit vs Review Vote -Becky Gray shared that best practice is to have an audit yearly, however a Board can determine if a financial review is preferred. An audit was performed for 2022. Following discussion, Coleen McCarthy asked for a motion. **Shannon Creekmur made a motion to perform an EWTG financial review for 2023 in lieu of an audit. Terri Peirce seconded. No discussion. The motion carried.**
 - c. The Board Member Reimbursement Form is being migrated to a Smartsheet form. More information to come.
 - d. Charging for Virtual Programs or Mini Courses – A brief discussion about charging registration for programs and mini-courses was held. Data for member vs non-member attendance was requested for further review. Terri Peirce asked that credit card fees be considered when determining nominal fees for events. A recommendation was made to form an Event Task Force to discuss further. A scheduling poll will go out to all Board members to set a meeting time for those interested in participating.

11) Conclude / Adjourn – **Tamala Fletcher made a motion to adjourn. Kynthia Brooks seconded. The motion carried, and meeting adjourned at 6:56 pm.**

Action Items:

- @Becky @Melanie Schedule SS tutorial sessions
- @Melanie Share EWTG common SS links with all Board
- @Melanie Share Melissa Hield contact info with Jennifer Dormer
- @Lauren @Allie Data on attendance for non-members vs members for programs and mini-courses
- @Melanie Scheduling poll for program/mini course Task Force in early March. Send to all Board
- @Melanie Compile data on program/mini course to share with Task Force
- @Melanie Update EWTG Board and Committee Calendar