

EWTG Board of Directors Meeting Minutes

Wednesday, May 15, 2024

5:30 – 7:00 PM

Zoom Meeting

- 1) Segue – Coleen McCarthy called the meeting to order at 5:43 pm. Theresa McShan presided over the meeting.

Board Position	Name	Present
President	Theresa McShan	x
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
Educational Events Chair	Poornima Siddapur	
Program Co-Director	Kynthia Brooks	
Program Co-Director	Tricia Schulze	
Mini-Course Director	Rashida Broussard	x
Public Relations Director	Jennifer Dormer	x
Membership Director	Tamala Fletcher	x
Guest: Past President	Regina Durden	x
CMP Management	Becky Gray	x
CMP Management	Melanie Bowman	x

- 2) Approval of Minutes: Becky Gray presented the April 2024 Minutes. **Jennifer Dormer made a motion to approve the April Minutes. Shannon Creekmur seconded the motion. No discussion. The motion carried.**
- 3) [EWTG Board and Committee Calendar reviewed.](#)
- a. No review
- 4) [EWTG Scorecard - Coleen McCarthy](#)
- a. The Scorecard was reviewed. Committee chairs were reminded to update the number of committees each month on the Scorecard. Coleen McCarthy shared that there are currently four ESTs active and potentially another beginning over the next month.
- 5) President’s Update- Theresa McShan
- a. No report
- 6) Financial Officer Report – Shannon Creekmur
- a. April financials were reviewed. The Balance Sheet and Profit & Loss Statement were reviewed. Shannon Creekmur and Terri Pierce attended a financial overview meeting with CMP. Income is slightly lower than this time last year and expenses are higher.
- b. **Shannon Creekmur made a motion to approve April financials. Coleen McCarthy seconded the motion. No discussion. Motion carried.**
- 7) Old Business
- a. Member Survey – Coleen McCarthy

Sarah Melecki suggested creating a member survey for professional learning topics, social involvement opportunities, and conference content. Board members with survey question suggestions, please email those suggestions to Sarah Melecki by Friday, May 31.

- b. Program Task Force agenda item at next meeting – Collaborate with the Communication Committee to create Member Survey content. Meeting to be scheduled before the end of the month.

8) New Business

- a. 2022 Audit Approval – Becky Gray

The audit report was shared for review prior to today’s meeting. **Coleen McCarthy made a motion to approve the 2022 audit report. Yvonne Campos seconded the motion. No discussion. Motion carried.**

- b. 2024 Conference Venue/Date Update – Yvonne Campos

The 2024 EWTG Conference will be held on Dec 15-16, 2024, at Renaissance Hotel Austin.

Conference chairpersons have been recruited. Weekly conference planning sessions are being held. Speaker outreach is underway.

- c. Strategic Plan Mid-Year Review – Coleen McCarthy

See President-Elect Report below.

- d. [EWTG Volunteer Form](#) – Committee chairs are asked to please review and respond to interested committee volunteers. This form is now linked on the [EWTG Board Document](#) Smartsheet for easy access.

9) Director Reports –

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

- i. The EWTG/Leadership Women Kick-Off was held on May 9.

- ii. Board and Committee Chairs are asked to complete a mid-year review of the Strategic Plan in June and assess progress towards the plan and reaching the annual goals.

- iii. Efforts are still underway to establish a Bylaws Review Sub-Committee.

- b. Vice President/Conference Committee Chair –Yvonne Campos

- i. No additional report.

- c. Affiliates – Bobbie Lehrmann

- i. April was a successful month with the highest attended meeting for the Brazos Affiliates since pre-Covid. There were 22 registered attendees with about 25 in attendance at the April luncheon. Most were non-members, so there is opportunity to grow membership. Social media is being utilized to promote the Affiliate Chapter. The next in-person Brazos Valley Affiliate meeting/luncheon will be held on June 26.

- d. Communications – Sarah Melecki

- i. The EWTG Social Media Policy is still under review with an anticipated draft to be shared with the Board in the next couple of weeks. Currently working to update images to support the Membership Committee efforts to promote membership. A potential idea was posed to create a ‘Member Spotlight’ for newly joining members each month. Newsletter articles are due by Monday, May 20.

- e. Membership - Tamala Fletcher

- i. A membership event will be held on June 15 at 9:30 am– Walking tour of the Boggy Creek Farm in Austin. There will be a one-hour tour (\$10/pp for non-members). Social media marketing will be published soon. Anticipate a September Membership Event in conjunction with the Ladies of Pink Granite Building.

- f. Mini-Course – Rashida Broussard

- i. There are two new Mini-Course Committee members thanks to support from Tamala Fletcher, Membership Chair.
 - ii. Confirmation has been made for the June Mini-course speaker, Suzy Whittenton, CFO with Tx Dept of Public Safety. Outreach for potential speakers for July -August has been made.
- g. Programs –Tricia Schulze/Kynthia Brooks
 - i. No report
- h. Public Relations – Jennifer Dormer
 - i. The PR Committee met on May 10 and discussed the logistics of the WOTY promotion video. A request was made for any video footage from the WOTY presentation at the 2023 conference. Judges are currently being recruited. The nomination form is being revised. A recommendation was made to present the WOTY award following the keynote speaker at the conference. Another recommendation was made to invite family members for the award recipient.
- i. Scholarships- Ruth Jajeda
 - i. No report

10) Conclude / Adjourn – **The meeting adjourned by consensus at 6:50 pm.**