

EWTG Board of Directors Meeting Minutes

Wednesday, September 18, 2024

5:30 – 7:00 PM

Zoom Meeting

Board Position	Name	Present
President	Theresa McShan	x
President-Elect	Coleen McCarthy	x
Vice-President	Yvonne Campos	
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	x
Program Co-Director	Kynthia Brooks	
Program Co-Director	Tricia Schulze	x
Mini-Course Director	OPEN	
Public Relations Director	Jennifer Dormer	x
Membership Director	Tamala Fletcher	x
Guest: Past President	Chan McDermott	
CMP Management	Becky Gray	x
CMP Management	Melanie Bowman	x

- 1) Segue – Theresa McShan called the meeting to order at 5:33 pm.
- 2) Approval of Minutes: The August 2024 Minutes were presented. **Jennifer Dormer made a motion to approve the August Minutes. Shannon Creekmur seconded the motion. No discussion. The motion carried.**
- 3) [EWTG Board and Committee Calendar reviewed.](#)
 - a. The calendar was reviewed, and a reminder was made to update the calendar on an ongoing basis.
- 4) [EWTG Scorecard - Coleen McCarthy](#)
 - a. The Scorecard was reviewed. Committee chairs are reminded to update the number of committee members each month on the Scorecard.
- 5) President's Update- Theresa McShan
 - a. No report.
- 6) Financial Officer Report – Shannon Creekmur
 - a. Committee Chairs can review available balances on the Budget vs Actual report monthly. The Finance Committee will be reviewing the investment policy next month. The Membership dues collected are currently at 41% of the yearly goal.
- 7) Treasurer Report – Terri Peirce
 - a. The Balance Sheet was reviewed. \$20,000 was transferred from savings to checking in August. A recommendation was made to consider transferring credit card fees to the members to potentially save \$4,000 annually. CMP will provide more information on credit card fee options. Another suggestion for potential savings was to stop sending paper invoices to non-renewed members.

- b. **Shannon Creekmur made a motion to approve August financials. Tamala Fletcher seconded the motion. No discussion. Motion carried.**

8) Old Business

- a. None

9) New Business

- a. Badge On Demand - Theresa McShan / Becky Gray
Becky Gray provided an overview of the Badge on Demand program that could be utilized at the Annual Conference (software and hardware). Sarah Melecki expressed concern for the added expense for this convenience at this time. By consensus, the Board agreed to forgo the Badge on Demand program at this time.
- b. Timeline for Board Elections – Theresa McShan / Becky Gray
 - i. Board nominations are open September 9 - October 1, 2024
 - ii. The Nominating committee will vet and review candidates through Oct 1-October 11 and will present recommendations during the October 16 Board Meeting.
- c. Communication of Scholarship Opportunities – Theresa McShan
The Leadership Women EST participants have been introduced to scholarship opportunities. Scholarships will also be publicized in the newsletters.

10) Director Reports –

- a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
 - i. The submitted report was shared. The Bylaws updates will be posted on the website and shared in the newsletter. Brunch Bunch EST will meet on Saturday. The Strategic Planning Committee will provide a review and input on the Strategic Plan based on the updated Bylaws.
- b. Vice President/Conference Committee Chair –Yvonne Campos
 - i. Report was submitted and reviewed.
- c. Affiliates – Bobbie Lehrmann
 - i. Preparations are underway for the October Brazos Valley meeting. There was an inquiry about potential swag that could be shared with Brazos Valley meeting attendees. Tamala Fletcher volunteered to support. Bobbie was the guest speaker for the September Mini-Course.
- d. Communications – Sarah Melecki
 - i. EWTG began following 107 groups on Instagram and LinkedIn to increase engagement. Updating the procedure document for newsletter development and publication is underway. There was a recommendation to create a messaging/communication document that would schedule email communications to members. A recommendation was also made to reconsider a website redesign in 2025 with a potential vote at the October 2024 Board Meeting.
- e. Membership - Tamala Fletcher
 - i. The Membership Committee met and is focused on networking and having a membership presence/table at the Conference. Swag ideas were proposed that would include the logo and a QR code linked to the membership website. The Membership and Scholarship Committee members are committed to manning this table. Tamala will share a quote for potential swag items by email with the Board for consideration.
- f. Mini-Course – Tamala Fletcher
 - i. October and November speakers are both confirmed.

- g. Programs –Tricia Schulze/ Poornima Siddapur
 - i. A virtual Educational Program is scheduled for September 25 that pertains to kidney health.
- h. Public Relations – Jennifer Dormer
 - i. WOTY nominations are open until September 27. Everyone is encouraged to nominate an EWTG leader. WOTY nomination reminder emails will go out Sept 19 and 27.
- i. Scholarships- Ruth Jajeda
 - i. No scholarship applications have been received.

11) Conclude / Adjourn – **The meeting adjourned by consensus at 6:48 pm**