



# International Women's Forum Michigan Chapter

## Board Meeting Minutes

Wednesday, Nov. 7, 2018 --- 5:00 p.m. – 6:15 p.m.

Leader	Anne Doyle, Board Chair
Recorder	Tina Abbate-Marzolf, Board Secretary
Attendees	Ki, Anne, Elaine, Verna, Tina, Phone: Joan, Nancy, Dottie, Laurie H Excused: Linda Solomon
Location/ Call/In	<b>Tiger Den and Conference Call # - (641) 715-3580 Access code: 641808#</b>

### Agenda

#### **Agenda Review – Doyle**

#### **Board Minutes – October 1 & Special Meeting Oct. 16**

*Joan moved to approve the minutes, Elaine 2<sup>nd</sup>; Joan noted that she was present; motion approved unanimously.*

#### **Treasurer's Report -- Hammer**

*If we bring new members before December, we have to pay \$120/member to national IWF. So we will not bring them in until January 2019. On the down side, because we didn't bring the new members in this year, we're also losing about \$1,800 of budgeted revenue.*

5:00 p.m.

*To help offset this revenue loss:*

- Kathleen McCann made a \$250 donation to support the Capuchin event.*
- We have \$1,000 to support the National Conference that was budgeted and we will not spend.*
- We're \$680 in the positive in terms of the meeting costs (revenue vs expenses).*

*Very close to being on budget. We have \$2,000 budgeted for the holiday party.*

*For 2019 budget, our National dues are going up from \$120 to \$140/member. The one time only payment \$1,500 will go away though. Global dues will continue to increase each year (i.e., 2020 projects to go to \$150/member); we need to be prepared for this.*

*Board discussed encouraging the Engagement Committee look into how to help us offset these costs (i.e., inviting non-members; charging a bit more).*

*Ki reminded Board of upward pressure to increase budget for 2019, and to dip into the fund balance ((i.e., more admin time; more \$ for the holiday). We have reserves, but we need to understand these could go away if we keep making one time exceptions.*

*Based on anticipated costs and timetable for member dues notice for 2019, board took the following action:*

- 1) Ki moved to increase the dues for 2019 from \$400 to \$450, Joan 2<sup>nd</sup>, motion unanimously approved.*
- 2) Elaine moved to apply a \$5.00 surcharge to each meeting charge for additional support for the program, Dottie 2<sup>nd</sup>; unanimously approved.*

*Ann will contact the Engagement Committee co-chairs and notify them of this action.*

5:10 p.m.

### **Membership Committee Report – Verna Green**

*Verna opened with a discussion on the voting process. Goal: make the voting process as user friendly as possible. Original proposal: Send members to Dropbox to look at the applications seems excessive. Verna recommended using 1-page bio's along with an instructional memo that explains accessing the ballot through Survey Monkey. Elaine suggests we send the bio's as one (1) complete document rather than 14 attachments. Discussion of having the slate approved as a whole, or per individual member. Board agreed to stick with our decision to allow members to vote for individuals and see how the process works. In order to meet our bylaws, we need 50 members to participate in the voting; and a nominee will need to secure 40 votes. Voting will occur from Thursday Nov 8<sup>th</sup> to Friday Nov 16<sup>th</sup>. We will send 2 reminders to ensure a good turn-out. If lack of participation, members will be called to encourage voting.*

*Verna presented ideas for improving the process next year. These include:*

- 1. Create an official job description for the Membership Committee; this should include an understanding that the commitment includes agreement to meet in-person to evaluate nominees.*
- 2. Modify the member application: a) update the application so it can be completed on line and stored on line with controlled access; b) Remove nominees home address and phone number to the application; and capture this if they are inducted; c) investigate the software option that closes the on-line application automatically after a period of idle time; d) answer the question of applicant or nominee.*
- 3. Find some type of telephone based voting system. This would make it easier for our members to vote and communicate; or investigate membership software. Anne noted that IWF national is looking into this and asked us to wait to see what they come up with first.*
- 4. Determine the status of the 3<sup>rd</sup> tier 2017 nominees: There was some consensus that those not nominated should remain in the pool; but that the nominators should be contacted to discuss why they were not recommended this round.*
- 5. Determine whether it's necessary for a Membership Committee to be headed by an IWF MI Board member? We can change this in the bylaws? We put this issue into the parking lot.*

*Elaine is interested in: 1) if the tool we used could be simplified; and 2) is the rating system useful and could it be made more useful? Dottie responded the real question is: Do we want to have qualitative or quantitative data?*

*Ki thinks we should nominate people all year long. Verna is keeping a file on nominees; Info can be sent to Pat or Verna.*

*It was agreed Verna and Dottie would get together to discuss recommendations to streamline the process and make it more user friendly. Bottom line: We need to have a rational approach to recruiting new members in a fair, unbiased, open and transparent manner.*

***Elaine moved to approve the voting process as explained in the cover letter from Verna, Ki 2<sup>nd</sup> motion approved unanimously.***

***Joan moved to approve the 14 new members of the slate, Ki 2<sup>nd</sup>; motion approved unanimously***

6:00 p.m.

**2020 GLOBAL CONFERENCE Update –**

*Objective: Board members to be fully informed of 2020 Conference Planning to date and consider recommendations from Co-Chairs re: support needed.*

***None: Meeting tonight will cover this.***

6:00 p

**Engagement/Program Committee Report – Joanne Faycurry & Kathleen McCann**

*Objective: Board members to be fully informed of IWF-MI Committee work-to-date and recommendations. Provide feedback as requested.*

*Upcoming Programs:*

- *December Holiday Gathering. Date & Location. Photographer to take head shot portraits for IWF-MI member PDF. Members pay \$50%; Guests full price.*
- *January - OFF*
- *February – Speed Dating (to allow members to meet other members)*
- *March – Mining the Member Gold*
- *April – Florine’s Traditional Luncheon*
- *May – Bowling*
- *Dine-a-rounds and other dinners in the summer*

*We hope to solidify the date of the December meeting soon! Note: It was announced at the meeting that it will be Iridescence at Motor City ☺.*

6:05  
p.m.**President's Update & Board Sharing**

- *Ann is helping us track items in the new Parking Lot area of the agenda. We will keep this here so we don't lose sight of these items as we move through the year. We will address them periodically at meetings.*
- *There's a new member transferring from Chicago; **Michele M. Honomichl**, Founder, & Chief Strategy Officer, Celergo LLC; global payroll services; This will be posted in the newsletter.*
- *Anne will write up her notes on the President's council and distribute them to the board. There was a big working session on bylaws and she has lots of notes on this and it will be helpful to us. Pat has put our MI IWF bylaws on the website ☺.*
- *We need to get on a regular schedule for our board meetings; In person would be best; Anne wants to schedule this in advance for next year. Maybe quarterly?*
- *Kathleen McCann very generously paid for the dinner in IWF Global Conference in Miami. Anne will thank her in the newsletter. Board members encouraged to thank her too.*

6:15 p.m.

**Board Meeting Adjourned**

*Next Board Meetings: JANUARY, OTHERS, TBD?*

**PARKING LOT ITEMS**

- *Create PDF with photos of IWF-MI Membership. Board approved Aug. 2018. Ask Pat Dalrick to create. Hire photographer for Dec. Holiday Party for members to get new headshots taken, if needed.*
- *Board approved (Aug. 2018) adding \$2,000 additional (from fund balance) to pay for Pat Dalrick to provide administrative support (up to 5 hours per month) for Engagement Committee.*
- *Non-profit status for 2020. Board needs to discuss (with Denise Lewis) our chapter's non-profit 501 status, in order to allow charitable donations to help pay for IWF-MI costs related to preparation for 2020 Global Conference (administrative support; etc).*
- *By-Laws Updates (TBD 2019) – 1) Change percentage of new members allowed to bring in annually; Membership Committee should not have to be chaired by a Board member. 2) **Can we change the requirement that the Membership Committee must be led by a board member? It might be best if the person who chairs the next committee has been on the group (added Nov. 2018 meeting).***