

2017 - 2018 CEA-HOW Board of Directors  
First Meeting: July 21, 2017

**Call to Order at 3:20 pm PT**

**2017 - 2018 Directors:**

In attendance: Cheryl F., Carolyn P., Rosa A., Jan D., Lueretha B., Jim W., Michael D., David S., Shirle A.

Corporate Officers: Shannon H., Pamela K., Carolyn P.

**Board Officers**

The following officers were elected by acclamation:

- Chair: Cheryl F.
- Vice Chair: Jan D.

**Non-Participating Director**

Jim W. was reelected by acclamation.

**Corporate Officers**

The following officers were reelected by acclamation:

- President: Pamela K.
- Secretary: Shannon H.
- Treasurer: Carolyn P.
- Vice President: Position to be open until suitable candidate is elected

**Executive Committee Members**

- President and Committee Chair: Pamela K.
- Vice President: TBD
- Chair: Cheryl F.
- Vice Chair: Jan D.
- Treasurer: Carolyn P.
- Acting Secretary: Michael D.
- Floating Member: Jim W.

**Director of the Month (DOM) Schedule**

**2017**

- August: Carolyn
- Sept: Cheryl
- Oct: Jan
- Nov: Rosa
- Dec: Michael

**2018**

- Jan: Lueretha
- Feb: David
- Mar: Carolyn
- April: Shirle
- May: Cheryl

- June: Jan
- July: Shirle

### **Board Liaison Assignments**

- Finance: Carolyn P.
- Sponsorship: Lueretha B.
- Education: David S.
- Convention: Liaison - Jan D./ Co-Liaison – Shirle A.
- Special Needs: Shirle A.
- Literature: Jan D.
- Policy Manual: Jan D.
- Urgent New Business: Cheryl F.
- Website: Michael D.; WSO Liaison: Pamela K.
- Agenda: Cheryl F.
- Public Information: Rosa A.
- Ad Hoc Area: Lueretha B.

### **Bimonthly Executive Committee Meetings:**

- Held third Wednesday of the Month at 5:00 pm PT
- **2017:** August 23, October 18, Dec 20; **2018:** Feb 21, April 18, June 20

### **Quarterly WSO Board Meetings**

Meetings are held on the fourth Saturdays of the month at 7:00 am PT via teleconference (additional meetings may be called as needed):

- October 28, 2017
- January 27, 2018
- April 28, 2018

NOTE: Board liaisons need to send reports to Chair and WSO 10 days before scheduled meeting: October, January, and April

### **Strategic Planning (SP) Meeting**

Action Item: Cheryl and Michael will work together to create and distribute a survey to the fellowship in order to determine if SP meetings are effective and should be continued (Convention questions to be added to survey - see below)

### **Mentors for New Directors**

- Michael / Mentor = Jan
- David / Mentor = Carolyn
- Shirle / Mentor = Lueretha

### **Continuation of Old Business**

#### **Motion #1: Should convention be every other year instead of every year?**

Pursuant to Bylaws WSBC needs to be every year; Convention does not. Discussion included:

- Offering fellowship a payment plan for Convention
- Significant discount offered at current convention for next convention

- Make discount drops higher to encourage earlier attendance
- Create more (anticipated and on-site) value for money
- Provide an excellent experience to generate positive word of mouth
- Get a “big name” speaker or attraction to draw in people
- Ask fellowship what they want: workshops, speakers, etc.

Action Item: Cheryl and Michael to develop survey questions to obtain and analyze the fellowship’s preference. Analytics will include current and past attendance, registration counts, etc.

**Motion #2: Convention Chair Term Change to a Three-Year Commitment**

Motion passed unanimously

Action Item: Jan D (i.e., Vice Chair) to include change in Board Policy Manual

**Motion #3: Determine Conference / Convention venue for 2018**

Motion to continue at Tuscany Suites passed unanimously

Action Item: Pamela to discuss availability with Tuscany Suites staff

Action Item: If the hotel is available, Michael to investigate payment opportunity options.

**New Business**

Final Minutes of the July 21, 2017, meeting of the 2016-17 Board were approved.

**Adjournment at 4:46 pm PT**

Minutes submitted by  
Shannon H., Secretary

# # #