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

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