

EWTG Board of Directors Meeting Minutes

Wednesday, August 21, 2024

5:30 – 7:00 PM

Zoom Meeting

Board Position	Name	Present
President	Theresa McShan	x
President-Elect	Coleen McCarthy	
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	x
Program Co-Director	Kynthia Brooks	
Program Co-Director	Tricia Schulze	
Mini-Course Director	OPEN	
Public Relations Director	Jennifer Dormer	x
Membership Director	Tamala Fletcher	x
Guest: Past President	Chan McDermott	x
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 July 2024 Minutes were presented. **Tamala Fletcher made a motion to approve the July Minutes. Sarah Melecki 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 were reminded to update the number of committee members each month on the Scorecard.
- 5) President’s Update- Theresa McShan
 - a. The speaker, Kendra Speed has been secured for the Annual Conference, and the contract is pending. Kendra is an author, and she may have a table with book sales.
 - b. Theresa will follow up with Kendra to see if she would like a table for sales.
- 6) Financial Officer Report – Shannon Creekmur
 - a. The Finance Committee meeting to be held tomorrow where the investment policy will be reviewed, and updates have been made to the Finance committee members.
 - b. Terri Peirce reported that she has access to the bank accounts. The Balance Sheet was reviewed, and membership reports have been verified. The Janus investment statement was shared. It has a current balance of \$517K. Membership deposits have been verified. The Budget vs Actual report was shared, and committees are encouraged to reference this report to check availability of budgets.

- c. **Shannon Creekmur made a motion to approve July financials. Sarah Melecki seconded the motion. No discussion. Motion carried.**

7) Old Business

- a. Update on Bylaws – Theresa McShan
 - i. The Board discussed the timeline for the bylaw’s election following the membership meeting being held on Friday, August 23. Members will have a 3-minute opportunity to speak during the meeting.
 - ii. The bylaws voting ballot will be itemized with individual changes each available for vote. An example of a voting form for proposed bylaw changes was shared.
 - iii. Sarah Melecki recommended that the voting window open Monday, August 26.
 - iv. Online feedback available will be made available in the newsletter from the Membership meeting on Friday, 8/23.
 - v. After an extension discussion, it was decided that the vote on the proposed bylaws will be open Monday, August 26 - Sunday, September 8, 2024 (14 calendar days)

8) New Business

- a. Timeline for Board Elections – Theresa McShan / Becky Gray
 - i. Board nominations will be open September 9 - October 1, 2024
 - ii. The Nominating committee will vet and review candidates through October 11 and will present recommendations during the October 16 Board Meeting.
 - iii. Member voting will be open October 12 - November 1, 2024

9) Director Reports –

- a. President-Elect/ Strategic Planning and Mentorship Committee Chair – Coleen McCarthy
 - i. Report was submitted and reviewed. No comments.
- b. Vice President/Conference Committee Chair –Yvonne Campos
 - i. Program managers have been assigned to all ESTs. Conference presentations were scored. The sponsorship form on the website was discussed, and it will be further reviewed at the next Conference Planning meeting.
- c. Affiliates – Bobbie Lehrmann
 - i. Low attendance has also been a challenge for Brazos Affiliate events. A survey of Affiliate members is being considered to support the chapter. Sarah Melecki made a recommendation to avoid scheduling Mini Courses on the same day as Affiliate meetings. Additionally, she suggested reviewing the Member Survey data for specific Affiliate needs.
- d. Communications – Sarah Melecki
 - i. One committee member will be leaving the committee at the end of the month. The committee is researching various social media groups that EWTG could follow and cross-post to increase readership and potentially increase membership. Recommendations for groups that EWTG should follow are encouraged.
- e. Membership - Tamala Fletcher
 - i. Currently researching options for a September membership event. The networking event at the conference is in the planning stages. Meeting with the Common Interest and project managers this week, and options are being explored (tea party, poker night, etc.) for the networking event. Membership numbers are continuing to decrease. New members are joining but renewals are lagging. Personal engagement with non-renewed members is a focus leading into the conference. The member survey results will be reviewed to determine if there are other factors impacting renewals. The conference is the largest

opportunity to engage attendees to join EWTG. Board members are encouraged to promote membership at the conference. A recommendation was made to print the membership promotional flyer.

- f. Mini-Course – Tamala Fletcher
 - i. There is currently not a September speaker secured. Chan McDermott shared speaker options to be considered.
- g. Programs –Tricia Schulze/Kynthia Brooks
 - i. Poornima Siddapur shared that there is a virtual Educational Program scheduled for September that pertains to kidney health.
- h. Public Relations – Jennifer Dormer
 - i. The WOTY video is complete. WOTY nominations are open until September 27. Judges are secured. Everyone is encouraged to nominate an EWTG leader. A video will also be created for the award ceremony at the conference. Nominees will be recorded for the video.
- i. Scholarships- Ruth Jajeda
 - i. No scholarship applications have been received. Conference Scholarships were discussed as an option for members. If the Board would like to offer this scholarship opportunity, it will be requested through CMP for promotion.

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