

**Executive Committee  
Conference Call Minutes  
July 6, 2012**

Present:				
	Julia Marks	President		
		President Elect	Lynn Fisher	VP Int'l Relations - UK
	Dina Belon	VP Sustainability	Tina Lockwood	VP Membership
	Judy Regan	VP Finance	Helen Reed	Past President
	Chris Tucker	VP Int'l Relations - Canada	Shelia Lohmiller	Executive Director
Guest:				
	None			
Absent:				
	Stacey Berman	Secretary	Cynthia Guthrie	VP Development
	Chris Wasmer	VP Education	Anita Degen	Executive Advisor
	Philip Byrne	VP Events		
	Trisha Poole	VP Marketing		
				Quorum = 7

Julia Marks called the meeting to order at 8:36 am PST.

Roll was taken by Tina Lockwood. A quorum was established.

**Hong Kong** was a great and successful trip. Former Toronto Scholarship recipient now living there is interested in supporting a NEWH group. Several reps and designers were contacted and show interest as well. The locals are excited. A format for a Regional Chapter at some level will be in progress as there are limitations with government etc.

**Reimbursement Policy** for board members has been in question. With review it was determined that all need to understand the policy for the organization. International reimbursement is slightly different. If there are submissions of expenses that are not within guidelines an explanation is sent back with amounts approved. Any questions should be directed to Shelia Lohmiller.

**Leadership Conference** call with Shelia Lohmiller, Julia Marks and Mark Huntsinger has the conference well on track. Mark has concern for who his successor may be. There was open discussion on the timing of a Director replacement with the elections; the Director living within the vicinity of the conference and setting up the Leadership Conference locations early in advance.

**Succession Planning** is difficult if there is not a committee in place from which to draw a successor. Person needs the skill set for the position. If necessary it's easier to bring someone on by appointment if they have experience. There is a limit of 3 appointments on the board.

**Los Angeles Board** was attended by Julia Davis and Shelia Lohmiller by conference call. As there was a situation with board members cohesiveness there was a motion made to have Tyson Stone, President, to rejoin the Board. It passed by a simple majority.

**New York Regional Tradeshow** was not as successful as hoped. Possibly was due to a Friday afternoon in the summer in NY. It was difficult to get those attendees to the tradeshow floor. The Owner's Roundtable had about 200 attendees.

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A congratulation to Lynne Fisher as the UK Chapter continues to grow. Anyone that has contacts in the UK area please pass on the information to Lynne.

The Boston area is being regenerated and hopefully will have a New England Regional Group. Lee Brotsker will be in contact with them.

NEWH Ezine will be out next week. If anyone has news please pass on to Helen Reed.

Sustainability committee will have several webinars in September. There are also several topics for the Leadership Conference on sustainability. Dina Belon will email out details as they are confirmed

Judy Regan made a motion to adjourn; Dina Belon seconded at 9:26 am PST; all in favor

Next call is Friday, July 20, 2012

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Present:					
	Julia Marks	President		Chris Wasmer	VP Education
		President Elect		Philip Byrne	VP Events
	Dina Belon	VP Sustainability		Tina Lockwood	VP Membership
	Judy Regan	VP Finance		Helen Reed	Past President
	Chris Tucker	VP Int'l Relations - Canada		Shelia Lohmiller	Executive Director
Guest:					
	Andrea Thomas	Scholarship Committee			
Absent:					
	Stacey Berman	Secretary		Cynthia Guthrie	VP Development
	Trisha Poole	VP Marketing		Anita Degen	Executive Advisor
				Lynn Fisher	VP Int'l Relations - UK
					Quorum = 7

Julia Marks called the meeting to order at 8:35 am PST.  
Roll was taken by Tina Lockwood. A quorum was established.

**Leadership Conferences**

Sponsorships going well – now totals \$30,000. Committee will be looking for sponsorship for student scholarship winners to attend from the Chapters. Cost for students: Conference \$50. + Room rate (approx \$225) + airfare + scholarship dinner. Dinner will be free to the students; members \$75. The location for dinner is to be determined.

There are still 2 sessions that need filling; would like to get technology oriented speakers. If you know anyone please let Julia Marks know.

**International Board of Directors** meeting is in Miami, September 10, 2012. RSVPs are starting to come in to the Inc office. Most job descriptions have been written and are being reviewed by the Inc office.

**NEWH Board Nominations** are coming up and were discussed. Seeking qualified members to fill positions. Helen Reed and Shelia will contact those members that are in question of renewing. Director of Corporate partnership may be eliminated as the VP of Development is the main contact liaison; no need for duplication of efforts. This will be further discussed with the Director.

**In Review:**

Treasurer/Secretary conference Call has been scheduled for next week.

Membership conference call yesterday was well received with about 4-5 persons on each call.

Events – Chicago Regional Trade Show location has not been determined; having difficulty but still plenty of time.

Sustainable Design Competition 2012/2013 has been announced

Sustainable webinar series is forming well – 3 sessions with strong speakers; social media blasts soon; still in review costs for communication means between Ready Talk and GoToMeeting.

NEWH E-Zine will be out August 5<sup>th</sup>. Announcement and request for info has gone out to all Chapters. Monthly deadline for input will be on the 25<sup>th</sup> prior to the 5<sup>th</sup> of the month release date.

Judy Regan made a motion to adjourn; Tina Lockwood seconded at 9:37 am PST; all in favor

Next call is Friday, August 3rd, 2012