

**Executive Committee
Conference Call Minutes
May 4, 2012**

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

Julie Marks called the meeting to order at 8:33 am PST.

Roll was taken by Stacey Berman. A quorum was established.

Founders' Circle: There are 40 corporate partners attending – event starts at 4:30. The agenda includes discussion of the State of NEWH, the Leadership Conference, Benefits of Trade Shows, Table discussions/presentations, and then we will close out with open discussion. The event ends at 6:30.

Vegas Board Meeting: Meeting starts at 8:00 am on Monday the 14th; agenda was reviewed. EC Meeting starts at 1 pm.

ICON Nominations: Discussion of “founding family” ICON, rather than just as an individual. Nominees: Herb Kohler (Kohler), Ray Anderson (Interface), Alan Palecek (Palecek). Votes were cast – award for ICON of the Industry will go to Herb Kohler.

Leadership Conference Update: specifics are still being worked out. Need to work with local chapter to discuss student/scholarship opportunities.

Discipline Updates:

Scholarship: working on ICON scholarship - and CEU program – will be having another call on May 31st

Membership: encouraged webinar participants to have their chapters complete membership surveys and then the team will follow up on results of the surveys on the next conference call.

Sustainability: promoting green lunch ticket sales – marketing efforts are in full force.

Judy Regan made a motion to adjourn at 9: 18 am PST; Dina Belon Seconded the motion; all in favor

Next call is Friday, May 25th, 2012

**Executive Committee
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May 25, 2012**

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

Julia Marks called the meeting to order at 8:32 am PST.

Roll was taken by Stacey Berman. A quorum was established.

Board Meeting Recap: Breakout sessions were successful.

Scholarship awards: Need to ensure that chapters are awarding scholarships publicly as per policies and procedures.

Job Descriptions: Due on June 25th – templates were sent to directors this week. Please follow up with your directors.

Endow: Established annual levels of giving that are outside of Corporate Partners, but still provide opportunities for financial support. Helen and Trisha to create one page marketing piece. Office will create a thank you for your donation letter.

Connect Focus Group: Received positive feedback from the focus group. Concept will be presented by Phillippe and we will refine from there. Shelia will provide a bullet point recap of focus group.

Founders Circle: Only half of the pre-registered attendees showed up. Presented info on the leadership conference. Shelia and Philip handed out USB drives to corporate partners at the trade show with materials that were presented at FC so that even if they didn't attend they were informed.

Leadership conference: discussed Owner's Roundtable sponsorship opportunities; Philip reports that everything is coming together nicely.

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Discipline Updates:

Judy Regan: (Treasurer) Chicago Chapter – working with Todd Hilt regarding their interest earnings being diminished by bank fees; encouraging them to change their bank. Todd is presenting to his board.

Chris Wasmer: (Scholarships) Next CEU call is June 7th. Putting together our “resume” and what we’ve done so that we can go forward.

Tina Lockwood (Membership): Only two people came to expansion breakfast. Lee to work on a newsletter of sorts for regional members. Looking at advantages of business membership and plan to disseminate to the chapters.

Cindy Guthrie (Development): Live auction was somewhat disappointing. Gross Receipt Estimates: \$11,000 online auction; \$7,000 silent auction and zero from the live auction. No auction will be done at Miami. Looking for new ideas for revenue generation for Miami.

Philip Byrne (Events): Dallas trade show sold out in 3 minutes 45 seconds. New York Trade show – reaching out to increase attendee registration.

Dina Belon (Sustainability): Green Luncheon went over very well – lots of great feedback on panel discussions. Green conversations went over well too. Very happy with how the green events turned out at HD.

Lynn Fisher (UK) – discussing European regional group with representative from Meridien. UK Event raised £5,000 for scholarship. Membership is increasing weekly. December event planning is going well.

Shelia Lohmiller – Hong Kong PR pdf put together by Diane; Shelia will email it to so that it can be forwarded to A&D contacts in Asia.

Judy Regan made a motion to adjourn; Dina Belon seconded at 9:52 am PST; all in favor

Next call is Friday, June 8th, 2012