

**Executive Committee
Conference Call Minutes
January 4, 2013**

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

Julia Marks called the meeting to order at 8:34 am PST.
Roll was taken by Stacey Berman. A quorum was established.

Leadership Conference: Sponsorships are the big push now. Need approximately \$65,000 in sponsorships. Suggestion is to find multi sponsors for an event. Please review email from Shelia and website for sponsorship opportunities.

Board Meeting: Packet is being finalized and will be sent out this weekend.

Award of Excellence: Winners are Fernando Diaz and Elsie Dahlin. Julia will notify the recipients.

New York Minutes: Please review and be prepared to discuss in San Francisco.

Budget Calls: see Shelia's email regarding scheduling budget calls with your Directors.

Discipline updates:

EC Meeting in San Fran: Sunday 1/27 8 am.

Judy Regan made a motion to adjourn; Chris Tucker seconded at 8:57 am PST; all in favor

Next conference call is on January 18, 2013 at 8:30 am PST

**Executive Committee
Conference Call Minutes
January 18, 2013**

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

Julia Marks called the meeting to order at 8:35 am PST.

Roll was taken by Tina Lockwood for Stacey Berman. A quorum was established.

Leadership Conference:

Video Camera still needed for live feed at Scholarship Event on the Boat. Possibly rent. Thanks to all for the last minute Marketing efforts; Approximately 373 attendees to date.

Annual Budget:

Shelia Lohmiller, Judy Regan and Fernando Diaz held conference calls with VPs and Directors to determine the 2013 Budget. A final copy will be sent to the Executive Committee for review today. A vote for approval will be scheduled at the board meeting next week.

Executive Meeting in San Francisco:

End of the year goals will be reviewed and discussed. Go over the NY minutes for recap. Issues to any revisions of job descriptions will be discussed at that time.

Orlando Tradeshow Insurance:

Rosen Shingle Creek's Risk Management has asked for additional insured on our policy which appears to be unreasonable. Shelia Lohmiller, Dina Belon as a representative of the local Chapter and our insurance agent will contact the Risk Management person and discuss.

EC Meeting in San Fran: Sunday 1/27 8 am.

As there was no further discussion with discipline updates;

Judy Regan made a motion to adjourn; Dina Belon seconded at 9:16 am PST; all in favor

Next conference call is on February 1, 2013 at 8:30 am PST

**Executive Committee
Meeting Minutes
January 27, 2013**

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

Julia Marks called the meeting to order at 8:28 am PST.
Roll was taken by Stacey Berman. A quorum was established.

Leadership Conference

1. **Recap:** Julia thanked everyone for the conference. Leigh mentioned to Julia that Dallas would be her preferred location for the next conference. DC was considered but the weather is a challenge.
2. **Sponsorships:** Trisha suggested increasing funds at tradeshow to offset costs of conference. That increase would be explained to the chapter as being exclusive to the conference and not part of their proceeds - maybe include a ticket to the conference as part of that increase in cost
3. **Tradeshow:** Vendors said traffic was good at the show. How do we get the owners to attend the tradeshow? Possibly rework the schedule so that the owners' round table follows at the end.
4. **Owners' Roundtable:** 15 participants seated at each table were too many. Vendors expressed concern about the owners round table in Orlando - they are worried they will be excluded as traditionally they are not allowed to attend.
5. **Presidents' dinner** had great feedback. Seating chart needs to be reviewed by someone who understands the industry players next time
6. **Next Conference:** Judy motioned for Dallas to be presented as our next location to the Board of Directors - Dina approved. Vote passed. Shelia will present a motion to the board via email vote - Trisha to assist in the text of the motion.
7. **Hotel Tour** was done by someone other than the designer which caused issues – need to look into what happened with that.

Executive Committee

Meeting Minutes

January 27, 2013

Goals - set in New York

Goals were supposed to be done by 12/15 - need to be put in smart format. New Due Date is 3/1. Get it done!

Milliken training schedule

Shelia to follow up with Milliken to determine when we can do our training – target weeks are March 10th or 17th

New Business

Sustainable Conference – moving forward we should partner with existing shows rather than create our own separate trade show

Scholarship: Andrea Thomas motioned for Susan Burnside’s travel to be covered as if she were a director - Helen seconded - motion passed.

Judy Regan made a motion to adjourn; Dina Belon seconded at 9:41 am PST; all in favor

Next conference call is on February 1, 2013 at 8:30 am PST