



EC Conference Call Meeting June 7, 2012

Start: 7:03pm Ended: 8:28pm

Attendees: President; Sue Mager, President-Elect; Amy Kellogg, 1st Vice President; Colleen Ostiguy, 2nd Vice President Rene Cerullo, Secretary-Kim Nowakowski, Treasurer-Mary Stelley

Guests: None

RECORDING SECRETARY'S REPORT

There were no corrections or additions to the Pre-Conferences EC meeting of June 1, 2012; the minutes were approved.

Conferences minutes have been approved by Immediate Past President Pat Hendrickson and are awaiting approval by Parliamentarian Claire Sullivan.

Colleen Ostiguy will transfer records to Kim Nowakowski.

TREASURER'S REPORT

Laurie Livingston will close the year June 30, 2012 and then transfer files (checkbooks, bank signature cards) to Mary Stelley. Mary Stelley indicated that Community Bank can still be used.

Laurie Livingston has offered to maintain the records. After discussion the EC decided that the treasurer's records should be kept with Mary Stelley, however, the possibility of a storage unit was discussed. Mary Stelley will look at fees and possible locations (Western, NY) and report to the EC at its next meeting.

RFP for Auditing Services had asked for a 990. Donnalee Berard said we could put it on the website or place an announcement stating request in writing should be sent to the treasurer to receive the 990.

According to Neale Steinerger the membership was at 574.

Processing of dues will occur with checks going to Laurie Livingston and Neale Steinerger until June 30th, then after July 1st they would be sent to Renee Cerullo for database management and she will forward to Mary Stelley. It was suggested that notice should be sent to via the communicator (deadline June 20th to the attention of Linda Prezpasniak) and to all treasurers of the new address for dues submission.

The new policies for restricted funds guidelines, record retention, whistleblower, and financial guidelines should be in the manual of instruction. Renee Cerullo has posted these online under State and Financial Documents. The conflict of interest policy was returned to the Finance committee for action at the Fall Board as the EC requested changes at their June 1, 2012 meeting.

Letter should be sent to Donnalee Berard and Renee Cerullo from Pat Hendrickson approving RFP's. Sue Mager will make list for Pat Hendrickson to remind her.

Mary Stelley stated that once the position of bookkeeper is decided it should also be placed in the Manual of Instruction.

The Board Book format was discussed and it was suggested that a new format should be looked at. Colleen Ostiguy will work with Linda Prezpasiak and Ruthann Rocque, Fall Board Chairs, on streamlining the Fall Board Book.

Mary Stelley stated that she would email clean copies of the budget and that it should be put on the financial section of website.

Renee Cerullo requested a budget line for Constant Contact of \$160 per year. Further, that she Mary Stelley needs to request the 501 c(6) paperwork from Donna Lee so that Renee Cerullo can apply for a 30% discount. It was noted that the expense could be moved from website to membership next year and billing should be direct to New York State Women, Inc. on its credit card.

PRESIDENT ELECT'S REPORT:

Amy Kellogg reported that the Leadership Directory has been mailed and is near completion. Amy Kellogg is still awaiting treasurer information from Regions and needs Local Chapters information.

FIRST VICE PRESIDENT'S REPORT:

Colleen Ostiguy reported that she will, in addition to working with Linda Prezpasiak and Ruthann Rocque, will as well get feedback from Renee Cerullo about streamlining the Fall Board Book. Colleen will report back to the EC.

Colleen recommended that we develop tangible benefits such as possible discounts for members from members who are small business owners. As well, she suggested that we look at what other benefits may be available. Sue Mager mentioned the speaker's bureau. Colleen stated that she wanted to look from within to create networking opportunities.

Other suggestions discussed were having a column for Constant Contact for "did you know" where discounts or handy websites could be highlighted. It was recommended that the communicator be utilized as well.

Colleen suggested that we look at having possible webinars for those who can't attend board meetings or annual conferences for a fee. Renee Cerullo will be researching this. Sue Mager stated that Renee Cerullo would be assisted in streamlining the March Board meeting which is projected to be a one day event. Sue also remarked that she was awaiting information from SUNY's IT department and would forward it to Colleen Ostiguy in advance.

SECOND VICE PRESIDENT'S REPORT:

Renee Cerullo reported that she was working on the membership process, both in writing it out and providing the information to the local chapters. She is also developing further the online/paypal payment process. Renee will be looking at the database information for individual chapters to see if up to date and look for any issues which may need to be addressed.

Mary Stelley and Renee Cerullo will work on membership processing. Mary needs to know how many are renewing and the monies received. Renee will process in database. Mary will look at Laurie's records to determine what methodology was used so as to continue in Quickbooks. Mary will check with Donnalee Berard to see if names are needed or just by chapter.

Renee will seek feedback from chapters about processing issues.

Renee also reported that she will be looking at putting up audio files on the website. In addition she is working on email lists for the EC to communicate with specific groups (ie. Local leadership, region chapter presidents). The yahoo group

will be ending. Renee will be updating the website throughout for recent changes. EC can send her news for the news page. We could put up videos from EC such as Sue Mager's state of the state, personal stories, EC information, etc.

PRESIDENT'S REPORT:

Sue Mager asked EC members to serve as liaisons with standing committee chairs. Amy Kellogg will oversee Bylaws and PPD; Renee Cerullo will serve communications & membership; Mary Stelly will serve finance; and Colleen Ostiguy will serve public policy. Sue will send an email to standing committees to let them know who will be serving as their liaison, The EC members were asked to send personal notes to standing committees about role of liaisons reassuring that the EC is available as a resource.

Fall Board discussion was tabled as Sue Mager is awaiting a Fall Board Budget. Mary Stelley requested that a copy of the budget be sent to Diane Dinsmore.

UNFINISHED BUSINESS –

Kim Nowakowski stated that the Conference final budget report awaits completion. Additionally, that the feedback from the conference evaluation surveys were primarily positive with the exception of notations that the business meetings were confusing and that there should be more workshops.

NEW BUSINESS –

EC-2012-13 – MOTION (1): The cost of constant contact be transferred from the budget website line (70400) to the membership promotion line (70200).

Motion made by Amy Kellogg and seconded by Mary Stelley.

Motion carried.

EC- 2012-13 – MOTION (2): Sue Fayle be approved as Parliamentarian as per bylaws for 2012/13.

Motion by Amy Kellogg and seconded by Colleen Ostiguy.

Motion carried.

ANNOUNCEMENTS:

Communicator Deadline: June 20, 2012 to Linda Prezasniak, Communications Chair

NIKE deadline is July 15, 2012

Next Meeting: July 11, 2012 at 7pm.

Prepared by: Kim Nowakowski

Approved: July 11, 2012