



EC Committee Conference Call Meeting Minutes – July 11, 2012

Call to Order: 7:03pm Adjourned 9:05pm

Roll Call: 6 Officers

Guests: None

Recording Secretary Report:

Upon motion made to approve the minutes of the EC Conference Call Meeting on June 7, 2012 by Mary Stelley and seconded by Renee Cerullo, the minutes were approved as amended.

Kim Nowakowski will be the Personal & Professional Development liaison. She will contact Karen Hunter to let her know that she is available to offer assistance when, or if, requested.

Kim notified the EC that she will complete proposed changes to the MOI for Women in Business Month by the deadline of August 27, 2012. She asked that a flyer she put together for June conference be posted on the website and included in a future communicator.

Kim reported that an unofficial profit of an estimated \$2,000 was made on the June Annual Conference. She is awaiting the treasurer receiving the old books to review and will advise if additional receipts or expenses were not included in the draft final June Annual Conference report.

Treasurer's Report:

Mary Stelley reported that she is awaiting the financial records from the former Treasurer. She has received \$1130 for NIKE and as well, dues payments made by 4 members through pay pal to be processed. Renee Cerullo also stated that she has 6 checks for dues payments for processing.

Mary Stelley reported that the past treasurer has not transferred from PayPal funds with were received between April 12 and May 24 for the June Annual Conference (\$1960.13). The EC recommended that President Sue Mager email Laurie Livingston to remind her about the need to effectuate the transfer. Mary was informed that if it is not done by Monday by Laurie, that she is to handle the transfer.

The treasurer reported that the process of the signature cards being updated had begun and completed cards should be sent to Kathy Bemus (our bank).

Mary reported that the liability insurance payments have not been sent; the invoices were given at Annual Conference and she will resend notices as well. The liability insurance period is July 1, 2012 through June 30, 2013. Payments should be sent to Mary for handling.

President Mager stated that a full audit was to be conducted on August 15, 2012 and thereafter reported on. Donna Lee Berard will send Laurie Livingston an email which will list what is necessary for the audit.

Mary relayed information she received by Donna Lee Berard that the 1099's were the responsibility of our organization. Deadline is each January 30th to all vendors receiving \$600 or more annually. It was noted that this is a quick procedure which can be done in QuickBooks. It was suggested that this duty be added to the RFP for the Bookkeeper position.

Regarding the budget for 2012-13, Mary reported that as of the end of June the membership total stood at 569 (Renee Cerullo amended that to 580 with new receipts). A concern was discussed that if the numbers did not increase to closer to the 750 which the budget was based on, then the budget would need to be reviewed for possible revision at the October membership meeting.

Mary questioned the renewal notice from Mailbox Etc. It is believed that it is legally required to have a permanent address and the box is regularly observed by Past State President Maria Hernandez. Mary will check with Neale Steiniger.

Mary reported that the Conflict of Interest statement is being reviewed by the Finance Committee and they are aware that it needs to be finalized prior to the Board of Director's meeting (first going to the EC in September for review).

The RFP for Bookkeeper will need to be revised as per advice from Donna Lee Berard. It is suggested that the dues be listed in greater detail. President Mager stated that this needs to be a high priority. The new deadline for replies will be September 10, 2012; the deadline and RFP information will be published on our website and in the communicator. It was further suggested that consideration be given to work being bulked into one day rather than on a daily basis to lower the cost of the services.

President Elect Report:

Amy Kellogg has sent to all RD & ADD's with updates. She is putting together a list of meeting ideas and monthly suggested topics. Amu is asking RD & ADD to forward information to locals. She is awaiting information on a few chapters.

The leadership directory has been updated but awaiting information on a few committee chairs; the leadership directory has been posted to the website.

Amy made a standing committee liaison report regarding the by-laws. The by-laws committee has suggested that the by-laws shouldn't be referenced in by-laws.

EC 2012-13 Motion (3)

Amy made a motion to move the Southern Finger Lakes Chapter from Region VI to Region VII effective July 12, 2012, the motion was seconded by Colleen Ostiguy. The motion was carried.

Metro-Utica had disbanded but has not forfeited its funds as required by our by-laws to transfer remaining funds to a 501c(3). It was determined that a letter be sent to Metro-Utica reminding them of their obligation under the by-laws. President Mager will draft a letter and send to EC for approval prior to mailing to Metro-Utica and copy to Lucille Argenzia and Helen Rico.

1st Vice President Report:

Colleen Ostiguy reported on recommendations to streamline program books for Fall Board and into the future. One suggestion was for the fall and Winter Board books to contain goals and the Annual conference to contain goals and actions taken. The Winter Board book will also contain proposed changes to the MOI and bylaws. Anything requiring a vote will also be posted on our website as a PDF. These recommendations will be sent to Linda Prezpaisinak. Program book covers will also need approval through the communication committee for proper use of NYS Women, Inc. logos. Additionally a charge of \$10.00 for printed copies of books would be discussed with the chairs on July 21, 2012 and thereafter posted on our website.

Colleen's liaison reported on the communications committee's suggestion to include a "Did you Know" in our constant contact messages, and as well a link to "I Love NY" so that members are aware of events where they can increase visibility.

All technology or website questions should be sent to Colleen and she will answer or refer as necessary. The website will also have a MP3 of minutes; a DVD will be send to Renee for putting on our website with a copy to Kim Nowakowski.

Colleen also reported that she is working a creating "Member Benefits" by seeking discounts for members from within our membership; information will be put into the August communicator. Thereafter the search for companies that can offer discounts may be extended outside our membership.

Renee Cerullo remarked that NIKE will have a new "member sponsorship level" for \$400 which would provide a ½ page ad in NIKE, table at event, and logo visibility on website and constant contact. Colleen added that perhaps we need to look to alternatives to advertisements in program books and that could allow for higher fees charged.

Colleen also reported as liaison to the public policy committee that she sent an email to Lucille Argenzia to ask her to identify legislation being introduced this January in Albany which are important to working women and provide suggestions for actions needed by the membership.

2nd Vice President Report:

Renee Cerullo reported that online membership went live last week; already some members have used to renew through the website and one new recruit used it to join. Treasurers, Regional Directors, and Chapter Presidents were sent information about the membership process.

Renee also reported that she had culled the database and updated pre-2011 lapsed members to inactive and sent final notices. She has created a report for current members vs. lapsed. She noted concern that

some locals have more lapsed members than current. She sent to all members last night about the process for renewing. Past due notices have been sent and she will be sending out new renewals their notices.

Renewal notices sent for members of local chapters where we do not have a listing of Treasurer or President, states that monies should be sent to the State Database manager.

It was suggested that Renee contact Jennifer Charron about chapters which have become inactive to follow-up to see if they are interested in joining another chapter or becoming E-members. Hilary Egburtson is the vice chair under Jennifer. Jennifer will also be sending out a membership plan to reach out to chapters to help them grow. An issue came up that the State needs to take ownership of helping locals. It was suggested that perhaps the State can act as a mentor, provide membership materials, and a web page or don't charge for renewal of websites, but it was unclear how the locals would be chosen to help or if it should be available to all. Treasurer Mary Stelley reminded the EC that there is \$1,000 in the membership promotion line in the current budget.

Lastly, Renee asked that the leadership directory be compared to the website to ensure both are correct.

President's Report:

Sue Mager reported that the Regional Director and Fall Board Chairs were meeting on July 21st to put a proposed budget together. A tentative schedule is online in "news" and "events". The EC will have a meeting on Friday from 1pm to 3pm. The Regional Directors will meet at 4:30pm. On Saturday will be a Train the Trainer workshop for the Reality Store from 8:30am to 10pm. This will be paid for by CDO. On Sunday there will be officer training workshops.

For the winter one-day Board meeting Rochester is being looked at and will be discussed next meeting.

The June Conference is still in discussion, it will be discussed at next EC meeting.

Unfinished Business: None

Announcements: Communication Deadline is July 20, 2012; Nike Deadline is July 15, 2012

Next EC conference call: August 8, 2012 at 7pm

Prepared by: Kim Nowakowski

Approved on: 9/18/12