

WBN Board Meeting
Minutes
February 9, 2010

The meeting was held over the internet due to weather and brought to order by Melissa McGavick. There was no Chapter Rep meeting.

Present: Melissa McGavick, Sharon Bone, Joy Klohonatz, Rebecca Wanovich, Annette Ziembra, Coral Stengel, Charlotte Kaltenbaugh, Melissa Venneri, Kathleen Schneider, Gayle Bradley, Anne Bruna, Karen McCrory (Board Services Coordinator)

A motion was made by Joy Klohonatz and seconded by Charlotte Kaltenbaugh to approve the minutes from the January meeting. (They were emailed out to all board members prior to the meeting.) The motion passed and the minutes were approved.

President's Report – Melissa McGavick

The Leadership training was very successful, well attended and the attendees were impressed and wanted it to be longer.

Everyone is reminded to update their WBN directory listing. Charlotte said there are problems with logging into the site. Melissa noted that members were advised to use all lower case letters and they were not all input that way into the system. This is causing the log in problems.

Pat Kaley resigned as database administrator.

Latrobe Unity chapter closed. 4 members left and 2 will be transferring to Laurel Highlands. The Latrobe Unity chapter tried to have an evening meeting and evening meetings generally do not work well.

The Spring Networking Event is March 4. And the Annual Dinner will be May 13.

Treasurer's Report (emailed out to all board members prior to the meeting)

Kathleen Schneider made a motion to approve. The second was made by Gayle Bradley and the report was approved.

Committee Reports

Awards – Annette Ziembra requested all nominations/applications are due by April 15.

Bylaws – Melissa McGavick found the exact wording of the bylaw changes approved by the membership in 2008 and will get copies to Karen McCrory and Gayle Bradley.

Chapter Challenge – WBN has some leftover prizes from the Chapter Challenge which can be purchased for the price that WBN paid for them.

Communication - We now have a pricing list for advertising.

Joy Klohonatz stated that originally the Laurel Highlands chapter was not getting much PR because they were such a huge chapter and PR efforts were going to support smaller chapters. She also mentioned they had lost some members and could use the PR now.

Community/Business Outreach - Coral Stengel, Charlotte Kaltenbaugh and Melissa McGavick went to International Networking Day. Some other WBN members were also there. We were well represented. There were only about 200 persons who attended. It was decided that WBN would not spend money on a booth at this event in the future.

Growth – The Ross/Westview Chapter is up and running. Mary Ann Novak is helping them. Charlotte Kaltenbaugh is working on a recruiting event for Robinson chapter. There are 2 – 3 other potential chapters. She gets emails daily from persons interested in starting chapters or joining WBN. She keeps their names and responds to them immediately. She has about 14 names on a list for a chapter to meet at Chatham.

Membership – Brenda DeMeno has agreed to head this committee.

Nominating – Sharon Bone gave a status report as to work being done to put together a list of women to run for the Board of Directors. Advised present board members that if they intend to run again, she needs a bio from them.

Special Events – The annual dinner will be on May 13 instead of May 6 due to a mix-up on booking the May 6 date. Joy mentioned that she needs to update procedures for events and that it is presently in Adobe format and needs to be put into Word.

The Retreat had cost overrides of \$303.08. The chapter paid these costs out of their own pockets. Melissa Venneri made a motion to reimburse the chapter. Coral Stengel seconded the motion and it passed.

Strategic Planning – The committee will be meeting on February 19.

Technology – We need technology which will allow us to meet no matter where we are. Last month we were unable to connect to WIFI and had difficulty hearing over other noise. Melissa McGavick researched some options for wireless broadband service.

Sprint was \$99 set up and \$59 per month.

Verizon had 2 options

- a. \$9.99 set up for one computer and \$39 per month for 2 years. For increased band width, \$59 per month (can be updated one month at a time)
- b. \$49.99 set up (after a \$50 mail in rebate) for up to 5 computers and the same \$39/\$59 monthly cost.

Charlotte made a motion to go with the second Verizon option. Kathleen seconded it and the motion passed. The service will be put in Karen McCrory's name.

Melissa McGavick noted that a \$50 renewal fee is due to be paid for technical support on our database. Joy Klohonatz made a motion that we pay this fee. Kathleen Schneider seconded the motion and it passed.

A discussion was held regarding the updating of WBN's web site. It was decided that it is necessary to update the site and Melissa McGavick will speak to Tara Lang about a new contract. An estimated cost was \$3500 - \$4000.

Some of the items suggested for the website: an online blog, photo gallery, separate area for each chapter, ability for board to update forms, policies and procedures without going thru the web site administrator, plug -ins for events. Right now every event has different pricing, different ticket options, and that we might want to think about making things more uniform. Not included would be event registration. A custom designed program for this could cost about \$1000 more. Also not included is an area for members to post specials, but some programs offer that at no cost. Chapters will not be able to add and delete members.

Board Services Coordinator – Karen McCrory and Rebecca Wanovich went through all the previous WBN records and are in the process of organizing them. They found the WBN scrapbook.

Old Business

A motion was made by Gayle Bradley for Karen McCrory to handle the duties of the prior database administrator. This motion was seconded by Rebecca Wanovich and approved.

New Business

WBN had gone to quarterly billing to accommodate the previous database administrator. Rebecca Wanovich made a motion for WBN to go back to monthly billing. This motion was seconded by Anne Bruna and approved.

Audits – The bylaws mention doing an audit yearly. Gayle Bradley will take up this issue with the bylaws committee to rewrite the bylaws regarding the audit. Audits are expensive. We have a separate treasurer and bookkeeper now and require 2 signatures on checks. General consensus was that a full audit was not necessary. Gayle made a motion to create a new standing committee, an Internal Review Committee, made up of accountants and bookkeepers who do not have fiduciary responsibilities within WBN. Annette Ziembra seconded the motion and it passed. This committee will be responsible for doing a yearly review of the WBN books and reporting to the Vice-President.

Next month the issues regarding local chapter bank accounts will be addressed.

Charlotte Kaltenbaugh wanted to address the issue of 30 second commercials within the chapter meetings. Some members, who are in direct marketing, use their 30 second commercials to ask for referrals for team members. She felt like that created a direct competition with other chapter members who might also be looking for team members. Some networking groups have it in their bylaws that this cannot be done. No further action was taken on this issue.

The next meeting is March 9 at the Ramada Inn, 401 Holiday Drive, Greentree PA. Karen McCrory will cancel all future meetings at the Comfort Inn in Penn Hills and try to get the Kaufman House in Zelienople for our April 13 meeting.

Melissa Venneri made a motion to adjourn the meeting. Gayle Bradley seconded the motion and the meeting was adjourned.