

WBN Board Meeting Minutes

September 8, 2009

Greentree Radisson

- I. Call to Order: Melissa McGavick, President of WBN, called the meeting to order at 7:32 pm.
- II. Roll Call: Present: Melissa McGavick, Kathleen Schneider, Joy Klohonatz, Gayle Bradley, Annette Ziemba, Lori Altrudo, Sharon Bone, Barb Meinen, Rebecca Wanovich, Melissa Venneri.
Absent: Charlotte Kaltenbaugh
- III. Approval of Minutes – August 2009
Motion to approve August 2009 minutes - Rebecca Wanovich, 1st, Annette Ziemba, 2nd, Melissa Venneri, abstain.
Motion passed.
- IV. President's Report
Melissa McGavick stated that by following the Roberts Rules Guidelines, our meetings were running more efficiently.
- V. Approval of Treasurer's Report
It was agreed that the format of the Treasurer's Report was good. It was noted that donations occurred in June but had been received in July.
Pat Kaley would like to purchase the Forever stamp from the post office.
Motion to approve the Treasurer's Report – Melissa Venneri 1st, Joy Klohonatz 2nd.
Motion passed.
- VI. Reports/Committee Reviews:
Awards: Flyers with the applications for the 2 Scholarships to be awarded at the Holiday Breakfast were handed out at the Chapter Rep meeting. There is \$175 so far for the Rebecca Reynolds Young Scholarship.

Bylaws & Policies: The committee did a complete review of the bylaws. Several recommendations were made. Currently, the bylaws are listed under membership - bylaws and under membership - forms and documents. The bylaws should be in one area under the membership.
The motion for voting by email, which was done around the spring of 08 ' or 09', is needed.
In 2005, a series of bylaw changes were distributed to members but were not passed due to insufficient votes.
There is a need to review fine points and word inaccuracy in the bylaws, ex. Postcards vs. email.
We need the approval date every time there is a bylaw change
Beverly Woodside has changes made for 2007.

Chapter Challenge: Reviewed with Chapter Reps at the earlier Chapter Rep meeting.

Communications: The new Newsletter received a lot of positive feedback. You are now able to print it and place it in our welcome packet to prospective chapter members. More articles are needed for future newsletters. Additionally, table topics can also be submitted, along with discussions of the month.

Community/Business Outreach:
October 16, WEDO at Robert Morris University. Melissa McGavick will be speaking. Karen McCrory is working on a WBN table.
February 2, International Networking Day at the Greentree Radisson.
Strategic Alliance of Women's Business Calendar has events of all women's events. It is similar as the Women's Yellow Pages.

Leadership Institute is being developed to train all officers of the chapters. Possible times are in October, November and then January and July.

Letters have been sent out for the Speakers Bureau.

September 19 – Healthy, Wealthy & Green, Four Points Sheraton, Greensburg, Rte 30.

Pam Tracy has 5 members on her committee.

Growth Committee: Cridders Comer is a new chapter meeting in Cranberry the 1st and 3rd Friday of the month at 12:00 pm. A letter of intent is needed from the chapter.

Historian: No report

Membership: Lori Altrudo and the committee are visiting chapters with low membership and seeing if they want to grow. The goal is to have chapters reach 20 members. They will be sending out a survey and review it with the chapter reps and provide guidance on how to grow.

Nominating: No report

Service Project of the Year: School backpacks were filled for the children of mom's in POWER. The mom's were very grateful for the donations. Leftover donations are being saved for the future.

Volunteers are needed for Polara, September 16, from 5:30 pm to 7:30 pm at Samllman St., Contact GeorgiAnne Muchnok.

Special Events: There is concern about having only email invites for the Fall Networking Event. There has been few RSVPS'.

It is recommended that a hardcopy invitation be mailed for the Annual Dinner and Holiday Breakfast. Quarterly "Save the Date" emails should be sent out to keep members up-to-date on future events. The invitations for the Holiday Breakfast should be sent right after the Fall Networking Event.

South Hills Chapter sends out a monthly email newsletter to all it members to keep them informed of meetings and events.

Rebecca Wanovich will email a copy of the newsletter for everyone on the board.

Sheryl Hassell is volunteering to be on the Special Events committee.

Strategic Planning & Budgeting: The committee will be meeting in a couple of weeks.

Technology & Website: Committee is looking at revamping & updating of the website. Dim Dim was going to be tried at this meeting but we were unable to. Next meeting will discuss this issue further.

Board Services Coordinator: Karen McCrory reviewed all the website forms and documents sections. She reviewed what needs corrections, such as, grammatical errors & date changes. The committees should correct the errors. .

A set of bylaws is under bylaws and is open to the public. This should be removed with the bylaws being under forms and documents and only available to members.

The google message board has not been up and running. It was questioned if we want to start it up again.

A prospective letter rewrite needs to be done under Leadership Training.

There needs to be a focus on the benefits of being a member of WBN. We need to look at the positive things that the organization has to offer. This list can be added to chapter visitor packets. Currently, other organizations are copying us. We are now able to print our websites online directory and the newsletter, which makes it a benefit

VII. Old Business:
Web Conferencing: Will be ready for next month meeting.

Black Tie: A staff from Black Tie contacted a member from the North Hills Chapter about not receiving the information for the Annual Retreat.

Kathleen Schneider presented her letter draft, which is going to be sent to Jill Kummer about canceling our contract with Black Tie. Under point 1, a correction will be made the change the waiting for proceeds to be received from the Annual Dinner from 3 months to 2 months. Everyone agreed with points 2 & 3. It was stated that the Black Tie site was difficult to use, along with the e-check being disabled when donating to the Angela's Angels Fundraiser. Kathleen will rework the letter.

VIII. New Business:
WBN Logo: Members should not be using the logo in their ads or on their business cards since it is a trademark.

Paypal: We need a procedure written for using paypal. Traditionally, when there were only paper applications available, the Chapter Rep first had to approve the application, and then passes it on to the Treasurer. Now, if a new member applies on Paypal, it goes directly to Rebecca Wanovich, Treasurer and the Chapter Reps does not know.

Bids: Our Liability insurance renews October 18, 2009 to Hartford for \$500. The policy is for Directors and Officers liability with Travelers Insurance. Rebecca Wanovich, Treasurer, holds this policy.

Motion to suspend the bylaws in regards to Pearson Scott handling the Directors and Officers liability coverage for WBN this year through Rebecca Wanovich, to make it clear that this is not an action that would be regarded as a breach of any fiduciary duty to the WBN or considered to be self-dealing or otherwise inappropriate.

Joy Klohonatz 1st, Annette Ziemba 2nd.

Motion passed.

Member Only Events: Members only events are excluding networking with other women. By having non-members attend our networking events we are widening our opportunities. Non-members should be charged an additional \$10 to attend our event. There will be no extra charge for guest to attend the Annual Retreat.

Linked in Group: Members participating in LinkedIn are using our name within their group, which we are not a part of.

The meeting was adjourned at 9:03 pm

Next meeting at the Comfort Inn Suites, Rodi Road, Monroeville, PA

Respectfully submitted
Barbara Meinen
Recording Secretary