

## WBN Board Minutes

November 10, 2009 at 7:15 PM  
Atria's on Route 19, Wexford

- I. Call to Order: The meeting was called to order by Melissa McGavick, President of WBN, at 7:28
- II. Roll Call: Present: Melissa McGavick, Kathleen Schneider, Joy Klohonatz, Gayle Bradley, Annette Ziemba, Lori Altrudo, Sharon Bone, Barb Meinen, Melissa Venneri. Charlotte Kaltenbaugh  
Absent: Rebecca Wanovich
- III. Approval of Minutes – October 2009 -Tabled October Minutes to December.
- IV. President's Report  
TriTowne is no longer a chapter of WBN. Melissa was going to go visit the chapter but they are no longer active. Sharon Bone had visited them in January 2008 but had difficulty getting the members to participate.
- V. Approval of Treasurer's Report  
Christina has been streamlining our categories and making corrections. She will be using the remainder of her time getting ready for the tax season.  
There is a \$700 difference in the August income to September income.  
Motion to approve the Treasurer's Report – Charlotte Kaltenbaugh, 1<sup>st</sup>, Lori Altrudo, 2<sup>nd</sup>.  
Motion passed.
- VI. Reports/Committee Reviews: Final Reports from 2009
  - A. Awards - Annette Ziemba – There were 11 applications for the 2 scholarships to be awarded at the Holiday Breakfast.
  - B. Bylaws and Policies - Gayle Bradley – Bylaws on the website are not current.
  - C. Chapter Challenge - Barb Meinen – Gifts have been order to be presented at the Holiday Breakfast. Went slightly over budget.
  - D. Communications - Donna Cheswick – Ads for the website cost \$30. The Newsletter ad prices can be found in the Newsletter.
  - E. Community/Business Outreach - Pam Tracy – Karen McCrory has the leads from the WEDO & the Pgh. West Octoberfest Events. Karen sent the leads to the Chapter Reps and will email the leads to ask them to look into WBN and thank them for attending the events. She will also notify the leads and invite them to the Holiday Breakfast.  
International Networking Day – February 2, 2010, Greentree Radisson. There are 3 WBN members on IND committees. Pam Tracy recommends members attend and talk about WBN to others instead of having a table & since it is expensive to be a sponsor.  
Chapter Leadership Training – January 16, 2010, Butler County Community College, Cranberry Campus. The cost of the room is only \$65. A backup date is scheduled for January 23 should we have inclement weather.  
Motion to approve the cost of renting the room for \$65. Charlotte Kaltenbaugh, 1<sup>st</sup>, Annette Ziemba, 2<sup>nd</sup>.  
Motion passed.
  - F. Growth Committee - Charlotte Kaltenbaugh – One to two new chapters may be forming. The Start-up packet will be loaded onto the website. We will be able to print the packet. She will need the emails for the various chapter positions held by members. Karen McCrory will provide them
  - G. Historian – No Report
  - H. Membership - Lori Altrudo – The 1<sup>st</sup> monkey survey went out to the Robinson Chapter. They received favorable results with nothing derogatory. Lori will be having a conference call with the Chapter Chair & Rep to review the results.  
She has also visited Mt. Lebanon and a survey will be going out to them this week.  
Allegheny/Kiski & Beaver Chapters will be visited in the next 2 weeks.  
Chapter membership numbers for each chapter will be presented at the January meeting.
  - I. Nominating - Sharon Bone – Candidates for next year's board elections will be selected in January. Anyone interested in being on the board should send Sharon an email. Good board prospects would be those who attend the Leadership Training in January.

- J. Service Project of the Year - GeorgeAnne Muchnok – There were 3 members who worked the POWER event on Sunday. POWER is extremely happy with WBN's involvement. A vendor table will be made available to power at the Holiday Breakfast to sell their soaps & dishes. Additionally, representatives from POWER will be invited as guest to the breakfast. POWER is currently asking for donations of gifts for the holiday. They also need volunteers to help with wrapping gifts.
- K. Special Events - Joy Klohonatz – Joy needs the paperwork for the Annual Dinner & Spring Networking Events.  
She still needs the final paperwork from Mt. Lebanon for this past Fall Networking Event.
- L. Strategic Planning (& Budgeting) - Anne Bruna – The committee met once. Anne stated there were many goals and information but it needs to be narrowed down to the top 10.  
Some of the goals were:
  - Standardization among chapters – Finding out 2 best practices from each chapter to see what works best.
  - Member retention – They felt it is easier to keep a current client. We need to identify an at risk member: ie: attendance, moving, change of business.
  - Exit survey – We should have the survey into the ex-members hands within 2 weeks. We need to ask what they feel we need to improve upon.
  - Annual Recruiting Events – There should be a representation from each chapter attending with information on which categories are opened. There is a need for a speaker presenting the values & goals of WBN.
  - Clarifying Membership Benefits – There needs to be a format for presenting the benefits through the opportunity of networking. This could also be placed in the WBN brochure.
- M. Technology (& website) - Sue Tresatti – There will be recorded training on utilization for social networking for business purposes such as twitter. The training will be launched live through a link on or before November 12.  
There is a Technology Conference at Duquesne University on Thursday.
- N. Board Services Coordinator - Karen McCrory – There were 12 leads from the WEDO Event and 10 from the Pgh. West Event. A free membership will be offered to join WBN. The leads will be invited to attend the Holiday Breakfast and the Annual Retreat.

VII. Old Business:

- A. Leadership Institute - January 16, 2010
- B. Women's Show 2010 – Greensburg in March. The show continues to grow and we do get leads. We have the 1<sup>st</sup> booth inside the door, which is a benefit.  
Motion to attend the Greensburg Women's Show, Gayle Bradley, 1<sup>st</sup>, Charlotte Kaltenbaugh, 2<sup>nd</sup>.  
Motion passed.
- C. WBN Survey – The survey was sent out yesterday and we have 69 responses so far. After the survey is completed you can enter a drawing for a Levenger leather business card case, which Melissa McGavick is awarding. All information on the survey is private and anonymous.

VIII. New Business:

- A. Brochures – Our WBN brochures will need to be replenished. They were previously ordered through print.com.  
Motion to purchase brochures is tabled until December when we know the price.
- B. Business Cards – We are in need of more business cards. Gina Hoffman should be contacted.
- C. Chapter Purchases – It has been questioned just what Chapters & paid positions should be reimbursed. Members are not to assume they can submit an expense reimbursement form and will be reimbursed.
- D. Paypal – This has always been part of the operation procedures for receiving payments. Melissa Venneri suggested looking into our own merchant account. Members could be consulted about having our own account that provide this service. One advantage of Paypal is that they provide coverage should your credit card information be stolen through their site.
- E. WBN Booth – The booth display was damaged at the WEDO Event due to high winds and needs repaired. We need pricing on repairs and replacements.

IX. Miscellaneous

Melissa McGavick asked members for their input in how they think the organization is doing as a whole. Everyone gave positive feedback. Some members felt we should not go beyond our geographic area when looking to start new chapters. We've experienced losing chapters once they become strong and then they want to break away from WBN to do things their own way. When chapters are weak, we need to provide support for them.

The committees works are showing we are more organized and have a lot of information to provide. Committees need to start documenting what their committees do so that it can be passed on the future committee members. Additionally, we need guidelines for future officers.

X. Adjournment

The Meeting was adjourned at 9:15 pm

Gayle Bradley, 1<sup>st</sup>, Sharon Bone 2<sup>nd</sup>.

Next Meeting is scheduled for Tuesday, December 8th, 2009

Location in the South – Ramada – Holiday Drive, Greentree, PA