



MEETING MINUTES

Board of Directors
PO Box 44722, Phoenix, AZ 85064

DATE: February 15, 2024

TIME: 11:30 AM

*The meeting was conducted on Zoom with options for public participation.
Some items may be taken out of order.*

MEMBERS PRESENT

JoAnn Holland, President
Carey Chambers, Vice President | Treasurer
Megan Ackaert
Gaby Cardenas
Lauren Chazal (arrived 11:37 a.m.)
Lisa Hartsock
Heather Rausch

ASSOCIATION MANAGEMENT PRESENT

Heather May

MEMBERS ABSENT

Latasha Causey
Shannon Clancy
Mary Mitchell
Adelaida Severson

GUEST PRESENT

None

1. President's Call to Order and Roll Call

President, JoAnn Holland, called the Board of Directors Meeting to Order at 11:33 a.m. and introduced Heather May, the new association manager.

Secretary, Gaby Cardenas conducted a roll call. Quorum was present.

2. Items from Guests Present

No guests present.

3. Approval of Minutes from January 2024 Board Meeting

President, JoAnn Holland, called for a motion to approve the minutes from the January 26, 2024, meeting.

Heather Rausch motioned to approve the minutes from the January 26, 2024, meeting; seconded by Lisa Hartsock.

President, JoAnn Holland, declared the motion passed unanimously.

4. Treasurer's Report

Vice President | Treasurer, Carey Chambers, presented the financials for January 2024. The financial report tracks "budget-to-actual" based on a percentage of the full year budget and bookkeeping changed from cash to accrual basis.

Carey Chambers reported the one required 1099 was sent to the vendor by the January 31st deadline.

Vice President | Treasurer, Carey Chambers, provided a membership renewal update and that the IWF AZ roster was sent to IWF Global as dues are to be paid to IWF Global next month. Carey reported we have a total of 92 members - 56 regular members, 12 sustaining members, 17 distinguished members and 7 dual members. A total of 14 members did not renew which is the Forum's annual average and reasons stated were: no longer living in AZ, professional or personal life change or did not provide a reason. Carey Chambers reported we have two outstanding membership renewal payments and they have contacted us letting us know they are sending their check.

BOARD QUESTIONS | COMMENTS

The board did not have any questions or discussion.

5. Program Chair's Report

President, JoAnn Holland, reported on behalf of Program Chair, Adelaida Severson.

JoAnn reported that al No Host Happy Hour will be added in March with the plan of holding these programs every other month and shared fourteen members attended in January. JoAnn shared that Adelaida is compiling a list of IWF Global Best Programs, which will include our "Meet the Governor" program and she's working with the Governor's staff to schedule and will most likely be a breakfast or lunch as well as members may invite guests to attend this program.

BOARD QUESTIONS | COMMENTS

The board did not have any questions or discussion.

6. Membership Chairs' Report

Membership Co-Chair, Heather Rausch, reviewed we have a one membership nomination period this year with the deadline of May 30, 2024. In addition, it was noted this was announced in the February Update email to membership. The March Update will provide additional information regarding the membership nomination process. The committee is scheduling an upcoming meeting.

BOARD QUESTIONS | COMMENTS

The board did not have any questions or discussion.

7. Communications Chair's Report

Communications Chair, Heather Rausch, reported on the Forum's LinkedIn Page noting an increase in unique visitors and followers. The committee is seeking members skilled in LinkedIn and press releases. There will be a question in the upcoming survey with regards to serving on the Communications Committee.

Heather Rausch reported the Board of Directors Press Release was published in The Independent News as well as Frondors Mead in *The Knock* on February 8th, and an email was sent to Frondors Media with regards to when they will be posting it on their LinkedIn so we may repost it on the Forum's LinkedIn.

President, JoAnn Holland, initiated the discussion with regards to the member survey as was announced in the February Update email we would be conducting bi-monthly or as needed, short quick surveys to gather member input and comments. The following four questions were reviewed:

- Question 1: Have you registered to attend the 50th Anniversary IWF World Leadership Conference in New York City on May 15 – May 17?
- Question 2: Given the considerable expenses associated with securing venues for our programs/events, which typically cater to audiences ranging from 15 to 50 attendees, would you have access to a venue that would be available to IWF AZ on a complimentary basis for an upcoming program/event? (Note: Any food or beverage requirements would be fully covered by IWF AZ.)
- Question 3: Would you have any interest in serving on the Communications Committee? The key responsibility of the Communications Committee is to coordinate and oversee promotional awareness and social media including public relations and marketing.
- Question 4: Of these three IWF signature events, which one is your favorite? Behind the Scenes, Breakfast Roundtables, or President's Reception

President, JoAnn Holland, motioned to approve the four-question survey along with a member comment section to be sent to membership by end of February; seconded by Carey Chambers.

President, JoAnn Holland, declared the motion carried by unanimous vote.

BOARD QUESTIONS | COMMENTS

The board discussed the survey with the hope of achieving 100% member participation.

8. Mentorship Chair's Report

Mentorship Chair, Lauren Chazal, shared the program has been rebranded to “Women Opening Doors to Women” emphasizing its appeal and potential to opening doors for women following the successful model of the IWF Jordan Forum. The rebranding is expected to enhance participation in the program. The committee is working on setting up all the necessary pieces for the program, with a formal announcement planned for the President's Reception in the fall, aiming for the first mentee class in the fall of 2025. This timeline is an extension from the original plan and necessary to ensure the program's success.

BOARD QUESTIONS | COMMENTS

The Board discussed that IWF Jordan's mentorship model was highlighted for its effective and manageable approach, involving one-time, focused sessions between mentors and mentees, based on prepared worksheets that outline the mentee's goals and interests. This structure is anticipated to be more appealing and accessible for members, allowing for meaningful engagement without the long-term commitment typical of traditional mentorship programs.

9. President's Report

JoAnn Holland reported on the following items:

- Welcomed Heather May to the meeting, expressing excitement for her involvement.
- We will be sending an email to membership to request they update their IWF AZ and IWF Global profiles.
- Expressed gratitude to the board for their volunteerism, service, and engagement, acknowledging these contributions as key to the organization's continued success.
- Announced the focus of the March email will be on membership nomination process.
- Mentioned the initiative to gather information on membership and nomination practices from other Forums.

10. Old Business

No old business was presented.

11. New Business

No new business was presented.

12. Other Business

The next board meeting will be on March 21, 2024, via Zoom.

13. Adjournment

President, JoAnn Holland, adjourned the meeting 12:04 p.m.

Submitted by:

Handwritten signature of Gaby Cardenas in cursive script.

Gaby Cardenas, Secretary

Prepared by Heather May, Association Manager