



**MEETING MINUTES**

Board of Directors  
PO Box 44722, Phoenix, AZ 85064

DATE: January 27, 2025

TIME: 3:30 PM

***The meeting was conducted in person at the Virginia G. Piper Charitable Trust Boardroom located at 1202 East Missouri Avenue, Phoenix, AZ, 85014 with options for public participation.  
Some items may be taken out of order.***

**MEMBERS PRESENT**

JoAnn Holland, President  
Adelaida Severson, VP | Program Chair  
Carey Chambers  
Lauren Chazal (virtual)  
Shannon Clancy  
Allison Duffy  
Lisa Hartsock  
Hershey Khan  
Mary Mitchell  
Heather Rausch

**ASSOCIATION MANAGEMENT PRESENT**

None

**MEMBERS ABSENT**

Megan Ackaert

**GUEST PRESENT**

None

**1. President's Call to Order and Roll Call**

President, JoAnn Holland, called the Board of Directors Meeting to Order at 3:30 PM.

Secretary, Lisa Hartsock, conducted a roll call. Quorum was present.

**2. Items from Guests Present**

No guests present.

**3. Approval of Minutes from November 2024 Board & Annual Members Meetings**

President, JoAnn Holland, called for a motion to approve the minutes from the November 7, 2024 meeting.

Treasurer, Carey Chambers, motioned to approve the minutes from the November 7, 2024, board meeting; seconded by Shannon Clancy.

President, JoAnn Holland, declared the motion passed unanimously. Abstaining from the vote were new 2025 board members, Allison Duffy and Hershey Khan.

President, JoAnn Holland, called for a motion to approve the minutes from the Annual Members meeting on December 13, 2024.

Vice President | Program Chair, Adelaida Severson, motioned to approve the minutes from the Annual Members meeting on December 13, 2024; seconded by Heather Rausch.

President, JoAnn Holland, declared the motion passed unanimously.

#### **4. Treasurer's Report**

Treasurer, Carey Chambers, conducted a review of our year-end 2024 financials. Following the assessment, it was announced that any remaining funds will be allocated towards covering the costs of our audited financials.

Treasurer, Carey Chambers, provided an update on the 2025 member renewals as of January 24, 2025. The data indicates that we are maintaining consistent renewals rates compared to the same period last year. Additionally, approximately 12% of our members have shown their support through our Membership Levels of Sponsor, Supporter, and Patron.

To inspire our members to renew their memberships in a timely manner and after a brief board discussion, Treasurer Carey Chambers, proposed implementing a past due | late fee policy for membership dues remain unpaid after a 14-day grace period. This initiative aims to motivate members to take action and stay current with their commitments.

Treasurer, Carey Chambers, motioned to approve a \$100 past due | late fee for membership dues remain unpaid after a 14-day grace period ( February 15, 2025); seconded by JoAnn Holland.

President, JoAnn Holland, declared the motion passed unanimously.

Treasurer, Carey Chambers, prepared and presented an overview of the fiscal year 2025 budget, providing detail on the associated costs and once approved by the board will be shared with membership.

Treasurer, Carey Chambers motioned to approve the 2025 budget; seconded by JoAnn Holland.

President, JoAnn Holland, declared the motion passed unanimously.

### **BOARD QUESTIONS | COMMENTS**

The board discussed the 2025 membership renewals and implementing a past due | late fee for unpaid membership dues.

#### **5. Program Chair's Report**

Vice President | Program Chair, Adelaida Severson, shared the Program Committee has met. Adelaida reviewed the upcoming, including several proposed, programs/events for the first half of the year.

Vice President | Program Chair, Adelaida Severson, discussed the creation of CONVERSATIONS UNPLUGGED which would be a Signature Series program for our Forum where members will have the unique opportunity to engage in personal and professional conversations with our members. Adelaida explained these would be virtual small group settings, where members will hear inspiring stories and be able to connect on a deeper level. These will be extraordinary, intimate encounters which will be presented at a selected virtual meeting.

President, JoAnn Holland, motioned to approved the new Signature Series program, CONVERSATIONS UNPLUGGED, to be held at a selected virtual meeting; seconded by Lisa Hartsock.

President, JoAnn Holland, declared the motion passed unanimously.

### **BOARD QUESTIONS | COMMENTS**

The board discussed the upcoming programs and events.

#### **6. Membership Chairs' Report**

Membership Chair, Heather Rausch, shared insights from 2024 and reported all new members joined at a Membership Level as well as most of them engaging and attending programs.

Membership Chair, Heather Rausch, reviewed our focus areas, shared we would have a New Member Welcome Luncheon, as well as continue our alignment with adhering to global guidelines. Heather announced the Membership Committee will be meeting next month.

Membership Chair, Heather Rausch, outlined the benefits of a one-time annual nomination period for new member nominations which aligns with the best practice of the majority of global Forums.

Membership Chair, Heather Rausch, motioned to approve a single membership nomination process with an application submission due date of May 30, 2025; seconded by Shannon Clancy

President, JoAnn Holland, declared the motion passed unanimously.

### **BOARD QUESTIONS | COMMENTS**

The board discussed the emphasis on effectively conveying membership qualifications and key areas of focus to our members.

#### **7. Communications Chair's Report**

Communications Chair, Heather Rausch, shared there will be three focus areas:

- LinkedIn
- Media Relations
- Member Voice

Focusing on these three areas will provide the opportunity to build and implement an effective strategy that boosts awareness, visibility, and our Forum's presence statewide and globally, while showcasing members and communicating objectives in alignment with our mission.

### **BOARD QUESTIONS | COMMENTS**

The board did not have any questions or discussion.

#### **8. Mission Advancement Chair's Report**

Mission Advancement Chair, Lauren Chazal, provided an overview of our IWF Arizona Leadership Fellow Program, Women Opening Doors to Women drawing inspiration from similar initiatives within our Sister Forums:

- 10 to 12 Fellows and actively identifying young leaders around the state
- Welcome event/orientation in September and may be in conjunction with the President's annual event
- Online classes October 2025 to April 2026
- Graduation May 2026

Aligning with IWF global guidelines, alumnae of our Fellows program and who meet membership criteria will be considered for membership the year after the completion of the program or within three years from the start of the program. And for all Arizona Fellows

accepted into the IWF Global Fellows Program will become members upon completion of the program.

### **BOARD QUESTIONS | COMMENTS**

The board discussed the IWF AZ Leadership Fellows Program, Women Opening Doors to Women and membership to our Forum.

#### **9. President's Report**

JoAnn Holland reported on the following items:

- For next month's meeting we will be approving our first quarter survey
- Newsletter will continue to be quarterly
- Recognized six board members who have registered to attend the IWF World Leadership Conference in Seattle, WA, in May
- Thanked the board for their dedication, support, and participation. In addition, thanked them for their committee leadership & participation and program/event attendance.

#### **10. Old Business**

No old business was presented.

#### **11. New Business**

The next board meeting will be on February 20, 2025, via Zoom.

#### **12. Adjournment**

President, JoAnn Holland, adjourned the meeting at **4:40 PM.**

Submitted by:

 Lisa Hartsock (JCA)

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Lisa Hartsock, Secretary