

# Minutes from Council of 100 Executive Committee Meeting

September 28, 2007

## Exec Committee Members

- Diane Dawson
- Carol De Vita -- moving off the Exec Committee at the end of 2008
- Mary Haderlein – last meeting as President; stays on as past chair
- Kathy Gest – is stepping down from the exec committee due to new job responsibilities; therefore, no one on the executive committee is currently responsible for programming – need to replace her
- Jean Collins – moving off at the end of this year (12/31/2007)
- Susan Kraus Jones – moving off at the end of this year (12/31/2007)
- Denise Salerno – moving off at the end of this year (12/31/2007); was Treasurer
- Julie Melchior -- coming on Exec Committee as Treasurer
- Kimberly Miller – moving off the Exec Committee at the end of 2008
- Candy Deemer – Marketing co-chair
- Jan Weiland -- Marketing co-chair
- Virginia Harding – Membership Co-Chair (and “kicking butt” on getting dues paid!)
- Gail Hasbrouck – Membership Co-Chair
- Marci Koblenz – coming on Exec Committee as Secretary

## Dues Update as of Sept. 28<sup>th</sup>

- Fiscal year is Sept. 1 through Aug. 31<sup>st</sup>
- Currently have received dues from 24 members and all 18 of the new members

## Changes to Council of 100 Annual Planning Calendar

- **Action:**
  - October: Omit Full Council meeting notes -- no need to continue drafting and distributing these minutes
  - October: omit Invitations to New Members
  - November: omit Welcome New Members
  - February: add New Member Nominations and omit from April
  - April: add send out Trailblazer nominations to Exec Committee
  - May: Omit Full Council meeting notes
  - October and May: add Chair Recap of Council Meeting

## Budget Discussion (Through August 31, 2007 – end of 2006/7 fiscal year)

- Budget has been the same for the last 5-6 years
- **Action:** Need to add a postage line item for the 2007/8 budget
- Spent \$480 on meeting ads throughout the year
- Last year
  - Meeting budget was \$23,000 (for fall, spring and summer meetings) – spent \$14,120.66

- Membership budget was \$23,125 – earned \$18,345.65
- **Action:** Change brochure line item to freshman outreach and put \$2000 in the budget
  - Marketing will take responsibility for freshman outreach
- **Action:** Don't need to budget for Women's Coalition or Women in Leadership expenses
- Leave meeting budget for fall and spring meetings the same: \$9000 per meeting covers
  - Venue
  - Food and beverage (approximately \$5000 of budget)
  - Honorarium
  - Travel costs for speaker
  - Duplication costs for presentations
- Leave summer meeting budget the same (\$5000)
- Under Gifts/Giveaways
  - Leave \$500 for members
  - **Action:** Remove \$1200 for guests
- **Action:** Jeff and Kevin will re-do and re-distribute the budget

## Trailblazer Award

- Handled by a separate gift account governed by strict laws
- Have typically given out 3-4 awards a year
  - Size of award in practice doesn't match what website says
- **Action:** Remove the description of the Trailblazer Award from the website
- **Action:** Form a committee of people who knew Ruth to re-formulate what the Trailblazer Award is all about
  - Might send this to the Mentoring Committee
  - Consider giving the award to a group rather than individuals

## New Member Nominations Process

- Solicit new members throughout the year
- Send out blast email to Council encouraging nominations at least one month prior to a planned exec committee discussion of nominees
- Exec Committee will discuss potential new members throughout the year
- Invite new members after the spring meeting
- Welcome new members at the Fall meeting

## Descriptions of Executive Committee Roles

### All

- Attend meetings twice a year, if possible
- Hold an Officer position or Co-Chair of a committee

### Secretary

- Add: post edited notes to the website

### Treasurer

- Add: coordinate preparation of budget with staff

### **Vice Chair**

- In charge of regional meeting coordination
- In charge of Trailblazer award
- Run meetings in the absence of the Chair
- Becomes next Chair (after Chair's two-year term)
- Selects the next Vice Chair from the Exec Committee

### **Chair**

- Sets the vision and strategic direction for the Council
- Leads the Council and Executive Committee meetings
- In charge of all member communication
- Solicits and Welcomes new members
- Oversees and drives the annual planning calendar
- Solicits nominations for new members of the executive committee
- Sits on NAA Board as a Club Chair

### Sub-Committees

#### **Marketing**

**Action:** Jan will get goals and responsibilities from Candy to Mary

#### **Mentoring**

Need to re-define their responsibilities

- New member welcoming
- Spring mentoring of students
- Possibly freshman outreach
- Possibly Trailblazer

Next Council Meeting: April 16-17