

## **JWL BOARD MEETING MINUTES**

**Sept 28th, 2017**

The meeting was called to order at 6:02 p.m. in the Return Engagement Board Room. Roll call was taken and the minutes of August 29, 2017 were read and approved.

### **President Report (Leslie Newell)**

We have all survived our first meeting and should be prepared for the busy year ahead. I hope you're all ready to get working on the great ideas our committees have put together this year!

Thank you to our October group for hosting tonight's meeting.

#### ***Reminders--***

1. Please pay attention during all board reports. We will be having votes concerning particular offices and committees directly following the respective reports.
2. Board sheets and proxy forms are on the tables. Please review them prior to voting. If you need to leave early, please leave a signed proxy with another member.
3. If you have an announcement, please fill out a form and leave it with Diane.
4. If you did not pick up your yearbook at the meeting last month they are available in the boardroom at Return Engagement. Please sign your name if you take one.
5. I want to wish a happy October birthday to: Casie Vos, Jennifer Williams, and Kathryn Oard. There is a basket being passed around with a small gift for each of you. Please let me know after the meeting if we missed anyone, so we can update our records.

### **Issues for Board Meeting**

1. Our next board meeting will be **November 3**. **Board reports** need to be e-mailed to Diane and myself by **October 30**. If you have anything for the agenda, I need to know that by the 30<sup>th</sup> as well. Please be prompt with turning in your board reports. It is crucial to planning the agenda and board business matters.
2. If you cannot be at any board meetings, please notify Diane and assign a proxy if you are a voting member. And if you cannot be at a General Meeting, please have someone designated to read your report for you.

**Executive Vice President (Maranda Phares)** – no report

**Vice President Parliamentarian (Laura Lang)**- no report

### **Treasurer (Jessica Caruthers)**

Account balances as of September 22, 2017 are as follows:

General Checking: \$76,261.60

H&S Holding: \$1,612.48

Emergency Savings: \$13, 234.43

Building Maintenance Fund: \$13,118.45

Endowment Fund: \$1,302.94

### **Assistant Treasurer (Jomara Ortiz)**

**Membership Dues:** You can pay \$50 dues tonight, or you can leave payment at the Assistant Treasurer's inbox at Return Engagement. **An additional \$10 fee will be charged after October 31<sup>st</sup>.**

**Gala** – Please purchase Gala tickets. **Cost is \$75.00.** You can pay tonight, or leave payment at the Assistant Treasurer's inbox at RE. Tickets can also be purchased via PayPal.

If you haven't done so already, please pay your JWL T-Shirt and Gala T-Shirt.

Please contact me if you have any questions. [jomaraortiz@hotmail.com](mailto:jomaraortiz@hotmail.com)

### **Corresponding Secretary (Elizabeth Hurlbutt)**

We received a thank you letter from Drummond PTA for the donation to their playground.

I would like to remind everyone we are taking a group picture at the October meeting. We would like everyone to wear their JWL shirts of many colors.

***A motion was made by Tiffany Harvey and seconded by Kim Collins to grant resignation in good standing to Kara Bowers. Upon reinstatement she would begin her 5<sup>th</sup> year.***

***The motion carried.***

***A motion was made by Laura Lang and seconded by Tiffany Harvey to grant resignation in good standing to Amanda Key. Upon reinstatement she would begin her 3<sup>rd</sup> year.***

***The motion carried.***

### **Credit & Hours Chair (Kim Collins)**

27 ladies turned in 617.25 hours

Thank you to all the ladies that turned in hours for September. I just want to clarify a few points on using the WUFOO program in order to report your hours. Someone asked what is WUFOO. WUFOO is program we use in JWL to collect data through electronic fillable forms. Then these forms download into a spreadsheet that allows us to quickly tabulate data, which in my case is the number of hours reported. It is the same thing you used when you ordered your t-shirt. We have one that is specifically for reporting credit and hours. The reason this is helpful to you is that you will get a confirmation email everytime you report hours. That's a good thing because it will help you keep track of what you have reported and what you haven't yet reported, because we all know there are times this can get confusing. I respectfully ask that everyone bear in mind that I do have to keep a monthly total of hours reported, so it helps me a lot if you try and report on a regular or somewhat regular basis. Monthly is great, but if you forget to do it one month try and report the following month. This is a courtesy that makes my life easier, and perhaps might make yours easier too. You can open the WUFOO form and then send it to your home screen on your phone or ipad. That's a great way to keep that link handy. Next month I will be doing a drawing for a bottle of wine out of the people who make at least one report to WUFOO during the next month. So if you haven't reported on WUFOO yet then now is the time to give it a try. You might just earn a bottle of wine. For those of you who are reporting regularly I want to thank you very much. As always you can always report your hours through email by emailing me at [jwlccreditandhours@gmail.com](mailto:jwlccreditandhours@gmail.com)

### **Project Chair (Tiffany Harvey & Courtney Strzinek)**

The Gala Committee has been hard at work this month promoting Gala, securing sponsorships, selling tickets, and procuring auction items. Highlights include:

- Thank you to our committee and JWL members for their efforts on securing sponsorships, table/lounge sales, and ad sales this month! As of September 24th, the following have been secured: 1 Auction Sponsor, 1 Cigar Lounge Sponsor, 2 Gold Sponsors, 1 Silver Sponsor, 2 Double Lounge Sponsors, 5 Table Sponsors, and 8 Program Ads (separate from those already included in sponsorships). Also, 67 individual tickets have been sold, and multiple auction items donated. 11 comp tickets and 4 comp ads were given to our models/stylists from the Gala Style Shoot as thanks for their time. Our total revenue to date is \$19,965. We are still actively pursuing a Title Sponsor.
- Gala T-Shirts are in production; 58 were ordered at this time (42 were pre-ordered by Members and 16 will be sold to the public at our upcoming promotional events). This was a small fundraiser, bringing in \$183.42 in projected revenue if all public shirts are sold.
- 424 Save The Dates were mailed to all Honorary & Sustaining Members.
- We had a successful promotional event at Enid Pride on September 16th; upcoming events include First Friday at RE on October 6th, and the Community Cultural Celebration on October 7th. A Press Release has been sent to the Enid News & Eagle, and we are working to include our event on all Event Listings in the area. We also appeared on Community Talk on September 27th. Please let us know of any further Marketing/PR opportunities.

## **Announcements:**

- Attendance/seating is unlimited this year, so keep working on sponsorship assignments! If you haven't already, please send a status update for your assigned sponsor contacts to [enidjwlgala@gmail.com](mailto:enidjwlgala@gmail.com), or contact Danielle Henry directly. Remember, everyone is responsible for securing \$200 worth of sponsorships, ads, auction donations, or ticket sales to fulfill the C&H requirements. If your contacts are incomplete, someone on the Gala Committee will have to pick up the slack. If there are concerns with your assigned contacts, please communicate with us and we'll work with you. We really need everyone to pitch in and raise as much money as possible to fulfill our Beneficiary requests!
- Legacy Award Nominations are due September 30th. There are hard copies of the nomination form at RE, or they can be requested via email at [enidjwlgala@gmail.com](mailto:enidjwlgala@gmail.com). We have had one request for a nomination form so far, and are working with Ryan on more social media promotion for this. If there are other ways we can spread the word about Legacy Award Nominations, please let us know. Also, the Legacy Award will be presented this year at the Annual Christmas Luncheon on November 29th; the winner will be recognized at Gala as well.
- T-Shirts will be ready to pick up at Return Engagement on Friday, October 6th. We will also bring any shirts that haven't been picked up to pass out at the November General Meeting.
- Please remember our Gaslight Theatre volunteer opportunity on Friday, October 20th. We will be providing food and house managing for Opening Night of *The Crucible*. We are still looking for volunteer opportunities with Leonardo's, Fleece Friends, and Loaves & Fishes.
- Please continue to like/share our Gala posts on Facebook. Engagement in our posts will help increase our reach and keep Gala relevant.

## **Important Dates:**

- Legacy Award Nominations Due – September 30
- Legacy Award Winner Selected, Sponsor & Ad Deadline – October 15
- Auction Item Deadline – November 22
- 14<sup>th</sup> Annual Charity Gala, *Arabian Night* – December 16

## **Return Engagement Steering (Stephanie Carr)**

### **Cookbook Steering (Monica Rorick)**

### **Care to Share (Kasi Bezdicek)**

Care to Share has a total of 16 **hours** to report for the Sept. We have assisted 12 students from Prairie View, Carver, Waukomis, & Hennessey. We were able to provide Backpacks & Supplies to 7 students. Clothing, Shoes, & Light Jackets were purchased for a family with 4 children. Travel sized hygiene items were provided to Waukomis to help the councilor talk to the Jr. High Girls about good hygiene. A total of \$376.31 was spent for September.

### **Public Relations (Ryan Zaloudek)**

Yearbooks are completed and I have them with me tonight if you didn't get yours at the last meeting. Extras are in the board room at RE tomorrow morning. Please initial next to your name on the contact list once you've taken your copy. This will help us keep track of who we still need to get yearbooks to. The October newsletter will be out soon. If there is anything you'd like me to share on any of our social media accounts, send it to me at [jwlenid@gmail.com](mailto:jwlenid@gmail.com).

### **Community Donations (Susan Vineyard)**

***Upon recommendation of the Finance/Community Donations Committee a motion was made by Susan Vineyard and seconded by Tiffany Harvey to approve the following requests:***

<b>Bennies barn</b>	<b>\$320</b>
<b>YWCA-Christmas gifts for underprivileged youth</b>	<b>\$200</b>
<b>Southern Heights Heritage Center and Museum</b>	<b>\$100</b>
<b>EHS basketball for meals at away games, we will receive a full page ad</b>	<b>\$200</b>
<b>Coolidge: Roy Bartnick's Art class project</b>	<b>\$300</b>
<b>The motion carried.</b>	

### **League Development/Project Planning (Kim Collins)**

At the next general meeting the project planning/ league development committee would like to ask members if they still want to keep Gala as the project for league year 18-19.

### **Wish Families (Kathryn Oard)**

I would just like to announce to the members to be on the lookout for possible families that this committee could help out with.

### **Social (Jena McNaughton)**

Smash talk, I mean **Fantasy Football** is in full swing and regardless of our stats, I think we are all having a blast!

Immediately following this General Meeting, The Gala Committee, in partnership with the Social Committee, is hosting a **Gala Happy Hour** immediately following the October General Meeting. Members of the Gala Committee will be on hand to answer your questions about sponsorships, the auction or auction items, expectations, how the Gala weekend will run, decor...basically anything Gala related (or not, just come hang out!). We realize there isn't a lot of time during the general meetings for members to ask questions and we want to be available for you! Come have a cocktail and chat about Gala!

### **GIVE (Jessica Easterwood)**

The committee approved Enid Farmer's Market this month, in which they requested volunteers to help with the Hometown Heroes/Give Enid event on 9/23. Special thanks to Monica Rorick, Cassie Vos and her husband for volunteering on behalf of JWL. We also want to thank those that helped with this year's Fall Citywide Food Drive on Sunday. Because of you, Loaves and Fishes can continue their efforts fighting hunger and feeding hope in our community. There is still opportunity to volunteer with Loaves and Fishes. THIS week you have an opportunity to help sort their donations. They run on volunteers, so please, sign up for a shift and receive GIVE hours. Volunteer applications are available at [www.loavesandfishesnwok.org](http://www.loavesandfishesnwok.org)

Loaves and Fishes of NW OK is a non-profit food pantry in Enid serving an average of 820 families each month. As a reminder, Gala beneficiaries such as Gaslight Theatre, Loaves & Fishes along with Fleece Friends are approved GIVE opportunities. These are wonderful organizations and we are excited to partner to give back to the community.

**Building Chair/Work Night Chair (Jennifer Williams)** – no report

**Honorary Chair (Pam Schoenhaals)**- no report

**Sustaining Chair (Linda Outhier)**- no report

### **OLD BUSINESS**

Sara Curtright's delinquent hours had been tabled until this meeting, she sent an informal email asking to resign to Leslie Newell. Leslie contacted Sara by facebook and email and asked if she could either send a formal resignation to corresponding secretary or could Leslie have permission to forward her request. Leslie received no response. Laura Lang also tried to contact her by text with no response. Leslie asked the board if anyone knows her personally could they contact her and get a formal resignation.

The whiteboard is still a work in progress we're trying to find the best method of installation.

**ANNOUNCEMENTS** - none

With no further business to conduct the meeting was adjourned at 6:50p.m.