

**WOMEN'S CHAMBER OF COMMERCE of KCK**  
**BOARD RETREAT MEETING**  
**Duchesne Clinic**  
**Tuesday, June 25, 2013, 4:00 PM**

**Present:** Amy Falk, Arlana Coleman, Margaret Steele, Michelle Heaver, Jennifer Ledbetter, Beth Holtwick, Ardith Deason, Crystal McIntosh, Marisa Gray, Linda Lewis, Senator Pat Petty, Mary Redmond, Joy Richardson, Therese Bysel, Pat Brune, Maila Yang, Barbara Newby.

**Call to Order:** New board president, Arlana Coleman called the meeting to order at 4:05 PM.

**Presentation of Building a Buzz:** Arlana introduced Gloria Tibbs with UMKC University Libraries. Gloria gave a presentation to the group regarding how to create a “buzz” in the community about your organization, getting the word out and building awareness around the mission of the organization.

**Review of By Laws :** The group reviewed its mission and the roles and responsibilities of each committee. Arlana suggested that everyone review the by-laws and forward any suggested revisions or additions to Pat Brune by July 25th.

The group discussed the dues structure, membership and board meeting dates and times. The group decided that the second Tuesday of each month, 8:00 AM at Duchesne Clinic would work best for everyone. The next meeting will be Tuesday August 13<sup>th</sup>.

There was discussion regarding where to have the monthly luncheons. Most people prefer to have the meetings rotate to different restraints around KCK where they would have the flexibility of ordering off a menu. The meetings will continue to be held on the second Wednesdays each month.

The group discussed the website and revisions to the membership application.

**Goals in 2012-2013 & Forward:** The group looked back on goals for 2012-2013. We all need to be prepared to give the “30 second elevator speech” when it comes to the Women’s Chamber of KCK. Barbara Newby and Beth Holtwick are working on putting business cards together that will have the mission and contact info for the chamber that can be distributed to potential new members when we’re networking in the community. Arlana would like to increase the paid membership by 25% in 2013-2014 as well as raise the membership dues to \$75. She’s asked the board to recruit at least 1 new member in 2013-2014.

**Updating Membership Brochures:** Therese Bysel will work on updating the membership brochures.

**Scholarship Committee:** Crystal shared that her committee will be getting together to discuss the scholarship applications and determine winners next week.

**Council of Clubs Membership:** Pat Sedlock contacted Amy Falk regarding the Women’s Chamber being included in the Council of Clubs directory. Arlana will contact Pat to discuss.

**Women in Business Summit:** Arlana encouraged the board to attend the July 18<sup>th</sup> event and to register at [www.womenschamberkck.org](http://www.womenschamberkck.org).

**Meeting Adjourned:** The meeting adjourned at 6:05 PM

**WOMEN'S CHAMBER OF COMMERCE  
of KCK BOARD MEETING  
Duchesne Clinic  
Tuesday, October 8, 2013, 8:00 AM**

**Present:** Arlana Coleman, Amy Falk, Margaret Steele, Maila Yang, Ardith Deason, Pat Brune, Michelle Heaver, Ellen Ainsworth, Mary Redmond, Joy Richardson, Barbara Newby, Jennifer Ledbetter, Linda Lewis and Therese Bysel.

**Call to Order:** Board president, Arlana Coleman called the meeting to order at 8:02 AM.

**Approval of Minutes:** Jennifer commented that there was a correction to the September minutes with regard to the budget meeting. Jennifer and Ellen met. Arlana was not part of the budget meeting. Barbara made a motion to approve the corrected minutes. Arlana seconded the motion.

**Treasurers Report:** Jennifer explained the income and expenses for September 2013. The ending balance as of 9-30-13 is \$11,169.31. Barbara made a motion to approve the treasurer's report. Arlana seconded the motion.

**Communications:** Barbara shared that the newsletter will be going out this afternoon. She will include information about a few community events going on this month and that October is Women in Business Initiative month. She asked that anyone has information to share with the membership, to contact her. Arlana shared information about an event "Night in the Heights" coming up on the 19<sup>th</sup>. The event is a fundraiser for KCKCC.

#### **COMMITTEE REPORTS**

**Budget:** Jennifer and Ellen developed a preliminary budget and distributed it to the group. Arlana asked that everyone take a look at the preliminary budget and get back with Ellen or Jennifer with any revisions you may need for your committees. The Board will vote on the budget at the November meeting. There was discussion regarding reserving a table for the Mayor's Prayer Breakfast on November 8<sup>th</sup>. Linda Lewis will make a reservation for the Women's Division to have a table at the event.

**Audit:** Jennifer and Ellen completed a budget audit on September 30<sup>th</sup>. There were no discrepancies. Barbara made a motion to accept the audit. Linda seconded the motion.

**Education:** Mary distributed information regarding the coordination of a political advocacy forum. The event will take place on Wednesday, November 13<sup>th</sup> at the KCKCC, 11:30 – 1:30. Pat Petty will serve as the panel moderator. Mark Wiebe, Mike Taylor and Brandi Fisher will serve on the panel. The fee for Women's Chamber members is \$20, \$25 for non-members, \$10 for students and the Women's Chamber will donate 10 "scholarships" to KCKCC female students. \$25 gift cards will be given to the participants as an honorarium. Box lunches from Panera will be served. Amy made a motion to approve the expenditures for the forum. Barbara seconded the motion.

**Membership:** Therese shared that we currently have 37 paid members; several are new. Two individuals that we met at the Business to Business Expo will be attending the luncheon tomorrow. There was much discussion regarding unpaid dues. Linda made a motion that statements for dues be mailed out in December for 2014. Dues have increased to \$75. Maila shared that we should focus on benefits for members vs. non-members. They currently pay the same amount to attend a luncheon. Michelle suggested that the new pricing information be shared in the newsletter. Jennifer made a motion that beginning in January non-members will pay \$25 and members will pay \$20 to attend the monthly luncheons. Pat Brune seconded the motion.

**Garage Sale:** Therese shared that we were not able to use the coat racks from Cross-Lines this year so she went ahead and purchased a few. We raised \$600 at the sale in September. The weather played a part in slow traffic at the sale.

**Veteran's Day:** Barbara shared that the Mayor will be attending the Saturday, November 9<sup>th</sup> event at the Salvation Army. Congressman Yoder will not be able to attend. His wife is due to have their baby any day that week. Bruce Newby, Cheyne Worley, Piper HS Music in Motion, Schlagle Marching Band and Washington HS Junior ROTC will be in attendance as well.

**Ways & Means:** Joy shared that's she's holding off on scheduling anything with Culver's until she sees the Kansas Speedway race schedule for 2014. She asked everyone for their feedback with regard to having a fundraising event at Applebee's in December. She also shared details of a new fundraising opportunity at Nell Hills with Mary Carol Garrity (owner) at the Briarcliff location. The group can have a "shopping spree" at the store and 10% of the proceeds will go to the Women's Chamber. Joy is looking at sometime in late February for this event.

## **NEW BUSINESS**

**Innovation Summit:** Arlana shared that the Summit will be held in April. She asked that the Women's Chamber support the event at the \$300 level. Jennifer made a motion to support the event for \$300. Amy seconded the motion.

**Membership Meeting:** Ardith asked Board members to volunteer to do the invocation at the luncheons. Barbara volunteered to do the invocation at the luncheon tomorrow. Ardith will send an email to the membership and ask for volunteers to give the invocation at the monthly luncheons. Ardith mentioned that we may have our April 2014 membership meeting at the Cork House.

**Meeting Adjourned:** The meeting adjourned at 9:20 AM

**WOMEN'S CHAMBER OF COMMERCE  
OF KCK BOARD MEETING**

Duchesne Clinic

Tuesday, November 12<sup>th</sup>, 2013, 8:00 A.M.

**Present:** Arlana Coleman, Barbara Newby, Joy Richardson, Pat Brune, Ellen Ainsworth, Maila Yang, Mary Redmond, Marisa Gray, Michele Heaver, Pat Pettey, Amy Falk, Jennifer Ledbetter, Therese Bysel.

**Call to Order:** Board President, Arlana Coleman called the meeting to order at 8:00 a.m.

**Approval of Minutes:** A motion was made by Barbara, seconded by Maila to approve the minutes as corrected. Motion carried.

**Treasurers Report:** Jennifer presented the income and expense report as of 10/31/2013 with an ending balance of \$11,940.93. There is a new format for the financial reports as Jennifer has transitioned to Quick Books. Motion was made by Amy, seconded by Michele to approve and file this financial report for audit. Motion carried.

**Communications:** With several deaths in the family of membership, sympathy cards will be sent out per Barbara. It was decided that pertinent e-mails received in the WCC e-mail account will be forwarded once per week and if there is an attachment not in a pdf file – those will not be forwarded.

**COMMITTEE REPORTS:**

**Budget:** Ellen distributed the proposed Annual Budget for calendar year ending 12/31/2014 – this will be presented to the Membership for final approval. There was discussion regarding the use of credit cards for luncheons and various events. At this time we have Pay Pal only – we do not have a scanner attached to the WCC Bank Account. Motion was made by Amy, seconded by Pat Brune to allow Jennifer to investigate setting up our bank account to take credit cards with any fees connected with use of the credit card to be absorbed in the cost of the luncheons or activity. An additional motion was made by Pat Brune to designate a member/nonmember cost for the December luncheon of \$15.00 for Members and \$20.00 for Non-Members, seconded by Maila. Motion carried.

**Education:** Mary Redmond advised the Board that we currently have 18 paid reservations and 10 scholarship reservations. She distributed a summary of the Advocacy Forum recapping presenters and expenses. Barbara will print the Agenda's to be distributed at the presentation to the participants with Marisa providing the credit card scanner for the seminar to allow processing of credit cards for payment.

**Membership:** Therese advised there are 38 paid members to date. A list will be provided for the workshop tomorrow – to determine member/nonmember charges. An invoice for payment of membership dues will be created and sent to members to begin the January, 2014 fiscal year.

**Website Management:** Due to conflicting obligations Crystal McIntosh will not be able to provide website management. Maila has graciously agreed to resume this function. Therese will provide Maila an updated PAID membership list so that the website can be updated as well.

**Ways and Means:** Joy reported the potential fund raising projects she is working on are as follows: Nell Hills (possibly in February), Charming Charlie's, Culver's and Applebee's.

**Non-Profit Status:** It has been determined that the 501C3 status of the KCK Women's Chamber expired some years back. Pat Brune offered to research the re-instatement process. A Committee to include Ellen, Mary, and Barbara, to be chaired by Pat Brune will meet and report back to the Board on this issue.

**Veteran's Day Event:** Barbara recapped the results and attendance of the Vet's Day Event. She reported good attendance. She acknowledged the donations to the event from KCK Convention and Visitors Bureau, Wyandot, Inc., Community First Bank and the VFW - these being the major contributors which enabled a donation be granted to each of the schools participating. Various other in-kind donations were made as well. Next year there will be consideration given to the food items being offered in relation to diabetics. Next year will also have a larger focus on Homeless Female Veterans with an effort to take the event to another level. Barbara encouraged more Board and membership attendance. Arlana and other Board Members who attended the event agreed that another very successful event was planned and executed. Kudos to Barbara and the Committee.

**New Business:**

Arlana reported on attending the Leverage KC Meeting at the Central Exchange presented by a Coalition of Women's Organizations. She urges more aggressive support by the KCK WCC in the future. Arlana also advised of a Social Media Tour presented by Constant Contact on Thursday, December 12<sup>th</sup> at the KCK Public Library on Strong, \$10.00 participant charge, providing training on social media. This invitation will be sent out to Membership.

The December 11<sup>th</sup> Membership Meeting will be held at the Great Wolf Lodge – this will be our Christmas Event with gift exchange (\$15.00 range) along with donations being accepted to Toys for Dottes.

Arlana invited any interested Board Members to Business Solutions Services presentation on Wed., November 20<sup>th</sup>, 7:30 a.m. at the KCKCC, \$10.00 cost.

**Meeting Adjourned:** 9:40 a.m.

**Respectfully Submitted:**

**Therese M. Bysel, Acting Secretary**

**WOMEN'S CHAMBER OF COMMERCE  
of KCK BOARD MEETING  
Duchesne Clinic  
Tuesday, December 10, 2013, 8:00 AM**

**Present:** Arlana Coleman, Amy Falk, Margaret Steele, Maila Yang, Ardith Deason, Pat Brune, Michelle Heaver, Ellen Ainsworth, Mary Redmond, Joy Richardson, Jennifer Ledbetter, Linda Lewis and Therese Bysel.

**Call to Order:** Board president, Arlana Coleman called the meeting to order at 8:00 AM.

**Approval of Minutes:** Therese took the minutes for the November meeting in Margaret's absence. Ardith suggested a correction to the minutes reflecting that the luncheon costs for members vs. nonmembers will begin in January 2014. Amy made a motion to accept the minutes as corrected. Jennifer seconded.

**Treasurers Report:** Jennifer distributed the treasurer's report. The balance as of 11-30-2013 is \$12,410.07. Margaret made a motion to approve the treasurer's report. Amy seconded.

**Communications:** Barbara sent the report to Arlana to share with the group. She will provide the finances from the Veteran's Day event at the January Board meeting.

### **COMMITTEE REPORTS**

**Budget:** Ellen distributed copies of the proposed 2014 budget. The group discussed several of the line items. The group decided to increase the membership drive expenses to \$400 and to keep our current level of membership with the main chamber. There was discussion regarding other line items. Linda made a motion to accept the proposed 2014 budget. Margaret seconded.

**Education:** Mary shared that the political advocacy forum was a big success and that she will share a breakdown of the expenses and income at the January Board meeting. The event was well attended and the food was good. There was discussion regarding the location for the upcoming social media seminar. The Board of Education building at 59<sup>th</sup> & Parallel was discussed as a possible venue. The date for the event is Thursday, April 24<sup>th</sup>. Pat Brune shared that Donnelly College has a new community room that might work well for the event. Pat will check into the details of having the seminar there & report back at the January Board meeting.

**Membership:** Therese shared that she and Jennifer are meeting Monday to discuss membership and dues for 2014. The dues have been increased to \$75 for 2014. Applications will be available at the luncheon tomorrow.

**Website Management:** Arlana thanked Maila for keeping up with the website in Crystal's absence.

**Ways & Means:** Joy learned that May 8<sup>th</sup>, June 5<sup>th</sup> and October 2<sup>nd</sup> in 2014 are race weekends at the Kansas Speedway. We'll try and get volunteer opportunities to work at Culver's on those busy weekends. She has scheduled March 1<sup>st</sup> for the Nell Hills Event. We may have a volunteer opportunity to raise some funds at Applebee's in December 2014.

### **OLD BUSINESS**

**Leverage KC Meeting:** Arlana attended a Leverage KC meeting at the Central Exchange.

They are working on putting together a metro-wide calendar reflecting all the women's organizations around the community and when each of them meets. Linda Lewis will be the point person with regard to communication with Leverage KC. Arlana will meet quarterly with Leverage KC.

**Social Media:** Pat and Arlana are attending an event that Constant Contact is facilitating this Thursday.

**Cindy Cash's Going Away Party:** It was announced that Greg Kindle is going to filling in as interim chamber president until a replacement for Cindy is identified. The group commented that attendance seems to be dwindling at many of the events lately. The Women's Chamber contributed \$50 toward a gift for Cindy.

#### **NEW BUSINESS**

**Calendar for 2014:** Ardith is putting together a calendar for 2014 events. The December meeting will be at The Great Wolf Lodge. The January meeting will be at Dave & Busters.

**Other:** Pat Brune shared concern about the Women's Chamber's current tax status. Her committee will look into the status and make a decision on how to move forward.

The January 7<sup>th</sup> Board meeting will be held at Wyandotte Inc. 757 Armstrong at 8:00 AM.

Joy shared that Diana Hentges retirement party will be held at the Cork House on December 19<sup>th</sup> from 4:00-6:00 PM

**Meeting Adjourned:** The meeting adjourned at 9:07 AM