### WOMEN'S CHAMBER OF COMMERCE of KCK BOARD MEETING Duchesne Clinic Tuesday, January 13, 2015, 8:00 AM

**Present:** Arlana Coleman, Margaret Steele, Pat Brune, Jennifer Ledbetter, Amy Falk, Mary Redmond, Barbara Kill, Maila Yang, Ellen Ainsworth & Gayle Lee.

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

Approval of Minutes: Pat made a motion to approve the December minutes. Jennifer seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. She shared information regarding financial activity in December. The Chamber netted \$4,846.15 in 2015. Jennifer shared that she will provide a report indicating 2014 budget vs actuals at the February meeting. Jennifer also mentioned that she will file 990's with the state and federal for both the Women's Chamber as well as the Foundation. She will also set up a separate bank account to handle Foundation funds. Arlana, Pat Brune and Jennifer will have signature cards on file for the account. **Communications:** No report.

# **COMMITTEE REPORTS**

**Membership:** Therese was not present. Pat Brune asked about membership dues for individuals that join the Women's Chamber during the last 3 months of the year. Pat made a motion that new members joining in the last 3 months of the year be "grandfathered" in and pay their initial dues beginning the following January. Amy seconded the motion.

Ways & Means: Joy Richardson was not present.

# **OLD BUSINESS**

**President's Report:** Arlana shared information regarding Scale Up!KC on January 27<sup>th</sup> that she and Mary will be attending.

Arlana will also be attending the legislative information sessions hosted by the KCK Chamber.

Arlana will be meeting with representatives from the Black Chamber to discuss collaborating with them on the upcoming Women's Business Summit. Arlana asked for volunteers to serve on the committee.

**Term for Officers 2014-2015:** The current bylaws state that the election of officers takes place annually in May. It was recommended that the bylaws be changed to state that the new officers would be elected in December. Jennifer made the motion to change the bylaws to reflect that the election of officers be held in December. The motion was seconded.

**KCK Chamber Membership:** Arlana shared details of the Women's Chamber membership with the KCK Chamber. There was also discussion regarding the proposed consolidation of the WEDC, KCK Chamber & Convention and Visitors Bureau. An outside consultant has been hired to evaluate the consolidation. Arlana will attend the focus group on January 22<sup>nd</sup>.

# **NEW BUSINESS**

**Budget Review 2014:** Ellen asked for input regarding the preparation for the 2015 budget. There was discussion around the table regarding increasing and decreasing certain budget items. There was discussion regarding hosting quarterly events where members could showcase their business. \$800 was allocated in the budget to host 4 events in 2015. There was discussion regarding obtaining sponsorships for the Women in Business Summit. Pat Brune suggested approaching Rosie at Mark One Electric to sponsor and speak at the event.

**Strategic Planning:** Pat Brune and Melissa Bynum will facilitate a strategic planning session Wednesday, January 14<sup>th</sup> at the County Club Bank - Legends from 5:30-7:30.

Meeting Adjourned: The meeting adjourned at 9:30 AM

### WOMEN'S CHAMBER OF COMMERCE of KCK BOARD MEETING Duchesne Clinic Tuesday, February 10, 2015, 8:00 AM

**Present:** Arlana Coleman, Ardith Deason, Margaret Steele, Pat Brune, Jennifer Ledbetter, Mary Redmond, Barbara Kill, Maila Yang, Ellen Ainsworth, Gayle Lee, Linda Richardson, Therese Bysel, Joy Richardson, Barbara Newby & Beth Hofer.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:04 AM.

Approval of Minutes: Pat made a motion to approve the January minutes. Jennifer seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. She shared information regarding financial activity through January 31<sup>st</sup>, 2015. Jennifer mentioned that the annual audit needs to be done. Therese will lead that effort. There was discussion regarding whether or not funds should be transferred from the general operating account to the newly opened KCK Women's Chamber Foundation account. It was decided not to transfer funds at this time and watch how funds develop in the Foundation account over the next year. The Foundation account was opened in November 2014 A determination as to whether funds need to be transferred or not will be decided when it's time to award the scholarships and what the balance is in the Foundation account at that time. Therese made a motion to approve the Treasurer's report. Jennifer seconded.

## Communications: No report.

**Weekly News Updates:** Pat Brune shared some stats she pulled from Constant Contact regarding the number of hits and opens on our website. She discovered that our rate is way above the average when compared to other websites.

### **COMMITTEE REPORTS**

**Membership:** Therese shared that she revised the membership application and that it is now available on the website. She will put a list together of people that have not renewed their membership and ask that a Board member make a follow-up call. Arlana asked that each Board member sign up to serve on one of the committees and take a leadership role.

There was discussion regarding changing the current dues structure for business memberships that include more than 3 members. Pat made a motion that a business membership for three people is \$200 and an additional \$50 for each member above the three. Maila seconded the motion. Arlana mentioned that this will take a change to the by-laws and that it will need to be addressed in the newsletter.

**Ways & Means:** Joy Richardson is working with Culvers to identify/schedule a night that we can volunteer. She's planning on scheduling 3 volunteer events at Culvers in 2015. There was discussion regarding other potential restaurants that we could volunteer/fundraise with. Arlana mentioned that September 17<sup>th</sup> has been chosen for the Women in Business Summit. She's looking at having it at the Kauffman Foundation. She's waiting on confirmation from them with regard to the date. Joy is putting together a fundraising opportunity for the event, "Purses with a Purpose" auction.

There will not be a Women's Chamber Garage Sale this year.

**By-Laws:** Pat will make revisions to the by-laws with regard to the business membership rate and make sure the revisions are posted on the website.

# **OLD BUSINESS**

**Budget Review & Approval:** Ellen distributed copies of the proposed budget for 2015. The Board spent some time discussing several of the line items. Pat made a motion to approve the budget. Barbara Kill seconded the motion.

**Strategic Planning Outcomes:** Pat Brune and Melissa Bynum facilitated a strategic planning session on January 14<sup>th</sup> at the Country Club Bank. Pat put together a list of ideas that were shared at the meeting

regarding goals, strategies and tactics. She will put them into a plan and share it at the next Board meeting.

## NEW BUSINESS

**2015 Calendar:** The group spent time adding events to the annual calendar and identifying speakers and locations for some of the events.

**KCK Chamber Annual Meeting:** Mary, Barbara and Arlana will be attending representing the Women's Chamber. The Women's Chamber receives 2 complimentary seats with our membership for the event. Arlana will be reimbursed for her ticket.

Arlana mentioned that we have 4 passes that can be used for First Friday Focus's and asked for volunteers to use them. Please let her know if you are interested.

President's Report: Arlana distributed a copy of her report. There were no questions.

### Announcements:

Beth will bring raffle item for luncheon tomorrow.

Arlana shared that she participated in a KCK Chamber Board focus group regarding the potential merger of the CVB, Chamber & EDC.

Pat shared some information cards she put together regarding the benefits of KCK Women's Chamber membership, Facebook/website info, etc... She passed them out the Board and asked that they share them with women around the community.

Barbara Newby mentioned that she is now the volunteer coordinator for the annual Midwest Balloon Festival October  $23^{rd}$  - $25^{th}$  on the Schlitterbahn property. There will be opportunities for volunteers to earn money for their time.

Meeting Adjourned: The meeting adjourned at 9:38 AM

### WOMEN'S CHAMBER OF COMMERCE of KCK BOARD MEETING Duchesne Clinic Tuesday, March 10, 2015, 8:00 AM

**Present:** Arlana Coleman, Margaret Steele, Jennifer Ledbetter, Mary Redmond, Barbara Kill, Maila Yang, Gayle Lee, Linda Lewis, Therese Bysel, Barbara Newby.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:08 AM.

**Approval of Minutes:** Mary Redmond read the minutes to the group. Therese made a motion to approve the February minutes. Jennifer seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. She shared that she had made some corrections in Quick Books. There is a balance of \$12,182.69 in the operating account and \$372.14 in the Foundation account. Margaret made a motion to approve the Treasurer's report. Barbara seconded.

**Communications:** Barbara shared her appreciation to Maila for working with her to get the PayPal account activated on the Women's Chamber website. There was discussion regarding the confusion of having too many "PayPal" buttons on the website.

**KC Source Link:** Arlana shared that she had attended the KC Source Link meeting and that they now have a link to our calendar on their website. Linda will take care of updating the calendar.

## **COMMITTEE REPORTS**

Membership: Therese inquired about the dues and if people were paying their 2015 dues.

Ways & Means: No report.

**Scholarship:** Gayle shared details of the scholarship committee meeting at Ginger Kenney's office about a week ago.

**Women in Business Summit:** Planning for the event has been stalled a bit because we cannot have the event at the Kauffman Foundation. Arlana suggested that we have the event at the Reardon Center on September 17th. Arlana also reached out to Greg Cotton to see if the Casino would underwrite the costs for food and space for the event.

# **OLD BUSINESS**

**Strategic Planning:** Arlana asked that everyone on the Board also serve on a committee and to please let her know which committee you are serving on.

Website Updates: Maila shared that she has been working with Pat Brune to keep the website updated.

**2015 Calendar:** We do not have a speaker for the June membership meeting. Helen Betis may be able to speak at the Women in Business Summit.

# NEW BUSINESS

**Heartland Habitat for Humanity Women Build:** Margaret is helping to coordinate a volunteer opportunity for the Women's Chamber to work on a Women Build House project in KCK on Saturday, May 2<sup>nd</sup>, 8:00-3:30. The house is located at 1261 Osage. Margaret is working with Joe Carignan, Director of Volunteer Services and Giving at Habitat.

**Fourth Annual Innovation Summit:** Arlana volunteered the Women's Chamber to assist with registration table again this year. The event will take place in October.

Vases of Fresh Flowers: Will be the October membership event.

Global Entrepreneur Event: Will take place in November at the Tech Center.

**Membership Meeting:** West Branch Library Auditorium. Therese will do the invocation. Amy with the American Cancer Society will give the "commercial".

Meeting Adjourned: The meeting adjourned at 9:00 AM



**Present:** Arlana Coleman, Margaret Steele, Jennifer Ledbetter, Ardith Deason, Barbara Kill, Linda Lewis, Amy Falk, Therese Bysel, Barbara Newby, Joy Richardson, Pat Brune & Beth Hofer.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:03 AM.

**Approval of Minutes:** The minutes from the February and March meetings were reviewed. Amy Falk made a correction to the March minutes to include that she did attend the Board meeting. Amy made a motion to approve the February and March minutes. Jennifer seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. She shared that she had received a \$1,000 check from the Hollywood Casino. The balance as of March 31<sup>st</sup> is \$14,458.53. Margaret made a motion to approve the Treasurer's report. Barbara seconded. Therese shared that she and Ellen conducted an audit of our finances and will have a report to share at the next Board meeting.

**Communications:** Barbara asked that everyone please provide her with information for the newsletter.

# **COMMITTEE REPORTS**

**Membership:** Therese shared that she is still working on getting a list of paid members together. She also shared a script she prepared that can be used when contacting members to inform them of opportunities for involvement as well as what their interests for involvement may be. Jennifer will get membership info together for Therese to share with the Board. Arlana emphasized the importance of contacting each member to discuss membership as well as inviting them to the May event.

**Ways & Means:** Joy shared that a check would be coming from Culvers for our volunteer work last week. Joy will re-send out the link to Sign-up Genius for volunteers to sign up for events at Culvers. The next two volunteer opportunities are June  $2^{nd}$  & August 4th. Joy also shared her concerns with having the "Purses with a Purpose" auction at the May event. For the purse auction to be successful, it's important that it be in conjunction with an event that is very well attended. A motion was made by Pat Brune to move the Purses with a Purpose auction to the October membership event. Margaret seconded. Pat also made a motion to move the Educational Event from May to June and that we will invite Janie Gaunce to speak at the event. Linda seconded the motion. Ardith will work on finding a venue for the October meeting.

**Scholarship:** Barbara presented the committee report on Gayle's behalf. Applications have been distributed. June 1<sup>st</sup> will be the deadline to submit a scholarship application.

## **OLD BUSINESS**

**Strategic Planning:** Arlana asked that everyone on the Board also serve on a committee and to please let her know which committee you are serving on.

### **NEW BUSINESS**

**Heartland Habitat for Humanity Women Build:** Margaret is helping to coordinate a volunteer opportunity for the Women's Chamber to work on a Women Build House project in KCK on Saturday, May 2<sup>nd</sup>, 8:00-3:30. The house is located at 1261 Osage. Margaret is working with Joe Carignan, Director of Volunteer Services and Giving at Habitat.

**Fourth Annual Innovation Summit:** Arlana volunteered the Women's Chamber to assist with registration table again this year. The event will take place in October.

Vases of Fresh Flowers: Will have decided to cancel this event.

Global Entrepreneur Event: Will take place in November at the Tech Center.

**Membership Meeting:** West Branch Library Auditorium. Mayor Holland will be the speaker. Jennifer will take care of raffle ticket sales.

Meeting Adjourned: The meeting adjourned at 9:10 AM



**Present:** Arlana Coleman, Margaret Steele, Jennifer Ledbetter, Ardith Deason, Barbara Kill, Linda Lewis, Amy Falk, Barbara Newby, Joy Richardson, Pat Brune, Gayle Lee, Maila Yang, Mary Redmond.

**Call to Order:** Board president Arlana Coleman called the meeting to order at 8:00 AM. Arlana also shared/passed around a certificate that the Women's Chamber received for our participation in Global Entrepreneur Week.

**Approval of Minutes:** The minutes from the April Board meeting were reviewed. Amy made a motion to approve the minutes. Jennifer seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. Our ending balance as of April 30<sup>th</sup> is \$15,383.94. Jennifer has not transferred any funds to the Women's Foundation account which has a current balance of \$397.14. Pat made a motion to approve the treasurer's report. Linda seconded. The report will be filed for audit. Arlana mentioned that any excess funding we receive from the luncheons needs to be transferred to the scholarship account. There was discussion regarding some tech issues with online registration for the monthly luncheons. Arlana also asked for the Boards approval for providing a \$500 donation to the annual Wyandotte County Back to School Fair. The Board approved the donation. The United Way is also coordinating a "Stuff the Bus" school supplies drive/collection.

Audit Review: The annual audit was completed by Therese and Ellen on March 19<sup>th</sup>. There were no issues.

### **COMMITTEE REPORTS**

**Membership:** Linda shared that Jennifer had provided a list of paid members that she and Therese will review before assigning members to Board members for follow-up contact. The goal is to reach out to current membership and encourage more involvement and participation at events. Therese emailed the lists to the Board members on Monday and asked that they start contacting members immediately.

**Ways & Means:** Joy shared that we have two fundraisers scheduled at Culvers. She's working on putting a direct mail piece together that will encourage membership to support the scholarship fund, especially since we are not going to have the garage sale or purse auction this year. Amy will get a quote from Debbie Sparks, a former scholarship recipient, for the direct mail piece.

**Balloon Festival Volunteers:** Barbara shared that the Great Midwest Balloon Festival that was scheduled this summer at Schlitterbahn has been put on hold pending a new site location for the event.

**Scholarship:** Gayle shared that the applications have been distributed but none have been submitted for review. The deadline to apply is May  $31^{st}$ . The application is on the Women's Chamber website.

# **OLD BUSINESS**

**2015 Calendar:** The 2015 calendar is full. Arlana will have it printed on the backside of the agenda for the monthly luncheon.

**Heartland Habitat for Humanity Women Build:** Margaret shared that the event was a lot of fun and they experienced using construction tools they've never used before. Margaret also shared that she wished more members would have participated. Linda Lewis, Gayle Lee, Therese Bysel and Margaret Steele volunteered on Saturday, May 2<sup>nd</sup> at the home located at 1261 Osage in KCK.

**Veterans Celebration:** Barbara shared that Almay provides support to Veterans and Veteran events. She will follow-up with them regarding a sponsorship.

## NEW BUSINESS

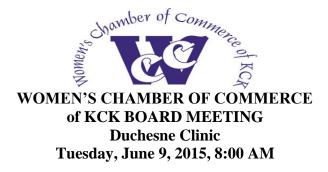
**Parade of Heroes:** The event is Tuesday, July 7<sup>th</sup> at the Legends, followed by a T-Bones Baseball game. The group decided not to participate this year.

**Cooking Matters:** The Board will be participating in a Friday Night Happy Hour Cooking Party with a community service purpose at the Culinary Center of Kansas City, 7920 Santa Fe Drive, OP, KS on July 17, 2015. The group will spend the evening in an interactive cooking party where we will learn how to cook and create meals for two well-deserving local charities. After sampling the work, we'll package the rest of the food, along with words of encouragement, for the families. Please sign up if you haven't already done so.

**Small Business Awards:** The Women's Chamber has 4 seats at the annual Small Business Awards Luncheon. Arlana asked for participants at the Board meeting and will ask at the membership luncheon tomorrow if anyone is interested in using the seats.

**Membership Meeting:** The May meeting will be held at the West Branch Library and the speaker is Rachel Merlo with Google. Jennifer Ledbetter will provide the "commercial". Amy will bring a raffle item and Linda will do the invocation.

Meeting Adjourned: The meeting adjourned at 8:59 AM



**Present:** Arlana Coleman, Margaret Steele, Jennifer Ledbetter, Ardith Deason, Barbara Kill, Linda Lewis, Therese Bysel, Amy Falk, Barbara Newby, Joy Richardson, Pat Brune, Gayle Lee, Maila Yang, Beth Hofer.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:04 AM.

**Approval of Minutes:** The minutes from the May Board meeting were reviewed. Pat made a motion to approve the minutes. Amy seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. Our ending balance as of May 31st is \$15,867.87. The Women's Foundation account has a current balance of \$397.14. Jennifer shared that she was late getting receipts from the May luncheon to everyone due to a recent move. Therese made a motion to approve the Treasurers report. Maila seconded the motion. The report will be filed for audit.

**Communications:** Pat shared that we've been experiencing some issues with Constant Contact and that the weekly newsletter is not being opened/read rate is going down. Pat also shared that for 1cent per phone call, we could pay a call service to make reminder phone calls once a month to membership. The group agreed this would be a good idea and to wait until the Board has met and updated the membership list. The Board will meet in July to review/update the list. Arlana will email confirmation to the Board of the July 14<sup>th</sup>, AM meeting time and location.

# **COMMITTEE REPORTS**

**Membership:** Therese asked the group if they had all completed their assigned calls to membership. She also shared feedback she received from one of the gals that was on her list that was the director of the Women's Executive Club, LLC.

**Ways & Means:** Joy shared that the volunteer event at Culvers went well but that we could have used a few more volunteers. We will be having another fundraising event at Panera on October 20<sup>th</sup>. This will be a different type of fundraising event where we will need to distribute flyers prior to October 20<sup>th</sup>. People will need to bring the flier to the restaurant and show it to the cashier for us to get credit for the meal purchase. Joy shared a letter she drafted that will be going out direct mail to membership requesting direct support of the Scholarship fund. The letter will be mailed in July.

**Scholarships:** Gayle shared that we have received 6 applications. She mentioned that we will begin to solicit applicants earlier next year. The committee will be meeting to review the applications on July 27<sup>th</sup>. Pat suggested contacting the KCKCC Endowment and Donnelly Endowment regarding having a standing scholarship with those organizations. Pat will follow-up with the schools.

**Nominating-** Amy is looking for committee members. The group will meet around the end of July. Barbara Kill, Barbara Newby and Ardith volunteered to serve on the committee.

**Women in Business Summit:** The event will be held September 10<sup>th</sup> at the KCKCC Tech Center. Karen Daniels, CFO of Black & Veatch will be the keynote speaker. There will be 4 break-out sessions as well as sponsorship opportunities. Arlana also shared that the winner of The Biggest Loser contest/show Kelly Lopes, works at UMB and will speak at the Oct. 14<sup>th</sup> luncheon. She will be a big draw for the purses with a purpose/membership/election of officers meeting.

# **OLD BUSINESS**

**2015 Calendar:** Arlana shared that we are confirmed to meet at Grinter House. \$75 is the cost to rent the space. Pat made a motion to pay the \$75. Jennifer seconded.

**Veterans Celebration:** Barbara will check into Almay and their veterans grant donation program. She will also be looking for more committee members to help with the event.

**Balloon Festival Volunteers:** Balloon Festival will be at Wyandotte County Park October 23<sup>rd</sup> & 24<sup>th</sup>. Barbara Newby is leading the volunteer recruitment for the event. She will be using sign-up genius for coordinating volunteers.

**Cooking Matters:** The Board will be participating in a Friday Night Happy Hour Cooking Party with a community service purpose at the Culinary Center of Kansas City, 7920 Santa Fe Drive, OP, KS on July 17, 2015. The group will spend the evening in an interactive cooking party where we will learn how to cook and create meals for two well-deserving local charities. After sampling the work, we'll package the rest of the food, along with words of encouragement, for the families. Please sign up if you haven't already done so.

Business Journal: The Women's Chamber should be listed in the Journal. It is free of charge.

# **NEW BUSINESS**

**Membership Meeting:** Therese will do the invocation. Pat Brune will introduce Janie Gaunce. Ardith will bring a gift to raffle. Nancy with the Credit Union will do the commercial.

**Gift for Senator Petty:** Pat Brune made a suggestion that the Board send fellow Board member Pat Petty an encouraging gift of some sort considering the lengthy legislative session this year. Jennifer Ledbetter offered to handle the arrangements for a gift.

**Announcements:** Linda shared information about free CPR training. Ardith reminded everyone about the Luau of Love on June 27<sup>th</sup>. Jennifer shared that she will be hosting a blood drive at Curves on July 8<sup>th</sup>.

Meeting Adjourned: The meeting adjourned at 9:10 AM

# WOMEN'S CHAMBER OF COMMERCE OF KCK BOARD MEETING Duchesne Clinic Tuesday, August 11<sup>th</sup>, 2015, 8:00 a.m.

**Present:** Linda Lewis, Ardith Deason, Arlana Coleman, Therese Bysel, Gayle Lee, Patricia Brune, Maila Yang, Beth Hofer, Patricia Petty, Barbara Newby, Joy Richardson and Mary Redmond.

**Call to Order:** Board president Arlana Coleman called the meeting to order at 8:10 a.m.

**Approval of Minutes:** Minutes of the June 9<sup>th</sup> Board Meeting were approved along with the minutes of the Special Board Meeting of July 14<sup>th</sup> with one correction. *Monthly meetings to be held at the West Branch Library each month for the upcoming year per discussion at the July 14<sup>th</sup> meeting.* Linda Lewis moved, Therese Bysel seconded for approval of the minutes with the one correction. Motion carried.

**Treasurer's Report:** Jennifer Ledbetter was not in attendance. Arlana asked to place approval and acceptance of the report on hold until the next meeting.

**Communications:** Pat Brune advised that she is updating the website with new member information and other pertinent information for upcoming events.

### **COMMITTEE REPORTS**

**Membership:** Therese Bysel advised she is contacting new members upon notification sent out by Jennifer Ledbetter at time of payment of dues. This initial contact confirms if we have correct contact info and to confirm new member is receiving communications. Therese advised that Linda Lewis and she will continue this process.

**Ways & Means:** Joy Richardson reminded all of the fund raiser at Panera Bread to be October 20<sup>th</sup> and that flyers would be most effective distributed closer to that date. She also reminded the Board that those flyers will need to be distributed prior to that evening. We cannot hand out at the door. There will also be an app on phones that will provide the fundraiser information. She will provide that at the appropriate time. Hard letters will be sent to Membership and those we have contact information requesting donations to the Scholarship Fund. Joy has prepared a procurement letter for donations of purses and items to include with each purse to be used at the "Purses with a Purpose" auction at the Membership event in October. Joy thanked those who worked the Culver's night in her absence on August 4th.

Barbara Newby inquired as to who would be attending the Midwest Balloon Fest – working at selling beer tokens. As this will not be an official "fund raiser" but to support a community event - it was decided to staff two booths on Friday only and have the ability to ask for donations for our scholarship

fund. Those who work will receive entry to the event, a t-shirt and dinner. Barbara will work with Joy to prepare the "Sign Up Genius" for a schedule to confirm who will be there and times to work.

**Scholarships:** Gayle Lee advised that the four scholarship recipients have been chosen with their checks being presented at the August 19<sup>th</sup> Membership Meeting. Only six applications were received. The following were chosen: Kendra Lawrence (\$1000/K State), Cecilia Ndungu (\$1250/KCKCC), Lacy Davidson (\$1250/KCKCC) and Melissa Cooper (\$1500/Ft. Hays/2<sup>nd</sup> time recipient). A total of \$5,000 is being awarded on the 19<sup>th</sup>.

**Nominating:** In Amy Falk's absence, Ardith Deason announced the following slate of officers: Pat Brune, President; Barbara Newby, Vice President; Therese Bysel, Recording Secretary; Tracy Williams, Corresponding Secretary. There will also be Board positions to fill – to be announced at a later date.

**Women in Business Summit:** Arlana reminded the Board that invitations should be extended Metro Wide – not just KCK. She would like to see 150 attendees at the September 19<sup>th</sup> event – being held at the KCKCC Tech Center. A flyer is being produced and will be available shortly. All funds will filter through the WCC account. Those Board Members working with PayPal and online payments will meet after this Board Meeting to confirm that all systems are working and in place to accomplish this. Publicity information will be passed to Linda Lewis for distribution.

#### **OLD BUSINESS:**

**2015 Calendar:** Arlana advised she will add the October 20<sup>th</sup> fund raiser at Panera Bread from 5-8 p.m. **Veteran's Day Celebration:** Barbara Newby advised that the Committee is moving along on target. Due to her recent working position she has designated responsibilities to other Committee Members. Jordan Frost with Providence has taken a leadership role in this event. Maila is providing direction and oversight as well. With this being the 50<sup>th</sup> anniversary of the Vietnam War there will be a focus on that era. The school district will be participating this year and Beverly Best with Salvation Army has reported there is a much better sound system in place.

### **NEW BUSINESS:**

Arlana advised she placed an listing in the "Thinking Bigger Guide" for the WCC at no charge.

She advised of the GEW – Female Entrepreneurship Day sponsored by Kauffman at UMKC on November 19<sup>th</sup>. She asked for anyone wanting to be on the Committee. She will sit on that Committee and will bring additional information to the next meeting.

Arlana will be attending the KC Source Link Partner Meeting on September 22 and she will be joined by Mary Redmond and Pat Brune.

Ardith reminded us that the August 19<sup>th</sup> Membership Meeting will be at the KCKCC Tech Center. Therese Bysel will provide the raffle gift, Beverly Best will be asked to do the Invocation and Ginger Kenney will be offered the 3 minute commercial.

Meeting adjourned at 9:20 a.m.

Respectfully Submitted:

Therese M. Bysel

### KCK Women's Chamber of Commerce Board Meeting Minutes Tuesday, September 15, 2015 8:00 am Location: Wyandot Inc.

**Present:** Linda Lewis, Ardith Deason, Arlana Coleman, Patricia Brune, Beth Hofer, Patricia Petty, Barbara Newby, Joy Richardson, Barbara Newby, Jennifer Ledbetter, Barbara .

**Call to Order**: Board president Arlana Coleman called the meeting to order at 8:04 a.m.

**Approval of Minutes**: Approval of minutes of the August 11, 2015 Board Meeting were placed on hold as several board members had not yet read them; provided by Therese Bysel.

**Treasurer Report:** Jennifer Ledbetter reports August was a busy month; deposits ~\$3,094.58; expenses \$4476.29; ending balance of \$12,588.80. KCK women's Foundation balance to be \$397.14 after scholarship checks written.

KCK Women's Summit: \$1225 collected thus far in sponsorships + \$1500 in fees collected; expenses \$1036.24; netted \$1753.

Hand-out of full detail provided to members present. Pat moves to approve August, 2015 Treasurer's report; Linda 2nds; motions passes and subject to audit.

**Communications**: Barbara Newby & Pat Brune: will send 'Get Well' card to Doris Givens; working on emails for Balloon Fest volunteers; have had requests for more spots vs. tables we have reserved for selling beer tickets; Report of constant contact, FB, newsletter: open rates remain high, and higher than average.

### **COMMITTEE REPORTS**

**Membership**: Linda Lewis: discussion of other potential member prospects; discussion of attendance, conflicts, and how to increase; will cont. to pan for next year; advertisements, TV vs. radio, costs, etc.

**Ways & Means:** Joy Richardson: Purses with Purpose, needing filler items for purses; discussion of auction details: speaker, election, auction/ itinerary of evening;

Panera Bread- October 20 4-8pm; need flyers printed to hand out at Grinter Place/ Purses with Purpose event and create Facebook page event; patrons will need flyer in hand or FB event on phone at time of purchase to get credit.

**Nominating:** Ardith Deason states slate of officers has been published and will be again in October; as reminder: Pat Brune, President; Barbara Newby, Vice President; Therese Bysel, Recording Secretary; Tracy Williams, Corresponding Secretary.

#### OLD BUSINESS:

2015 Calendar: Reminders of Vereran's Day Events (11/7 Salvation Army), Global Entrepreneur Week Event (11/18, KCKCC Tech Center), and Holiday Celebration / Installation of Officers (12/9 Gr. Worlf Lodge)

#### NEW BUSINESS:

**Innovation Summit Friday**, 10/2: Women's Chamber signed up to volunteer for registration at 7:15 am. Will need members to volunteer to help

**Balloon Fest**: 10/23/15: scheduling volunteers for Beer Ticket/ sales: 4-7 pm; need to send 'Sign up Genius' reminders and requests

**KCK Chamber Expo**: Memorial Hall, Thursday 9/24 3-7 pm; Arlana to go to planning meeting this week for further details; have a table reserved;

**Community Health Council**: have received an email from them; hoping they will be speaker for next year

**HEW** (?): Global Entrepreneur Day 11/18; people need to register for luncheon meeting; Pat is coordinating program will have students included; location at KCKCC Tech Center

November meeting is still in need of someone for the invocation, raffle gift, and commercial.

Leavenworth Chamber of Commerce asked if we would review nominations and make recommendations for their Athena award. Discussion we would be willing to work with them if they could give us the criteria, deadlines, how many nominations to be reviewed. Arlana suggested we ask the scholarship committee if they would or could do this.

Announcements: Pat and Maila met about the website and said we were not on the most current software. Pat would like to move us to a new software package but it may have start up fees. It was decided she should continue with updating our software to a new and easier system.

Beth left meeting at 9:00 a.m.; meeting continued.

Motion to adjourn the meeting was made by Jennifer Ledbetter, and seconded by Pat Brune. Meeting adjourned at 9:20 am

Respectfully Submitted:

Beth Hofer



**Present:** Arlana Coleman, Margaret Steele, Amy Falk, Pat Pettey, Jennifer Ledbetter, Barbara Kill, Linda Lewis, Barbara Newby, Joy Richardson, Pat Brune, Maila Yang, Beth Hofer.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:03 AM.

**Approval of Minutes:** The minutes from the August and September Board meeting were reviewed. Pat Brune made a motion to approve the minutes. Barbara seconded.

**Treasurers Report:** Jennifer Ledbetter distributed copies of the balance sheet and profit & loss statements. Barbara made a motion to approve the Treasurers report. Pat Brune seconded the motion. The report will be filed for audit.

**Women in Business Financial Report:** Jennifer shared that she had to purchase a new "square" for her cell phone to process payments at the monthly luncheon meetings. She also went through expenses and income for the Women in Business Summit. Profits of \$2,549 (minus 20%) will be split with the Black Chamber.

**Communications:** Barbara Newby shared that she sent the email newsletter. She also expanded on information that Arlana had in the newsletter.

# **COMMITTEE REPORTS**

**Membership:** Linda and Joy shared that everything is in place for the membership event at Grinter House.

Business Expo: Linda shared that the KCK Business Expo Carnival format was fun.

**Ways & Means:** Joy will be coordinating a fundraising event at Panera October 20th. Joy also mentioned that she picked up two checks from Culvers and that she will work on coordinating come volunteer opportunities there in the spring.

Scholarships: All checks have been cut and presented to their recipients.

**Nominating Committee:** Amy shared that the slate is ready for vote in October and installation will take place in December.

### **OLD BUSINESS**

**Veterans Celebration:** Maila shared that personal invites have been mailed to 40 city officials. Barbara announced that she was going to have to resign from chairing the event. Maila shared details of the event and that the majority of items are being donated. There was discussion regarding discontinuing coordinating the event due to lack of participation.

**Balloon Festival Volunteers:** Barbara shared that we will need to have a tip jar at the 4 stands that we'll be manning. We will be selling tokens for beer.

**Innovation Summit**: Arlana expressed her appreciation to the people that volunteered at the event. Alicia sent a note sharing her appreciation for all of the Women's Chamber members that volunteered.

**Leavenworth Chamber Athena Award:** Gayle shared that she is on the nominating committee for helping with the selection of the winner. Margaret verified the date of the event will be Tuesday, November 17<sup>th</sup> at the Riverfront Community Center.

**Website:** Maila is still working with Pat Brune on updating the website. Pat is going to change the format to make it more user friendly for everyone.

### NEW BUSINESS

**Women Entrepreneur Day:** Part of the Global Entrepreneur week, will be held at the Kauffman Foundation November 19<sup>th</sup> from 2:30-5:00. Arlana asked for volunteers to help man a table and share information about the Women's Chamber. It's a free event.

**Membership Meetings:** The monthly membership meetings will be held at the West Branch Library beginning in 2016.

Meeting Adjourned: The meeting adjourned at 9:06 AM

# WOMEN'S CHAMBER OF COMMERCE OF KCK BOARD MEETING Duchesne Clinic Tuesday, November 10<sup>th</sup>, 2015, 8:00 a.m.

**Present:** Linda Lewis, Ardith Deason, Arlana Coleman, Therese Bysel, Patricia Brune, Maila Yang, Pat Petty, Joy Richardson, Barbara Kill, Jennifer Ledbetter, Amy Falk and Mary Redmond.

Call to Order: Board president Arlana Coleman called the meeting to order at 8:05 a.m.

**Approval of Minutes:** Minutes of the October 13<sup>th</sup> Board Meeting were provided prior to the meeting. Linda Lewis moved, Barbara Kill seconded to approve the minutes as presented. Motion carried.

**Treasurer's Report:** Jennifer Ledbetter presented the financial report as of October 31, 2015. Jennifer also provided final results of the WIB Summit income and expense. After review it was the consensus of the Board to approve the financial report as presented and to file the report for audit.

**Communications:** Pat Brune advised that she is continuing to update the website with new member information and other pertinent information for upcoming events. She hopes to have the new website complete by the end of the month.

### **COMMITTEE REPORTS**

**Membership:** Therese Bysel and Linda Lewis will follow up on contact information from the October Membership Event. Ardith Deason advised there is a new business in the Kansan Building so contact will be made to prospective new members.

**Ways & Means:** Joy Richardson advised the Board the procurement letters will be mailed with a return envelope as a fundraising effort. She reported that Panera's was not fruitful at this time due to Royals game and the fact you had to present the coupon at the time of order. The Board agreed this was not a productive way for us to fundraise. Joy will pursue dates for Culvers for possibly April and June. She reported that Purses with a Purpose was very productive, well attended and a lot of fun. The net profit to the Foundation was about \$500.00.

**Scholarship:** Pat Brune advised there was a Committee meeting held on 11/2. The Committee is very excited about getting an early start and making a connection with an individual at each school. Libby Knox and Irene Caudillo are spearheading this effort. They are in need of two additional Committee Members. It was shared that Cindy Cash requested to be part of this Committee. The next meeting is scheduled for early December. Pat Brune advised there will be a video production of previous recipients.

**Nominating:** Amy Falk advised of Installation to be held at the December Meeting. Arlana will preside over this as the immediate Past President.

#### **OLD BUSINESS:**

**Veteran's Day Celebration:** Barbara Newby had to resign from the Committee due to new work responsibilities. Maila advised the Board the event went extremely well with approximately 100 in attendance (including student performers). This was the 50<sup>th</sup> anniversary of the Vietnam War and she reported that about 20 Vietnam Veterans received special pins. A total of \$400.00 in sponsorships was received. A stipend of \$100 was presented to the school and \$100 to the Salvation Army. We realized a \$200 net income. There was discussion and a recommendation regarding handing the event over to another organization with the KCKWCC providing support and not spearheading the event any longer. It was the consensus of the Board to accept this recommendation.

**BalloonFest:** There was discussion regarding the WCC involvement in this event. It was agreed that this event was poorly organized and we will not be involved in the future.

**Leavenworth Chamber Athena Award:** There were several Board Members who assisted in reviewing the applications for the Athena Award. The event will be Tuesday, November 17<sup>th</sup> at the Riverfront Community Center. At this point no one is available to attend.

#### **NEW BUSINESS:**

#### Several networking opportunities are coming up:

**Gloria Steinem Book Signing** at Unity Temple, November 15<sup>th</sup> - Pat Pettey and Mary Redmond will be attending and setting up a table with WCC information.

### **Global Entrepreneur Week Events:**

**Coffee – A Cup on the Hill** – 730 Minnesota, November 16<sup>th</sup>, 7:30 to 9:00 a.m. – Membership is encouraged to drop in for networking opportunities.

**Women Entrepreneurship Day** at Kauffman on November 19<sup>th</sup> 2:30 to 5:00 – Arlana Coleman, Pat Brune and Mary Redmond will staff a table with WCC information.

All were reminded to register for the November 18<sup>th</sup> Membership Meeting at the KCKCC Tech Center (11:30-1:00)

#### By-Laws:

Pat Brune presented the attached recommendations for changes/deletions to Article III – Membership Dues and to Article IV – Executive Officers. A motion was made by Pat Pettey, seconded by Amy Falk to accept Article III as revised and Jennifer Ledbetter made a motion, seconded by Amy Falk to accept the deletions and revisions to Article IV. Motion carried for both votes. These will be presented to the Membership for final ratification.

Meeting adjourned at 9:25 a.m.

Respectfully Submitted: Therese M. Bysel



# WOMEN'S CHAMBER OF COMMERCE OF KCK BOARD MEETING Duchesne Clinic Tuesday, December 8<sup>th</sup>, 2015, 8:00 a.m.

**Present:** Amy Falk, Margaret Steele, Arlana Coleman, Patricia Brune, Joy Richardson, Barbara Newby, Jennifer Ledbetter.

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

**Approval of Minutes:** Minutes of the November Board Meeting were reviewed. Vote for approval will be made at the January 2016 Board meeting due to not having quorum.

**Treasurer's Report:** Jennifer Ledbetter presented the financial report as of November 30, 2015. The Board will vote for approval of the report in January 2016.

**Communications:** Pat Brune shared information regarding a new app, Wild Apricot that houses everything from membership, website, events, email, finances, etc... The expense for the application would be \$40 a month but offer a free month trial. The group agreed that Pat should move forward with investigating the application.

### **COMMITTEE REPORTS**

Membership: No report.

**Ways & Means:** Joy Richardson shared that she has not yet sent scholarship solicitation letters due to not having membership mailing addresses.

Scholarship: No report. Nominating: No report.

### **OLD BUSINESS:**

**Global Entrepreneur Week:** Arlana shared that the week-long series of events were a success. Hundreds of women attended the Gloria Steinem book signing at Unity Temple on November 15<sup>th</sup>. Pat Pettey and Mary Redmond attended and shared information regarding the Women's Chamber.

### **NEW BUSINESS:**

**Biggest Loser Community Challenge:** Joy will look into a possible partnering opportunity with this event.

**Transition Meeting:** Pat Brune asked that anyone leaving a leadership role on the Board to think about what they would recommend to incoming new officers taking on new roles. Pat shared some information regarding her plans and goals for 2016 as Board Chair. Pat also shared information regarding a project the school district is working on with regard to book drives. Dr. Lane and Carol Levers will be speaking at the WCC luncheon in January. She's also thinking about having a team building event in January.

Meeting adjourned at 8:41 a.m. Respectfully Submitted: Margaret Steele



# WOMEN'S CHAMBER OF COMMERCE OF KCK BOARD MEETING Duchesne Clinic Tuesday, December 8<sup>th</sup>, 2015, 8:00 a.m.

**Present:** Amy Falk, Margaret Steele, Arlana Coleman, Patricia Brune, Joy Richardson, Barbara Newby, Jennifer Ledbetter.

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

**Approval of Minutes:** Minutes of the November Board Meeting were reviewed. Vote for approval will be made at the January 2016 Board meeting due to not having quorum.

**Treasurer's Report:** Jennifer Ledbetter presented the financial report as of November 30, 2015. The Board will vote for approval of the report in January 2016.

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### **COMMITTEE REPORTS**

Membership: No report.

**Ways & Means:** Joy Richardson shared that she has not yet sent scholarship solicitation letters due to not having membership mailing addresses.

Scholarship: No report. Nominating: No report.

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Meeting adjourned at 8:41 a.m. Respectfully Submitted: Margaret Steele