

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Duchesne Clinic
Tuesday, January 12th, 2016, 8:00 a.m.**

Present: Linda Lewis, Arlana Coleman, Therese Bysel, Patricia Brune, Joy Richardson, Ginger Kinney, Cathy Harding, Barbara Kill, Jennifer Ledbetter and Mary Redmond.

Members absent: Barbara Newby, Beth Hofer, Ardith Deason.

Pat Brune introduced and welcomed new Board Members, Ginger Kinney and Cathy Harding.

Also present was Melissa Bynum who presented a Team Building activity/True Colors Personality Quiz.

At the conclusion of the Team Building activity Board President Pat Brune called the meeting to order at approximately 8:50 a.m.

Approval of Minutes: Minutes of the December 8th Board Meeting were provided for review prior to this meeting. Jennifer Ledbetter presented the financial reports for the WCC account and the Foundation account for review. Arlana Coleman moved, Therese Bysel seconded for approval of the minutes and the financial reports as presented. Motion carried.

There were some discussion items covering upcoming program choices, price of luncheon, location and time of day for Membership Meetings. Those discussion notes are an attachment to these minutes.

Meeting adjourned at 9:50 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

NOTES FROM WCC BOARD MTG – JANUARY 12, 2016

Possible Programs:

- Mayor Holland – Yes – Contacted his office 1/12 – letting him pick the month
- Jim McGraw – Yes
- Black History Month – Deryl Wynn – contacted him 1/12
- Herbalife Wellness Coach – If focus on content not product
- IRS Field Liaison – Yes if focus on NFP – Maybe a breakout for Summit

Price for luncheon is OK – one comment about not getting sandwiches and chips for that price

Maybe consider changing times of day – luncheon and early evening and maybe breakfasts

Consider a “junior” pricing level for meetings to encourage younger membership

Use local restaurants to cater to help them advertise

Possible do the Harvesters Lunch Challenge – maybe July when don’t usually have meeting

Issues to discuss further:

- Look for the value we provide
- How do we define “engagement”
- Consider whether our name is limiting – does imply only KCK

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, March 1st, 2016, 8:00 a.m.**

Present: Pat Brune, Ardith Deason, Arlana Coleman, Therese Bysel, Joy Richardson, Cathy Harding, Barbara Newby, Jennifer Ledbetter, Linda Lewis, Patricia Pettey. Also present was Karalin McKain (potential Board Member).

Members absent: Mary Redmond, Ginger Kenney and Barbara Kill.

Pat continued with the "three word" exercise to determine a tagline to capture our Mission and Vision for the KCKWCC with the result of: "Promote Educate Connect". This was unanimously accepted by the Board.

The Board Meeting was called to order at 8:15 a.m.

Introductions were made due to Karalin McKain being present. She is visiting with the thought of becoming a Board Member and taking on the responsibility of the Corresponding Secretary position. It was previously approved by the Board to accept Karalin on the Board if she agrees.

Minutes of the February 9th, 2016 Board Meeting were provided for review prior to this meeting. A motion was made by Ms. Coleman, seconded by Ms. Ledbetter to approve the minutes as presented. Motion carried.

Jennifer Ledbetter provided the financial reports for January and February 2016 for the Regular Operating account and the Foundation account. She reported we have received a \$1000.00 donation from the Hollywood Casino. After discussion, a motion was made by Ms. Coleman, seconded by Ms. Richardson to deposit those funds directly into the Foundation account. Motion carried. Jennifer reported there will be some transferring of funds from the Foundation to the Regular Operating account for some luncheon and raffle payments. The Financial Reports will be filed for audit.

Ms. Brune advised the Board that efforts to utilize Wild Apricot have been discontinued. There is a new web site for us to log into for review and testing of registration for dues, events, etc. That site is **kckwomenschamber.org**.

Ms. Brune distributed informational cards that can be mailed to prospective members – with invitation to contact and/or receive information regarding the KCK Women's Chamber. If we do not ask – we do not receive.

Ms. Brune distributed a Budget Worksheet with some updated entries from the prior month. She asked that Executive Board Members be available for a conference call at 10:00 a.m. on Friday, April 1st to prepare a Draft for full Board review and final approval at the next Board Meeting on April 6th.

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Ms. Brune advised that she attended the Area Chamber Board and the Last Tuesday Meeting (All About Business). She provided the Agenda, Minutes and Financials from the KCK Chamber Board Meeting for review and information. She also provided the results of the satisfaction survey provided to our Membership. Results were favorable for value/time/content. This survey will be continued and monitored.

The Scholarship Committee minutes were presented for informational purposes. The application has been updated and distribution has been made to various schools and also placed on the WCC website.

There was discussion regarding upcoming programs and presenters. It was encouraged to plan future presentations with women speakers about women's issues. The Mayor, Mark Holland will be speaking at the March Meeting and Greg Kindle speaking at the April Meeting. May is Mental Health Month so emphasis will be to contact female mental health care providers to present in a panel setting and consider this one of our Education Presentations. There was also a recommendation to set a "theme" for our speakers going forward. This will provide a direction for their presentation. Other ideas included addressing the demographic shift in the community/how are businesses preparing for diversity and a change in cultural competencies/future of the work force/managing mixed generations.

Ms. Bysel advised there is an upcoming event: Mentoring Monday (advertised in the KC Business Journal) which includes one of our Board Members, Mary Redmond and a past program presenter, Janie Gaunce and many other community women leaders. The event is Monday, April 4th from 7-9 at the Ritz Charles.

Ms. Brune announced there are two upcoming receptions: Sr. Carol Ann Peterson is transferring to Atchison. There is an Open House for her on Thursday, March 3rd at the Keeler Women's Center. Amy Falk (past President) has taken a new position. There will be an Open House for her on Tuesday, March 8th at Providence Medical Center. Both events have been communicated to the entire membership.

Meeting adjourned at 9:15 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, April 5th , 2016, 8:00 a.m.**

Present: Pat Brune, Arlana Coleman, Therese Bysel, Joy Richardson, Cathy Harding, Linda Lewis, Pat Pettey, Karalin McKain, Mary Redmond, Ginger Kenney, Barbara Kill and Beth Hofer.

Members absent: Ardith Deason, Barbara Newby and Jennifer Ledbetter.

Pat led the **"thinking" exercise** – requesting us to think of what we would like to reflect back as accomplished/completed on 12/31/2016. Results were: *Increased Membership, Sold out Event, Attract New Board Members With New Ideas, More Scholarships Given, "Good Tech System for Members, Learn Something to Help Professionals"*.

The Board Meeting was called to order at 8:15 a.m.

Minutes of the March 1st, 2016 Board Meeting were provided for review prior to this meeting. A motion was made by Ms. Coleman, seconded by Ms. Richardson to approve the minutes as presented. Motion carried.

In Jennifer's absence Ms. Brune presented the financial reports (previously e-mailed to Board by Jennifer). The Foundation account has a balance of \$3,688.43 and the Operating Account balance of \$12,570.74 as of March 31st, 2016. The Financial Reports will be placed on file for audit.

After reviewing the financial reports it was brought to the Board's attention by Ms. Brune that cost of the luncheon vs. what we collect is almost double in some months or substantially more than cost in some months. The concern was expressed – was that what we wanted to do – make the luncheon a money making process? There was discussion generated that in fact making some profit helped with funding of other expenses, i.e., honorariums, location costs, etc. The suggestion was made to disclose the fact to Membership that there is an excess in the \$20.00 luncheon fee over the cost of the meal in order to remain transparent with these funds being used for operations. There was a consensus of the Board to continue with the regular fee (\$20.00/Members and \$25.00 Non Members) and disclose the fact of the extra funds.

Ms. Brune reported that Scholarship Applications have been distributed to area schools and some businesses – along with the application being available on the website. It was suggested to also include a link on our Facebook page. Deadline for submission of applications is 6/1/2016. Ms. Brune complimented Gayle Lee and her Committee on the great job they have done.

Upcoming Membership meeting plans were discussed. Ms. Coleman urged our presenters to be female with others agreeing. The upcoming April Meeting program will be conducted by Greg Kindle, President of the Wyandotte Economic Development Council. He will provide an update on the city/county. May is Mental Health Month. It was decided to present this as an "Educational Meeting" in a panel format. We will forgo some of the networking time to begin this event a little earlier than normal. This program is still in planning mode. Programs are still needed for June and September. All agreed that a short request at our next Membership Meeting to get ideas from our Membership for programming ideas/female speakers will be made. This same request will be placed on Facebook.

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October 12th will be our evening Fall Membership Event. It was agreed that Grinter Place Barn was a great venue and will be pursued for the October event. The "Purses with a Purpose" Auction will be included again this year. A speaker suggestion for this event was made by Mary Redmond of Marquita Miller, local author and motivational speaker. Mary will make the contact.

Ms. Brune advised the Back To School Fair will be held August 6th at the KCKCC. She requested approval of a \$500.00 donation to this project. A motion was made by Ms. Pettey, seconded by Ms. Lewis to approve this request. Motion carried. Arlana advised the filling of the backpacks will be conducted on Thursday, August 4th for those who can donate some time to prepare for this event.

A new membership list is available – Pat reported there are 44 paid members. There are quite a few members from the previous year who have not paid. Follow up contact will be made by the Board to those unpaid members from last year.

Meeting adjourned at 9:05 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
THE HEALTH CARE RESORT
TUESDAY, MAY 3, 2016, 8:00 A.M.**

Present: Pat Brune, Ardith Deason, Barbara Newby, Joy Richardson, Barbara Kill, Ginger Kenney, Mary Redmond and Linda Lewis

Absent: Arlana Coleman, Beth Hofer, Cathy Harding, Gayle Lee, Pat Pettey, Karalin Alsdurf, Jennifer Ledbetter, and Therese Bysel

Meeting was called to order at 8:10 a.m.

Minutes of the April 5th, 2016 Board Meeting had been emailed by Pat Brune for review prior to the Board Meeting. A motion was made by Barbara Newby and seconded by Linda Lewis to approve the minutes as presented. Motion carried.

The WCC Foundation balance is now \$5,360.53 and enough is in the account to award scholarships. \$1,582.10 was transferred due to the luncheon amount difference collected from September 2014 – March 2016. The WCC regular operating account for April 1st was \$14,735.74 – ending balance April 30 was \$13,126.75. CD balance as of February 29th is \$12,584.99.

Joy Richardson has established three fund-raising events at Culvers – July 12, August 30 and November 15th. Most time slots have been filled by our Board members thru Sign Up Genius.

Discussion centered on our membership list – as of this date, we have 57 paid members, but all paid members are not listed on the current listing. One of our goals for 2016 was to increase our membership. That has been instrumental in that our luncheons have been averaging between 35-40 attendees.

Barbara Newby informed us about the May program which is “Mental Health Month”. The moderator is Linda Warner from KCKCC and one of the panelists is Karen Suddath – Vice President of Wyandot Inc. Susan Lewis of Mental Health of the Heartland may be a possible panelist. After discussion by the Board, Pat Brune and Barbara Newby will determine the title for this May event to be used in advertising.

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Scholarship applications are due by June 1st. We need to talk and generate interest. Pat Brune has contacted and publicized for this at KCKCC, Donnelly, Benedictine – USD 500, KCKCC Tec Center, UMKC, libraries, catholic newspaper to name a few.

Discussion centered on what the monthly topics should be for the remainder of the year. July will be at Harvesters – July 13th around the same time as our monthly meeting. We need programs for June – Sept and November. We will have the membership meeting on the evening of October 12th with “Purses with a Purpose” theme. Mary Redmond is checking on the speaker and Barbara Newby is reserving “Grinter Place”. November is entrepreneurial month and will be determined at a later time. If needed, it was agreed the WCC could handle a nominal speaker fee, but not one that would involve travel expense for an out-of-town individual. Also a trilogy theme was mentioned “MIND – BODY – SPIRIT”. The month of May is definitely focusing on “Mind”. Month of June could focus on the “Body” and with our contribution to Harvesters in July that could be our “Spirit”.

Meeting adjourned at 9:05 a.m.

Respectfully submitted:

Linda Lewis

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, June 7th , 2016, 8:00 a.m.**

Present: Pat Brune, Therese Bysel, Ardith Deason, Joy Richardson, Cathy Harding, Linda Lewis, Karalin McKain, Ginger Kenney, Barbara Kill, Jennifer Ledbetter and Beth Hofer.

Members absent: Mary Redmond, Arlana Coleman, Beth Hofer and Pat Pettey.

The Board Meeting was called to order at 8:05 a.m.

Minutes of the May 3rd , 2016 Board Meeting were provided for review prior to this meeting. A motion was made by Ms. Newby, seconded by Ms. Harding to approve the minutes as presented. Motion carried.

The Treasurer's Report was presented by Jennifer Ledbetter. She reported a balance of \$14,443.67 in the Operating Account, balance of \$5,450.53 in the Foundation Account and balance of the CD is \$12,598.96 as of May 31, 2016. After a review of income and expenses, a motion was made by Ms. Lewis, seconded by Ms. McKain to accept these reports and place them on file for audit. Motion carried.

Due to the medical issues that Ms. Brune is facing she wishes to step down as President. She will continue some of the back room activities as her health permits. Karalin McKain volunteered to be a back-up on Constant Contact. A motion was made by Ms. Bysel, seconded by Ms. Ledbetter to accept the resignation of Ms. Brune as President and to place Ms. Newby as President. An additional motion was made by Ms. Lewis, seconded by Ms. Newby to place Ardith Deason as Vice President. Motion carried for both.

Ms. Brune distributed the results of the Surveys being conducted after each Membership Meeting. Most categories received "excellent" to "very good" rating. There were a number of suggestions for future meeting topics which will be researched. Ms. McKain suggested a joint networking event with the Leavenworth Chamber/Women's Division. This will be pursued for a future event.

Tracking paid memberships was discussed. Ms. Brune provided a list of 2016 PAID Memberships which will be confirmed and revised by Ms. Ledbetter. We will invoice those members from 2015 who have not paid for 2016 and then follow-up with personal contacts. There was discussion to provide questions regarding why they are not renewing that would be on the website. Kathy Harding will put together some suggested questions for review by the Board and then be placed on the website.

The Scholarship Committee has received 9 applications. They will be reviewed by the Committee and the winners will be awarded their checks at the August Membership Meeting. There was a suggestion to have a past scholarship recipient return to make a presentation at the Membership Meeting. Ms. Brune commended Gayle Lee and her Committee for their good work.

Barbara Newby advised the Board that the program for the Membership Meeting on Wed., June 8th will be "Your Body – Listen To It" with Linda Warner as the moderator. Presenters will be Beth Hofer, Preferred Physical Therapy, Janell Friesen with Healthy Communities and Susan White with the nursing program at KCKCC. Karalin McKain offered to do the invocation.

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Joy Richardson reviewed the upcoming fund raising opportunities:

Culver's – July 12th

August 30th

November 15th

The general membership will be encouraged to come work these fund raisers. She also provided details for the LUNCH CHALLENGE to be held at Harvesters for our group on Wednesday, July 13th from 11:30-1:30. The cost is \$25.00.

The October Membership Meeting will be held at Grinter Place with Purses for a Purpose Silent Auction to be conducted. Various speakers were mentioned. Linda Lewis will follow up with the reservation of Grinter and contact a potential speaker.

Barbara Newby reminded the Board to contact her by e-mail or text message due to her current work schedule. Leave a message and she will respond asap. Her cell phone #913-485-1208.

Meeting adjourned at 9:05 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary



Board Meeting of Officers, Board of Directors and Committee Chairman
July 12, 2016 at 8:00 a.m.
In The Healthcare Resort of Kansas City

AGENDA

Call to Order - Welcome – Attendance	Barbara Newby
June Board Minutes	Therese Bysel
Treasurer Report	Jennifer Ledbetter

COMMITTEE REPORTS

Membership	
✓ Review the spreadsheet for members that have paid	Linda Lewis
✓ Review the inactive and prospective	
Ways and Means	
✓ Culvers, July 12th	Joy Richardson
✓ Letter requesting donation for scholarship fund	Barbara Newby
✓ Purse with a Purpose	
❖ Chairman of this Event:	
❖ Date of Event and Location:	
❖ Responsibility: Write a Letter Explaining Why We Ask for Donations	
❖ Responsibility: Collecting Donations	
❖ Responsibility: Invitations	
❖ Refreshments:	
❖ Guest Speaker:	
Scholarship	Gayle Lee
❖ Recipients	
Nominating	Barbara Newby
❖ Chairman	
❖ Slate of Officers	
❖ Installation in December	
Communications	Karalin Alsdurf
❖ Information Retained of Membership	

OLD BUSINESS

Website Update

Pat Brune

Membership Meetings

Barbara Newby/
Ardith Deason

- ❖ Calendar, Programs, Locations and Caterers
- ❖ November Meeting
- ❖ December Meeting

NEW BUSINESS

Global Entrepreneurship Week

Arlana Coleman

Adjournment

CALENDAR

Date	Type of Meeting	Location
July 12 th	Fundraising	Culver's
July 13 th	Team Building	Harvester's
August 9th	Board Meeting	Wyandotte Health Foundation
August 10th	Monthly Membership	KCKPL West Branch
August 30 th	Fundraising	Culver's
September 5 th	Board Meeting	Wyandotte Health Foundation
September 6 th	Monthly Membership	KCKPL West Branch
October 11 th	Board Meeting	Wyandotte Health Foundation
October	Purses with a Purpose	Grinter House
November 8th	Board Meeting	Wyandotte Health Foundations
November	Global Entrepreneurship Week	
December	Board Meeting	
December	Christmas Exchange	Great Wolf Lodge

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, August 9th, 2016, 8:00 a.m.**

Present: Barbara Newby, Ardith Deason, Joy Richardson, Cathy Harding, Linda Lewis, Barbara Kill, Arlana Coleman, Mary Redmond and Therese M. Bysel.

Members absent: Beth Hofer, Ginger Kenney, Karalin McKain, Pat Brune and Pat Pettey.

The Board Meeting was called to order at 8:14 a.m.

Minutes of the July 12th, 2016 Board Meeting were provided for review prior to this meeting. Motion was made by Ms. Coleman, seconded by Ms. Lewis to approve the minutes as presented. Motion carried.

Treasurer's Report was presented by Barbara Newby. She reported a balance of \$15,040.91 in the Operating Account, balance of \$5,530.53 in the Foundation Account and balance of the CD is \$12,598.96 as of July 31st, 2016. Upon the maturity of the CD this month the funds will be transferred to Community First Bank for a 22 month term at a rate of 1.15%. A transfer of raffle funds is pending from the Operating account to the Foundation Account. The Foundation account will be reduced by \$5,000 upon distribution of the scholarships this month. After a review of income and expenses, it was the consensus of the Board to accept the financial reports and place them on file for audit. Motion carried.

Communication: There was lengthy discussion regarding the purpose of our newsletter and other electronic communications - what is relevant – are the weekly e-blasts too much – is all the information pertinent to our mission being an organization for women in business – are we relating to our tag line of Connect/Educate/Promote? Barbara Newby will visit with Karalin McKain to resolve this and decide what will go out and confirm that it relates to our mission. She will also visit with Karalin regarding her desire and availability to continue as the Corresponding Secretary due to her retirement from the KCK Community College. Barbara has also reached out to Pat Brune regarding the status of the new website. At this time it indicates it is “under construction”.

Membership: Board Members were provided with a list of paid members indicating what Committees they are interested in. Contact of these members will be made after the Committee Responsibilities are clarified. To accomplish this the By-Laws of our organization will be distributed for all Committee Chairs to review. Outreach will be made by the respective committees. The goal is to generate engagement by the membership.

Ways & Means: Joy has created a Letter of Procurement to explain our financial goals and what the purpose is for our fundraising efforts. Linda Lewis followed up with the area chamber and was told there is a charge for their mailing list and labels and emails not accessible. Since this list will not be an option this letter will be provided to current members along with being mailed out to past members, prospects, and any others we have contact information for. Linda Lewis confirmed the location for the Fall Membership Event will be at Grinter House. Other venues were explored but determined to be too pricey or restrictive. The event will be Wednesday, October 12th from 5:30-7:30.

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Joy also has a letter to provide potential donors requesting items to be included in the Purse Packages for the auction. Ginger Kenney is scheduled to have a "Purse Package" prepared to show at the Membership Meeting on August 10th.

Scholarship: The Scholarships will be presented at the Membership Meeting tomorrow, August 10th. Four of the five recipients will be attending.

Nominating Committee: Arlana Coleman will serve as Chairman of the Nominating Committee. A slate of Officers along with expiring Board positions will be presented by this Committee for 2017. Ms. Newby encouraged Board Members to submit any names of members they have noticed with a high level of engagement and participation. Ms. Coleman will reach out to other members to participate on this Committee.

Global Entrepreneurship Week: Arlana is representing the KCKWCC on the Committee organizing this event. The date of this event is November 14th – 20th. This is a collaborative effort including KC Source Link, Kauffman Foundation and others. Efforts will be made by our organization to solicit a speaker – a suggestion was Mary Bichelmeyer – local family business owner and author. Arlana advised the next Committee Meeting is 8/22 – she will report back to the Board after that meeting. There will not be a November Membership Meeting. Encouragement will be made to membership to attend the Global Entrepreneurship Week Event on November 17th. Our organization will coordinate events for that day.

KCK Schools Day at the American Royal: Maila Yang with the CVB has requested our assistance with this event. Our financial support would help to provide transportation to approximately 1600 4th and 5th grade students to the Royal. Our support last year was \$200.00. A motion was made by Ms. Deason, seconded by Ms. Bysel to approve \$200.00 donation to this event for this year. Motion carried.

Calendar: Discussion regarding the Board Meeting day and time resulted in the maintaining the first Tuesday of the month but we will meet at 4:00 pm. We will continue to meet at the Wyandotte Health Foundation Board Room. Any deviation from this will be announced by our President, Barbara Newby. Ms. Newby will continue to include the calendar when distributing the Board Agenda each month. Dates for the remaining year's Board Meetings are: 9/6, 10/4, 11/1, 12/6.

Meeting adjourned at 9:39 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, September 6th, 2016, 4:00 p.m.**

Present: Barbara Newby, Ardith Deason, Joy Richardson, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Mary Redmond and Therese M. Bysel.

Members absent: Barbara Kill, Beth Hofer, Ginger Kenney, Karalin McKain, Pat Brune, Arlana Coleman and Pat Pettey.

The Board Meeting was called to order at 4:15 p.m.

Minutes of the August 9th, 2016 Board Meeting were provided for review prior to this meeting. A revision was made to reflect Jennifer Ledbetter as absent. Motion was made by Ms. Harding, seconded by Ms. Richardson to approve the minutes as amended. Motion carried.

Treasurer's Report was presented by Jennifer Ledbetter. She reported a balance of \$14,915.91 in the Operating Account, balance of \$482.53 in the Foundation Account (after scholarships had been awarded) and balance of the CD is \$12,601.08 as of August 31st, 2016. She reported that as of today the CD has been transferred to Community First Bank for a 22 month term at 1.20%. After a review of income and expenses, it was the consensus of the Board to accept the financial reports and place them on file for audit. The appointed Audit Committee of Amy Falk, Therese Bysel and Jennifer Ledbetter will meet as soon as possible to conduct an audit for the previous year. Ms. Newby advised the Board that a request was made by the CVB to match a \$250.00 donation to the Veteran's Day Event. After discussion, it was moved by Ms. Lewis, seconded by Ms. Harding to make a donation of \$100.00 to the Event. Motion carried.

Membership: Work in Progress *continued from previous Board Meeting* - Board Members were provided with a list of paid members indicating what Committees they are interested in. This list is being confirmed that all information is also in Constant Contact. Contact of these members will be made after the Committee Responsibilities are clarified. To accomplish this the By-Laws of our organization have been distributed to all Board Members. A smaller group will be appointed to review and recommend any changes needed including Committees being deleted or added. Once that is accomplished there was discussion of creating Policies and Procedures for each Committee. Outreach will be made by the respective committee chairs once this is accomplished.

Ways & Means: Joy has created a Letter of Procurement for donations that explains our financial goals and what the purpose is for our fundraising efforts for the Purses with a Purpose. The event will be Wednesday, October 12th from 5:30-7:30 at Grinter House. There has been some difficulty in the registration for this event. Ms. Newby will modify the flyer and also provide a link within Constant Contact for registration for the October event. Ten sets of Purses and related items is the goal for the auction that evening. Joy advised the Board that Culver's night was August 30th. Workers were sparse but those working that night managed. It was suggested that Board Members make a direct "ask" to other members to join them for the next Culver's Night on November 15th.

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Scholarship: The Scholarships were presented at the Membership Meeting on August 10th. Communication from the Registrar at Donnelly College indicated that one of our Scholarship recipients had only signed up for one class and wanted the remainder of the funds issued to her to purchase a computer. As this is not the purpose of our scholarship this was denied. The difference between the cost of the class and the remaining funds will be returned to the Women's Chamber.

Nominating Committee: Arlana Coleman will serve as Chairman of the Nominating Committee. She solicited Linda Lewis and Therese Bysel for this Committee. A slate of Officers along with expiring Board positions will be presented by this Committee for 2017. Names that were submitted by the Board are in the process of being contacted. Confirmation has been made for the following Officer Positions: Barbara Newby/President; Ardith Deason/Vice President; Jennifer Ledbetter/Treasurer; Recording Secretary/Therese Bysel. This leaves the position of Corresponding Secretary available with several Board positions due to term limit being reached along with resignations. Confirmation of new slate of Officers and Board members will be made at the next Board Meeting.

Old Business:

Website Update: Barbara Newby will contact Melissa Bynum with Melkat to request guidance in the efforts to get our new website up and running.

Registration process for the Purses with a Purpose will be routed through Constant Contact with those registrations being directed to Ardith Deason. Confirmation of number attending will be due by 10/5 to provide the caterer an approximate head count.

In the essence of time there were some Old Business Items tabled along with New Business items.

Meeting adjourned at 5:40 p.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
WYANDOTTE HEALTH FOUNDATION
TUESDAY, OCTOBER 4, 2016, 4:00 PM**

Present: Barbara Newby, Cathy Harding, Jennifer Ledbetter, Arlana Coleman, Ardith Deason, Joy Richardson, Linda Lewis

Absent: Therese Bysel, Ginger Kenney, Mary Redmond

Meeting was called to order at 4:14pm

Minutes of the September 6, 2016 Board Meeting were provided prior to meeting for review. Made note that Pat Pettey and Karalin Alsdorf have both officially resigned.

There was a quorum with seven board members present. Motion was made by Jennifer Ledbetter and seconded by Arlana Coleman to approve September minutes.

TREASURER'S REPORT: The WCC Foundation balance as of September 30th is \$855.60. Balance in the Operating Account is \$14,977.11 and CD balance is \$12,601.08. At the September meeting it was approved to donate \$100 to the Veterans' Day event and discussion moved to go forward on this. Discussion centered that there will be a reimbursement due from Donnelly College from one of our scholarship recipients who only signed up for one class. Ms. Harding made the motion to approve the treasurer's report, seconded by Ms. Coleman.

COMMUNICATION: Thank you notes were received from Jennifer Ledbetter and Wyandotte County School Fair donations.

COMMITTEES: Much discussion centered on our four committees: Education – Ways & Means – Membership and Scholarship regarding approaching our membership to become involved. Ms. Harding disagrees that we cannot ask individuals to get engaged until we have defined each committee's role. Ms. Coleman states we need to organize and structure our committees. The Board, as in the past, needs to do their long-range planning. It was decided that Cathy Harding, with the assistance of Arlana Coleman, will Chair the by-laws revision committee and have this completed by January 1, 2017.

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Tuesday, October 4, 2016**

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PURSES WITH A PURPOSE EVENT: Ms. Lewis stated event was well on its way with purses and additional items having been donated. Ms Newby and Ms. Richardson will send out reminders thru Constant Contact and Facebook. Ms. Ledbetter stated caterer charges \$12.50 per person. Ms. Lewis asked for approval to give Janie Gaunce a Visa card for \$50.00. Ms. Coleman offered to get an American Express \$50 card. Ms. Harding made motion to approve with second by Ms. Richardson. Motion carried.

NOMINATION OF 2017 OFFICERS: Ms. Coleman stated that all the Board Officers have not been filled. Those filled to date: President – Barbara Newby; Treasurer -Jennifer Ledbetter and Past President – Arlana Coleman. During discussion it was mentioned that prior to serving as President, an individual has to be a member, or serve as an officer for two years.

GENERAL DISCUSSION: Ms Newby referred to MelKat's October 3, 2016 proposal which outlines certain tasks. (See attached). Ms. Richardson brought up the idea that a designated Board member should be able to access website and the current website needs to be improved. Ms. Newby asked Ms. Richardson for her expertise in advising the Board. Ms. Richardson stated she now serves on the "Theatre Counsel" and cannot commit. She further stated that she does social media, not web design.

Meeting adjourned at 5:30.

Respectfully submitted:

Linda Lewis

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, November 1st, 2016, 4:00 p.m.**

Present: Barbara Newby, Ardith Deason, Joy Richardson, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Mary Redmond and Therese M. Bysel.

Members absent: Barbara Kill, Beth Hofer and Ginger Kenney.

The Board Meeting was called to order at 4:10 p.m.

Minutes of the October 4th, 2016 Board Meeting were provided for review prior to this meeting. Motion was made by Ms. Ledbetter, seconded by Ms. Coleman to approve the minutes as presented. Motion carried.

Treasurer's Report was presented by Jennifer Ledbetter. She reported a balance of \$14,492.47 in the Operating Account, balance of \$2,536.00 in the Foundation Account and balance of the CD is \$12,601.08 as of October 31st, 2016. She reviewed income and expenses. Jennifer reported the returned scholarship funds from Donnelly College were received in the amount of \$1100.00 and will be deposited back into the Foundation Account. The appointed Audit Committee of Amy Falk, Therese Bysel and Jennifer Ledbetter met on October 17th, 2016 to conduct the audit for January 1, 2015 through December 31st, 2015. There were no discrepancies. Audit details are attached and are a part of these minutes. A motion was made by Ms. Harding, seconded by Ms. Lewis to approve the financials and the audit as presented. Motion carried.

Membership: The Membership Event held on October 12th was a huge success. There were a total of 57 attendees. The Purses with a Purpose Auction brought in approximately \$2400.00. Expense of food costs were \$937.50. Discussion was conducted to look at other possibilities for catering underwriting for next year and to research an alternate location. All comments were very favorable. Several new members joined that evening with a follow up on several others.

Ways & Means: In light of the resignation of Joy Richardson as Ways & Means Chair and as a Board Member – she will outline her duties with contacts and create other pertinent notes for her replacement for 2017. Joy reviewed those signed up to provide the raffle items for Membership Meetings thru February and those signed up to work the next Culver's Night. Several new members have stepped up to volunteer for this fund raiser.

Nominating Committee: The list of Officers and Board Members will be distributed to Membership with the vote to be held in December and Installation to take place in January.

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Tuesday, November 1st, 2016
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Old Business:

Website Update: Barbara Newby advised there was contact with Pat Brune/MelKat with a proposed contract created as to the services we wish for them to provide. There was discussion in regard to what is the purpose of our newsletter and how many times per month communications should be sent to Membership. It was decided to have two per month with an addition of information from the President – so a total of three for the month. The consensus was for other organization events that only a link would be provided and not the entire flier to scroll through. Hosting fees for the website will begin in November, 2016. Surveys will be conducted on a quarterly basis and not monthly. Jennifer brought to our attention there is too much information provided on our website for our members. Name, e-mail and phone will be the only things provided – all other information will be removed. A motion was made by Ms. Harding seconded by Ms. Redmond to accept the contract with the revisions requested. Motion carried.

By-Laws Committee: Review will continue by Arlana Coleman and Cathy Harding.

Ms. Coleman reminded us of the Global Entrepreneurship Week events. We will be greeters at the Morning Coffee Drop In to be at the Cupcake Company and the Cup on the Hill on the morning of November 17th. Ms. Deason reminded us the December Membership Meeting will be held at Great Wolf Lodge this year with the cost being held at \$20.00 per person.

The KCK Area Chamber Business Exposition will be Wednesday, November 2nd. We will have a table to be staffed by Arlana Coleman and Therese Bysel.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Thursday, November 3rd, 2016, 8:00 a.m.**

Present: Ardith Deason, Joy Richardson, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Mary Redmond, Ginger Kenney and Therese M. Bysel.

Members absent: Barbara Kill, Beth Hofer.

The Special Board Meeting was called to order at 8:00 a.m.

The resignation of Barbara Newby as president was accepted by a consensus of the Board.

After discussion a motion was made by Jennifer Ledbetter, seconded by Linda Lewis to appoint Ardith Deason as Interim President for the remaining time of 2016. She will be placed on the Slate of Officers as President for the 2017 year. Ardith was further authorized to contact MelKat to communicate the changes of monitoring the organization e-mail account; adding a second communication for the month for a total of two along with the President's letter; to change the Password for Constant Contact. She is authorized to sign the contract with MelKat with those changes. Motion carried.

By unanimous consent, Arlana Coleman will serve as Interim VP for November and December. Cathy Harding accepted the VP position for the coming year of 2017. She will be placed on the 2017 Slate of Officers and Directors.

After further discussion the following decisions were made:

- Board Meetings will be the 1st Tuesday of each month at 8:00 a.m. in the Board Room of the Wyandotte Health Foundation.
- Mary Redmond accepted the Chair position of Ways & Means. She will work with Joy Richardson to make that transition.
- Arlana Coleman will be responsible for locating speakers for the Monthly Membership Meetings for 2017.
- The Purses with a Purpose Event will be chaired by Linda Lewis with assistance from Ginger Kenney, Joy Richardson and Therese Bysel.
- A Strategic Planning Meeting will convene in January (date and location to be determined) for planning of the upcoming year. Ginger Kenney will facilitate this meeting.
- The WCC representative on the Board of the Area Chamber will be Linda Lewis for November and December, 2016.

The meeting adjourned at 9:20 a.m.

Respectfully Submitted:

Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
WYANDOTTE HEALTH FOUNDATION
TUESDAY, DECEMBER 6, 2016**

Present: Jennifer Ledbetter, Arlana Coleman, Ardith Deason, Joy Richardson, Cathy Harding, Ginger Kenney and Linda Lewis

Absent: Therese Bysel and Mary Redmond

Meeting was called to order at 8:10 a.m.

Minutes of the November 1, 2016 Board Meeting were provided prior to meeting for review. Ms. Ledbetter made motion to accept minutes, seconded by Ms. Lewis.

TREASURER'S REPORT: The WCC Foundation balance as of November 30, 2016 is \$2,536.00 Balance in the Operating Account and CD information will be provided at the January 3, 2017 meeting.

COMMUNICATION: Pat Brune was to update website membership information to include only member's name, phone number and email.

Ardith mentioned possibly updating the WCC website in the future.

Pat sent an invoice for \$62.50 for previous month's services.

COMMITTEES:

It was discussed that each committee chair should contact the members who indicated interest in their particular committee.

MEMBERSHIP: Nothing to report

WAYS & MEANS: Joy turned in two Culver's checks – one in the amount of \$169.49 from the August fundraiser and the second check in the amount of \$190.92 from the November event. Discussion centered that for future Culver events at least six individuals should be assigned for each shift.

It was mentioned by Ginger that a detailed explanation needs to be made at a monthly meeting regarding these fundraisers. By doing so, the general membership would be more informed and more comfortable in volunteering.

**WOMEN'S CHAMBER OF COMMERCE
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Tuesday, December 6, 2016**

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GEW (GLOBAL ENTREPRENEUR WEEK) – Arlana mentioned that this event will need to be discussed at the strategic planning session on January 21st. Arlana had attended quite a few meetings for this event.

Every female organization in the City is involved.

The luncheon, which didn't have a deadline for registration, was cancelled due to lack of response. Four dynamic speakers were scheduled.

BY LAWS REVIEW: Cathy Harding reviewed changes made. Listed below are some of the items discussed:

Actual dues amounts will be deleted.

Corresponding Secretary shall remain in Section 4

Treasurer's duties will include picking up the mail

Each committee chair, or appointed individual, will report at the monthly Board meeting

The amended By-Laws will be emailed out to membership for vote at the January 2017 monthly membership meeting.

Ms. Lewis made motion to accept changes to By-Laws, seconded by Joy Richardson – motion carried.

Discussed annual December membership meeting at Great Wolf Lodge on December 14th. Mary Redmond will do invocation – Arlana Coleman will conduct vote for 2017 officers.

Discussion centered on other topics:

Purses with a Purpose event will be October 11, 2017 – considering changing location to KCKCC TEC Center

Ardith will email present and upcoming Board members regarding January 2017 Board meeting date.

**WOMEN'S CHAMBER OF COMMERCE
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Arlana has presented the 2017 calendar and secured the Wyandotte West Library for several months in 2017 for the monthly membership meetings. Arlana will call Providence or KU for February meeting regarding Heart Health. She is working on speakers and will check with Mayor Holland to speak at one of the 2017 monthly meetings.

Meeting adjourned at 9:45 a.m.

Respectfully submitted:

Linda Lewis