

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
WYANDOTTE HEALTH FOUNDATION
Tuesday, January 3, 2017**

Present: Arlana Coleman, Ginger Kenney, Jennifer Ledbetter, Ardith Deason, Linda Lewis, Patrice Townsend, Whitney Justice, Janell Friesen, Gayle Lee, Nancy Holtgrieve, Joy Richardson, Cathy Harding.

Absent: Therese Bysel, Mary Redmond, Cathy Hahner, Tami Bartunek, Whitney Justice, Barbara Kill, Beth Hofer.

Meeting was called to order at 8:06 a.m.

Minutes of the December 6, 2016 Board Meeting were provided prior to the meeting for review. Arlana Coleman offered a correction to the minutes from "The amended bylaws will be emailed out to membership for vote at the January 2017 monthly membership meeting" to "The amended bylaws will be posted on our website for members' review for vote at the January 2017 monthly membership meeting." Jennifer Ledbetter moved approval with this change, Arlana Coleman seconded and the motion carried.

TREASURER'S REPORT

The WCC Foundation balance as of December 31, 2016 is \$2,851.00. Balance in the Operating Account as of December 31, 2016 is \$14,025.45, and the CD balance is \$12,638.78. Arlana Coleman moved approval of the Treasurer's Report, Linda Lewis seconded, and the motion carried.

COMMITTEE REPORTS

Membership Committee. Jennifer Ledbetter reported that she is sending renewal invoices to current WCC members, and asked that everyone complete the membership form in order to ensure completeness and accuracy of contact information for each member. Discussion was held on the correct WCC webpage address, which is kckwomenschamber.org. All information sent out to members will include this address.

Ways & Means.

No report

OLD BUSINESS

Strategic Planning Meeting. President Ardith Deason reminded the Board that the Strategic Planning meeting will be held Saturday, January 21, 9:00 – 12:00 at Country Club Bank at the

Legends, and that Ginger Kenney will facilitate the session. Ginger discussed some ideas she had for this meeting, and encouraged the Board to explore new ideas for better engaging women in the Chamber. Jennifer Ledbetter reported that Judi's Bakery located in the Bank's building and selected to provide refreshments for this meeting has closed. Jennifer volunteered to make new arrangements for refreshments.

January Membership Meeting. Cathy Harding reported that Jerry Jones, Executive Director of the Community Health Council of Wyandotte County, will provide the program at the January meeting about their Health Equity Action Transformation (H.E.A.T.) project. She also reported that she plans to request input for future program topics from the members at the January meeting by asking them to complete a form for them to identify their topic interest areas. Ginger Kenney suggested that this discussion occur at the Strategic Planning meeting. Cathy suggested she bring the results of the completed forms at the January meeting to the Strategic Planning meeting to finalize topics.

Patrice Townsend volunteered to provide the Invocation at the January 11 membership meeting.

Raffle Gifts for 2017. Discussion was held on the gifts for monthly membership raffles, with Ardith Deason scheduled to provide this at the January meeting and Linda Lewis at the February meeting. Joy Richardson provided an overview of the raffle and its purpose. After discussion, it was determined that a link should be put on the Women's Chamber website for members to use to sign up to provide the raffle basket each month, with a value of \$15 - \$30, with the benefit to those signing up to have up to two minutes to provide an overview of and promote their business. Discussion was also held about providing multiple options for members to purchase raffle tickets, including the possibility of purchasing tickets online when registering for the monthly member meetings. It was decided to ask Pat Brune to explore these options.

It was determined that Nancy Holtgrieve will provide the two-minute promotional information at the January membership meeting.

February Membership Meeting. Arlana Coleman reported that she has arranged for the program at the February Membership Meeting to be held at Providence Medical Center. The program will include a speaker and panel presentation from staff in the Cardiology Department at Providence.

WCC Banking Institution. Jennifer Ledbetter introduced a discussion on our current bank, noting that there have been some problems with customer service. After discussion, Jennifer and Nancy Holtgrieve volunteered to work together to research a possible alternative bank for the WCC.

ADJOURNMENT

Jennifer Ledbetter moved and Ginger Kenny seconded at 9:20 a.m. to adjourn the meeting. The motion carried.

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, February 7th, 2017, 8:00 a.m.**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Nancy Holtgrieve, Ginger Kenney, Patrice Townsend, Whitney Justice, Cathy Hahner, Janell Friesen and Therese M. Bysel.

Members absent: Gayle Lee and Tami Bartunek.

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

Minutes of the January 3rd, 2017 Board Meeting were provided for review prior to this meeting. Motion was made by Ms. Coleman, seconded by Ms. Ledbetter to approve the minutes as presented. Motion carried.

Treasurer's Report: was presented by Jennifer Ledbetter. She reported a balance of \$15,993.05 in the Operating Account, balance of \$4,562.41 in the Foundation Account and balance of the CD is \$12,638.78 as of January 31st, 2017. She reviewed income and expenses. A motion was made by Ms. Lewis, seconded by Ms. Coleman to approve the financials as presented. Motion carried.

Communications: There was discussion regarding the timing of Membership Meeting notices. It was decided to send out two weeks prior to each month's Membership Meeting and again one week prior to the meeting date. It was also agreed upon to attach the Yearly Calendar to each notice. This will provide plenty of notice for upcoming meeting dates and registration opportunity.

Membership: Linda Lewis reported she has secured the KCKCC Tech Center for the October Membership Event – Purses with a Purpose. Our normal date of October 11th was booked so we will hold this event on Wednesday evening, October 18th. Many ideas were placed on the table so to further organize and plan for this event the following Committee was appointed: Patrice Townsend, Arlana Coleman, Ginger Kenney, Therese Bysel, Nancy Holtgrieve and Cathy Hahner. Linda Lewis will remain the Chair.

Scholarship: In the absence of Gayle Lee, Ms. Deason conveyed the following information to the Board. The Committee has requested to eliminate the following two criteria – “need to have a dependent” and “cannot be married”. Also to add that the “scholarship funds can only be used for tuition, books and fees only”. The request to amend that recipients must be Wyandotte County residents will be changed to the Kansas City Metro area. A motion was made by Ms. Coleman, seconded by Ms. Harding to approve these changes. Motion carried. Ms. Deason also added the Committee was hoping to have applications distributed by February 15th with a deadline for submission of May 31st. The Board has requested that the requirements be redefined and to present that back to the Board for final approval.

Old Business: Ms. Deason reminded the Board of the follow up to the Planning Session held on January 21st to be held on Saturday, March 25th at Country Club Bank (110th & Parallel) from 9-12.

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New Business: Ms. Ledbetter advised the need for an Audit/Financaial Review of the organization for fiscal year ending 12/31/2016. Ms. Bysel provided some written procedures for this process. The following will serve on the Audit/Financial Review Committee: Nancy Holtgrieve, Jennifer Ledbetter and Therese Bysel.

There was discussion regarding a Communication Strategy. This conversation was tabled for further discussion at the next Planning Session.

Ms. Townsend volunteered for the March Raffle. The opportunity will be presented to the Membership at the Monthly Meeting on February 8th to volunteer for the months remaining: April, May, June, August and September.

Ms. Harding advised she has a panel to provide a presentation on "Networking" at the March Meeting. To prepare for that meeting the membership will be asked at the February 8th Meeting to provide questions they wish to have answered.

Ms. Coleman requested authorization to purchase a banner display or business placard to be used at events and at our monthly meetings. The amount requested is up to \$250.00. A motion was made by Ms. Ledbetter, seconded by Ms. Harding to approve this purchase up to the amount requested. Motion carried.

With Ms. Deason on the Board of the Area Chamber she had a discussion with their President regarding having a staff member sit on the Board of the KCK Women's Chamber. After discussion, a motion was made by Ms. Ledbetter, seconded by Ms. Harding to approve an additional board position to be filled with this individual. Motion carried.

In that same meeting there was discussion of having a shared After Hours event at the Chamber offices with the focus being on Membership with our organization. All were in favor of this and details/dates will be discussed at a future meeting.

Several dates for upcoming events were shared with the Board with attendance being coordinated for those wanting to attend as a group:

Mayor's State of the Government Address: Tuesday, February 28th
KCK Area Chamber Annual Meeting: Thursday, April 13th
Mental Health America of the Heartland Fund Raising Breakfast: Tuesday, May 9th, 8:00 a.m.

Meeting adjourned at 9:50 a.m.

Respectfully Submitted:
Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, March 7th, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Ginger Kenney, Patrice Townsend, Whitney Justice, Cathi Hahner, Janell Friesen, Tami Bartunek, Gayle Lee, Kate Kershaw and Therese M. Bysel.

Members absent: Nancy Holtgrieve

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

New Board Member Kate Kershaw was introduced and welcomed to the Board.

Minutes of the February 7th, 2017 Board Meeting were presented for review. Motion was made by Ms. Ledbetter, seconded by Ms. Lewis to approve the minutes as presented. Motion carried.

Treasurer's Report: Due to electrical outage Ms. Ledbetter could not provide the February 2017 reports. The February financials will be reviewed in April. She reported that we have received a \$1000 grant from Hollywood Casino. Discussion was conducted whether to deposit to the Operating Account or the Foundation Account. A motion was made by Ms. Lewis, seconded by Ms. Townsend to deposit these funds into the Foundation account to be used for Scholarships. Motion carried.

Ways & Means Committee: Ms. Ledbetter reported that her Committee met and discussed some additional fund raising ideas for future planning: Chocolate Tasting – Pairing Tasting – Text to Donate App – Kick Ball/Soft Ball Event – direct ask from businesses. Additional information will be presented at later dates.

Membership: Ms. Lewis reported that things are still moving forward in the planning for the October Membership Event and Purses With A Purpose. Ms. Hahner continues to pursue Danni Boatwright as the featured speaker for that event. There is a Committee meeting for the Purses with a Purpose following this Board Meeting for further planning and discussion. Ms. Ledbetter reported that five new members were added in February.

Scholarship: Ms. Lee advised the Board that all Scholarship Application changes and revisions have been made with the applications being distributed – she thanked Ardith and Pat for the diligence in getting this accomplished. Applications are due back to the Committee by 5/31. She urged all Board Members to continue pushing these out so that we get a good number submitted for review.

Old Business:

Stand Up Banner – Ms. Coleman continues to work on this purchase. Logo change was discussed to match up with the newly designed web site. The official name is KCK Women's Chamber of Commerce. Cathi Hahner suggested contacting a friend who is a graphic designer to assist with the design of the banner. In return we would provide her with a free one year membership. After discussion, a motion was made by Ms. Coleman, seconded by Ms. Ledbetter to approve this action. Motion carried.

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Membership Survey – Ms. Harding continues working on this project with Whitney Justice. They will move forward with the list of questions and provide these to the Board for review.

New Business:

Audit Committee: Will meet this month with an Audit Report being presented to the Board in the April Meeting. Committee consists of Jennifer Ledbetter, Nancy Holtgrieve and Therese Bysel.

KCK Chamber Women's Executive Network: Collaboration between KCK Chamber, Central Exchange and KCK Women's Chamber. Kick Off event being held tonite (3/7) at the offices of the Area Chamber from 4:30-6:00 with a much larger than expected crowd of over 80 women. Ardith will provide a short presentation to explain the role of the KCKWCC. Attending will also be Cathy Harding and Patrice Townsend. This group is for business owners, VP and above officers of companies – all executive women.

Monthly Meetings: Ms. Harding reminded us of Membership Meeting on March 8th at the West Branch Library. Panel Discussion on Using Networking to Achieve Goals. She also passed out a sign up list for Invocation for upcoming membership meetings.

Strategic Planning Meeting: Reminder by Ms. Deason of meeting on Saturday, March 25th from 9-12 at Country Club Bank at 110th & Parallel. New restaurant opening in the CC Bank Building so will purchase food there. Reminder for all Committee Chairs to bring their Committee meeting information and any actionable items that may need Board approval.

Meeting adjourned at 9:35 a.m.

Respectfully Submitted:
Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, April 4th, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Nancy Holtgrieve, Patrice Townsend, Whitney Justice, Janell Friesen, Tami Bartunek, Gayle Lee, and Therese M. Bysel.

Members absent: Ginger Kenney, Cathi Hahner, Kate Kershaw.

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

Minutes of the March 7th, 2017 Board Meeting were presented for review. Motion was made by Ms. Ledbetter, seconded by Ms. Harding to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter provided financial reports for February and March. She reported February balance of \$17,202.41 in the Operating Account, \$4652.66 balance in the Foundation Account and CD balance of \$12,628.78. March balance of \$16,634.46 in the Operating Account, \$4,573.31 in the Foundation Account and CD balance of \$12,767.18. After review of the two months activity, a motion was made by Ms. Harding, seconded by Ms. Lewis to accept these reports as presented. Motion carried.

Membership: There was discussion regarding making Board contact with the list of unpaid members from 2016. Effort will be made to find out why they did not renew and also to encourage renewal. Ms. Ledbetter will provide those lists. Planning continues for the Purses with a Purpose Membership Event to be held in October. Confirmation of Danni Boatwright has been made as featured speaker. Patrice Townsend created a draft of the flier to be used for this event. The Marketing Committee will proceed with a final product to include any change in our logo/branding. This flier should be ready by May so that Board members attending other functions can use this as a save the date and invite to the event. The suggestion was presented to charge a nominal fee for this event to offset food and beverage expenses. A motion was made by Ms. Harding, seconded by Mr. Coleman to authorize a charge of \$10.00. The same cost for purchase before the event and at the event. Motion carried.

Ways & Means Committee: Ms. Ledbetter advised the Committee has an upcoming meeting so will report their thoughts and activities at the next Board Meeting.

Marketing: Ms. Justice and Ms. Friesen will be meeting after this Board Meeting – report will be provided at the next Board Meeting.

Scholarship: Ms. Lee advised the Board that six applications have been received to date. They are still accepting applications by mail and on-line. The deadline is May 31st. She advised that a past scholarship recipient will be speaking at the next Membership Meeting providing a two minute update regarding the impact on her life by receiving this assistance.

Old Business:

Stand Up Banner – Ms. Coleman advised the Board there will be a photographer at the next Membership Meeting to capture candid shots to use on the banner being created. We will include the Scholarship recipient if she agrees.

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Audit Committee: The audit was completed on March 29th by Nancy Holtgrieve, Jennifer Ledbetter and Therese Bysel. The Operating Account, Foundation Account along with the CD, were all verified to bank statements vs. Quickbook records and balances. There were no discrepancies found. This audit information will be placed in our archived records. A motion was made by Ms. Lewis, seconded by Ms. Harding to approve and accept the Audit as presented. Motion carried. Ms. Coleman reminded the Board there has not been a 2017 Budget created for approval by the Board. This will be addressed at the May Board Meeting.

Strategic Planning Meeting Feedback: In order to follow up on suggestions from the meeting it was determined that the creation of goals and objectives should be created. These would then be part of the regular Board Meeting in order to track progress and the assurance that goals are reached. Ms. Harding and Ms. Deason will work together to create a draft to present at the next Board Meeting.

New Business:

Bylaw Change: A proposed bylaw change in Article VII, Section 1 reflects a change in the number of Directors from 10 to 11. The 11th Director will be a representative from the KCK Chamber of Commerce, appointed by the President and approved by the Board. A motion was made by Ms. Coleman, seconded by Ms. Justice to approve this change. This change will be communicated to the general membership for their final approval.

KCK Chamber Membership Renewal: Ms. Deason presented the annual renewal for review. After discussion, a motion was made by Ms. Coleman, seconded by Ms. Ledbetter to authorize \$750.00 payment for membership renewal which would include \$500.00 for the Business Expo booth to be held in September and \$250.00 which will list KCKWCC as a sponsor of the Annual Meeting and provide two tickets to attend. Motion carried.

Back to School Fair: This will be held at the KCKCC Tech Center in August providing filled backpacks for approximately 3,000 students. KCK Women's Chamber will be a silver sponsor of \$500.00. A motion was made by Ms. Lewis, seconded by Ms. Harding to approve this expenditure. Motion carried.

Monthly Meetings: Ms. Harding reminded the Board of the Membership Meeting on April 12th to be held at the conference room at Country Club Bank (110th & Parallel). This will be one of our annual Educational Meetings. Presenters will be Ginger Kenney and Rosemary Podrebarac on the Top Ten Financial Tips for women. Patrice Townsend will present the invocation and Gayle Lee will provide the raffle item.

Meeting adjourned at 9:25 a.m.

Respectfully Submitted:
Therese M. Bysel
Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, May 2nd, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Patrice Townsend, Whitney Justice, Janell Friesen, Tami Bartunek, Gayle Lee, Ginger Kenney, Cathi Hahner, and Therese M. Bysel.

Members absent: Nancy Holtgrieve and Kate Kershaw.

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

Minutes of the April 4th, 2017 Board Meeting were presented for review. Motion was made by Ms. Hahner, seconded by Ms. Ledbetter to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter provided financial reports for April 30th, 2017. She reported April balance of \$16,193.75 in the Operating Account, \$6,050.66 balance in the Foundation Account and CD balance of \$12,676.18. The increase in the Foundation account reflects the donation of \$1,000.00 from Hollywood Casino along with the raffle money for the past two months and the luncheon profit. A motion was made by Ms. Coleman, seconded by Ms. Bysel to accept this report as presented. Motion carried.

Membership: Ms. Lewis advised the list of unpaid members from 2016 will be distributed to the Board this month. Contact efforts will be made to find out why they did not renew and also to encourage renewal.

Ways & Means: Ms. Ledbetter advised the Committee met with the following being some thoughts and ideas that were discussed:

- The solicitation letter originally created by Joy Richardson will be revised and distributed for scholarship donations.
- A donation tab will be added to the Website.
- An outreach will be made to local businesses for financial support and/or advertising.
- There was preliminary discussion regarding holding a fund raising event on Valentine's Day in 2018.

Marketing: Ms. Justice and Ms. Friesen advised this Committee met last month:

- There is a new format for the Newsletter.
- The logo is in the process of being revised and updated.
- There will be templates created for letters and flyers so that all material carries the same branding and appearance.

Whitney reminded the Board to complete the "Featured Member" information for use on the website to PROMOTE our members. There was discussion regarding encouraging our members to PROMOTE their business by making the two minute commercial at meetings - providing those who participate a gift bag containing promo items from other membership businesses. This gift bag will be created by Patrice Townsend.

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Scholarship: Ms. Lee advised the Board that ten applications have been received to date. They are still accepting applications by mail and on-line. The deadline is May 31st. She advised that even though we provide a one year complimentary membership to scholarship recipients they often cannot afford the \$20-25 cost for the monthly luncheons. After discussion of this issue, a motion was made by Ms. Hahner, seconded by Ms. Lewis to reduce the luncheon cost to \$10.00 for the scholarship recipients to encourage them to attend and take advantage of the networking and mentorship opportunities. Ms. Lee will also briefly speak at each meeting promoting the scholarships and sharing comments made by recipients and how it has impacted their lives.

Old Business:

Stand Up Banner – Ms. Coleman advised she has handed over this project to the Marketing Committee to incorporate the new logo when complete and adding the photos taken at the previous meeting.

Purses with a Purpose: Ms. Lewis advised that planning continues. Ginger Kenney is prepping a “Purse Package” to show at the meetings so others will understand the concept and how to put together a theme. The flyer is still being created by the Marketing Committee in conjunction with the new logo. As there are other meetings being attended by the Board – the goal is to have the flyer ready by mid May so we can start promoting the event and soliciting purses and accessories. Those who have photos of the previous “Purse with a Purpose” event will forward them to Whitney to be placed on the website and other social media.

New Business:

Cathy Harding reported the upcoming Membership Meeting on May 10th will be held at the KCK West Branch Library.

Invocation/Inspirational words by Therese Bysel.

Raffle gift will be provided by Ginger Kenney.

Two minute commercial will be delivered by Jennifer Ledbetter, owner of Curves.

Featured Speaker will be Mary Redmond on Effective Negotiation.

Announcements and Reminders:

Whitney Justice – 5/9 event at 7:30 am for MHAH at Reardon. No cost but it is a fundraiser.

Cathi Hahner – United Way Event on 5/11 to honor retiring Exec. Dir. – Wendell Mattox

To be held at The Venue at Willow Creek – cost \$35.00

Tami Bartunek reported the recent event for the KCKCC which combined the Gala and Hall of Fame event raised \$112,000 – Congrats to her and her team!! Next year's date is April 21st, 2018.

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, June 6th, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Patrice Townsend, Whitney Justice, Janell Friesen, Ginger Kenney, Cathi Hahner, and Therese M. Bysel.

Members absent: Tami Bartunek, Gayle Lee, Nancy Holtgrieve and Kate Kershaw.

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

Minutes of the May 2nd, 2017 Board Meeting were presented for review. Motion was made by Ms. Harding, seconded by Ms. Lewis to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter provided financial reports for May 31st, 2017. She reported May balance of \$16,402.69 in the Operating Account, \$6,055.66 balance in the Foundation Account and CD balance of \$12,676.18. A motion was made by Ms. Harding, seconded by Ms. Bysel to accept this reports as presented. Motion carried.

Membership: As discussed at the last Board Meeting - Ms. Lewis distributed the list of unpaid members from 2016. The names were divided among the Board and contact efforts will be made to find out why they did not renew and also to encourage renewal.

Ways & Means: Ms. Ledbetter reminded the Board of the two Culver's fundraising nights of July 19th and September 19th. Sign up opportunity will be presented within the next few weeks.

Marketing: Ms. Justice and Ms. Friesen advised this Committee will be meeting next week after the Membership Meeting – no report at this time.

Scholarship: In Ms. Lee's absence Ms. Deason advised the Board that 39 applications have been received with 4 partials (will not be considered). She credited the outreach done by the Board and Membership along with a change in the requirements to the increase in number of applications received this year. This Committee has a June 27th meeting scheduled to make their final determination of winners. They will advise Ms. Ledbetter to issue checks and invite those recipients to attend the August meeting to be awarded their scholarship.

Other: Ms. Deason reminded the Board she sent information regarding attending the KC Rising Luncheon. Ms. Friesen will be attending that meeting as a representative of the KCKCC. The Women's Executive Network meeting will be Wednesday, June 7th at Design Mechanical. Ardith will be unable to attend but Arlana Coleman, Cathy Harding and Therese Bysel confirmed they are attending.

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Old Business:

Stand Up Banner – This is still in the creation process – waiting on photos with clarity to provide a quality looking banner.

Purses with a Purpose: Ms. Lewis advised that planning continues. The flyer is in creation process by the Marketing Committee in conjunction with the new logo. A mock-up was passed around for review. Some ideas and suggestions were provided. The Committee will take that information and make the revisions. The goal will be to have this completed by the end of July. Ms. Lewis advised she is in the process of locating a printing company to print the tickets to be sold. Several suggestions were provided. She will use her judgement to make the choice. There will be the online registration option as well. The goal is to have 100 attendees.

New Business:

Cathy Harding reported the upcoming Membership Meeting on June 14th will be held at the KCK West Branch Library:

Invocation/Inspirational words by Jennifer Ledbetter .

Raffle gift will be provided by Patrice Townsend.

Two minute commercial will be chosen from those who register by Friday, 6/9.

Featured Speaker will be Mayor Mark Holland.

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, August 1st, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Jennifer Ledbetter, Arlana Coleman, Patrice Townsend, Janell Friesen, Cathi Hahner, Gayle Lee, Tami Bartunek and Therese M. Bysel.

Members absent: Nancy Holtgrieve, Kate Kershaw and Ginger Kenney

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

Minutes of the June 6th, 2017 Board Meeting were presented for review. Motion was made by Ms. Ledbetter, seconded by Ms. Townsend to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter provided financial reports for June 1st through July 31st, 2017. She reported July ending balance of \$17,348.41 in the Operating Account, \$5822.69 balance in the Foundation Account and CD balance of \$12,714.52. A motion was made by Ms. Harding, seconded by Ms. Coleman to accept this report as presented. Motion carried.

Membership: Phone calls will continue for following up on past members (not paid currently). The calls have resulted in several renewing memberships. New or renewing members were five for the month of July.

Ways & Means: Ms. Ledbetter reminded the Board of the Culver's fundraising night of September 19th. Sign up Genius will be sent to entire membership for volunteers. She reported a little over \$200.00 was earned for the July fundraising night. (not yet reflected in account totals)

Marketing: Ms. Friesen advised that work is continuing regarding the new logo creation. With the resignation of Whitney Justice from the Board, Janelle will chair this committee and Cathi Hahner agreed to help.

Scholarship: Ms. Lee advised the Board there were 41 applications received and reviewed. The following will each be awarded a \$1000.00 scholarship: **Kimberly Van Dorn-Robinson**, a recipient from last year working on her MSW at KU/Wy Co resident; **Cheryl Kearney**, working on a BS degree in Business at Baker University/KCMO; **Stephanie Leonard**, working on her AAS in Nursing at MidAmerican Nazarene University/Wy Co Resident; **Patricia Hernandez**, working on a BS in Nursing at MidAmerican Nazarene University/Wy Co Resident; **Tonya Keightley**, working on her LPN degree at Donnelly College/Independence, MO. Gayle and her committee were commended by the Board for their diligent work to arrive at these decisions. Patrice Townsend offered to create a gift bag for each recipient along with flowers to be awarded along with their checks at the August Membership Meeting.

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Old Business:

Stand Up Banner – This is still in the creation process – on hold for new logo. Goal is to have ready for the Best of KC Expo in September.

Purses with a Purpose: Ms. Lewis advised that planning continues. She advised the catering cost per person is \$12.75 (up from \$12.50 last year). The Tech Center at KCKCC has been finalized. The Committee will be visiting there to discuss layout and determine the location for food tables and auction items, etc. Linda advised the Board that Lee's Printing donated 100 tickets. She distributed these to each Board Member to sell for \$10.00 each. There will also be online registration and payment. Linda will contact Pat Brune to set this up.

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New Business:

Ms. Deason advised she received the resignation of Whitney Justice due to her taking a new position in Missouri. A motion was made by Ms. Lewis, seconded by Ms. Coleman to accept this resignation with regret. The Board position will remain unfilled at this time. An announcement will be made at the next Membership Meeting to solicit someone to fill this position.

Ms. Coleman advised that plans for the GEW being held November 13-17 are in motion. Patrice Townsend will assist her with this endeavor. Plans will need to move quickly to consider what our activity and participation will be for this event. This takes the place of the normal November Membership Meeting.

Cathy Harding reported the upcoming Membership Meeting on August 9th will be held at the KCK West Branch Library:

Invocation/Inspirational words by Gayle Lee.

Raffle gift will be provided by Jennifer Ledbetter.

Two minute commercial will be chosen from those who register by Friday, 8/4.

Program will consist of awarding of Scholarships

Featured Speaker is Susan Crain Lewis (Mental and Emotional Health)

Reminder that our September Membership Meeting is an Educational Event featuring Chris Lundine of Culture Index with a program titled: "Right People in the Right Seats" at the West Branch Library.

Nominating Committee Report will need to be presented at the October Membership Meeting. Committee Members will consist of Arlana Coleman, Cathy Harding and Therese Bysel.

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Announcements:

Arlana: The Back to School Fair will be held on Saturday, August 5th at the KCKCC Tech Center from 9-1.

Ardith: Wyandot Center Annual Meeting is September 14th.

Cathy Harding: Wyandotte Health Foundation celebrates 20 years on September 26th at Reardon from 11:30 – 1:00. All are invited. No charge.

Arlana: October 5th – Lydia's Market at Painted Hills Golf Club from 5-8 p.m. Flyer was distributed to each Board Member.

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, September 5th, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Patrice Townsend, Janell Friesen, Cathi Hahner, Gayle Lee, Ginger Kenney, Patricia Brune and Therese M. Bysel.

Members absent: Nancy Holtgrieve, Tami Bartunek, Kate Kershaw, Jennifer Ledbetter, Arlana Coleman

Board Presentation: Elizabeth Johnston with Lizzardbrand, a woman owned design company, was present to assist with the creation of branding development for the organization. She provided direction for the process of developing design criteria. One of the tools will be a survey process which Janell Friesen will distribute with those answers and information to be used in defining the direction and purpose for the organization and the best communication tone to use to connect with audience we wish to reach. There will be a meeting of the Marketing Committee (Pat Brune, Janelle Friesen, Cathi Hahner along with Elizabeth) to refine this process (many questions and ideas were generated) and to create something to bring back to the Board and the Membership for additional review and input. There was discussion regarding the need to schedule another ½ day to continue with the Strategic Planning process which included the rebranding discussion.

The Board Meeting was called to order at 8:35 a.m.

Due to the in-kind assistance being provided by Ms. Johnston, a motion was made by Ms. Friesen, seconded by Ms. Kenney to approve the waiving of the annual membership fee along with the lunch expense for her through 12/2018. Motion carried.

Minutes of the August 1st, 2017 Board Meeting were presented for review. Motion was made by Ms. Townsend, seconded by Ms. Lewis to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter was absent so Financials for August and September will be reviewed at the October Board Meeting.

Membership: Phone calls have resulted in the addition of several new and renewing members.

Ways & Means: No Report.

Marketing: Ms. Friesen covered this within the Board Presentation mentioned above.

Old Business:

Purses with a Purpose: Ms. Lewis advised that planning continues. Ms. Lewis, Townsend and Bysel along with the Caterer met at the Tech Center at KCKCC to look over space to determine the location for food tables and auction items, etc. Work continues for the Auction Item packages (which will be 15).

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OF KCK BOARD MEETING
Tuesday, September 5th, 2017
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Each person donating will be responsible for getting the details of their package to Linda to prepare bid sheets. The committee will meet prior to the next Membership Meeting to further define duties and iron out details. Online registration is available with the entry price to be paid of \$10.00. Names corresponding to the tickets sold will need to be provided to Pat Brune who is maintaining the attendance list.

New Business:

Cathy Harding reported the upcoming Membership Meeting on September 13th:

Invocation/Inspirational words by Cathi Hahner.

Raffle gift will be provided by Cathi Hahner.

Two minute commercial will be given by Therese Bysel.

Featured Speaker is Chris Lundine with Culture Index, "Right People in the Right Seats"
(upon registration a survey will be sent to those attending)

Janelle Friesen reminded us of the Best of KCK on September 26th at Children's Mercy Park. We will have a booth there. Those volunteering to staff the booth are Linda Lewis and Therese Bysel for the first hour. Second hour Gayle Lee, Ardith Deason and Arlana Coleman. Booth set up at 4:30 – event time from 5:00 to 7:00. Patrice Townsend offered to provide the drawing gift.

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, October 3rd, 2017**

Present: Ardith Deason, Cathy Harding, Linda Lewis, Patrice Townsend, Janell Friesen, Cathi Hahner, Ginger Kenney, Patricia Brune, Nancy Holtgrieve, Jennifer Ledbetter, Arlana Coleman and Therese M. Bysel.

Members absent: Tami Bartunek, Kate Kershaw and Gayle Lee.

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

Minutes of the September 5th, 2017 Board Meeting were presented for review. Motion was made by Ms. Coleman, seconded by Ms. Ledbetter to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter presented the Financial Reports for August and September. Operating Account balance at 9/30/17 was \$17,095.58, Certificate of Deposit balance \$12,752.98 and Foundation Account balance of \$822.69. This balance reflects the issuing of the scholarship checks in August. Jennifer reported that we received \$150 donation from Kansas Gas Service (Margaret Steele) which will be used for raffle items for the Purses with a Purpose event. There was discussion regarding the funds collected for the Purses event. Anyone making a direct donation should issue their check to the Foundation (for tax purposes). Funds collected at registration will be run through the Operating Account with all funds exceeding expenses for this event to be transferred to the Foundation Account. A motion was made by Ms. Coleman, seconded by Ms. Bysel to approve the financial reports as presented. Motion carried.

Membership: Ms. Lewis reported there was a lot of interest generated at the Business Expo with many taking the application and also stating they will be attending the Purses with a Purpose Event. Follow up will be made after the Purses event to those attending.

Marketing: Ms. Friesen advised there was not a good number of responses to the branding survey sent out by Elizabeth Johnston with Lizzardbrand. She highlighted a few comments and thoughts that were received. The decision was made to open the survey again and urge those not responding to take the time to complete the survey. Ms. Brune stated this is a good and valuable process and urged others to respond. The survey will be reviewed again at the next Board Meeting. Time will be provided at that meeting to complete the survey. Results will then be compiled and presented at the December Board Meeting for further discussion.

Old Business:

Purses with a Purpose: Ms. Lewis presented a list of assignments for the evening's events: Cathi Hahner – Wine; Arlana Coleman, Therese Bysel and Margaret Steele to monitor the purse auction tables; Cathi Hahner – tabelcloths; Ginger Kenney – wine glasses/cocktail napkins; Therese Bysel – table decorations; Janelle Friesen – photos; Patrice Townsend – handle the gently used tables and

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OF KCK BOARD MEETING
Tuesday, October 3rd, 2017
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sales; Patrice Townsend – raffle donations; Jennifer Ledbetter and Nancy Holtgrieve – registration table; Ardith Deason, Arlana Coleman and Janelle Friesen – compile agenda information and prepare handouts.

Linda requested that photos of the Purses with Accessories along with description and value be e-mailed to her by Sunday, October 8th. She will then create the bid sheets.

As of this date there are 67 registered. The feeling is there will be an excess of 100 attending – which is the goal.

New Business:

A request was received from Maila Yang, Committee Member for the Veteran's Day Celebration to continue with support of \$100.00. This was in the Budget approved previously by the Board so a check will be sent.

A request was received from the American Royal for "Children's Day". Due to the request not being made directly by the KCK School District this was denied.

Ms. Coleman recommended that the KCK Women's Chamber continue their partnership for the GEW Event being held on 11/14/2017 (4:30-6:30) with KCK CC Continuing Education and KCK CC Entrepreneurial Innovation Center for \$500.00. The other two partners will sponsor for \$500.00 each as well. Funds will cover expenses for food and stipends to the speakers. There is a \$10.00 registration fee. Any profit after the event would be split with the three sponsors. The motion was seconded by Ms. Lewis. Motion carried.

Meeting adjourned at 9:35 a.m.

Respectfully Submitted:

Therese M. Bysel, Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, November 7th, 2017**

Present: Cathy Harding, Linda Lewis, Cathi Hahner, Patricia Brune, Nancy Holtgrieve, Jennifer Ledbetter, Gayle Lee and Therese M. Bysel.

Members absent: Tami Bartunek, Kate Kershaw, Ardith Deason, Patrice Townsend, Arlana Coleman, Ginger Kenney and Janell Friesen.

The Board Meeting was called to order at 8:10 a.m by Cathy Harding.

Minutes of the October 3rd, 2017 Board Meeting were presented for review. Motion was made by Ms. Lewis, seconded by Ms. Ledbetter to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter presented the Financial Reports for September and October. Operating Account balance at 10/31/17 was \$16,390.13, Certificate of Deposit balance \$12,752.98 and Foundation Account balance of \$822.69. A preliminary report of Income and Expense for the Purses with a Purpose Event shows a net profit of \$4,174.88 which does not include payment for the wine which is approximately \$440.00. A motion was made by Ms. Bysel, seconded by Ms. Lewis to approve the financial reports as presented. Motion carried.

Membership: In a review of the Purses With a Purpose Event it was determined that registration will have to be handled differently next year – there were many entering the event who did not pay. The estimated income though is much higher than the previous year. The 50/50 pot brought in \$900.00 due to the winner (Ardith Deason) donating her half back to the Foundation. There was a great amount of interest generated thru Constant Contact with two new members signing up and paying that evening. It was suggested that a letter be drafted thanking the Tech Center along with incorporating some issues we encountered. Pat Brune offered to draft this letter to be signed by the President. Overall there were many compliments on the speaker – food – location – accommodations, etc.

Marketing: Elizabeth Johnston of Lizzardbrand, Inc. was present at this meeting to continue with next steps in regard to our branding and new logo creation. She provided guidance with the Survey Results and Design Criteria. There was lengthy discussion in regard to **“Who we are”** (Strong/Provide Education for Professionals/Networking/Philanthropic/Open Minded) – **“Our Identity and Tone”** (Diverse and Inclusive/Friendly and Approachable/Forward Thinking/Multi Cultural) – **“Our Look and Feel”** (Lively and Vibrant/Classic/Connective/Energetic). She will move forward with the guidance of the Marketing Committee to create some logo choices and branding ideas within the next two weeks. There was discussion to have others outside the organization to provide feedback so that we are looking at this to capture the long history along with the future direction of our organization.

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OF KCK BOARD MEETING
Tuesday, November 7th, 2017
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New Business: The slate of Officers and Board Members for 2018 will be voted on at the December Membership Meeting. The new Officers and Board will begin in January. The outgoing Board Members are invited to the **January Transition Meeting to be held on January 9th, 2018.**

There is not a November Monthly Membership Meeting due to members being encouraged to attend the GEW on November 14th (4:30-7:30 at the KCKCC Tech Center). Due to slow registration of this event it has been moved to the Jewell Center and there is a possibility of cancellation of this event. Cathy Harding will keep the Board posted as to the cancellation and/or the relocation.

Reminder the December Board Meeting will be on the 5th with the Membership Meeting to be held on the 13th.

Meeting adjourned at 9:45 a.m.

Respectfully Submitted:

Therese M. Bysel, Recording Secretary

**WOMEN'S CHAMBER OF COMMERCE
OF KCK BOARD MEETING
Wyandotte Health Foundation
Tuesday, December 5th, 2017**

Present: Cathy Harding, Cathi Hahner, Patricia Brune, Nancy Holtgrieve, Jennifer Ledbetter, Gayle Lee, Janelle Friesen, Arlana Coleman and Therese M. Bysel.

Members absent: Tami Bartunek, Linda Lewis, Kate Kershaw, Ardith Deason, Patrice Townsend, and Ginger Kenney.

The Board Meeting was called to order at 8:10 a.m. by Cathy Harding.

Minutes of the November 7th, 2017 Board Meeting were presented for review. Motion was made by Ms. Ledbetter seconded by Ms. Holtgrieve to approve the minutes as presented. Motion carried.

Treasurer's Report: Ms. Ledbetter advised the November financials will be presented at the next Board Meeting.

Membership: In the absence of Ms. Lewis – Ms. Ledbetter advised there were three new applications received last month.

Marketing/New Business: Ms. Friesen and Ms. Brune outlined the process they have been navigating in regard to rebranding the organization and design of a new logo. First steps are to create and finalize the Mission and Vision of the KCK Women's Chamber. Meetings have been held with the Marketing Committee and with the Executive Officers to discuss ideas created by the Marketing Committee with the assistance of Elizabeth Johnston along with thoughts and ideas discussed at the Strategic Planning Meeting which was held in January, 2017. They distributed a list of Proposed Mission and Vision Statements and requested the Board Members present to take a few minutes to add their ideas and thoughts. ***Proposed MISSION STATEMENT: "To promote women and their contributions in organizations, businesses and communities". Proposed VISION STATEMENTS: #1: Confident women fully participating in business and community; #2 Recognizing and celebrating Women's contributions in business and community; #3 Women succeeding in their business and community endeavors/efforts; #4 A community that helps women succeed in their professional endeavors.*** Those worksheets were handed back with the Board Members providing additional thoughts and ideas. The Marketing Committee will meet following the Board Meeting to review that information and incorporate the suggestions given. Once this exercise is complete and the MISSION and VISION Statements are agreed upon then the process will move forward with the new logo creation.

Monthly Meeting: The December Membership Meeting will be held at the Great Wolf Lodge on December 13th. Ardith Deason will present a motivational moment. Presentation of the slate of Officers and Directors will be presented by Arlana Coleman. The election of Officers will then be conducted. The program will be the gift exchange.

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Tuesday, December 5th, 2017
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Updates to Schedule and Location Change: Ms. Harding advised the Board that due to another organization reserving the KCK West Branch Library for the first three months of 2018 we will need to locate another venue. She also advised that she will be distributing a survey to learn what kind of programs the Membership would like for the coming year. Due to some scheduling conflicts for the current Board Meeting date/time she will also make an inquiry to all Board Members for an alternative date/time for the monthly Board Meetings.

Meeting adjourned at 9:05 a.m.

Respectfully Submitted:

Therese M. Bysel, Recording Secretary