



MEETING MINUTES

Board of Directors
PO Box 44722, Phoenix, AZ 85064

DATE: February 16, 2023

TIME: 11:30 AM

*The meeting was conducted via Zoom with options for public participation.
Some items may be taken out of order.*

MEMBERS PRESENT

Karilyn Van Oosten, President
JoAnn Holland, Vice President
Debra Boblitt
Gaby Cardenas via proxy
Carey Chambers
Lauren Chazal (joined 11:33am)
Kim Covington (joined 11:32am)
Lisa Hartsock
Mary Mitchell
Heather Rausch
Pam Turbeville

ASSOCIATION MANAGEMENT PRESENT

Catie Richman

GUEST PRESENT

None

MEMBERS ABSENT

None

1. President's Call to Order and Roll Call

President, Karilyn Van Oosten, called the Board of Directors Meeting to Order at 11:30 a.m.

Vice President, JoAnn Holland, conducted roll call. Quorum was present.

2. Items from Guests Present

No guests present.

3. Approval of Minutes from January 2023 Board Meeting

President, Karilyn Van Oosten, called for a motion to approve the minutes from the January 26, 2023, meeting.

JoAnn Holland motioned to approve the minutes from the January 26, 2023 meeting; seconded by Debra Boblitt.

President, Karilyn Van Oosten, declared the motion carried by unanimous vote.

4. Treasurer's Report

Treasurer, Carey Chambers, presented the financials which included the updated Balance Sheet for year-end 2022, January 2023 Balance Sheet and January 2023 P & L.

Carey Chambers reported all required 1099s were sent to all vendors by the January 31, 2023, deadline.

Carey Chambers presented the Travel and Expense Reimbursement Policy and Conflict of Interest for 2023. Carey Chambers submitted an update under the Personal Cars section on the Travel and Expense Reimbursement Policy to strike and state: When individuals use their personal care for such travel, including travel to and from the airport, mileage will be in-kind.

JoAnn Holland, motioned to approve the Travel and Expense Reimbursement Policy with the update as stated by Treasurer, Carey Chambers, and approve the Conflict of Interest with the update as stated by Treasurer, Carey Chambers, to be signed by each board member; Lisa Hartsock seconded the motion. President, Karilyn Van Oosten, declared the motion carried by unanimous vote.

Carey Chambers presented the Audit Committee as appointed by the President, Karilyn Van Oosten and they are President, Karilyn Van Oosten, Vice President, JoAnn Holland, and Treasurer, Carey Chambers.

Treasurer, Carey Chambers, reported the research continues with securing a Business Credit Card for IWF Arizona as well as securing an accountant and/or tax expert to assist with submitting our 2022 Form 990 to the IRS.

BOARD QUESTIONS | COMMENTS

The board discussed updating the GuideStar profile.

The board discussed 2023 membership dues noting the easiest collection process with only 7 members being past the January 31, 2023 deadline with remitting payments.

The board recognized and thanked Treasurer, Carey Chambers, for her work.

5. Program Chair's Report

Program Chair, Heather Rausch, presented the calendar of upcoming programs/events dates for 2023 and reported the website has been updated.

Heather Rausch presented the sponsorship packages put forth by the Program Committee. It was noted the version sent to the board was for internal use and a fully designed version with the same content will be created to present to potential sponsors.

Heather Rausch motioned to approve the sponsorship packages presented and may be adjusted or customized with approval from President, Karilyn Van Oosten, and Vice President, JoAnn Holland, as needed; the motion was seconded by JoAnn Holland. President, Karilyn Van Oosten, declared the motion carried by unanimous vote.

BOARD QUESTIONS | COMMENTS

The board discussed the Program Committee working closely with the Communications Committee to promote all upcoming events/programs.

The board discussed the policy for communicating Pop-Ups, non-sanctioned IWF AZ events, along with social media mentioned however noted social media would be discussed during the Communications Committee report.

The board expressed excitement for the upcoming program schedule and their gratitude to Heather Rausch and the Program Committee.

6. Membership Chairs' Report

Membership Co-Chair, Mary Mitchell, reported the Membership Committee held a meeting on February 9th and focused on reviewing and analyzing current membership demographics. Upon review of industries, the Membership Committee aims to attract more members from across industry areas and will concentrate on one of the 5 C's of Arizona which is the cattle industry.

Mary Mitchell reported the Membership Committee looked at a membership geographic snapshot and will be looking to increase presence in Northern Arizona and other areas of the state.

Mary Mitchell reported the Membership Committee has the goal to add 10 new members in 2023 with 25% of members of color. Upon review of membership, 15% self-identify as a member of color.

Another review recognized that 20% of membership is under the age of 55 and the Membership Committee looks to increase that demographic. And based upon previous years' trend, the Membership Committee is expecting 5 Forum transfer members in 2023.

Mary Mitchell reported additional goals:

- To encourage new members to attend the IWF Global new member orientation
- Focus on enhanced engagement and attendance of IWF AZ members to attend Leadership and Cornerstone conferences
- 15 members attend our IWF AZ virtual monthly meetings

The Membership Committee's goals and areas of focus are in alignment and based upon IWF Global best practices, standards and adhering to the mission.

Membership Co-Chair, Heather Rausch, motioned to approve the update of the Membership Qualifications page which includes the new member application on the iwfaz.org website; JoAnn Holland seconded the motion. President, Karilyn Van Oosten, declared the motion carried by unanimous vote.

Heather Rausch presented the email request from an Emeritus member to suspend her 2023 membership dues. After a brief board discussion, Heather Rausch moved to deny the request of the Emeritus member; seconded by Pam Turbeville. One board member abstained from the vote. The motion received 9 "yes" votes and 1 "nay" vote. President, Karilyn Van Oosten, declared the motion passed.

BOARD QUESTIONS | COMMENTS

President, Karilyn Van Oosten, reported that there is a March 6th IWF Global New Member Orientation and she will be attending and encouraged the board to attend as well. The email sent by IWF Global, CEO, Stephanie O'Keefe, was re-emailed to all IWF AZ members.

Appreciation was given to Mary and Heather for their work along with recognition given to leadership for instituting processes and procedures to ensure a smooth membership renewal process.

7. Communications Chair's Report

Communications Chair, Kim Covington reported:

- First quarter Newsletter is being finalized and will be distributed shortly
- Communications Committee has been added to the iwfaz.org website
- President, Karilyn Van Oosten was featured in several local publications

Kim Covington shared the Communications Committee will be meeting next week and will be developing a member survey with regards to how membership interacts with social media. In addition, they will focus on Press Releases to celebrate Women's History Month and they will be working together to compile a complete media list which includes, print, TV, and radio along with reviewing IWF Global best practices for Communications.

BOARD QUESTIONS | COMMENTS

JoAnn Holland recommended with regards to the survey to have the Communications Chair | Committee connect with the Program Chair and Membership Co-Chairs to see if they have questions they would like to include in the survey.

JoAnn Holland reported the IWF Arizona table runner and retractable banner have been ordered.

The board expressed their appreciation to Kim Covington and the Communications Committee for their work.

8. Mentorship Committee

President, Karilyn Van Oosten, reported the Mentorship Committee is working on the following:

- Review program criteria and materials
- Develop objectives for Mentor and Mentee
- Create mock-up of the mentor application and collateral materials for future board review

Karilyn Van Oosten thanked the Mentorship Committee for their work and participation with the creation of this program.

BOARD QUESTIONS | COMMENTS

The board did have any questions or discussion.

9. President's Report

Karilyn Van Oosten reported on the following items:

- Encouraged the board to mark their calendars to attend upcoming IWF AZ events/programs
- Encourage participation by the board to attend the IWF Global 50th Anniversary conference on May 15th - 17th, 2024, in New York City
- And again encouraged board attendance to the March 6th New Member orientation conducted by IWF Global as it is not just for new members, it's a great refresher for all members.

10. Old Business

Vice President, JoAnn Holland, reported the iwfaz.org website continues to be updated and Association Manager, Catie Richman, will be updating the site to include post board meeting materials.

Email will be sent tomorrow to IWF AZ membership for the O'Connor Institute's Legacy Luncheon on March 22nd to secure a table of 10 for IWF AZ, with each member purchasing their own ticket directly from the O'Connor Institute. There are 10 seats with 3 seats already committed.

Kim Covington invited IWF AZ to attend the Arizona Women's Hall of Fame event in 2023 and she will share additional information when a date had been confirmed.

11. New Business

No new business was discussed.

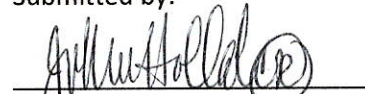
12. Other Business

The next board meeting will be on March 30, 2023 via Zoom.

13. Adjournment

President, Karilyn Van Oosten, adjourned the meeting 12:31 p.m.

Submitted by:



JoAnn Holland, Vice President

Prepared by Catie Richman, Association Manager.