



## MEETING MINUTES

Board of Directors

PO Box 44722, Phoenix, AZ 85064

DATE: March 30, 2023

TIME: 11:30 AM

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*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 (joined 11:31am)  
Carey Chambers  
Lauren Chazal (joined 11:43am)  
Lisa Hartsock  
Mary Mitchell (joined 11:43am)  
Heather Rausch  
Pam Turbeville

### MEMBERS ABSENT

Kim Covington

### ASSOCIATION MANAGEMENT PRESENT

Catie Richman

### GUEST PRESENT

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 February 2023 Board Meeting**

President, Karilyn Van Oosten, called for a motion to approve the minutes from the February 16, 2023, meeting.

Pam Turbeville motioned to approve the minutes from the February 16, 2023 meeting; seconded by JoAnn Holland with the updates provided by Treasurer, Carey Chambers and Past President, Pam Turbeville.

President, Karilyn Van Oosten, declared the motion carried.

#### **4. Treasurer's Report**

Treasurer, Carey Chambers, presented the financials which included the February 2023 Balance Sheet, P & L and YTD Balance Sheet.

Carey Chambers presented the review of our bookkeeping services and the future needs of our nonprofit organization as 2022 will be the first year of our organization filing a Form 990. The current bookkeeper services do not offer nonprofit specialized services and upon review of several bookkeeping companies we have found one which can meet our organization's financial bookkeeping nonprofit requirements including completing our 2022 Form 990 and play the role of statutory agent.

Carey Chambers, motioned to approve moving IWF Arizona's bookkeeping services to Archibald Services effective May 1, 2023. JoAnn Holland seconded the motion. President, Karilyn Van Oosten, declared the motion carried.

As a result of the motion carrying a 30-day cancellation letter will be sent to our current bookkeeper service provider.

Carey Chambers reported StarChapter has a high credit card fee price tag and in order to mitigate the costs, our website will now allow members to print invoices and pay by mailing a check. In addition, invoices are being sent to sponsors so they may pay by check. And at this time, StarChapter does not offer ACH payment processing.

Carey Chambers reported all sponsor|donor thank you email templates have been completed and Donor InKind pdf fillable file is being completed by our association manager.

Carey Chambers reported the research continues with securing a Business Credit Card for IWF AZ.

#### **BOARD QUESTIONS | COMMENTS**

The board discussed the types of inkind donations being solicited.

Vice President, JoAnn Holland, stated annual dues payment to IWF Global were being paid this month.

#### **5. Program Chair's Report**

Program Chair, Heather Rausch, presented on recent events and the calendar of upcoming programs/events for 2023.

Heather Rausch reported IWF AZ has to-date secured 8 sponsors: Unitek Learning, CPW|EVW|NVW|WOS, Bushtex, Inc., Hospice of the Valley, Debra Boblitt, Girl Scouts Arizona Cactus-Pine Council, Maderas Art Gallery, & Jodi Delahunt Hubbell, for 2023 events/programs and all sponsor logos and name have been updated on the iwfaz.org website.

Heather Rausch added the Program Committee contributed 6 questions to the draft survey.

### **BOARD QUESTIONS | COMMENTS**

The board requested the upcoming event/program list and available sponsorship packages to be emailed again.

#### **6. Membership Chairs' Report**

Membership Co-Chair, Heather Rausch, reported the Membership Committee held a meeting on March 9<sup>th</sup> and reviewed the nomination form in detail and is now live on the website along with the templates for membership acceptance and decline letters were approved. The next meeting is scheduled for April 13<sup>th</sup> and will focus on existing membership engagement.

Heather Rausch reported one new member application has been submitted and another application was submitted prior to the update and that an email has been sent to the member sponsor with the request to resubmit it using the updated form on or before April 30. Nominations will be reviewed at the May 11<sup>th</sup> meeting.

Membership Co-Chair, Mary Mitchell, reported she had received positive feedback on the revamped nomination process.

Mary Mitchell took a moment to show appreciation and gratitude to her co-chair, Heather Rausch.

### **BOARD QUESTIONS | COMMENTS**

The board did not have any questions or discussion.

#### **7. Communications Chair's Report**

Vice President, JoAnn Holland reported the Communications Committee items sent by the Communications Chair:

- Increased visibility with coverage by *FrontDoors* and *InBusiness* magazines
- Impressions on LinkedIn up 99.4% over the last 90 days

- Facebook private page is up to 37 and would like to see at least 50-60% of members join
- Upcoming survey will help generate more interest and target messaging
- Will work closely with Program Committee to promote events and sponsorships

JoAnn Holland reviewed the draft survey which will be sent through StarChapter. After review and updates made the survey was final.

Vice President, JoAnn Holland, motioned to approve the final survey as updated during the meeting and it is to be sent to membership in the first week of April with a 2 week return timeline; seconded by Heather Rausch. President, Karilyn Van Oosten, declared the motion carried.

### **BOARD QUESTIONS | COMMENTS**

The board discussed the draft survey and members who did not complete the survey online may be called individually to complete it via phone.

#### **8. Mentorship Committee**

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

- Review program criteria and materials
- Road mapping and milestones
- Program timelines

Karilyn Van Oosten reported and congratulated Mentorship Committee member, Lauren Chazal, for her acceptance to a mentorship program. The next meeting is scheduled on April 20<sup>th</sup>.

### **BOARD QUESTIONS | COMMENTS**

The board did not have any questions or discussion.

#### **9. President's Report**

Karilyn Van Oosten reported on the following items:

- Shared information gathered at IWF President's meeting and sent an email with supporting information to the board
- Nominating Committee for 2023 is Vice President, JoAnn Holland, Treasurer, Carey Chambers and President, Karilyn Van Oosten

**10. Old Business**

Vice President, JoAnn Holland, reported on the following:

- IWF AZ is listed on the GuideStar website and will be updated after our 2022 Form 990 is filed
- 2023 IWF AZ Board information has been updated on the IWF Global website with regards to the President's Council
- IWF AZ had a table at the O'Connor Institute's Legacy Luncheon with IWF AZ Sisters purchasing their individual ticket and special highlights included: 1. Recognition was given to IWF AZ Sister, Judith Leonard, who was in attendance, during remarks by the featured speaker, Dr. Anthea Hartig and 2. IWF AZ Sister, Barbara Barrett, was the interviewer with Dr. Anthea Hartig

**11. New Business**

No new business was discussed.


**12. Other Business**

The next board meeting will be on April 20, 2023 via Zoom.

**13. Adjournment**

President, Karilyn Van Oosten, adjourned the meeting 12:50 p.m.

Submitted by:



Gaby Cardenas, Secretary

Prepared by Catie Richman, Association Manager.