



## MEETING MINUTES

Board of Directors

PO Box 44722, Phoenix, AZ 85064

DATE: April 20, 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 (joined 11:37am)  
Gaby Cardenas via proxy  
Carey Chambers  
Kim Covington  
Lauren Chazal (joined 11:31am)  
Lisa Hartsock  
Mary Mitchell (joined 11:33am)  
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 March 2023 Board Meeting**

President, Karilyn Van Oosten, called for a motion to approve the minutes from the March 30, 2023, meeting.

Pam Turbeville motioned to approve the minutes from the March 30, 2023 meeting; seconded by JoAnn Holland.

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

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

Treasurer, Carey Chambers, presented the financials which included the March 2023 Balance Sheet, and March 2023 YTD.

Carey Chambers reported beginning May 1<sup>st</sup> we will begin bookkeeping services with Archibald Services/Boss Advisors and they will be filing our Form 990N for 2022.

Carey Chambers announced that we will be applying for our business credit card with our bank.

Carey Chambers thanked the Program Committee for our events showing profit as well as securing sponsorships.

Carey Chambers stated she will be attending the upcoming virtual IWF Global Treasurer's meeting.

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

The board did not have any questions or discussion.

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

Program Chair, Heather Rausch, presented on our most recent event, Lunch with The White House Doctor – Dr. Connie Mariano and that it was a sold-out event with 25 registrations with a couple no shows and one walk-in registration along with a sponsor for the event.

Heather Rausch reported on upcoming 2023 programs and that the website has been updated to show all events through June now appearing on the home page.

Heather Rausch stated that Sponsor Spotlight emails have been created and the first one was sent out last week. Additional Spotlight Sponsor emails will be sent in the future highlighting our event sponsors.

Heather Rausch announced confirmation of an event on November 1<sup>st</sup> around lunchtime with a Behind the Scenes at The Phoenix Symphony and attendees will enjoy lunch and attend a practice session. Additional details will be forthcoming with regards to this event.

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

The board commented they had heard wonderful comments about the Luncheon with Dr. Connie Mariano and that everyone enjoyed the event.

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

Membership Co-Chair, Heather Rausch, reported the Membership Committee did not meet in April as the meeting was focused on membership engagement and would wait until the survey results were complete so this discussion is scheduled for the June committee meeting.

Heather Rausch reported our Forum welcomed a new dual member, Tracey Wills, from OK. With the addition of Tracey, our Forum currently has 107 members, which includes, 1 Honorary: The Hon. Sandra Day O'Connor, 80 regular, 20 emeritus and 6 dual members.

Heather Rausch stated at the May 11<sup>th</sup> committee meeting they will be reviewing candidate applications.

## **BOARD QUESTIONS | COMMENTS**

President, Karilyn Van Oosten, stated our new dual transfer member is a delight and she is really excited to have her as a valued member of our Forum. In addition, Tracey will be participating at our upcoming May virtual meeting as she is a former Fellow.

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

Communications Chair, Kim Covington reported on the following:

- Survey was sent to membership and extended return date is Friday, April 21. Results will be reported at next month's meeting and if board members haven't yet participated in the survey to please do so by tomorrow.
- 2<sup>nd</sup> quarter Newsletter email will be sent to membership the first week of May so they may begin to submit articles and features.
- Communications Committee will work with the Program Chair and committee to design a plan to highlight events and sponsors.
- Communications Committee will continue to review IWF Global best practices for communications
- Communications Committee will design a campaign for the 50<sup>th</sup> Anniversary of the IWF Leadership Conference in NYC in May 2024 to attract and encourage IWF AZ members to attend
- Shared positive growth analytics for LinkedIn and Facebook and we'll know more about our members social media engagement after the survey is completed

## **BOARD QUESTIONS | COMMENTS**

The Newsletter articles and features will be due by Friday, May 26, 2023.

President, Karilyn Van Oosten, announced that the Communications Committee will play a more engaged role with the review process of the Newsletter before it is sent over to Colibri for formatting.

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

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

- Reviewing timeline and content – what the program will look like? And how it needs to be tailored.
- Collateral materials
- Structure

Members At Large & Mentorship Committee Members, Lauren Chazal reported she is currently awaiting to receive items which will be shared with the Mentorship Committee and Lisa Hartsock requested an update for the board with regards to the program timeline. The program timeline shows the first class of IWF AZ Mentors will launch in September 2024.

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

Vice President, JoAnn Holland, mentioned that we as board members can begin to look for potential candidates for our Mentorship Program and that she has identified two potential candidates in their 30's for the program. In addition, although not at the top of the list for the Mentorship Committee she hopes the committee is considering a "participant fee" for the IWF AZ Mentor program.

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

Past President, Pam Turbeville, asked if IWF AZ would be posting the upcoming IWF New Mexico summer program on our website under programs? President, Karilyn Van Oosten, shared a brief overview of the program and stated it would be on our website listed under IWF Conference News as it is not an IWF Arizona program.

President, Karilyn Van Oosten reported the website home page has been updated with professional photos from events over the past year.

#### **10. Old Business**

No old business was discussed.

**11. New Business**

No new business was discussed.

**12. Other Business**

The next board meeting will be on May 18, 2023 via Zoom.

**13. Adjournment**

President, Karilyn Van Oosten, adjourned the meeting at Noon.

Submitted by:

  
JoAnn Holland, Vice President

Prepared by Catie Richman, Association Manager.