



## MEETING MINUTES

Board of Directors

PO Box 44722, Phoenix, AZ 85064

DATE: May 18, 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  
Carey Chambers  
Kim Covington  
Lauren Chazal (joined 11:32am)  
Lisa Hartsock via proxy  
Mary Mitchell  
Heather Rausch  
Pam Turbeville

### **ASSOCIATION MANAGEMENT PRESENT**

Catie Richman  
Megan Newsham

### **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 11:31 a.m.

Secretary, Gaby Cardenas, conducted roll call. Quorum was present.

#### **2. Items from Guests Present**

No guests present.

#### **3. Approval of Minutes from April 2023 Board Meeting**

President, Karilyn Van Oosten, called for a motion to approve the minutes from the April 20, 2023, meeting.

JoAnn Holland motioned to approve the minutes from the April 20, 2023 meeting; seconded by Gaby Cardenas.

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

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

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

Carey Chambers reported the new bookkeeping services began on May 1<sup>st</sup> with Archibald Services/Boss Advisors and our Form 990N has been submitted to the IRS and they are now listed as our Statutory Agent with the Arizona Corporate Commission. Utilizing their services allowed the organization to save \$100 monthly in bookkeeping fees.

Carey Chambers provided an overview of event revenue, noting the refund amounts for It's Time for Tea in Carefree will be reflected in next month's financial report.

Carey Chambers reported she attended the IWF Global Treasurer's Zoom meeting and informed the board the global dues will increase in 2025. We will plan accordingly for the impact of the membership dues increase and JoAnn Holland and Carey will be meeting with other IWF Forums to inquire about their membership dues and will report back to the board.

Carey Chambers reported the new members joining IWF AZ in June 2023 will pay half year regular membership dues of \$225 with an IWF Global dues payment due in July 2023.

Carey Chambers reported IWF AZ has secured a Visa Business Credit Card

Carey Chambers shared IWF AZ is a new member of TechSoup and we will be receiving a discounted price for our QuickBooks resulting in an annual savings of \$1,000.

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

The board thanked Carey for her great work and President, Karilyn Van Oosten, expressed her additional gratitude for the savings to the organization's bottom line.

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

Program Chair, Heather Rausch, presented a report on past and upcoming events along with the attendance numbers.

Heather Rausch reported It's Time for Tea in Carefree event was cancelled due to only receiving 5 registrations. The registrations and the sponsor were issued refunds.

Heather Rausch announced members may pay their registration fees by check and the payment must be made prior to the event. Vice President - JoAnn Holland and Treasurer - Carey Chambers will be responsible for tracking check payments.

Heather Rausch announced the focus of the next Program Committee meeting will be member engagement.

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

President, Karilyn Van Oosten, expressed her gratitude to Heather Rausch and the Program Committee for all their hard work and dedication.

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

Membership Co-Chair, Mary Mitchell, reported the Membership Committee met in May to review new member applications. A total of 5 new member applications were submitted and three applications were selected to be presented to the board.

Membership Co-Chairs, Mary Mitchell and Heather Rausch, motioned to approve the slate of three new members to the board and to be voted on by IWF AZ membership:

- Anna Maria Chávez
- Shannon Clancy
- Monica Vargas Mahar

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

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

The board discussed the high quality of submitted new member applications along with the importance of following IWF Global best practices. Additional IWF AZ membership topics will be discussed in the upcoming virtual Zoom meeting scheduled on June 21<sup>st</sup>.

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

Communications Chair, Kim Covington, reported on the following for the Communications Committee:

- Designing and developing a social media plan with regards to sponsors along with programs and events working alongside Program Chair, Heather Rausch.
- For the Newsletter, the committee will serve as the final reviewers before it is sent to Colibri Collective.

- The survey results were reviewed with regards to social media responses and LinkedIn has been identified as the platform generating the most traffic
- Engage membership with a contest to guess what city & country the 2024 IWF Cornerstone Conference will be held and the winner receives a gift card for dinner for 2

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

President, Karilyn Van Oosten expressed gratitude for the committee's work.

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

President, Karilyn Van Oosten, reported the Mentorship Committee met and continues to work on the following:

- Application materials for presentation opportunities
- Collateral materials are being finalized
- Created a target list of companies for outreach and generate a strong pipeline of potential candidates
- All materials will be reviewed at a future board meeting

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

The board did not have any questions or discussion.

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

President, Karilyn Van Oosten reported the following items with regards to the membership survey:

- 43% of membership participated which is lower than anticipated
- 68% of members responding were age 60+
- Increased interest and shared focus with regards to events are: Holiday Luncheon, Dine Arouds and Local Behind the Scene Tours

And highlights made after survey review:

- Focus adjustment to IWF global mission particularly in relation to launching our IWF AZ Mentorship Program
- Continue to increase attendance to all IWF AZ programs and events

The board discussed increasing member participation with the survey.

Vice President, JoAnn Holland, motioned for the board to contact the non-participating members by email or phone, asking if they would complete the survey on or before June 16. Seconded by Pam Turbeville. President, Karilyn Van Oosten, declared the motion carried by unanimous vote.

**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 June 22, 2023 via Zoom.

**13. Adjournment**

President, Karilyn Van Oosten, adjourned the meeting at 12:50pm.

Submitted by:



Gaby Cardenas, Secretary

Prepared by Catie Richman, Association Manager.