



GOVERNING BOARD PACKET

14 May 2013

Room Mariners A&B
Mandalay Bay – North Convention Center
Las Vegas, NV

setting high standards of
scholarships, educational efforts and information exchange
achievement for those in the
linking professionals from diverse areas of professional focus
hospitality industry
development and funding, operations to design,
architecture and purchasing, manufacturing to
sales, marketing and communications

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NEWH, INC. GOVERNING BOARD MEETING AGENDA

14 May 2013

Tradewinds E&F

Mandalay Bay – North Convention Center

Las Vegas, NV

Please arrive having read the BOD Meeting Packet, they will not be read during the meeting

Board of Directors Meeting

Thursday 24 January 2013

8:00 am – 12:15 pm

| | | | | | |
|---------------------|--|--|---|---|---|
| Executive Committee | Julia Marks Trisha Poole Stacey Berman | Judy Regan Andrea Thomas Tina Lockwood | Cynthia Guthrie Philip Byrne Dina Belon | Christine Tucker Lynn Fisher Helen Reed | Anita Degen |
| Board of Directors | Mary Ann Thornam Meghan Bazemore Lee Brotsker | Christopher Hahn Benjamin Coy Bryan Adcock | Leigh Mitchell Jacob Cross Adrienne Pumphery | Michelle Finn Deborah Herman | |
| House of Delegates | Andrews, Cindy Bauxmont-Flynn, Cray Beelaert, Mark Brinton, Julian Cannon, Alicia Coleman, Valerie | Coy, Benjamin Diaz, Fernando Doolittle, Kory Engert, Lara Grubb, Kate Gutowski, Karen | Hegstad, Scott Hill, Schaeffer Hoegler, Lori Howell, Katie Johnson, Brittany Kaler, Jonathan | Koller, Natalie Loux, Jennifer Murray, Matthew Nasberg, Marc Peck, Melinda Raphael, Ginger | Rauen, Stacy Schaffer, Todd Sims, Andrea Spran, Lora Vaughan, Vanessa |
| 8:00 am | Call to Order | | | Julia Marks | |
| 8:05 am | Establishment of Quorum - Presentation of Minutes and Motion to Accept | | | Stacey Berman | |
| 8:10 am | President's Welcome - Introduction of Guests | | | Julia Marks | |
| 8:20 am | Financial Report | | | Judy Regan | |
| 8:25 am | NEWH Corporate Partner update | | | Cynthia Guthrie | |
| 8:30 am | NEWH Regional Tradeshow updates | | | Philip Byrne | |
| 8:40 am | NEWH Leadership Conference | | | Leigh Mitchell | |
| 8:50 am | Scholarship - Award Events - Upcoming deadlines for submittal - Awards at HD | | | Andrea Thomas | |
| 9:00 am | International Updates | | | Lynn Fisher/Christine Tucker | |
| 9:10 am | Sustainable Hospitality – Green Voice at HD | | | Dina Belon | |
| 9:20 am | Marketing update | | | Trisha Poole | |
| 9:30 am | Break / Group Photo | | | | |
| 9:45 am | Awards - ICON of Industry Announcement - Joyce Johnson Award - Angel Award - Top ID - NEWH Award of Excellence - Motion | | | Julia Marks/Trisha Poole | |
| 10:00 am | Chapter Compliance - ONE Brand - Debit/Credit Cards - Advertising/Sponsorship - Fundraising/Restricted Funds explanation - Event Financials/Reports of Activity | | | Julia Marks/Shelia Lohmiller/ Nicole Crawford | |
| 10:15 am | Breakout Sessions - Chapter Excellence – what does it mean to you - The Future of NEWH – dreams and realities - NEWH, Inc. Fundraising - Accountability and Goal Setting - NEWH Customers – Who they are and what do they want? | | | Kate Grubb Leigh Mitchell Fernando Diaz Cinnamon Alvarez Stacy Rauen | |
| 11:00 am | Session Review/Brainstorming | | | | |
| 11:45 am | New Business | | | | |
| 12:15 pm | Motion to Adjourn | | | | |



Executive Committee Meeting

Tuesday 14 May 2013

1:30 pm – 3:30 pm

Executive Committee

Julia Marks
Trisha Poole
Stacey Berman

Judy Regan
Andrea Thomas
Tina Lockwood

Cynthia Guthrie
Philip Byrne
Dina Belon
Christine Tucker

Lynn Fisher
Helen Reed
Anita Degen
Fernando Diaz - guest

1:30 pm Call to Order

1:35 pm Establishment of Quorum

Julia Marks

Stacey Berman

NEWH, INC. GOVERNING BOARD MEETING MINUTES

24 January 2013

Grand Hyatt Union Square-San Francisco, CA

| | | | | |
|---------------------|--|--|---|---|
| Executive Committee | Julia Marks Trisha Poole Stacey Berman Judy Regan | Andrea Thomas Tina Lockwood Cynthia Guthrie Philip Byrne | Dina Belon Christine Tucker Helen Reed Anita Degen | Shelia Lohmiller |
| Board of Directors | Mary Ann Thornam Meghan Bazemore | Lee Brotsker Benjamin Coy | Bryan Adcock Christopher Hahn | Leigh Mitchell Adrienne Pumphrey Deborah Herman |
| House of Delegates | Cindy Andrews Valerie Coleman Benjamin Coy Fernando Diaz Kory Doolittle | Lara Engert Kate Grubb Karen Gutowski Schaeffer Hill Lori Hoegler | Katie Howell Brittany Johnson Jonathan Kaler Natalie Koller Jennifer Loux | Matthew Murray Ginger Raphael Carole Roach Andrea Sims Lora Spran Vanessa Vaughan |
| Guests | Jessica Wasmer Roger Mathis Leah Soul Sean Lee Brittany Swingley Susan Burnside Cindy Gasser Rich Gesteland | Pedro Lopez Carol Ranno Maureen Rothman Andy Schaidler Kimberly Sontowski Stephanie Tristani Ron McDaniel | Chapter Presidents: Susan Crowder (AZ) Meghan Bazemore (ATL) Todd Hilt (CHICAGO) Hope Case (LAS VEGAS) Stephanie Thompson (NCNTRL) Shayne Bratz (NW) Lori Hass (SAN FRANCISCO) | Marissa Colli (SUNSHINE) Scott Pope (TORONTO) Steering Committee: Kevin Hancock (NE) Karen Appert(NCAROLINA) Christine Wasmer (OC) Chris Kiteridge (VANC) |
| Not in Attendance | Lynn Fisher (UK) Jacob Cross (BOD) Michelle Finn (BOD) Cray Bauxmont-Flynn (HD) | Mark Beelaert (HD) Alicia Cannon (HD) Scott Hegstad (HD) Manuela Kennedy (HD) Marc Nasberg (HD) Melinda Peck (HD) | Julian Brinton (HD) Todd Schaffer (HD) Stacy Rauen (HD) Rachel Fernbach (AC/GP) Stacy Elliston (Dallas) Sarah Pellegrin (Houston) | Cinnamon Alvarez (LA) Amy Jakubowski (NY) Candice Spicer (RM) Lisa Ghai (SF) Lynn Fisher (UK) David Tracz (DC) |

**Officers and Directors have a vote House of Delegates do not.*

President Julia Marks called the meeting to order at 10:00 am. Secretary, Stacey Berman, took roll and a quorum was established. The minutes were presented and a motion was made to accept the minutes as corrected.

I, Judy Regan, move the minutes be approved as corrected.

Motion seconded by: Dina Belon

VOTE COUNT:

YEA: 19 NAY: 0 ABSTENTION: 0

STATUS OF MOTION:

Carried: Defeated:

President – JULIA DAVIS

Discussion:

- Welcome, first meeting of the year
- Thank-you for volunteering your time outside of business and family activities
- We're here for networking and giving back to the community
- What you see at the Leadership Conference is what it's all about, the conference encompasses it all
- Thank-you to Mark Huntsinger and Leigh Mitchell for their amazing work in making this event so wonderful
- Thank-you to Trisha and her staff, NEWH Inc. staff and volunteers for putting everything together
- Introductions held
- Packet with job description, code of ethics, legal responsibilities, compliance materials, read it thoroughly, sign it and turn it in, sign 2 if you hold a position on the Inc. level and board level
- If you have questions please address with Inc. of EC
- You are responsible to attend the IBOD meetings
- Typically in January surrounding first Tradeshow or with the leadership Conference
- Las Vegas in May before HD Expo, Miami in September before HD Americas
- You are required to submit a board report about what's happening in your discipline/chapter, due 30-days in advance of next board meeting, give yourself enough time to get it together
- These are legal responsibilities as a 501(c)(3) that we're required to do, it's imperative that we maintain our records, especially for an audit

- We've given over 2.9 million in scholarship funds to date, amazing
- Tradeshows are selling out in seconds, other issues come with that
- We have a lot to offer to the hospitality community
- We do so much, people want to participate and join
- Many of the board reports had great details
- We do have value, we do have a lot to offer, let people know that
- Our budget is good, we're financially sound, we are putting away funds for the future
- Our Corporate partnerships are at an all-time high, we did put limits on Corporate partnership, it won't get much bigger, we are maxed out at top level, patron one spot open, 2 or 3 supporting level spots open
- We've become the place to be, congratulations to you all for making us who we are
- Much room for growth yet
- How can we get certain aspects of the community involved (design/owners/etc.)
- Working on marketing, revamping website, many say it's hard to use, it's a big process, please send in your ideas
- Working on expanding our social media, we have 2 new marketing positions
- Focus on how can we stay relevant, keeping students involved, obtaining new industry members
- Where are we going as an international organization
- The Inc. staff has a wealth of information in the board packet, please view, many questions have been answered, read it share with your chapter
- Feel free to contact NEWH Inc. staff, a quick phone call might take it off your plate
- Email blast questions always come up
- You are not allowed to keep a separate database or use an alternate e-blast provider
- As a rule with our membership you are not allowed to share that information, the members information needs to be held by the Inc. office and distributed through the Inc. office
- Email votes can be done with 100% participation and 100% approval, you need every single person to reply, please keep this rule in mind especially if your board cannot meet

VP/Finance – JUDY REGAN

Discussion:

- Proud to be a NEWH member since 1985
- Budget for approval was listed in board report, reminder to always ready board report
- Budget presented for your approval, live within your budget
- If corporate partners, tradeshows, and fundraising percentages come in we will be good and happy and most importantly compliant and in good standing, we are a business

I, Judy Regan, move to accept the budget as presented.

Motion seconded by: Dina Belon

VOTE COUNT:

YEA: 19 NAY: 0 ABSTENTION: 0

STATUS OF MOTION:

Carried: Defeated:

Executive Advisor – ANITA DEGEN

Discussion:

- We are here to make money to support the organization
- Maintain a professional atmosphere, take your work seriously
- At the chapter level, you might have someone volunteer and fall behind on tasks, please remind them that we are a business, when they take a position it's their responsibility to see it through, that this is a business
- Thank-you to all for the effort and time spent on the Leadership Conference
- We had a call out to help with sponsorship and fundraising with the Leadership Conference, we only had a few people helping, we're about -\$22,000, when a call for help goes out this is serious, we are a business, we want to stay financially healthy, we need your help
- Thank-you to everyone for their service to the organization and for your hard work

VP/Development – CYNTHIA GUTHRIE

Discussion:

- Corporate partners program specifically Shelia and Jena that promote the market
- Our chapter directors that attend discipline calls, these calls are very important
- Thanks to chapters that hold amazing events, it generates curiosity promoting future corporate partners, thank-you to everyone
- Special thanks to Leigh and those that support her she's done an amazing job, the bar has been raised, we've come a long way

- Recognize our Corporate partners as much as possible, they help us to pursue our expansion, future, help students, they are an asset, treat them as one nothing would be possible without them, it's a 360 degree cycle, they keep us moving along
- Conduct all business at events by recognizing Corporate partnership
- Take time to research and recognize who might be at your event that's a Corporate partner
- Make sure Corporate partner banner is out and visible at all events, even small events, get them out
- 2013 banners were sent out this week to Chapter Presidents this week
- Please visit our Corporate partners at Regional Tradeshows, thank them for their support
- Chapters thank-you for raising the bar in regards to the amazing events you put on
- Applause for our Corporate partners in the room, thank-you for being involved, having your voice on our board is very valuable

Questions:

If they can't fit the pop-up sign at a particular venue can a color sheet be printed and set at registration desk?

- It is preferred that you use it if you can't for some reason please be sure to verbally thank them as much as you can
- We want all partners represented appropriately and visibly and correctly we wouldn't want a corporate partner to be forgotten

International Relations | Canada – CHRIS TUCKER | CHRISTOPHER HAHN - International Relations

Discussion-Chris Tucker:

- Seven people from chapter in attendance at conference
- Vancouver has great board members, strong and moving regional group forward, will be awarding \$2000 in scholarship this year
- A bit of a curve to get people to join as a member and build the chapter, events have been great
- In Canada, we don't do Tradeshows but do partnership which helps our exposure and membership
- Award scholarships at the partnered event
- Increasing activity on the east side of Canada
- Looking to grow a Regional Group on the east side of Canada
- Appreciate the support from everyone else

Discussion-Chris Hahn:

- Pleasure to join the board
- There's legal gaps and a lot of putting things together, we look forward to expansion in Asia and other areas we look forward to generating support and interest
- Thank-you for the opportunity

Julia Marks-comments:

- UK no formal report
- Gotten over some hardships with membership
- Opened up to male members about a year ago, this opened up a whole new world for the chapter
- Sponsorships have increased, events are successful
- Partnerships have been going well

Leadership Conference – LEIGH MITCHELL | NEWH Conferences

Discussion:

- Great line-up for the Leadership Conference, thank-you to Shelia and NEWH Inc. staff for the details, and help, thanks to Trisha for the leads and assistance
- There is something for everyone, Owner's Roundtable, Sustainability, Trendsetters
- Everyone is very excited about it
- Attendance is over 350, first time we ever sold out
- Please provide feedback
- Opening party tonight, the Flavors of San Francisco with Wine Tasting, please attend
- President's dinner, first time event, 50 people will be attending, 20 owners, 25 designers and 5 NEWH Inc. staff
- Scholars reception sold out fast
- Learning a lot of the next time around
- San Francisco chapter received many new applications, very exciting
- You are a NEWH Ambassador, network, meet someone new, sit in a new spot in the sessions, talk up NEWH
- Working on 2015 Leadership conference, location yet to be determined
- Email sent out to chapters, Atlanta, Denver, Dallas, Houston
- Need chapter involvement to make it a success

VP/Sustainable Hospitality – DINA BELON | ADRIENNE PUMPHREY - Sustainable Hospitality

Discussion:

- Sustainability is everyone's job
- We need to stay relevant in the industry with daily tasks, integrate sustainability into NEWH as much as possible
- In 2012 Sustainable content brand was created: Green Voice
- Metatrends in Sustainability session at Leadership

- HD Vegas announcement of Sustainable Design Recipients at Luncheon and a high profile/sustainable experts panel discussion, Green Voice panel discussions on the Tradeshow floor
- Incorporate Green Voice into BD West/BDNY shows
- Green Voice Webinars, CEU offered
- NEWH is working on CEU accreditation
- Green Lodging and Hospitality Conference in September, 6-8 sessions related to Design and Development, location Orlando
- Green Voice conference and tradeshow in planning stage for 2014
- Read Sustainable eblasts
- Sustainable Resource Directory to be merged with NEWH Directory, recommend to others to join
- Social Media, "like" NEWH Sustainable Hospitality & NEWH Sustainable Design Competition, check us out on Twitter
- Lora Spran is our chapter Liaison to the Sustainable Chapter Directors, we have event checklists to keep things simple and sustainable, Lora can provide direct support

Julia Marks-comments:

- Congratulations to Dina on her award given by USGBC for her Hospitality work
- Congratulations to Dina and her Committee, they are the only functioning committee
- Sharing the load, putting together the committee, it makes things easier

Regional Tradeshow– Bryan Adcock | Philip Byrne - VP/Events

Discussion:

- Tradeshow selling out immediately, causing a lot of problems with fast sell out, open to other opinions/options
- 2013 San Francisco, Orlando, Los Angeles, Chicago, Minneapolis, Seattle
- Problem of shows selling out quickly
- Trying to come up with proposals to try new ideas
- Might try a lottery system
- 2014 roster is open, Bryan is accepting suggestions for those interested in a Regional Tradeshow
- Holding Owner's Roundtables have increased Tradeshow attendance, the more involved the chapter is the better the results
- HD has done a great job of branding and marketing the Owner's Roundtable

Questions:

Is there a formal application if the chapter wants a Tradeshow?

- Send email to Jena or Bryan if you have interest

Julia Marks-comments:

- Tradeshow are our large force of income
- Congratulations New York chapter for a successful Tradeshow
- You're not required to hold a Tradeshow, some chapters it just doesn't work for
- Be prepared to take on the workload if your chapter is interested

MARKETING – TRISHA POOLE | President Elect

Discussion:

- We want to be clear where we are going, that you understand and agree and take back to your chapters and share the information and find ways to filter it out, we will provide tools and added materials
- The marketing is through the people, we are powerful as a group, the more you can reach out to others and influence them the more power and support we have
- We want to build our designer membership and not downgrade anyone else for their input, we want to grow the designer demographics
- TopID is one of the programs we've introduced to add a benefit and draw in more designers
- TopID the chapter takes the top 3 firms, they are published and put on a banner, banners are available for each chapter to purchase, we hope the program grows and adds value, use banner at events to celebrate their contribution, it's about the size of what we are not just your chapter, emphasize that your chapter is involved in this process
- Leadership Conference, high quality, raising the bar, each year it gets better, content with powerful people in attendance, the new President's dinner event we're hoping to encourage the owners to get involved in your chapter level, we want this demographic area to grow as well
- To join TopID the individual needs to be a NEWH member, votes come from their contribution from NEWH, sharing with them gives them extra notice
- Design Bureau magazine highlighted TopID
- TopID Banners available for purchase, we'd love for the chapters to purchase and use at events (Approx. \$281 per banner)

Questions:

Scott Pope (Toronto): TopID firms website 2012 firms not yet updated, chapters is using the event to approach other design members to get them to join

- This has been updated and will be announced at the Leadership Conference

Stephanie (North Central): Are the firms notified when they are published? Should we recognize them in our newsletter?

- Yes we let them know about publishing, we protect our list carefully also, yes mention in your newsletter
- We were even contacted by a TV show in regards to a designer, we notify the chapter/designer of other opportunities

VP/EDUCATION– ANDREA THOMAS

Discussion:

- Reviewed positions of the organizational chart
- Chapters can engage a design firm or someone in your chapter area, to create a vendor scholarship creating an additional scholarship for your chapter, there are forms available for this contact the NEWH Inc. office
- ICON scholarship, the board selects an individual who is a mentor that has been in the industry for at least 30-years, they are named the ICON, and the scholarship offers a \$5000 winning student award and \$3500 honorable mention award. Scholarship has the same requirements as a chapter scholarship with the exception that the student needs to have participated in an industry related internship
- NEWH Inc. office sends out notification when ICON scholarship is released, please take this information to students, share with them this opportunity,
- \$5000 award in NY \$3500 given at BD West
- When the ICON is selected, the funds for the scholarship are raised through a Tribute Book for the ICON individual, please help raise funds for this book
- Any vendor could donate to a scholarship, could award at a event or Tradeshow, the Vendor does not choose the recipient but they can say where they'd like to award or to what area they'd like to award (Interior Design, Culinary, etc.)
- Fabricut Scholarship to be awarded at BD West
- Sustainable Design Competition \$5000 Graduate and Undergraduate award, look for the email announcement and promote to students to apply, winning students awarded at HD Vegas annually, project criteria changes annually, projects selected by judge panel
- Get students involved in these educational opportunities
- Address your scholarship questions to Andrea

BOARD TRAINING: DIANE FEDERWITZ | Events/Membership Director-NEWH Inc. Staff

Discussion:

- Jena and Diane go to each chapter every 3-years to do an in-person training with the chapter
- The training covers what NEWH is as a whole, our history, we go through each discipline, SWAT analysis is completed, work on goals, budget overview, great planning for chapter boards
- On off year, a webinar is available great for new incoming board members, 2 hour webinar, start planning it as soon as your new board is selected (November/December), we go through the roles
- Participate in the Chapter Discipline calls throughout the year, brainstorm, learn what works/doesn't work, learn more details of your position
- Discipline calls are quarterly
- In 2012/2013 we started mandatory discipline training, 45-webinar that goes through individual board position, office contacts, general NEWH information, great success this year

BREAK OUT: Group Discussions

Julia Marks: Break-Out Sessions:

1. Fundraising Pitfalls and Possibilities
2. Managing your board for Success | Setting goals, delegating and creating committees
3. Success in Programming
4. Balancing your Chapter Roster | How to appeal to designers, executives and owners

GROUP ONE-Fundraising Pitfalls & Possibilities (Ben Coy + Ron McDaniel):

- Don't bite off more than what you can chew, what do you want to achieve, it's ok to say no, know your expectations
- What works for others may not work for you, no two chapters are alike
- Make sure your events are the right fit for your geographical location
- Success of auctions can be good or not so good
- We are a business, fundraising is a business, develop a plan, market event, brand it, promote it be passionate about it, use your social media
- What's your target audience, what are you trying to achieve, who do you want there
- Have a good working committee, get as many people as possible, fundraising is hard work
- Let other designers work on the committee they might be future board members
- Use students, they love the help at events, that's our future, that's where the scholarships go
- Use your chapter board handbook, there are key points that help with fundraising, we are a business, make sure we are profitable
- Conference calls are amazing, attend them, share your ideas, develop relationships with other directors
- Learn from your mistakes
- Sponsorship everyone goes for dollars for different levels, if you don't ask for it you won't get it, offer different levels and ask for sponsors to help
- Treat your sponsors amazing at your event, single them out, walk them around, introduce them to your membership, highlight them
- Have fun with it

Questions:

- Dallas hosted a Tradeshow this year, great fundraising event for scholarship, typically we shy away for an additional event, this year we put over \$70,000 in our scholarship fund, 3-days of NEWH Student Night, Tradeshow, Roundtables, Life of Design (chair design competition fundraising event), best Tradeshow we've ever had
- Fundraising and scholarship directors should work together, the money that the fundraising directors are raising goes straight back to

scholarship, they need to know why we're raising the money

Comments:

- We are a business
- Look at your financials, make sure they are realistic, if you can't pull it off don't be afraid to cancel vs. losing money
- When you're talking about funds raised, call it revenue or proceeds do not call it profit

GROUP TWO-Managing your board for Success | Setting goals, delegating and creating committees (Scott Pope):

- Consistency and planning
- Board meetings need to be kept to agenda with 45-60 minute max, stick to schedule each time, limit time frame that each person gets to speak
- When conversations get to be too long encourage person(s) to talk about at their next committee meeting
- Board meetings should be treated as a business meeting, not a social event
- As an executive person look at the people that are showing interest, encourage them to grow in the organization
- Have strong succession planning each year
- Involve students
- VP of Development a support avenue for everyone, if members are stressed with the amount of workload involved help them to develop committee members
- President sets first meeting of the year with an overview of how the meetings will run, stick with that
- Rotating positions, involve all roles as much as possible so everyone knows what is going on
- Replacing members that are not effective, if the person isn't doing what they need to do it needs to get written up, not to discourage them but keep it positive and effective to encourage participation when the time is right
- Get your events and publish your calendar, try to stick to the time frame it helps for sponsorship
- Conflict of other organizations, (IIDA, etc. they might have events on the same night that might conflict with chapter events)
- Email only people that need the email
- Spread out the responsibilities, delegate event duties

GROUP THREE-Success in Programming (Schaeffer Hill + Kate Grubb):

- Different ways to combine different aspects of chapter into programming, sustainability, community service, hospitality chair, reaching out to different organizations such as USGBC
- Success and failures of getting sponsorship
- Some chapters have a menu of opportunities to provide for sponsorship
- Need to let sponsors know ahead of time when they are needed to schedule in needed funding
- When asking for sponsorships, some chapters market them on cocktail napkins, marketing materials, on website banner
- Reaching out to manufacturers
- Good quality vs. quantity event
- Have your event speak to audience (i.e. Reach out to more management firms)
- Arizona State of the Union event, combines local Tourism board, panel discussion on tourism, hospitality and the economy
- Students, North Central has Student Expo with roundtable/Speed Dating review, portfolio review with other students to engage student and professional feedback
- Getting students to events, market as free for students, have it accounted for in budget
- Networking cocktail hours are easy to get going
- Student events/panel discussions can be more challenging, good ideas out there how to get them running

GROUP FOUR –Balancing your Chapter Roster | How to appeal to designers, executives and owners (Shayne Bratz + Rich Gesteland):

- We have to remember that we're not a designer organization we're a hospitality organization
- A lot of the designers like NEWH for the broad range of areas that we bring in, we're recognized in many different areas
- If we continue to promote ourselves as a hospitality organization more designers will become engaged
- Where does a Sales Rep at value to the Culinary or Architecture Community? Where can we add value
- Asset at a Rep is we develop a network, designers don't know a lot of other designers but they like to meet them and we can help with that
- When you go to an event bring a friend with you, develop the value and networking
- Provide a good time, it's an investment of everyone's time to be there, pull some crazy fun events to engage and create remembrance
- Recognition HOSPY Awards, the Oscar's of designers, owners, architects, huge event, 10th anniversary, honorary every year
- Engage the community as much as possible
- Recognized down slide in hospitality, Las Vegas chapter embraced it creating Renaissance recovery, ownership loved it, held events that had been renovated or built since the crash, branded it and promoted, identified a need with everyone
- Educational opportunities, CEU's or tours that is an added member value
- Showcase personal passions, expose where designers and architectures come and showcase what they offer, you gave the community a personal opportunity to showcase their passion
- Networking, get events that owners like to come to, we have a resource with other chapters, use other chapter templates/ideas to reach new demographics in your area
- Look at your best practices

Comments:

- If a Rep or another board member is a bit overboard take them to the side and show them how to be involved and what others are looking for
- Please make sure your events make it to your board report on time, we need to hear from you

GROUP PHOTO TAKEN

NEW BUSINESS

MOTION TO MAKE CHANGES TO SPECIAL EVENTS DIRECTOR POSITION

Date: January 24, 2013
 Motion Number: 3

I, Tina Lockwood, move to replace position of Special Events with International Expansion

Motion seconded by: Judy Regan

VOTE COUNT:

YEA: 19 NAY: ABSTENTION:

STATUS OF MOTION:

Carried: Defeated:

MOTION TO APPOINT DIRECTOR OF INTERNATIONAL EXPANSION

Date: January 24, 2013
 Motion Number: 4

I, Tina Lockwood, move that the Board of Directors move to appoint Christopher Hahn to the position of Director of International Expansion.

Motion seconded by: Stacey Berman

VOTE COUNT:

YEA: 19 NAY: ABSTENTION:

STATUS OF MOTION:

Carried: Defeated:

Questions/Comments:

Shelia:

- Courtesy badges for NEWH Inc. board members and NEWH Inc. chapter presidents courtesy badges printed, anyone that is a guest needs to go to registration desk and register

-Email notes from break out session to:

Stacey@bermanpurchasing.com

Return completed Code of Ethics forms to Nicole Crawford at NEWH Inc. office:

NEWH Inc.
 PO BOX 322
 Shawano, WI 54166
 Email: Nicole.crawford@newh.org
 Fax: 800.639.6394

Adjournment:

- Thank-you for attending
- If you have problems you want to discuss at the board meetings, please email Julia
- No new business to be addressed
- Next meeting is May 14th in Las Vegas, generally meet from 8am – Noon
- Board reports due roughly April 12th also submit items to be added to the agenda, if any
- Greet our corporate partners, visit our side room

Thank-you!

Motion Number: 5

I, Stacey Berman, move that the meeting be adjourned at 2:00 pm

Motion seconded by: Trisha Poole

VOTE COUNT:

YEA: 19 NAY: 0 ABSTENTION: 0

STATUS OF MOTION:

Carried: Defeated:

PRESIDENT

JULIA MARKS

Job Purpose:

- To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of NEWH, Inc. to support the organization's mission and needs.
- The Presidency is the highest honor the membership can bestow. In electing a fellow member as President, they are charged with the full responsibility of leadership of the organization.

2013 GOALS

1. Continue to support NEWH and its mission
2. To promote and strengthen NEWH as the premier industry network
3. To support the EC, IBOD, Delegates and Chapter members with achieving their goals
4. To represent NEWH at local and international events in the industry
5. Work with NEWH Committees in achieving their goals
6. To keep lines of communication open between Chapters, IBOD and EC
7. Work on fundraising and partnership opportunities on behalf of the organization
8. Build the role of NEWH within the International Hospitality community, including Europe and Asia
9. Build on our current successes, focus our goals to our strengths
10. Continue our progress and outstanding achievement by Trisha Poole to expand our marketing efforts particularly in social media networking

STEPS TO ACHIEVE GOALS

1. Attend meetings on behalf of NEWH with Corporate Partners to update and keep them informed with the current events of NEWH, Including Founder's Circle with our Corporate Partners where we always receive valuable feedback from our Partners regarding how to continually strengthen and build our relationships with them
2. Work with the EC regarding Goals and planning. Review their goals throughout the year and work on their Project Scope Documents, oversee that timelines are met as outlined in Strategic planning sessions
3. Conduct Conference calls with Chapter's Boards as required regarding issues that may arise, provide feedback and suggestions for resolutions if required.
4. Conduct quarterly conference calls with Chapter President's and VP's with agenda and followed by an open forum that keeps the communication open between everyone and allows for questions to be answered regarding any issues that may have risen since last call.
5. Work with Chapters and the organization of their boards, suggestion succession planning opportunities and other options for the continual growth of their boards.
6. Provide agenda and conduct bi-monthly conference calls with EC
7. Follow up with Chapter Delegates and IBOD to make sure that all reports are received on time so that they can be included in the final reports for our Board meetings.
8. Help board members and committees to focus on fewer goals and projects allowing for greater success

LONG TERM GOALS FOR THIS POSITION

1. To create an open forum of communication and teamwork with a sense of unity throughout our chapters and NEWH Inc
2. To grow our international presence and recognition as The Hospitality Industry Network.

OTHER REPORT ITEMS

1. Welcome to Las Vegas and HD Expo! I hope 2013 is proving to be successful for you personally and professionally. We thank you for your continued support and efforts on behalf of NEWH Inc and our NEWH Chapters.
2. NEWH is financially strong in thanks to our corporate partners, our outstanding Regional Tradeshows and our continually increasing membership. Always remember the value that NEWH bring to the industry and strive to further our value at all levels.
3. What's happening...
4. The NEWH Executive Committee spent a very rewarding two and half days at the Milliken campus brainstorming about the current state of NEWH, our successes and failures and how we can do better as an organization, as leaders and as a driving force within the hospitality industry. We got a lot of business done, including the start of long term business and marketing plans that will help us not only run NEWH effectively but help communicate to each of you what our goals are for the years ahead. We discuss some more exciting things like potential fundraisers and rewards and recognition. As these ideas develop into initiatives, we will bring them to the board for discussion.
5. We hosted a very successful breakfast panel at BD West in San Diego in April where we gave out the runner up ICON of Industry Award and the FR1 Scholarship sponsored by Fabricut. We also announced our 2013 ICON of Industry Ray Anderson of Interface Floor. Mr. Anderson will be awarded posthumously at the Gold Key Breakfast in New York this November.
6. NEWH Inc and our incoming President, Trisha Poole will be furthering our international support by visiting London this summer. Unfortunately, HD has postponed HD Asia until next year so our efforts in Asia will be limited to those on the ground and our staff will head to Singapore next year with HD's event.
7. Communication – I would like to stress the importance of communication and the overlap of board director positions. So many positions touch each other in some way where the expertise of another director may be invaluable to your success. Please reach out to each other, particularly our marketing and sustainable teams who have a great impact on all of our events and programs.
8. Thank you all for your continued efforts on behalf of NEWH!

As always, I am here to help with anything you may need, please feel free to contact me anytime.

PRESIDENT ELECT

TRISHA POOLE

Job Purpose:

- Be an active advocate of NEWH through all possible industry-networking opportunities such as trade shows etc.
- Know the duties of the President and be prepared to assume the Presidential duties if necessary.

2013 GOALS

1. Confirm and be aware of all existing initiatives that have been put in place by Julia Marks that may continue into 2014. Provide input and support as required to assure success and continuation of these plans.
2. Become more familiar with NEWH Inc. administrative roles and learn of areas for potential growth or improvement in 2014.
3. Provide assistance as needed to put a Strategic Plan and Marketing Plan in place by November 2013 that includes future plans for positive growth and improvement with "check points" for the IBOD and EC to revisit annually.
4. Seek out qualified candidates for VP of Marketing.
5. Support efforts to strengthen the organization in international regions and chapters.
6. Continue to grow/develop new partnerships that will bring greater awareness and success for the organization.

STEPS TO ACHIEVE GOALS

1. Set up three conference calls/meetings with Julia Marks to review the responsibilities and initiatives she is active in. Discuss any future initiatives we may need to partner on to complete.
2. Review Strategic Plan and provide input as needed to complete the document by October 2013. Develop Marketing Plan that supports the Strategic Plan and present to IBOD and EC by November 2013.
3. Visit the NEWH Inc. office to spend time with the NEWH Inc. staff.
4. Visit UK and spend time with the chapter to learn more about how they maintain their success and how to better support and interact with them.
5. Participate in meetings and conversations with potential partners. Provide research and feedback that will add value and unique benefits to the partnerships.

SECRETARY

STACEY BERMAN

Job Purpose

- Record and preserve the business records of the organization
- Ensure all chapters remain in compliance with all public laws governing their activities.

2013 GOALS

1. Record minutes in a timely matter from EC Conference Calls
2. Draft Board meeting minutes/highlights in synopsis form to be sent to all Directors within 2 weeks of meetings
3. Communicate with Chapter Secretaries the importance of submitting their reports in a timely manner

STEPS TO ACHIEVE GOALS

1. Compile minutes from EC Conference Calls, EC Board Meetings, EC Wrap up meetings even if draft form within two weeks of such event to better keep those who are not in attendance

aware of current discussions

2. Attend and facilitate quarterly discipline calls with Secretaries and Treasurers

REVIEW OF GOALS

1. Conference calls have been very informative – but have not been very well attended. These would be even better if we had more input from a wider range of chapter attendees.
2. EC minutes are sent out immediately after the conference call.
3. January BOD highlights were sent to Inc immediately after the BOD meeting and I will do the same for the May BOD meeting

NEWH BOARD TRAINING SCHEDULE

| Shaded = training occurred or is scheduled (year of board) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-----------------------|------------------------|------------------------|------------------------|-------------------------|------------------------|-------------------------|-------------------|-------------------|-------------------|
| ARIZONA | | In person 4/11/2008 | | | In person 12/1/2010 | Webinar | In person 12/6/2013 | Webinar | Webinar | In person |
| ATLANTA | | | In person 3/14/2009 | Webinar | Webinar | In person 3/10/2012 | Webinar | Webinar | In person | Webinar |
| ATLANTIC CITY | | In person 3/1/2008 | | Webinar 12/6/2010 | | In person 2/25/2012 | Webinar | Webinar | In person | Webinar |
| CHICAGO | In person 2/2007 | In person 1/2008 | | In person | In person 10/23/2010 | Webinar | In person 10/27/2012 | Webinar | Webinar | In person |
| DALLAS | | In person 1/26/2008 | | In person | In person 10/8/2010 | Webinar | In person 3/15/2013 | Webinar | Webinar | In person |
| GREATER NEW YORK | In person 2007 | | | Webinar 2/27/2010 | | In person 2/11/2012 | Webinar | Webinar | In person | Webinar |
| HOUSTON | | | | In person | In person 10/7/2010 | Webinar | Webinar | In person | Webinar | In person |
| LAS VEGAS | | In person 8/16/2008 | | Webinar 8/3/2010 | | In person 1/28/2012 | Webinar | Webinar | In person | Webinar |
| LOS ANGELES | In person 2007 | | | In person 1/30/2010 | Webinar | Webinar | In person 2/9/2013 | Webinar | Webinar | In person |
| NORTH CAROLINA REGION | | | | Webinar 6/30/2010 | TBD based on need | Webinar 4/26/2012 | TBD based on need | TBD based on need | TBD based on need | TBD based on need |
| NORTH CENTRAL | In person 5/5/2007 | | | Webinar 3/22/2010 | In person 3/5/2011 | Webinar | Webinar | In person | Webinar | webinar |
| NORTHWEST | | | Webinar 11/14/2009 | Webinar | | In Person 12/2/2011 | Webinar 11/28/2012 | Webinar | In person | Webinar |
| ORANGE COUNTY REGION (as needed) | | | | In person 9/28/2010 | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need |
| ROCKY MOUNTAIN | | | | In person 2/5/2010 | Webinar | Webinar | Webinar 2/12/2013 | In-person | Webinar | In person |
| SAN DIEGO REGION (as needed) | | | | In person 9/28/2010 | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need |
| SAN FRANCISCO | | | | Chartered 2010 | In person 2/26/2011 | Webinar | Webinar 2/5/2013 | In person | Webinar | Webinar |

NEWH BOARD TRAINING SCHEDULE

| Shaded = training occurred or is scheduled (year of board) | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|---------------------|---------------------|---------------------|-------------------|--------------------|----------------------|--------------------|-------------------|-------------------|-------------------|
| SOUTH FLORIDA | In person 11/3/2007 | | | | In person | In person 1/21/2012 | Webinar | Webinar | In person | Webinar |
| SUNSHINE | In person 2007 | | In person 1/31/2009 | | In person 2/5/2011 | Webinar | Webinar 11/15/2012 | In person | Webinar | Webinar |
| TORONTO | | In person 12/6/2008 | | Webinar 1/24/2011 | | In person 10/15/2011 | Webinar 11/20/2012 | In person | Webinar | Webinar |
| UNITED KINGDOM | | | | | Webinar | Webinar | Webinar | Webinar | Webinar | Webinar |
| VANCOUVER REGION (as needed) | | | | Webinar 2/10/2010 | TBD based on need | Webinar 3/6/2012 | TBD based on need | TBD based on need | TBD based on need | TBD based on need |
| VIRGINIA REGION (as needed) | | | In person 3/28/2009 | Webinar | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need | TBD based on need |
| WASH DC | In person 2007 | | Webinar 10/22/2009 | Webinar | In person | In person 2/16/2012 | Webinar | Webinar | In person | webinar |

RECEIPT OF MINUTES, ANNUAL BUDGET AND CHAPTER BUSINESS PLAN

| Chapters | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Budget | Business Plan |
|---|-----|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|--------|---------------|
| Arizona | Yes | Yes | | | | | | | | | | | | |
| Atlanta | Yes | Yes | | | | | | | | | | | | |
| Atlantic City | Yes | Yes | | | | | | | | | | | Yes | Yes |
| Chicago | Yes | Yes | Yes | Yes | | | | | | | | | | |
| Dallas | Yes | Yes | Yes | | | | | | | | | | Yes | |
| Houston | Yes | Yes | Yes | | | | | | | | | | | |
| Las Vegas | Yes | | | | | | | | | | | | Yes | |
| Los Angeles | Yes | | Yes | | | | | | | | | | | |
| New York | Yes | Yes | | | | | | | | | | | Yes | Yes |
| North Central | Yes | Yes | | | | | | | | | | | Yes | Yes |
| Northwest | Yes | Yes | Yes | | | | | | | | | | | |
| Rocky Mountain | Yes | Yes | Yes | | | | | | | | | | | Yes |
| S. Florida | | N/A | Yes | | | | | | | | | | Yes | Yes |
| San Francisco Bay | Yes | Yes | Yes | | | | | | | | | | | |
| Sunshine | Yes | Yes | Yes | | | | | | | | | | | Yes |
| Toronto | Yes | Yes | | | | | | | | | | | Yes | |
| UK | Yes | Yes | | Yes | | | | | | | | | | |
| Washington, DC | Yes | Yes | Yes | Yes | | | | | | | | | | |
| Regional Groups (Minutes once a quarter) | | | | | | | | | | | | | | |
| of the Carolinas | Yes | Yes | Yes | | | | | | | | | | | |
| New England | | | Yes | | | | | | | | | | | |
| Orange County | | | Yes | | | | | | | | | | | |
| San Diego | | | | | | | | | | | | | | |
| Vancouver | | | | | | | | | | | | | | |
| Virginia | | | | | | | | | | | | | | |

VP/FINANCE

JUDY REGAN

Job Purpose

- Keep and maintain, or cause to be kept and maintained, adequate and correct books and records of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements
- Regularly review income and expenditures with Executive Committee to ensure knowledge of financial affairs and status of the organization is clear

2013 GOALS

1. Have all chapters submit budgets by the beginning of the year;
2. Have all chapters submit business plan by the beginning of the year;
3. Have all chapters submit results of activity reports; and
4. Participate in all discipline calls.

STEPS TO ACHIEVE GOALS

1. Work with NEWH, Inc. office to follow up on chapters not forwarding information ;
2. Work with Diane and Jena to make sure chapters know (via

board training) that information is submitted to NEWH, Inc. promptly; and

3. Follow up with chapters to submit signature bankcards after the **first** board meeting of the year.

LONG TERM GOALS FOR THIS POSITION

1. Ensure all chapters KNOW what is expected in way of reporting.

OTHER REPORT ITEMS

1. One chapter gave scholarships when they had almost no money in their scholarship account. They were advised not to give

a scholarship and did so anyhow

| BANK BALANCES | |
|--|---------------|
| account balances as of 3/29/2013 | |
| General | \$ 336,935.66 |
| Scholarship | 72,842.57 |
| Money Market (2013 reserve fund) | 13,127.82 |
| Long Term Reserve Account (money market acct receives higher interest than CD) | 150,000.00 |
| Cash Reserve Account (money market acct receives higher interest than CD) | 50,000.00 |
| CD | 100,000.00 |
| NEWH, Inc. acct in Canada (8/31/12) | 5,208.47 |

| Chapter | Annual Budget Rec'd | Statement from Bank | Labeling cks and deposits | Updated Signature Cards | Current on tax matters for 2012 | 2012 Fundraising Remittance | 2012 to date Fundraising %*** | 2012 Monies transferred to Scholarship Acct | 2013 Fundraising Remittance | 2013 to date Fundraising %*** | 2013 Monies transferred to Scholarship Acct | Checking Balance | Date | Scholarship Balance | Date | CD | Date |
|------------------------|---------------------|---------------------|---------------------------|-------------------------|---------------------------------|-----------------------------|-------------------------------|---|-----------------------------|-------------------------------|---|------------------|------------|---------------------|-----------|----------|------|
| Arizona | X | X | X | X | Yes | 57% | 6,400.07 | N/A | 0% | - | 9,321.67 | 3/29/13 | 569.29 | 3/29/13 | | | |
| Atlanta | X | X | X | X | Yes | 26% | 40,721.26 | N/A | 0% | - | 29,321.51 | 3/29/13 | 46,355.22 | 3/29/13 | | | |
| Atlantic City | X | X | X | X | Yes | 0% | - | N/A | 0% | - | 19,973.98 | 3/29/13 | 2,521.37 | 3/29/13 | | | |
| Chicago | X | X | X | X | Yes | 42% | 41,896.47 | Need info | 61% | - | 75,153.49 | 3/31/13 | 61,057.20 | 3/31/13 | 11,649.41 | 3/31/13 | |
| Dallas | X | X | X | X | Yes | 7% | 26,729.52 | N/A | 0% | 33,358.57 | 52,325.24 | 3/31/13 | 31,945.03 | 3/31/13 | | | |
| Houston | X | X | X | X | Yes | 18% | 12,514.15 | N/A | 0% | - | 26,065.44 | 3/31/13 | 11,042.12 | 3/31/13 | | | |
| Las Vegas | X | X | X | X | invoiced | 35% | 38,036.51 | N/A | 0% | - | 65,745.10 | 3/29/13 | 38,635.90 | 3/29/13 | 52,295.96 | 3/4/12 | |
| Los Angeles Founding | X | X | X | X | Yes | 48% | 27,756.44 | N/A | 0% | 2,800.00 | 928,293.19 | 3/29/13 | 126,232.54 | 3/29/13 | | | |
| New York | X | X | X | X | Yes | 27% | 40,050.00 | N/A | 0% | 26,167.66 | 77,163.98 | 3/29/13 | 43,938.69 | 3/29/13 | | | |
| NEWH, Canada, Inc. | X | | | | | | | | | | 46,590.49 | 2/28/13 | | | | | |
| North Central | X | X | X | X | Yes | 51% | 9,500.00 | N/A | 0% | - | 15,101.78 | 3/29/13 | 16,399.10 | 3/29/13 | | | |
| Northwest | X | X | X | X | Yes | 55% | 8,484.00 | N/A | 0% | - | 29,058.00 | 3/29/13 | 15,082.90 | 3/29/13 | | | |
| Rocky Mountain | X | X | X | X | Yes | 12% | 5,000.00 | N/A | 0% | 12,549.85 | 19,891.72 | 3/29/13 | 23,990.21 | 3/29/13 | | | |
| San Francisco Bay Area | X | X | X | X | Yes | 65% | 250.00 | N/A | 0% | 19,675.90 | 43,775.64 | 3/29/13 | 29,732.36 | 3/29/13 | | | |
| South Florida | X | X | X | X | invoiced | 58% | - | N/A | 0% | - | 26,045.93 | 3/29/13 | 23,927.89 | 3/29/13 | | | |
| Sunshine | X | X | X | X | Yes | 31% | 10,200.00 | N/A | 0% | 4,243.85 | 53,180.08 | 3/29/13 | 42,012.59 | 3/29/13 | | | |
| Toronto | X | X | | | | 0% | | | 0% | | 19,652.67 | 3/28/13 | 29,676.99 | 3/28/13 | | | |
| United Kingdom | | | | | | | | | | | | | | | | | |
| Washington DC Metro | X | X | X | X | invoiced | 2% | - | N/A | 0% | 20,234.92 | 123,718.46 | 3/29/13 | 36,096.62 | 3/29/13 | 40,093.59 | 12/31/12 | |
| Regional Groups | | | | | | | | | | | | | | | | | |
| New England | | | | | | | | | | | | | 3,612.10 | 3/29/13 | | | |
| North Carolina | | | | | | | | | | | | | 3,151.52 | 3/29/13 | | | |
| Orange County | | | | | | | | | | | | | 14,694.58 | 3/29/13 | | | |
| San Diego | | | | | | | | | | | | | 4,391.42 | 3/29/13 | | | |
| Vancouver | | | | | | | | | | | | | | | | | |
| Virginia | | | | | | | | | | | | | 10,273.44 | 3/29/13 | | | |

2013 BUDGET

| | INCOME | EXPENSE |
|---------------------------------|----------|-----------|
| President | - | 4,811.24 |
| President Elect | - | 909.54 |
| Past President | - | 4504.73 |
| Executive Adviser | - | 430.68 |
| Secretary | - | 682.12 |
| Board Training | - | 1,786.58 |
| Vice President Finance | - | 1,170.42 |
| Travel / Delegate | - | 5,898.40 |
| Vice President/Education | - | 1,851.21 |
| Scholarship | 435.00 | 700.73 |
| Continuing Education | 9,000.00 | 2,795.48 |
| Sustainable Scholarship | 6,666.67 | 10,000.00 |
| ICON Scholarship | 500.00 | 554.10 |
| Vendor Scholarship | - | 3,329.10 |
| VP/Membership | - | 863.72 |

| | | |
|----------------------------------|------------------------|----------------------|
| Membership | 168,622.52 | 82,345.50 |
| Expansion | - | 488.26 |
| VP/Development | - | 209.25 |
| Corporate Partner Development | 306,749.98 | 16,437.05 |
| Fundraising | 15,393.95 | 395.00 |
| VP/Marketing | - | - |
| Marketing | - | 2,211.15 |
| Marketing Communications | - | 2,500.00 |
| Marketing Collateral | - | 9,500.00 |
| NEWH Magazine | - | 4,000.00 |
| NEWH Awards | - | 1,212.32 |
| VP/Events | - | 488.84 |
| Tradeshows/USA | - | 9,952.82 |
| Tradeshows/other | - | - |
| Tradeshows/Regional | 252,367.50 | 211,047.22 |
| NEWH Nat'l/Leadership Conference | 96,417.68 | 175,064.18 |
| VP/Sustainability | - | 1,039.79 |
| Sustainable Conference | - | - |
| Sustainable Hospitality | 15.00 | 575.30 |
| Administration | - | 200,376.64 |
| NEWH Governing Board Mtg. | - | 813.56 |
| Website | 8,935.00 | 25,694.72 |
| Publications | - | 2,961.42 |
| Reimbursable | 176,242.00 | 110,864.32 |
| Reserve Acct. | - | 16,800.00 |
| Bank/Credit Card | - | 6,191.24 |
| Totals | \$ 1,041,345.30 | \$ 921,456.63 |

VP/EDUCATION

ANDREA THOMAS

Job Purpose

- Oversee all actions of the stated NEWH, Inc. mission of Education and Scholarship

2013 GOALS

- Scholarship** – Work with the Committee Chair of Scholarship in the execution of all current scholarship initiatives including vendor scholarships and ICONS.
- Interface with Chapter Directors via three scheduled discipline calls.
- Sustainable Hospitality Committee:** Work within this committee and with the assistance of the Committee Chair of Scholarship, research and implement new competition to begin in fall of 2013.
- Education** – Assist Director of Continuing Education and CEU Committee Chair to fulfill requirements for the IACET application to be approved as a provider organization for continuing education.

STEPS TAKEN TO ACHIEVE GOALS

- FR-1 Fabricut Vendor Scholarship**
The recipient for this \$3,000 scholarship was Angela Poovey, an Interior Design Major from the Art Institute of Colorado and she received the award at Boutique Design West in San Diego, April 2013.
- ICON of Industry**
 - A \$5,000 Student Scholarship, in honor of Herbert V. Kohler Jr., was given at the Gold Key Awards Breakfast in New York in November of 2012 to Stacey Sefcik, an exemplary MFA Interior Design student attending the Savannah College of Art

and Design. The criteria for the ICON scholarship includes having completed at least half of the requirements for a degree that will lead to a career in the Hospitality or Textiles Industries, maintaining a minimum 3.0 GPA, showing financial need and having participated in an industry internship.

- A \$3,500 Honorable Mention Scholarship award was also given to Ashley Sarazen, a BFA of Interior Design candidate attending the New York Institute of Technology, at Boutique Design West in San Diego.

3. Sustainable Design Competition – 2012-2013

- Thank you to **JLF | Ionemeadow** and **Valley Forge Fabrics** for their continued enthusiastic support and sponsorship.
- The current competition is **“The Sustainable Guest Experience- RESTAURANT/NIGHTCLUB.”**
- Award of these scholarships will be made at HD Expo in May of 2013, at the Mandalay Bay Convention Center in Las Vegas (room to be announced).
- The judges of the completion were:
 - Kara Angotti, Interior Designer, LEED specialist and owner of KOAngotti.
 - Pam Parsons, Project Manager, Architect and Interior Designer with ForrestPerkins.
 - Helen Reed, Interior Designer and owner of HL Reed Design.
- Winner of the \$5000 Award for the Undergraduate Project

Submittal is Rachel Brennan, an Interior Design major at Virginia Tech, School of Architecture and Design.

- It was decided that there was not a qualified Graduate Project Submittal, so this award will not be given.

4. Education

- Currently we are working on gathering our credentials/ resume of experience and necessary materials to complete the IACET application in order to be able to approve and offer our own CEU programs. We have registered with IDCEC as a conference provider, as well as with AIA, to have access to their CEUs in the meantime. If you are interested in working on this initiative please contact Chris Wasmer – wasmer@roadrunner.com.

5. Discipline Calls

- The two remaining discipline calls have been set for April 17th and August 21st with Chapter Directors. Two call times are available for each day. Chapter Scholarship Directors are strongly encouraged to attend the calls and Chapter Presidents and other interested parties are welcome.

6. Board Training Manual update

- Guidelines for scholarships and other changes/updates to

NEWH EDUCATION 2013 SMART GOALS:

- Have Scholarship Committee Chair, Susan Burnside, appointed as Scholarship Director at May IBOD meeting, by getting it on the agenda and making a motion.
- Recruit two other members to be on the Scholarship Committee. Contact chapter directors or past directors, directly, to find those interested in furthering their involvement with the Inc. scholarships and possible future position on the IBOD. Deadline for addition of committee members to be end of October.
- Improve communication with chapter directors for the purpose of increased participation on discipline calls and involvement in sharing their ideas and experiences.
- A few of them on the calls. Plan is direct contact with all chapter directors by email or preferably by phone to develop personal relationships with them; find out what their goals are and what is it about being involved with scholarship that interested them, initially. Will keep a record on what was discovered by the interactions with them, to determine what inspires/stimulates each one. This will be completed by the last discipline call on August 21, 2013.

be made to Board Manual – is an on-going process. Please submit any changes/updates you feel should be made to VP Education or the NEWH Inc. office.

7. Website updates/correction as necessary

- Working with Scholarship Committee Chair and the Inc. office to update all scholarship information as necessary on website.

LONG TERM GOALS FOR THIS POSITION

1. Provide for/assist in a smooth transition for our future Director of Scholarship to maintain effectiveness of all NEWH Scholarship & Education initiative and programs.
2. Provide and plan for smooth interface/interaction between activities of Scholarship and Education at all levels within NEWH Inc./Chapters.
3. Ongoing - Define job responsibilities and timeline of all ongoing initiatives overseen by V.P. Education for use by future occupants of this position.
4. Communication outreach to schools/programs supported by Chapter and Inc. scholarships via use of social media, i.e., Facebook and or NEWH Inc./ website.

SCHOLARSHIP

Job Purpose

- Direct the NEWH, Inc. Scholarship Program and see that NEWH, Inc. chapters follow the Scholarship mission of the organization

No Goals/Report Submitted

SCHOLARSHIP AWARD REPORT

| Chapter | 2013 | total # of awards | Total Given |
|------------------------------------|-----------|-------------------|-------------|
| Arizona | 4,350.00 | 101 | 93,700.00 |
| Atlanta | 0 | 112 | 191,680.00 |
| Atlantic City/Greater Philadelphia | 0 | 3 | 6,000.00 |
| Chicago | 11,500.00 | 79 | 160,500.00 |
| Dallas | 0 | 128 | 230,200.00 |
| Houston | 8,500.00 | 99 | 99,625.00 |
| Las Vegas | 20,000.00 | 125 | 282,554.00 |
| Los Angeles Founding Chapter | 0 | 297 | 590,175.00 |
| New York | 0 | 190 | 431,500.00 |
| North Central | 0 | 28 | 33,000.00 |
| Northwest | 0 | 25 | 37,500.00 |
| Orange County (Southern Counties) | 0 | 51 | 50,950.00 |
| Rocky Mountain | 0 | 29 | 49,700.00 |
| San Diego | 0 | 3 | 3,000.00 |
| San Francisco Bay Area | 3,000.00 | 1 | 3,000.00 |
| South Florida | 0 | 68 | 104,000.00 |

| | | | |
|--|------------------|--------------|---------------------|
| Sunshine | 0 | 51 | 129,500.00 |
| Toronto | 0 | 28 | CAD 51,013.00 |
| United Kingdom | 4,500.00 | 13 | GBP 19,500.00 |
| Virginia | 0 | 8 | 16,500.00 |
| Washington DC Metropolitan | 0 | 88 | 208,300.00 |
| New England | 0 | 26 | 18,950.00 |
| NEWH ICON of Industry | 3,500.00 | 17 | 69,000.00 |
| Sustainable Design Competition/Student | 5,000.00 | 8 | 40,000.00 |
| Sustainable Design Competition/School | 5,000.00 | 7 | 35,000.00 |
| Vendor | 3,000.00 | 8 | 24,500.00 |
| TOTALS | 68,350.00 | 1,593 | 2,989,736.43 |

CONTINUING EDUCATION

MARY ANN THORNAM

Job Purpose

- Develop and implement a program of continuing education that meets the standards of IDCEC, NCIDQ and AIA, and promotes the credibility and Mission of NEWH, Inc.

2013 GOALS

- The major goal for 2013 is working with the national office in becoming accredited by IACET which will allow NEWH to continue offering the Continuing Education program to professionals in the hospitality industry and related fields.
- Identify target market for Webinar and on-ground sessions together with appropriate topics for each.

STEPS TO ACHIEVE GOALS

- Prepare a history and accomplishments of NEWH and examples of Continuing Education programs and the deliverables in CEU units that have been offered in the past
- Determine the process of initiating a Continuing Education program

- Outline how to identify and develop courses, content and appropriate credits
- Establish a method of fiscal management
- Outline the evaluation, final review and record-keeping of the CEU'S

LONG TERM GOALS FOR THIS POSITION

- Establish the Continuing Education program across the nation and explore opportunities with other accreditation bodies

YEAR TO DATE REVIEW

- Preliminary meeting of the Director of Education and the Education Advisor to discuss the accreditation body, IACET
- IACET Webinar on accreditation preparation

VP/MEMBERSHIP

TINA LOCKWOOD

Job Purpose

- Responsible for the well-being and growth of the NEWH, Inc. membership and expansion

CURRENT PROGRESS:

- Conference Calls have been held with the Chapters' Membership Directors. Although not all Chapters participate the interaction and information is still great. The Inc office then sends out minutes with high points to all Membership Directors.
- Conference calls with Regional Members and Regional Groups have been well received and attended
- NEWH has 18 active Chapters and 5 major Regional Groups: North Carolina, Orange County, San Diego, Vancouver and Virginia. There is much interest in Asia, UK and Canada for Regional expansion.

2013 GOALS

- Work with and on behalf of NEWH, Inc to increase membership on a National level.
- Work with chapters looking at past and current ideas for ways

of recruiting members and retaining members.

- Promote Business Memberships in the industry and help increase business memberships.
- Focus on Target Groups for Growth and Expansion. Identify locations of future chapters and organizing groups to make sure that the new chapters will meet the guidelines of NEWH, Inc.

STEPS TO ACHIEVE GOALS

- Continue conference calls with pertinent agenda items for the success of deriving best ideas and practices from each chapter and regional group.
- Work with committee members and directors to foster communication to those members that do not participate regularly.

LONG TERM GOALS FOR THIS POSITION

- Work with and on behalf of NEWH, Inc to increase membership on an International level.

MEMBERSHIP

MEGHAN BAZEMORE

Job Purpose

- Develop a program to maintain memberships, increase visibility to potential members and promote NEWH, Inc.

2013 GOALS

- Propose idea of adding a "New member spotlight" scrolling on

the website...perhaps something simple with text only similar to a News channel

- Offer current members the same discount to renew as new members at membership drives, to encourage & appreciate membership renewal

dates to keep website spotlight "scrolling" current.

LONG TERM GOALS FOR THIS POSITION

- Develop a way for chapters to offer discounted rates online at their local membership drive events
- Increase overall membership!

STEPS TO ACHIEVE GOALS

- Reach out to chapter directors for monthly membership up-

MEMBERSHIP REPORT BY CHAPTER

| chapter | 2012 Year End | | 2013 to date | | % of Change since January Meeting does not include students | 2013 non renewals | | 2013 new members/ past returning | | voting members | | non voting | students |
|----------------------------|----------------------------|---------------------------|--------------|--------------------------|---|-------------------|-------------------|-------------------------------------|-------------------------------------|----------------|------------|------------|----------|
| | 2012 Year End w/ Students | 2012 Year End w/ Students | 2013 to date | 2013 to date w/ Students | | 2013 non renewals | 2013 non renewals | 2013 new members/ past returning | 2013 new members/ past returning | voting members | non voting | students | |
| | Students are not reflected | | | | | | | | | | | | |
| Arizona | 67 | 74 | 54 | 66 | -7% | 28 | 41.8% | 13 | 24.1% | 48 | 6 | 12 | |
| Atlanta | 270 | 326 | 202 | 279 | -25% | 85 | 31.5% | 21 | 10.4% | 169 | 33 | 77 | |
| Atlantic City/Philadelphia | 75 | 96 | 63 | 87 | 2% | 19 | 25.3% | 4 | 6.3% | 56 | 7 | 24 | |
| Chicago | 251 | 311 | 199 | 274 | -25% | 87 | 34.7% | 27 | 13.6% | 138 | 61 | 75 | |
| Dallas | 354 | 471 | 316 | 462 | 9% | 91 | 25.7% | 42 | 13.3% | 227 | 89 | 146 | |
| Houston | 207 | 277 | 149 | 230 | -17% | 69 | 33.3% | 7 | 4.7% | 76 | 73 | 81 | |
| Las Vegas | 151 | 178 | 122 | 163 | -8% | 40 | 26.5% | 9 | 7.4% | 89 | 33 | 41 | |
| Los Angeles Founding | 252 | 287 | 205 | 245 | -26% | 88 | 34.9% | 25 | 12.2% | 167 | 38 | 40 | |
| New York | 415 | 546 | 345 | 495 | 3% | 130 | 31.3% | 39 | 11.3% | 244 | 101 | 150 | |
| North Central | 177 | 258 | 141 | 267 | 1% | 55 | 31.1% | 12 | 8.5% | 67 | 74 | 126 | |
| Northwest | 138 | 147 | 125 | 142 | 2% | 35 | 25.4% | 18 | 14.4% | 100 | 25 | 17 | |
| Rocky Mountain | 121 | 142 | 98 | 130 | -8% | 34 | 28.1% | 7 | 7.1% | 76 | 22 | 32 | |
| San Francisco Bay | 142 | 184 | 164 | 209 | 62% | 26 | 18.3% | 44 | 26.8% | 132 | 32 | 45 | |
| South Florida | 160 | 192 | 131 | 168 | -32% | 52 | 32.5% | 19 | 14.5% | 91 | 40 | 37 | |
| Sunshine | 230 | 259 | 188 | 242 | -13% | 70 | 30.4% | 18 | 9.6% | 150 | 38 | 54 | |
| Toronto | 141 | 161 | 126 | 150 | 24% | 28 | 19.9% | 10 | 7.9% | 97 | 29 | 24 | |
| United Kingdom | 58 | 58 | 61 | 61 | 3% | 11 | 19.0% | 7 | 11.5% | 60 | 1 | 0 | |
| Washington DC Metro | 247 | 293 | 185 | 256 | 2% | 82 | 33.2% | 16 | 8.6% | 131 | 54 | 71 | |
| New England Region | 15 | 15 | 44 | 49 | -24% | 3 | 20.0% | 29 | 65.9% | 39 | 5 | 5 | |
| North Carolina Region | 41 | 43 | 52 | 54 | 27% | 12 | 29.3% | 18 | 34.6% | 46 | 6 | 2 | |
| Orange County Region | 36 | 49 | 39 | 55 | -47% | 11 | 30.6% | 12 | 30.8% | 37 | 2 | 16 | |
| Regional Members | 19 | 19 | 36 | 36 | -10% | 5 | 26.3% | 5 | 13.9% | 32 | 4 | 0 | |
| San Diego Region | 22 | 44 | 14 | 40 | -65% | 12 | 54.5% | 1 | 7.1% | 13 | 1 | 26 | |
| Vancouver Region | 37 | 102 | 35 | 117 | -27% | 9 | 24.3% | 5 | 14.3% | 29 | 6 | 82 | |
| Virginia Region | 28 | 47 | 20 | 47 | -38% | 12 | 42.9% | 2 | 10.0% | 19 | 1 | 27 | |
| | 3654 | 4579 | 3114 | 4324 | -15% | 1094 | 29.9% | 410 | 13.2% | 2333 | 781 | 1210 | |

edited 29-April-2013

EXPANSION

LEE BROTSKER

Job Purpose

- Responsible for identifying, developing and supervising new chapters from initial organization through Charter process
- To support the NEWH Regional Areas and Members-at-Large

No Goals/Report Submitted

REGIONAL MEMBERSHIP

| Regional Area | 2013 | 2012 | 2011 | 2013 Projections | Regional Area | 2012 | 2012 | 2011 | 2013 Projections |
|-----------------|------|------|------|------------------|-----------------|------|------|------|------------------|
| Arkansas Region | 1 | 0 | 0 | | Michigan Region | 1 | 2 | 3 | |

| | | | |
|-------------------|---|---|---|
| Asia/Pacific | 1 | 0 | 0 |
| Indiana Region | 1 | 1 | 2 |
| Iowa Region | 0 | 1 | 0 |
| Memphis/Mid-South | 9 | 3 | 4 |

| | | | |
|-----------------------|---|---|---|
| Missouri | 4 | 0 | 0 |
| Ohio Region | 5 | 5 | 3 |
| Oklahoma Region | 3 | 3 | 3 |
| South Carolina Region | 2 | 2 | 2 |

VP/DEVELOPMENT

CYNTHIA GUTHRIE

Job Purpose

- Develop and facilitate methods of generating revenue for NEWH, Inc.

2013 Goals

1. Broaden scope of sponsorship programs to incorporate other types of sponsorships categories
2. Assess past silent auctions to seek areas for improvement and develop additional auctions at new events.
3. Develop a saleable product promoting NEWH as a method for fundraising thru chapter levels.

Steps to Achieve Goals

1. To broaden scope of sponsors – presently working on categories to target & benefits that would entice these sponsors outside of the Corporate Partnership program
2. Fundraising - Continue to analyze previous years' performance & to work with Fundraising Director to implement new vendor(s) for auctions, new auctions site and online auction evaluation.
3. Review potential items that would generate funds for NEWH, Inc while promoting sponsors in various programs.

Long Term Goals for This Position

1. Develop Standards and Best Practices for this position
2. Develop forecasts for sponsorships 1 to 5 years.

Other Report Items

1. Fundraising – Ben Coy is catching up to what has to be done & has worked on his first Silent Auction at HD Expo. Thank you Ben for all your efforts. There will be a PAC Silent auction for the duration of the show. Live auction is not taking place this year since it did not do well last year. There will also be the online auction for vendor donated items. The Inc office does an amazing job to get both auctions ready for the show. A very sincere thank you to Julie & Diane for all the hard work. Please inform people prior and during the show to attend these auctions!
2. New Corporate Partners have been added since our last meeting. Here is recap of all Corporate Partners/Levels. As you go through the show, please be sure to thank them for their continued support of NEWH.
3. **Benefactor:** DURKAN HOSPITALITY | FABRICUT CONTRACT/S. HARRIS | KOHLER COMPANY | RESTORATION HARDWARE | ULSTER **Patron:** AMERICAN LEATHER | HOSPITALITY DESIGN GROUP | HOSPITALITY MEDIA GROUP LLC | HOTEL INTERACTIVE | INSTALLATION SERVICE GROUP | MILLIKEN CARPET/HOSPITALITY | MOEN INCORPORATED | SUMMER CLASSICS CONTRACT **Supporting:** AMERICAN ATELIER, INC. | ARTERIORS CONTRACT | ASHLEY LIGHTING, INC. | B CARPET | BERNHARDT HOSPITALITY | CONNEAUT LEATHER | ELECTRIC MIRROR | FABRIC INNOVATIONS, INC. | HUNTER DOUGLAS HOSPITALITY | IWORXS | JUSTICE DESIGN GROUP | KARNDEAN DESIGN-FLOORING | LEXMARK CARPET MILLS | LILY JACK | MANDY LI COLLECTION | P/KAUFMANN CONTRACT | RICHLOOM CON-

- TRACT | SERTA INTERNATIONAL | SÉURA INCORPORATED | SHAFER COMMERCIAL SEATING | SHELBY WILLIAMS | SIGNATURE HOSPITALITY CARPET | TROPITONE FURNITURE COMPANY | VAUGHAN BENZ | WALTERS
4. We now have three Media Partner that include Hospitality Design Group, Hospitality Media Group LLC and Hotel Interactive. Their partnership with NEWH is very meaningful and helps to further our Scholarship & Education endeavors. Having these great partners helps NEWH with more exposure to our industry as well.
 5. Thank you to all Chapter Fundraising Directors for your participation in our quarterly Discipline calls. We continue to hear great event ideas, the successes and the problems. Everyone is great about letting it all out on the call so other on the call can learn from other Chapter experiences. I am particularly proud that each Chapter is so giving in the details to help assist other Chapters around the country. The Inc office is wonderful with the follow up minutes – Thanks a million to all.
 6. The Executive Committee along with Inc. office is looking at the Fundraising numbers for our Silent Auctions so we can analyze financial gain versus manpower & costs associated with running these Auctions. More to follow.
 7. I would like to again take this opportunity to discuss the importance of acknowledging our Corporate Partners as well as event sponsors at all functions for NEWH. It is vital to our organization that each chapter include in their program speech or other introductions at each and every NEWH event whether it be a program, fundraiser or social get together, that you state the names of each corporate partner and if there is a representative from that company, they should also be introduced and thanked for their company's support of NEWH. Further each chapter must display the Corporate Sponsor signage at every event. This was shipped to each chapter at the beginning of the year. It must be at programs, fundraiser and social networking events.
 8. In the past we would receive complaints from some of our Corporate Partners that attended various chapter events and informed us that either signage was not present and/or there were no introductions made. Corporate partners provide enormous funding to the NEWH Inc organization so that we are able to support the chapters with all the various initiatives, marketing, scholarships and many other endeavors. During our discipline calls, we stress to those who attend, they need to bring this information back to their chapters. I have not been advised of any recent complaints so keep up the great work for our Corporate Partners and thank you.....it really makes a difference.

| 2013 CORPORATE PARTNER LIST | level | partner since |
|-----------------------------|------------|---------------|
| Durkan Hospitality | Benefactor | 1995 |
| Fabricut Contract/S. Harris | Benefactor | 2004 |

| | | |
|--|------------|------|
| KOHLER Company | Benefactor | 2012 |
| Restoration Hardware | Benefactor | 2012 |
| ULSTER | Benefactor | 2003 |
| American Leather | Patron | 2008 |
| Hospitality Design Group | Patron | 2001 |
| Hospitality Media Group, LLC | Patron | 2012 |
| Hotel Interactive | Patron | 2012 |
| Installation Services Group | Patron | 2010 |
| Milliken Hospitality | Patron | 1996 |
| Moen | Patron | 2012 |
| Summer Classics Contract | Patron | 2011 |
| American Atelier, Inc. | Supporting | 2011 |
| Arteriors Contract | Supporting | 2013 |
| Ashley Lighting, Inc. | Supporting | 2012 |
| B Carpet | Supporting | 2001 |
| Bernhardt Hospitality | Supporting | 2012 |
| Conneaut Leather | Supporting | 2012 |
| Electric Mirror | Supporting | 2008 |
| Fabric Innovations | Supporting | 2011 |
| Hunter Douglas Hospitality | Supporting | 2010 |
| iWORKS | Supporting | 2013 |
| Justice Design Group | Supporting | 2013 |
| Karndean DesignFlooring | Supporting | 2011 |
| Lexmark Carpet Mills | Supporting | 2008 |
| Lily Jack | Supporting | 2011 |
| Mandy Li Collection | Supporting | 2011 |
| P/Kaufmann Contract | Supporting | 2011 |
| Richloom Contract | Supporting | 2013 |
| Serta International | Supporting | 2005 |
| Séura Incorporated | Supporting | 2012 |
| Shafer Commercial Seating | Supporting | 2012 |
| Shelby Williams | Supporting | 2011 |
| Signature Hospitality Carpet | Supporting | 2005 |
| Tropitone Furniture Company | Supporting | 2012 |
| Vaughn Benz | Supporting | 2011 |
| W A L T E R S <i>(up for renewal in May, no commitment to date)</i> | Supporting | 2012 |

FUNDRAISING

Benjamin Coy

Job Purpose

- To coordinate, support and monitor all fundraising activities within the organization, and to develop and implement NEWH's fund-raising strategies for unrestricted income so as to help generate the security and funds required to achieve NEWH's growth plans.

No Goals/Report Submitted

VP/MARKETING

Job Purpose

- Developing an action plan to provide events that will benefit the membership of NEWH, Inc. and enhance NEWH's market presence

No Goals/Report Submitted

MARKETING COMMUNICATIONS

JACOB CROSS

Job Purpose

- Provide marketing communications through Public Relations and online media for NEWH, Inc. and support initiatives and chapter events and programs with international and regional marketing opportunities.

No Goals/Report Submitted

MARKETING COLLATERAL

Job Purpose

- To maintain a creative calendar for marketing collateral and to work closely with NEWH, Inc. Board of Directors and its chapters to ensure consistency of branding, creativity and accuracy of marketing materials.

No Goals/Report Submitted

VP/EVENTS

PHILIP BYRNE

Job Purpose

- Develop and maintain a plan to provide events that benefit the NEWH membership and enhance the NEWH brand.

2013 GOALS

1. Ensure 2013/2014 RTS are well executed and financially successful
2. Plan RTS Calendar for 2015
3. Succession plan

STEPS TO ACHIEVE GOALS

1. Review job description process
2. Work closely with NEWH INC and Director RTS
3. Work closely with Director NEWH Conference

LONG TERM GOALS FOR THIS POSITION

1. Assist in 2015 Leadership Conference
2. Introduce new Chapters/areas to RTS experience

3. Develop overseas relationship/events

OTHER REPORT ITEMS

1. 2013 Leadership Conference huge success delivered by Leigh and team!
2. 2015 Leadership Conference to be held in Dallas
3. 2013 RTS held in San Francisco, Orlando, Chicago all well attended
4. 2014 Calendar is now complete starting in LA in Jan.
5. 2015 Calendar being put together interested Chapters or regional groups should contact Bryan Adcock
6. Many thanks to NEWH Inc and hardworking volunteers everywhere which make our events such a huge success

NEWH CONFERENCES

LEIGH MITCHELL

Job Purpose

- Develop the bi-annual NEWH International Conference – Making better Leaders in the Hospitality Industry

2013 GOALS

1. Finalize location for 2015 conference
2. Finalize hotel contract for conference
3. Finalize name of conference
4. Finalize layout of conference and tradeshow
5. Meet with Dallas team
6. Create budget

STEPS TO ACHIEVE GOALS

1. Regular meetings with Julia and Trisha
2. Regular communication with Dallas Team

LONG TERM GOALS FOR THIS POSITION

1. Successful 2015 Leadership Conference

OTHER REPORT ITEMS

1. Dallas is chosen location
2. Fairmont is currently chosen hotel

REGIONAL TRADESHOWS

BRYAN ADCKOCK

Job Purpose

- Be responsible for and coordination of all NEWH, Inc. Regional Tradeshow (tabletop/mini-booth format) activities

No Goals/Report Submitted

VP/SUSTAINABLE HOSPITALITY

DINA BELON

Job Purpose

- Developing an action plan to provide events that will benefit the membership of NEWH, Inc. and enhance NEWH's market presence

2013 GOALS

1. Guide the production of Green Voice educational sessions at (3)

Conferences including at the Leadership Conference Jan. 24th – 26th, HD Las Vegas May 15th – 17th, Green Lodging and Hospitality Conference in Orlando. In addition at least (1) Green Voice Webinar, date TBD.

2. Manage production of (4) Green Voice articles for the NEWH Magazine by the deadline provided.
3. Solicit at least (6) contributions to each of the (2) NEWH on-line auctions in May and Sept. and work to acquire at least (1) Green Voice annual sponsor
4. Assist in awarding the NEWH Sustainable Hospitality Scholarship (\$5000 undergraduate and \$5000 graduate) on May 15th

STEPS TO ACHIEVE GOALS

1. Engage the committee to develop educational content, help assist in ensuring the resources required are available.
2. Organize a topic and ensure articles are delivered on time for

the NEWH Magazine

3. Guide the Fundraising committee efforts
4. Organize the award session on May 15th, and assist

LONG TERM GOALS FOR THIS POSITION

1. Facilitate incorporation of sustainability into the NEWH mission
2. Raise the NEWH profile related to sustainability

OTHER REPORT ITEMS

1. The Sustainable Hospitality Committee produced a general session at the Leadership Conference Jan. 24th – 26th in San Francisco
2. A new Green Voice logo has been design and will be used for the 1st time at the HD Las Vegas sessions being organized by the Sustainable Hospitality Committee.

Subcommittees Organization and Responsibilities:

| Committee | Areas of Responsibility | Committee Leader | Committee Members | NEWH IBOD Committee Connection |
|--|---|-------------------|---|---|
| Marketing Committee | Website / Social Networking (Carly) Public Relations / Alliances Articles (Rachel) | Adrienne Pumphrey | Carly Cannell Rachel Long Helen Reed Jeff Sladick | Marketing - Trisha Poole (President Elect) |
| Fundraising Committee | Operating Budget (Dina) Sustainable Scholarships (Chris) Online Auctions (Lynda) Sponsorships (volunteer needed) | Lynda Sullivan | Dina Belon Denise Scalfani Andrea Thomas | Development Cynthia Guthrie (VP) Janice Marko (Dir. Fund-raising) |
| Directory Committee | Application reviewed Directory Membership Drive | Sharry Cooper | David Mahood Jeanne Varney Stephen Mathews | Marketing - Trisha Poole (President Elect) |
| Events & Forums Committee | Green Voice Leadership Conf. (Jan. 25 th _ 26 th , 2013) HD Las Vegas (May 15 th – 17 th , 2013) Webinar (TBD) Green Lodging and Hospitality Conference (Orlando, FL) | Gary Golla | Lynda Sullivan Rachel Long David Mahood Lora Spran Dina Belon | Events Phillip Byrne (VP) Mark Huntsinger (Dir. NEWH Conferences) Leigh Mitchell (Dir. Leadership Conf.) |
| Managing Sustainable Chapter Directors | Communication with Sustainable Chapter Directors Engagement with Sustainable Chapter Directors Commitment and Partnership with NEWH regional events | Lora Spran | NEWH Sustainable Hospitality Chapter Directors | None |

SUSTAINABLE HOSPITALITY

ADRIENNE PUMPHERY

Job Purpose

- Develop and facilitate programs that bring NEWH, Inc. to the forefront of Sustainability in the Hospitality Industry. The programs should increase the visibility/credibility of NEWH, Inc.

See Above

VP/INTERNATIONAL RELATIONS - CANADA

CHRISTINE TUCKER

Job Purpose

- Develop and facilitate a program that expands the NEWH, Inc. mission of education through charitable endeavors worldwide. The program should increase the visibility/credibility of NEWH, Inc.

2013 Goals

1. Continue to work with Regional Group in Vancouver, B.C. They have a very positive and strong committee for this year. The

group has a successful event in February with 45 attendees. Larger paid / sponsored event planned for spring 2013. Scholarship event planned for September 2013 to Award first Schol-

arship of \$2,000.00 to a local recipient. Attendance is strong at events but not much change in membership numbers.

2. This year with Vancouver the scholarship process it seems there is a need for Regional Groups to have a Scholarship role on the Committee. This will allow Regional Group to reach out to local schools and aid in the process when they meet the requirements to award a scholarship. Has been a rush to get to schools and have applications done in time to get applications back, would suggest would be easier if had a person focused on Scholarship and a year in advance to get processes in place.
3. Continue to work with Atlantic Canada Regional Group with Kara MacGregor as a new member Jan 2013, is the principal of the largest design firm in the East Coast and she is interested in leading the Atlantic Group with events, and help grow the membership. Have some interest in membership, but has been slow in getting people on board for membership in Atlantic Canada.
4. Strengthen membership and relationships with US and UK counterparts.
5. Expand the NEWH mission Canada-wide, increase the visibility/credibility of NEWH.
6. Explore and encourage new Regional Groups in other areas of Canada.
7. Winnipeg & Calgary have had some interest but no local individuals/members willing to step up to limited group at present.
8. Work with NEWH International to maintain structure and best practices for International Chapters working with NEWH Inc. for continued relations that benefit all parties.
9. Build on the Networking opportunities throughout Canada and USA.
10. Continued growth with other associations in Canada to expand our membership base.
11. Trade show in Toronto with IIDEX 2013 – great partnership that

allows NEWH to share the stage with ARIDO and Enroute allowing us to award our Scholarships and get publicity in all their marketing across Canada.

STEPS TO ACHIEVE GOALS

1. Working with committee members in Vancouver Regional Group and Committees.
2. Working with Kara MacGregor in Halifax to build a committee with new members in Atlantic Canada to develop the Regional Group and Committees.
3. Currently work with all members in Vancouver & Toronto Chapters to assist in facilitating functions and growth for NEWH Canada Inc.
4. Mentor members to move into the International forum and understand Canada and USA format and structures.
5. Work with Canadian and US legal to ensure compliance to all Federal concerns of both countries.
6. Successful participation to expand Canadian awareness of NEWH with continued collaborating at 2013 IIDEX and award 2013 Toronto Chapter Scholarships at venue on main stage.

LONG TERM GOALS FOR THIS POSITION

1. Work with Chapter's in Canada to make sure they understand NEWH and the complete offering and keep them involved on an International level
2. Keep communication with International office and other Chapters
3. Grow membership in Canada
4. Continue to encourage and educate succession plan for future members in Canada.

OTHER REPORT ITEMS

1. Continue to monitor the Canadian, taxes and accounting systems.
2. Report financial activity to NEWH Inc.

VP/INTERNATIONAL RELATIONS – UNITED KINGDOM

LYNN FISHER

Job Purpose

- Develop and facilitate a program that expands the NEWH, Inc. mission of education through charitable endeavors worldwide. The program should increase the visibility/credibility of NEWH, Inc.

2013 GOALS

1. Increase membership/awareness within the European Hospitality Industries of the NEWH
2. Board positions – Programming and Marketing are key empty positions.

STEPS TO ACHIEVE GOALS

1. Encourage our members to promote the NEWH
2. Work on our International companies within Europe
3. Work with Julian Brinton VP UK to find people for these positions

LONG TERM GOALS FOR THIS POSITION

1. Keep raising the NEWH profile within Europe and the UK

2. Looking to set up a Region either in the UK or Europe work with Julian to achieve this
3. Increase our Sponsorship funding for our large events to build up our scholarship funds to enable the UK to give money to universities and colleges, while still giving money to the students at the Royal College of Arts

OTHER REPORT ITEMS

1. Making the hand over of President to Julian Brinton as easy as possible.
2. Maintaining a good working board of directors and encouraging more men to come onto the board.

PAST PRESIDENT

HELEN REED

Job Purpose

- To provide counsel to the NEWH, Inc. Governing Board

2013 GOALS

1. Work with INC office on the E-zine, set the schedule, solicit articles, review content
2. Founders Circle in May- Work with Corporate Partners to get

them more involved with Founder's Circle and the benefits of participating. Follow through Partner's suggestions and comments. *Provide outline and program for evening

3. Engage organizations such as National Restaurant Association or other hospitality organizations to become involved or form

- partners with NEWH
- Continually increase awareness of NEWH in all areas of the Hospitality Industry and with Sustainable organizations
 - Work with the Sustainability Committee
 - Provide counsel to the Governing board and support as required.
 - Assist the President as required and with the completion of goals that were set during my Presidential term
 - Assist with Succession planning for the IBOD and EC

STEPS TO ACHIEVE GOALS

- Increase contact with Corporate Partners to make them aware of Founder's Circle and the agenda. Send out reminders to them to keep them aware of the event so that there is a great deal of participation from them at the event. Take feedback that is given at Founder's Circle and work with NEWH to implement their thoughts into future actions

- Attend other conferences and networking events in the industry where there are opportunities to discuss NEWH and the benefits of other organizations getting involved or partnering with NEWH in the future
- Work with IBOD and EC keeping up to date with industry events

UPDATE:

- The E-zine has been cancelled. We will be revisiting the idea of blogs for the organization and chapters moving forward
- Founder's Circle will be held May 13 at MIX. We will be planning to discuss all the great events that are going to happen in the year ahead with our Corporate Partners.
- Worked with the Sustainability committee as a judge for the Sustainable Competition. The entries were very creative with a great use of sustainable materials. The winner will be announced in Vegas.

EXECUTIVE ADVISER

ANITA DEGEN

Job Purpose

- To provide counsel to the NEWH, Inc. Governing Board
- Assist the NEWH, Inc. Governing Board in preparing its annual total strategy plan both for the short and long term
- Monitor the health of NEWH, Inc. and adherence to its mission

No Goals/Report Submitted

NEWH AMBASSADORS

MICHELLE FINN

DEBORAH HERMAN

Job Purpose

- Act as Good Will Ambassador by bringing awareness of NEWH, Inc. to the industry

2014 Goals

- To attend and promote all National and Regional NEWH activities. This includes bringing personal contacts to the events, helping promote events to the local region, chapter by chapter and most especially, building the brand of NEWH Excellence.
- Regarding events that can be "best practices", our goal is to attend these events, help with the committee to make these events successful and pool our individual contacts to help make these events successful. These events include: Hospitality Fashion Challenge-Design in a Box, Product Runway, Regional Golf Tournaments, and all NEWH trade shows, Leadership Conference and any others a specific chapter or national asks for assistance with...

Steps to Achieve Goals

- Attend NEWH events and other industry events i.e. American Lodging Investment Summit (ALIS), Cornell Innovation Network, Lodging Conference, BDNY, HD Expo, BITAC events, Boutique Lifestyle and Lodging Symposium, NYU Investment Conference and Hospitality Equity and Lenders Perspectives to provide NEWH with unique perspectives and opportunities.
- Continue to promote membership in all and every avenues available. Promote what NEWH can do for its members.
- Meet with chapter presidents and programming chairs to offer guidance on "best practices" and growth opportunities.

Long Term Goals for This Position

- To enrich the scholarship funds for all chapters. This is help fundraising to new and exciting levels.

- To outreach to membership possibilities including hospitality owners, educators, students etc.
- To help identify business opportunities for NEWH

Year to Date Review

- We attended and promoted the NEWH Leadership Conference, regional shows in Orlando, and Chicago. We attended Chicago, Sunshine and NY chapter events and programs.
- We attended other industry events including the American Lodging Investment Summit, BITAC, AHLA event in DC, and the Cornell Innovation Network.
- We co-developed "Power Players: Women Leaders in Hospitality" sponsored by NEWH and AHLA/WIL (Women in Lodging).
- We worked with the Chicago chapter on their Summer Social with a Twist event (August 1), leveraging our relationships for staging the event at the Saddle & Cycle (private club) and for hospitality owner participation.
- We are working with the NY Chapter on their Product Runway event in conjunction with the IHMR and BDNY shows.
- We worked with LA Founding Chapter and Orange County Regional on a new program/event, Hospitality Fashion Challenge-Design in a Box, in conjunction with BDWest.
- We plan to attend HD Expo, Caribbean Hotel Investment Conference, NYU Investment Conference, Lodging Conference, IHMR/BDNY, BITAC, Hospitality Match, Cornell Icon Award/event, NeoCon, Gold Key Awards/Events and others to be determined.

NEWH OFFICE

STAFF BOARD

Board Meeting Attendance

If your board is one that struggles with attendance at board meetings you are not alone. Some ideas shared recently on a President Discipline call included every other month having a conference call instead of an in-person meeting. In-person meetings are preferable because this is where you build the relationships.

The President or VP needs to pull the delinquent individuals aside and have a one on one discussion. Perhaps there has been a change in that person's life either personal or business that time does not allow for him/her to attend or perhaps it's not a good fit. If that is not the case expressing that NEWH, Inc. is a business and reminder of their duty as a board member is a start.

One chapter mentioned: "Our Board of Directors is struggling with consistent attendance from all of its Directors. We have not made quorum at more than one recent meeting." This same issue came up in the recent quarterly President's call. We know that our board members are volunteers and no one wants to step on any toes, but NEWH is a business and business must be conducted at your board meetings, meaning there must be a quorum present. One chapter board was experiencing this problem, so the president had to schedule an extra conference call mid-month in order to conduct business. If people know this is happening because they didn't show up at the meeting, maybe it will help getting them to call in or come to the meetings and understand the importance of their attendance. With summer approaching, it may be difficult for people to attend an in-person meeting. Discuss with your board members if alternating conference call and in-person board meetings would be beneficial for your board.

Board members that are consistently not in attendance may be asked to step down from their position by the Chapter Board of Directors after 3 absences.

Board Member Job Descriptions

We are currently re-vamping the job descriptions of each chapter board position. These will be available on the website soon, and will be accessible when the nomination process starts in August.

Chapter Board Training/Planning

Things change ... that is why Board Training is important. New regulations from the government, or By-law changes, or new Board directives – schedule your training date NOW!

Quarterly Call

Board members – **PLEASE participate in the quarterly calls for your discipline.**

There is a wealth of information shared during these calls and so much is learned when you talk to other chapter board members. The directors take their time to complete an agenda and prepare for the call and would be respectful for more to join. All calls have been very informational. The best part of the calls is the sharing and support of other chapter board members in your same position.

If you are not attending these calls, you are missing out!

SECRETARY

- A few chapters did not have a December Board Meeting, it is important to hold your December board meeting to wrap up outstanding details prior to new board implementation
- For compliance with IRS, once chapter board minutes are approved, a copy should be submitted to Nicole.crawford@newh.org at the NEWH Inc. office monthly
- Code of Ethics/Conflict of Interest Policy are required for all board members to sign annually and submit to NEWH Inc. office in or

prior to January

TREASURER

- When holding raffle/fundraising activity, check to make sure that you are in compliance with local and state guidelines and filing appropriate documents if needed

FINANCE

• NO CHAPTERS ARE ALLOWED TO HAVE CREDIT OR DEBIT CARDS

- Insurance riders must be applied for at least 10 business days prior to your event. We have changed insurance companies and will no longer be able to accommodate last minute requests.
- Credit card processing – if you are not swiping a card but sending credit card slips to the NEWH office for processing, **THESE MUST BE SENT TO THE NEWH OFFICE WITHIN SEVEN (7) DAYS OF THE EVENT.** The Chapters are doing a GREAT job in sending the information quickly after the events are closed.
- Please tell your card holders that their credit card will be processed within 14 days of the event. This should resolve some of the problems.
- ALL CREDIT CARD PURCHASES MADE TO NEWH, INC., that does not go through the swiper, **MUST INCLUDE BOTH THE CVC CODE (the magic number) AND THE BILLING ADDRESS.** Please **DOUBLE CHECK** the forms before sending! We are unable to process cards without that information – and Julie cannot spend the amount of time necessary to call all of your attendees. In the future, we will be sending these back to the chapter treasurer for the additional information.
- Credit card forms were updated to include all information needed to process.
- When requesting NEWH to pay for your event/venue on the chapter credit card, please submit your request at least **5 DAYS IN ADVANCE.** There have been times that we cannot contact the person you are dealing with at the last minute.
- We have now established the GoPayment merchant accounts for all chapters who are banking with 1st Enterprise Bank.
- For those chapters who are using this service the **MEMO FIELD MUST BE FILLED IN.** Funds cannot be identified if this process is not completed.
- **MEMBERSHIP DUES ARE NOT TO BE PROCESSED USING THE CARD READER.**
- Fundraising events are to be a profitable venture, please be mindful of your margins and each chapter is required to have one per year when not having a trade show.
- When viewing the Event Registration Table, don't be alarmed if you see duplicates on the data table - Julie Hartmann will be checking that table and making sure all of the payments are going through, and if not, is contacting those individuals directly. She will also confirm attendees have signed up for the correct ticket price (based on membership) and she'll be looking into any duplicates that show up on the table and clear those up (duplicates can happen if the person uses the 'back' button during sign up, clicks on the submit button more than one time, or if the session times out). Because of this, **PLEASE DO NO DELETE ANY RECORDS IN THIS TABLE.**
- We have been receiving the Results of Activity Reports from chapter events- thank you to those staying in compliance. Reminder those must be turned in 45 days post event.
- Allowing members to purchase tickets for non-members at a member rate has come up recently. A few things to keep in mind when offering this –

- Online site calculates ticket costs based membership status, Julie H manually reviews membership status to insure the proper amount is received – so there may be a few emails that slip through requesting the correct payment due
- It is highly recommend not to allow this for fundraising events since you are trying to raise money for scholarships.
- Why would a person want to JOIN if a member can continually bring a non-member to an event at a member pricing?
- This will affect programming/fundraising budgets since the events will bring in a lower amount of income
- If a Board votes to allow this procedure, it will need to be approved/voted on annually

Arizona

- Chapter did a great job getting credit cards that needed to be processed for event to us quickly
- Moved banking to 1st Enterprise
- Very quick to enter in checks/deposits into QuickBooks to keep the finances current...thank you!
- Has awarded all their scholarship funds, and now is left with no reserve

Atlanta

- Doing great getting credit cards to us to process on the Chapters behalf...thank you!

Atlantic City

- Great job on Annual Sponsorship!
- Chapter sent in event financials for us to complete (checks/credit cards) in a timely fashion...thank you!

Chicago

- Great job keeping QuickBooks up to date (checks and deposits)
- Moved banking to 1st Enterprise - ☺
- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve...thank you!

Dallas

- Chapter quick to respond to emails
- Chapter has credit card terminal that is utilized for events
- Doing a great good keeping QuickBooks updated...thank you!

Houston

- Chapter quick to respond to emails...thank you!
- Chapter had credit card terminal that is utilized for events
- Chapter working on keeping QuickBooks updated as checks and deposits are made – easier for NEWH Inc to review bank statements and get financial reports out to the Chapter Board

Las Vegas

- Chapter quick to respond to emails...thank you!

Los Angeles

- Chapter quick to respond to emails
- Great job keeping QuickBooks up to date (checks and deposits)
- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve...thank you!

New York

- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve...thank you!

North Central

- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve...thank you!

- Sent in event financials for us to complete (checks/credit cards) in a timely fashion

Northwest

- Sent in event financials for us to complete (checks/credit cards)
- Chapter is working on keeping QuickBooks updated as checks and deposits are made – easier for NEWH Inc to review bank statements and get financial reports out to the Chapter Board...thank you!

San Francisco Bay Area

- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve...thank you!
- Sent in event financials for us to complete payments received (checks/credit cards) in a timely fashion

South Florida

- Continues to complete information regarding credit cards for events that needed to be processed and received in a timely fashion – Great Job South Florida!!!

Sunshine

- Quick to send credit card payments to be processed for events – if missing information, Chapter worked quickly to resolve
- Sent in event financials for us to complete (checks/credit cards) in a timely fashion...thank you!

Washington DC

- Great Job keeping QuickBooks up to date (checks and deposits) ...thank you!
- Quick to respond to emails

CORPORATE PARTNERS

- Please direct all questions regarding Corporate Partner Courtesy or Discount membership to jena.seibel@newh.org.
- It is extremely important that the corporate partner banner be at all events as well as announcing of their names right along with sponsors of local chapter events. If you know someone is present from a partner pointing them out during announcements and thanking them is awesome. Remember, marketing is a huge part of their benefit of the program. We do hear from those that were at events and the companies were not acknowledged or listed.
- Corporate Partners would like to be made aware of local chapter sponsorships opportunities.
- The graphic cassette for Corporate Partner banner that your chapter received will be replaced annually.
- Corporate Partners receive a limited amount of courtesy tickets to use for fundraising events. Therefore, individual tickets must be available for events. The Corporate Partner ticketing for your fundraising event must go through Jena Seibel. DO NOT give the CP courtesy tickets out on your own, NEWH will not reimburse the chapter for unapproved CP tickets.

SCHOLARSHIP

Deciding what to give for scholarships

It is very important to understand that your chapter is fundraising this year to distribute scholarships for the next year. **NEVER** more than 1/2 **OF YOUR CHAPTER SCHOLARSHIP FUND BE GIVEN OUT** even with an extremely successful prior fundraising year. Come for that “rainy” day/year. The year when sponsorships didn’t come in as great as expected or attendance was lower than budgeted for. It is your fiduciary responsibility as a board member to do so.

Deciding who should get scholarships

Scholarship recipients should be chosen based on NEWH scholarship criteria only (not by essays/portfolios/judges/ personal interests/etc.)

1. Must have completed half the requirements for a degree or certification program in which enrolled
 2. Must have real financial need
 3. Must have at least a 3.0 G.P.A.
 4. Must have a career objective in the Hospitality Industry (i.e., Hotel/Restaurant Management, Culinary, Food Service, Architecture, Design, etc.
- Awarded scholarship funds are to be used solely for tuition, books, supplies (no exceptions/not transportation/housing/etc.)
 - Attend scholarship discipline calls, share with us what's working/what's not working, we want to hear from you!
 - NEWH Inc. is here for you, if you receive questions from students/educators you're not sure about forward onto NEWH Inc.
 - NEWH Inc. can hold scholarship webinar training for succession planning or to assist student reps in promoting scholarship and growing your school list.

Marketing your scholarships

- Facebook "LIKE" colleges on your school list, post your scholarship details on their Facebook page
- Education is our main mission, award and celebrate your scholarship recipients with an event open to your membership, this is what we're all about, showcase them and keep in touch with them after

Schools

- NEWH awards to accredited colleges which includes community colleges it's about the school accreditation not the program, remember that many of your culinary students attend community colleges and have great financial need, seek them out encourage them to apply

Other Scholarships

- We encourage chapters to help promote the signature scholarships, ICON of Industry and Sustainable Design Competition. By doing so you can create an opportunity for a student to receive a \$5000 scholarship with paid travel to the tradeshow and opportunity to network with major names in our industry.

...and

- AN NEWH MEMBER, ESPECIALLY A BOARD MEMBER CANNOT BENEFIT FINANCIALLY FROM YOUR SCHOLARSHIP PROGRAM- this is considered a "self-dealing transaction" and is frowned upon by the IRS
- ALL SCHOLARSHIP CHECKS MUST GO TO AND BE MADE PAYABLE TO THE SCHOOL OF THE STUDENT ONLY

MEMBERSHIP

Attracting Diverse Membership

Everything revolves around programming. If your chapter is trying to attract a particular group for membership- offer programming that interest and attract them. Ask them what they would come to and what would make them join. If you are in a regional area that does not have a high design or purchasing base think outside of the box and remember that NEWH encompasses all in Hospitality. Perhaps you have a higher base of another core group. Target your programming events towards them.

Students

Keeping track of student members is always an issue. Here are a few strategies to keep tabs on your student members:

- Keep them involved! The more they are involved as an associate/student, the easier it will be to keep tabs on them after they graduate
- Contact your student members prior to graduation - be sure you have a personal email for those individuals and a forwarding address.

Send any updates to the NEWH Inc. office to update your chapter list.

- Go on social media (linked in or Facebook) to connect with those students/associates

EVENTS

Events/Email Broadcasts

- There was an issue that came up with a chapter doing email broadcasts themselves through another HTML site. **No chapter should be sending email broadcasts on their own, especially uploading their own list to a broadcast service (i.e. Constant Contact, MailChimp, etc.).** There are a few reasons for this:
 - We can't ensure that chapters are following policies in place with use of logo, fair market value, wording, prices, etc. that may go against our bylaws or cause legal ramifications to NEWH, Inc.
 - Second, is that since the third party is listed in the footer, it may give an impression that NEWH is providing advertising to the third party holder of the account, which can cause huge issues with maintaining our nonprofit status, as well as tax implications.
 - Third, our member/nonmembers need to have agreed to be on our mailing list to receive announcements and/or able to unsubscribe from those lists. If you are sending from a third party and they unsubscribe, that is not taking them off our master list here, which is how we get flagged as spamming, etc. Or, someone may update their preferences with you (i.e. email address) and we are not notified here, so our list then becomes outdated. This can cause major issues if someone is a member and updated their contact information, we don't have it, and now they aren't getting dues reminders, etc. We need to have one master list which is housed here and any revisions made here so our list is current.
- The database at the Inc. office should be the one and only master database for all chapters – and all chapters are encouraged to go through the database list at least once a year for updates/revisions (request as needed). We do encourage chapter board members to forward event emails to their contact list that the NEWH office has already broadcasted – personally inviting those people to your events, but this should NOT be done through a third party service.
- **Please be sure to allow two (2) to three (3) days MINIMUM to process your email blast requests.** This will become increasingly important over the summer months when longer vacations are typically taken.
- If you know of anyone not receiving email broadcasts, please contact Diane to track the individual email to be sure the email is on your chapter list and has not bounced, etc. Please remind people to check their spam folder, talk to their company IT department, add postmaster@newh.org as an approved/safe sender in their contact list.
- People can sign up for any NEWH email list on the NEWH website – the link is just above the sign in area (upper left). To be removed from a mailing list, at the bottom of all email broadcasts you will see "Unsubscribe or update your email preferences" CLICK IT...you will be taken to a list of all NEWH email blast lists. You can add yourself or delete yourself from any of the lists.

SUSTAINABLE HOSPITALITY

- Only a limited number of chapters reported on their sustainability initiatives within their chapter. Is there something we can help you with? If so, the NEWH International Sustainable Committee and the NEWH Inc. office are here to help, let us know how we can assist you to grow sustainability throughout your

chapter programs, events and build awareness and your sustainable membership.

- In turn, the International sustainable Committee would like chapter directors to help support in the following ways:
 1. Build sustainable membership and sustainable resource directory participants
 2. Promote the Int. Sustainable events within your chapter such as Green Voice
 3. Increase items for online auction
 4. Promote the Sustainable Design Competition Scholarship to students, membership and educational professionals
 5. Promote Facebook Sustainable Hospitality and the NEWH Sustainable website
- Please attend our quarterly discipline calls get new information and ideas, share your questions and projects
- Utilize a monthly green tip or newsletter, make your meetings green, showcase a sustainable topic for 5-10 minutes at your next event, there are small things each chapter can do to add sustainability within their chapter without an actual event

NEWH REGIONAL TRADESHOWS

- **Tradeshow 2014 & 2015** – If your chapter is interested in hosting a NEWH Regional Tradeshow in 2014 please email je-na.seibel@newh.org or nicole.everson@newh.org a few different times of the year that a show would work for your chapter. This information is necessary to assist in the planning and placement of shows for the year.
- At the large market NEWH Regional Tradeshow we will be working with the chapter and HD to host an Owners Roundtable. It is held to encourage attendance at the tradeshow. This is to be hosted with local owners and with an average of 7-10 owners- depending on availability. Attendees are to be “ideal” tradeshow attendees –designers/ purchasing agent/ architects, etc... it is not open to vendors. It is encouraged though to have one vendor sponsorship of around \$5000 and that company can have one person present for the roundtable and do a 15 minute introduction and quick welcoming of the roundtable. This event is held right before the tradeshow opens. Dallas hosted a very successful roundtable and had “buddies” assigned to the owners which actually walked the owners to the tradeshow floor to grab lunch. In addition, the rest of the attendees were escorted by members/volunteers to the tradeshow as to not lose them after the roundtable. If sponsorship is found, it can be discussed to charge or not to charge. May be a good event to charge nothing or little to chapter members to show member benefit and more to non-members. Again, this can be discussed with Jena at NEWH. Smaller market chapters can host this event as well or do a panel discussion with a few owners instead. This is open for discussion.

Successful Tradeshow

In addition to the above mentioned, updating mailing list is very important to start with to get to the right individuals. From there it is truly visits and calls to all potential attendees- not just the largest firms. Explain to the principals the importance of the event and

how it is really held so they don't have to send their employees far to see new products. Cost effective for them. Offering transportation to surrounding areas via sponsorship is also a very good way to encourage attendance.

NEWH MAGAZINE

- Please remember: All magazine submissions must be emailed for consideration to newh.magazine@newh.org
- Any information submitted for the NEWH website is not mutually inclusive with magazine submittal requests.

VOLUNTEERS

- The best way to get people involved on committees and/or the Board, is to get them involved right from the start. Assign the new members to a board member; have that board member call them to welcome them into the chapter; find out their interests and approach them to be involved in a committee of their interest.
- Sell the idea of involvement ...
 - Leadership training, learn to lead a group of people by heading a committee or being a director
 - Exposure, being on a chapter board will give you much more exposure in your local hospitality community
 - Relationships, as we all know, this IS A RELATIONSHIP BASED BUSINESS. Well, becoming involved will give you the opportunity to develop relationships with people you may not otherwise
- Do a Membership Interest Survey. NEWH, Inc. will send to all chapter members – but don't let it stop there. Send it to people who may be interested in joining NEWH. Board members, send the link to people you feel would be an asset on your board.
- Don't ask people to do an infinite project ... give them a start time and an end time. When people see and understand the scope of a task, they are more apt to take it on.

Feel free to contact the NEWH office if you have any questions.

Questions can be directed to:

- President/VPs/Delegates – Shelia Lohmiller or Diane Federwitz
- Treasurer/Finance/Insurance – Julie Buntrock
- Secretary – Nicole Crawford
- Membership – Diane Federwitz or Kathy Coughlin
- Scholarship – Nicole Crawford
- Programming/Fundraising – Diane Federwitz; Event RSVPs – Julie Hartmann
- Regional Tradeshow/Corporate Partners – Jena Seibel
- Sustainability – Nicole Crawford
- Website/Newsletters – Diane Federwitz
- Other questions – just call, we'd be glad to help!

JUST A REMINDER, THE NEWH, INC. BY-LAWS ARE TO NEWH WHAT THE U.S. CONSTITUTION IS TO THE AMERICAN CITIZEN – THEY WILL NOT BE CHANGED TO BENEFIT A FEW. ANY REQUESTED CHANGE MUST BE REVIEWED BY THE NEWH, INC. EXECUTIVE COMMITTEE AND THE NEWH ATTORNEY.

ARIZONA

chartered May 5, 1995

Scott Hegstad, delegate

NO REPORT SUBMITTED FOR MAY BOARD MEETING

ATLANTA

chartered October 16, 1990

Lori Hoegler & Jennifer Loux, delegates

MEMBERSHIP (Morre McCollum, Interface Hospitality)

According to our most recent chapter membership roster, we have 273 current members- that is unfortunately, a decline since our last report. We intend to follow-up on past-due reminders more frequently and will incorporate membership drives into some of our larger events throughout the year.

PROGRAMMING (no chair- Jennifer Loux, Specialty Tile Products & Jennifer Wellman, SOHO Myriad)

It's going to be an exciting Spring and Summer for our Atlanta Chapter. We have lots of great networking opportunities and unique events to offer our members and prospective members!

- Our first networking event of the year was held on April 9th at The Optimist. We had a great turn out - about 20 people were there to connect!
- We have networking/happy hour events scheduled for almost every 2nd Tuesday of the month. In addition, we are mixing it up with additional events such as CEUs, Showroom Tours and a Summer, three month hotel tour series. Each month we will feature and tour a new local Atlanta hotel and showcase the design firms and products specified for the design.
- We will be hosting our annual Bowling Tournament (Rock-N-Bowl) on June 20th.

SCHOLARSHIP (Stacy Costa, National Wallcovering)

- Scholarship Awards Gala scheduled for Thursday, April 25th from 7-11 pm at The Fox Theater (Egyptian Ballroom).
- This year we selected (7) students, one who will have a set scholarship amount of \$500 and the remaining (6) to have amounts decided on the evening of the Gala.
- **SCHOLARSHIP WINNERS:**
 - Ayman Abdallah, Architect; SCAD
 - Aja Baldwin, Design; UTC
 - Benjamin Harris, Design; SCAD
 - Valerie Haase, Design; Georgia State
 - Laurel Holland, Design; UGA
 - Shantae Walker, Design; Art Institute of Atlanta
- **GUEST JUDGES:** Carolyn Auger Joiner, blackdog studio; Billie Thorne, CMMI, Inc.; Janet Hyde, IHG; Phillip Miller, Davidson Hotels; Michael Habachy, Habachy Designs
- We are extending a discount for board member entry, which will be \$75 per person (sit-down dinner)

FUNDRAISING (Erica Coursey, US Hospitality Group)

- nothing to report

OTHER CHAPTER HIGHLIGHTS

- Lori Hoegler (Klem Group)- as VP Admin, I created a gmail account for the Atlanta Chapter board members to utilize. This gives us access to Google Drive for sharing live files, and the calendar helps to remind us all about upcoming events and meetings, as well as other Chapter highlights. This is also a great way to maintain easy board correspondence- for example, if the Secretary needs to request agenda items for an upcoming

board meeting, he/she can send a quick email to all board members w/ ease. We can separate contacts into groups, so if voting members are required to meet Quorum, an email can easily be sent to only the voting members by clicking on that group and selecting those specific emails to send to. If used appropriately, it should be VERY beneficial for our chapter.

▪ **Community Service Activities** (Cathy Mansour, Aqua Hospitality Carpets)

- 1st Quarter 2013: Refortify (A design community service outreach project); (re)fortify was created with the idea that youthful imagination is design's best resource and that design projects can and should have real, social impact. The purpose of this fun and engaging competition was to create forts for a cause. Small design teams worked with local youths to create amazing feats of textile architecture. SafeHouse Outreach of Atlanta opened the doors of its youth art class for designers to tell the story of what it means to practice in a creative field and so kids could explore design around the concept of creating individual, kid-scaled places, forts. In the end, participants learned that design was something they were empowered to do and just how creative, fun and meaningful it could be! After the competition, all materials (sheets, blankets, and clothing) were donated to the SafeHouse Outreach program so that our friends and neighbors could stay warm.
- 2nd Quarter 2013: Bears on Patrol (to be held in conjunction with our annual bowling tournament for maximum participation); Making tough situations "bearable" we will provide donated teddy bears for police and firemen to use in any situation where small children are involved.
- 3rd Quarter 2013: **Toasty Toes** (our collection of warm socks held in conjunction with our end of the year Sori-ee); Members bring socks of all kinds to the event and then they are donated to homeless shelters in need

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

- We are still struggling to consistently attract Architects and Designers to our networking events. Our board is brainstorming on ways to achieve a more diverse attendance.
- Our Board of Directors is struggling with consistent attendance from all of its Directors. We have not made quorum at more than one recent meeting.

STUDENT LIAISON

- Kelly Bowen (Ceramic Technics) - as Student Liaison. Student Liaison had a very successful first year! This position was created so that an individual can have direct contact with students in the local schools. With three presentations, at schools with some of the larger Hospitality focused majors, our student membership, student volunteer participation, and student scholarship have greatly increased. This role is very beneficial and will continue to be a position for years to come!

ATLANTIC CITY

chartered September 9, 2008

Marc Nasberg, delegate

MEMBERSHIP

- We continue to look to different avenues in hospitality to locate new members. We recently at our board meeting divided among the members, leads of culinary schools and other facilities to draw from. Current membership stands @ 86...with a end year target of 100 members.

PROGRAMMING

- Our programming has evolved to include sustainable and other educational events to our members. Our most recent had three guest speakers involved in state of the art products for the industry. We will host a Chapter 5 YEAR Anniversary celebration in June 2013.

SCHOLARSHIP

- We anticipate an 40% increase in our Scholarship Award for this year. We intend to award \$5,000 to celebrate our fifth year as a Chapter.

FUNDRAISING

- We had a successful sponsor campaign, which ended in February. We look forward to our fifth anniversary in June and will in-

clude a fundraising portion to that event, as well as our main fundraiser in October.

OTHER CHAPTER HIGHLIGHTS

- We are celebrating our "Fifth Anniversary"—our Chapter that started in Atlantic City and now includes the Greater Philadelphia. We continue to evolve, host new and unique programming and endeavor to be the number one Hospitality networking and professional group in our region. It is a great tribute to all of those members and volunteers over the years.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

- To avoid board turnover and to insure a board starts off on the right foot each year, a new member board packet would be helpful. The packet could include a full description of the board position, timelines, goals, forms used for that position and who to contact at INC for that position. We feel like we are reinventing the wheel so to speak each year. We do shadow our new members but a full packet from INC welcoming the member would be a great tool.

CHICAGO

chartered August 12, 1991

Lara Engert & Andrea Sims, delegates

MEMBERSHIP

- The Chicago chapter will be having a business level member membership drive at our Tradeshow on 4/18. We are hoping that this will drive membership among design and purchasing firms, as well as bolster our already strong vendor/ rep membership numbers.

PROGRAMMING

- Summer Social official date is 8/1/13. The event will be at the Saddle and Cycle Club, a private venue in Chicago- we had to have sponsorship from a member to use the facility! The menu and everything will be worked through the member so we can get the best price. We have already secured a number of sponsors for the event, which will honor past presidents, be a great networking opportunity, and introduce our scholarship recipients & more. We are also planning a low cost "Sip & See" event and a hotel tour in conjunction with sustainability/ community service (early fall).

SCHOLARSHIP

- Our 2013 scholarship applications are due on 4/15 and we are looking forward to receiving some great applications!

FUNDRAISING

- Our annual King Pin event was a huge success- we had 218 attendees vs. 145 last year, raising \$6000 more than last year. Our next fundraising event will be our annual Bootleggers Bash. We are looking to change up the location- and focusing on selecting a location that has a more modern, funky feel (to offset the very traditional setting of the Saddle and Cycle Club where the Summer Social will be held).

OTHER CHAPTER HIGHLIGHTS

- We will be hosting our second tradeshow on April 18, which will feature a Design Forum Luncheon. Six design firms are signed on to showcase a project for an audience with purchasers, owners and developers. We are currently in the last phases of a push with our NEWH membership and hospitality community to make sure our attendance is great for our exhibitors.

DALLAS

chartered August 12, 1991

Schaeffer Hill & Kate Grubb, delegates

MEMBERSHIP

Strong membership growth and renewal. Membership recently teamed up with our publications chair to distribute a "Interns Wanted" flier to our student members and universities within our region. Our membership chair distributes our new calendar created by our marketing director to all new members.

PROGRAMMING

Our chapter hosted a Mambo Monday networking gathering in February to kick off our programming year. In March we hosted a guided tour of the new Klyde Warren downtown park with cocktail reception at a nearby restaurant designed by local firm Jones-Baker. April will feature both a Mambo Monday networking event as well as our

first ever Next & Now student night. This event includes mock interviews and portfolio reviews for both interior design and architecture students and culinary students. May is an off month for programming.

PUBLICATIONS & FUNDRAISING

In the past month, our publications and marketing directors have worked with all of our board's chairs to successfully distribute our programming sponsorship "menu" that allows potential event sponsors to select their contributions for the year. Whether scholarship, tours or publications all options are open for sponsorship.

SCHOLARSHIP

NEWH Dallas is looking forward to our scholarship dinner coming

up on June 5th! The dinner and scholarship awards will be held at the new Perot Museum of Nature and Science, dinner catered by Wolfgang Puck. Jason Roberts, creator of The Better Block, is the keynote speaker. He will discuss the enrichment of communities and culture. Dallas is going to award up to \$30,000 this year!

NEXT AND NOW

Next and Now Student night was a new event for Dallas this year.

HOUSTON

chartered February 17, 1992

Benjamin Coy & Kory Doolittle, delegates

NO REPORT SUBMITTED FOR MAY BOARD MEETING

LAS VEGAS

chartered March 26, 1991

Cray Bauxmont-Flynn, delegate

NO REPORT SUBMITTED FOR MAY BOARD MEETING

LOS ANGELES FOUNDING CHAPTER

founded October 1984

Fernando Diaz, Karen Gutowski & Jonathan Kaler delegates

PROGRAMMING

- February Event was held at the Christopher Guy Showroom in Beverly Hills. This was a "Meet the Board/Fall in Love with NEWH" event, and all board members were wearing red shirts. Wine, hors d'oeuvres, and games were used to get to know the board members and prizes for the participants who scored the highest.
- Hotel Tours back to back in March and April. Montage Beverly Hills in March and Mr. C's - Beverly Hills in April. We are looking to heavily involve our design community with these tours. They are well attended.
- Los Angeles teamed up with the Orange County NEWH regional branch in the fashion event at the inaugural BD West.
- Due to HD, Programming will take the month of May off, as many people will be travelling.
- June will be our annual membership drive. Last year we held a successful Bowling Event, and we are planning to do a similar event this year.
- November will bring our community service event. We are looking to team up with a local charity "Saving Innocence".
- The 2013 Holiday Gala/Soiree will be themed "Fantasia", and be

held aboard a yacht in Marina Del Rey.

FUNDRAISING

- We will have three fundraising events this year:
 - The Fashion Event at BD West
 - Wine Event in August
 - Holiday Gala

MEMBERSHIP

- Our numbers are continuing to hold steady around the 250 mark. We have many new members who are eager to be involved.
- Looking to bring more design interest this year with more appealing events and CEU's.
- Exploring to build an event around the rich history and legacy of NEWH.
- 2-3 membership drives events this year.

We have a full board this year, with committees set up. We have a strong programming team in place, and plan to use the momentum and positive attitudes to bring more attention to the organization. It's an exciting time for the Los Angeles Founding chapter. Success planning is always a challenge!

NEW ENGLAND REGIONAL

(chartered November 4, 1992)

Kevin Hancock, Steering Committee Chair

PROGRAMS/ EVENTS

NEWH- NE has successfully launched two exciting events that attracted nearly 100 people each time. Networking and membership growth have been the focus of these first events while garnering excitement, enthusiasm and rave support for establishing this chapter. The 2013 calendar is filled with more upcoming events:

- May 2 at Yale Electric there will be an electric CEU credit course followed by a fun scavenger hunt at a local appliance/ lighting showroom, in the Cinco de Mayo theme.
- July 11 The Ocean House in Rhode Island will feature a hotel tour at this newly renovated property.
- September 9, the chapter will set sail on a sunset cruise in Boston Harbor.
- October 22nd at the Kohler Showroom in Natick, MA, there will

be a plumbing CEU .

- December 3 will be the year-end holiday party at the Fairmont Copley Hotel.

Details of each of these events will be forthcoming as we approach the dates. Participation and sponsorship is always welcomed. We have been very fortunate to have some very dedicated sponsors for many of these events. Future sponsorship opportunities are still available for upcoming events.

MEMBERSHIP

When we started our regional group in January we set a goal to have 100 members join in the first year, and we are well on our way to attaining this number. We signed up 9 members at our last networking event and this brings our current total to 43 members, which includes 3 student members and 3 businesses at the chapter level

membership.
We give our community a membership update, go over the online process to become a member at every event, and will continue to do

so. We will also start to incorporate the buddy system, in which we will pair a new member with an existing board member to personally invite them to and introduce them around events.

NEW YORK

chartered July 23, 1991

Amy Jakubowski & Stacy Rauén, delegates

MEMBERSHIP

We have more than 500 members. Membership has increased and continues to do so. Because of the increase of attendance at the Toasty Tuesdays, we have been able to spread the word about membership. It is like a monthly membership drive! We also have introduced the buddy system for new members, where board members are paired with new members to answer any questions and provide guidance. This has proven very successful.

PROGRAMMING

Toasty Tuesdays continue to bring in more than 100 people. They have provided a new source of revenue as we charge at the door for non-members; have helped us clean up our membership list as we use EventBrite for RSVPs; and we also are allowing manufacturers to "sponsor" new members. Plus more owners and developers are now

attending Toasty Tuesdays. We are substituting two CEUs in Toasty Tuesday's place in April and October. The first will take place on April 18th and it will be on Demystifying Leather with TexStyle.

SCHOLARSHIP

We were able to award nine scholarships in 2012 for \$25,000. We are trying to streamline the process this year. Packets have gone out to schools; looking for new ways to reach students.

FUNDRAISING

We will host the HD/NEWH Owners' Roundtable, which raised us \$16,000 last year (it was the kick-off event for Regional Tradeshow), on June 5th at Noon at the Dream Hotel Downtown. In November, we are bringing back Product Runway. It will be held on November 11th in conjunction with IHMRS/BDNY.

NORTH CAROLINA REGIONAL

Karen Appert, Steering Committee Chair

MEMBERSHIP

- We are up to 45 members. Many attend events regularly.
- Added 3 new Chapter Level Business members this year (Green Hides Leather Studio, Thomasville Contract, Phillips Collection). These memberships will be a focus of our growth, since we have many manufacturers in this area.
- We are currently working on building school and student membership. We hope student membership will encourage participation by designers and hoteliers as mentors for the student members.
- Challenge: attracting designers, hoteliers, purchasing companies.

PROGRAMMING

- Goal: provide events that add value to our members in a non-competitive setting -- educational events, hotel tours and possibly a CEU seminar.
- May 10 - Social Media Lunch & Learn.
- June, August, and September - networking events. The nature of these events will be determined after we evaluate the re-

sponse to the Social Media seminar.

- October - High Point Market event.

SCHOLARSHIP

- Currently working on an initiative to increase school awareness and membership in our NEWH NC Regional Group.
- Approximately 15 schools being contacted by the 4 steering committee members and 2 additional volunteers.
- Our group would like to give out a scholarship within the next year.

FUNDRAISING

- We plan to start charging non-members to attend NEWH NC events that are more than networking (e.g. educational, lunch included, CEU, etc.)
- No other fundraising plans at this time.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

- Additional suggestions for building membership in a regional area that doesn't have many hospitality design or purchasing companies.

NORTH CENTRAL

Chartered December 11, 2000

Brittany Johnson & Matthew Murray, delegates

MEMBERSHIP

Our membership numbers have fallen a bit in the last few months, but we are anticipating this to turn around before the end of the year. Students continue to be the bulk of our membership and have been an invaluable resource on committees. This year we are working on strategies for improving our advancement of student members into general membership. We know that our student base will be the foundation of the future of our chapter. We also plan to boost our membership by 7-10 general members at our annual membership drive in May at Pinstripes. This is a bowling event where we will be raffling off memberships and offering a limited number of discounted memberships that were generously donated by annual sponsors

PROGRAMMING

1. 2013 New Year!
January 17th Eat Street Social
Our chapter had a successful gathering to kick off the New Year. Participants attended and enjoyed the creations of local artists on display in the Gallery at Eat Street Social. We sampled wings, head cheese sliders, fries and tartar. Our event sponsors were DL Couch and Aqua Hospitality.
2. March 15th Building Blocks of Design
Our first CEU event of the year was a full house! Thirteen guests attended a three part CEU presentation sponsored by Elevate our local distributor or Bendheim Glass, Desso, and IAP plywoods. All three took a turn making presentations and answering questions. CEUs were granted for two of the presentations, but all were entertaining and educational.

3. April 11th First Ever Portfolio Round Table and Competition Twenty-six students signed up for the event hosted at Target Commercial Interiors, but the snowy weather took its toll and twelve were able to attend. For this event fourteen professionals reviewed portfolios and gave feedback to small groups of students on content, presentation, and graphics. For the competition portion of the event five outstanding entries were reviewed by a panel of judges who provided written feedback on the portfolios. Our grand prize winner Carlyn Kuchan won a trip with our delegates to attend the IBOD meeting in January 2014 in LA. One honourable mention (a \$50 gift card to Target) was awarded to Bridget Mugan a senior at the University of Minnesota. Thank you to our sponsors for this event; Hirschfield's Design Resource, Knoll Textiles, and Shaw Contract Group!

SCHOLARSHIP

- Feb 21st Speed Mentoring Scholarships were presented at our Annual Speed Mentoring event. The event was graciously sponsored and hosted by Fluid Interiors our local Hayworth dealership. Small groups of students had 5 minutes of time with many different professions from different segments of our industry throughout the evening. We want to congratulate our three annual scholarship recipients; Meg Buchmann from the Interior Architecture program at the University of Wisconsin, and Bridget Mugan and McKenzie Jordhem from the Interior Design program at the University of Minnesota. Recipients were all present to receive their \$1500 scholarship certificates. Congratulations to the winners and thank you to all who submitted applications. Our sponsors for this event were Bolyu and MDC.

FUNDRAISING

- For the first time in our Chapter's recent history we have exceeded our Annual Sponsorship goals! We attribute this success to our new sponsorship levels and the savvy marketing techniques of our development team. We have elected to close our Annual Sponsorship in the Gold and Silver Levels in favour of driving interest to event sponsorship. We want to thank Eaton Custom Seating and Howard Parker and Associates who have filled out our gold sponsorship level and also thank our silver sponsors, Cuningham Group Inc, Jill Ouradnik Contract Sales, John Bagley Contract Resource, Artline, Currey & Co., Target Commercial Interiors, and Momentum Group.
- Our fundraising committee of Kate Koolong and Emily

Holmsten are busy planning our annual fundraising event at Brit's Pub again this year for an evening of lawn bowling and raising money. This event continues to grow in popularity and we hope to see ongoing improvement in participation for our chapter.

OTHER CHAPTER HIGHLIGHTS

- Feb. 8th Student Interior Design Expo SIDE This year our chapter continued its participation in a joint venture among our local chapters of NEWH, ASID, IIDA, NKBA, IFDA, and IMS (our local interior design market square) to expose student from our region to the many facets of the profession of Interior Design. Our members gave presentations, and guided students and volunteer presenters to seminars. We also picked up some new student members along the way.
- Trade show planning is ongoing and heating up as we get closer and closer to our October 3rd trade show at the Radisson Blu Mall of America. We are excited to be hosting a panel discussion that will be moderated by Hospitality Design Magazine's own Stacey Rauen. We have also secured our CEU presentations and will be announcing our keynote speaker soon.
- We successfully published our first fully HTML newsletter. We elected to experiment with HTML e-blasts in our newsletters this year with the hope of getting information to a larger variety of email platforms without loss of content. We hope to eventually use this strategy in all of our internet communication thru NEWH.org, but are happy to celebrate our first success. Thank you to our publications committee led by Melissa Papp.
- We have increased our Facebook likes from 107 to 131 in less than 3 months. This is great accomplishment and our entire board is excited about our increased social media presence. We have learned that tagging people results in immediate increases in our Facebook traffic. Pinterest and LinkedIn are also proving to be valuable tools to our internet communications committee headed by Karena Monahan.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

- We are looking for creative strategies to promote graduation into general membership of our student members. We know we need to keep in contact with students as they become professionals, but we often lose track of them as their student emails are discontinued. How are other chapters keeping young professionals involved when they have to face the price tag of general membership for the first time?

NORTHWEST

chartered March 23, 1995

Katie Howell & Vanessa Vaughan, delegates

MEMBERSHIP

We do not currently have an active membership director due to the resignation of Randy Berg and our replacement membership director, Paige Nelson, is currently traveling for 3 months in training for her new position with Fabric Innovations.

In spite of this, our membership has continued to grow in 2013. We are now at 132 members as of December, which is a decrease from last quarter.

Our focus in 2013 is on recruiting more members who are not only designers and reps, but also students, educators, hotel and restaurant owners and other segments of the hospitality industry. We need a strong director in this position to drive membership.

We recently held a member appreciation event which sparked renewed interest in joining because the event was so enticing...

Our goal for 2013 is to grow our chapter to 160 members.

PROGRAMMING

Jennifer Hayden

In first quarter, 2013, we held three successful events – first, our annual bowling membership drive which brought in 4 new members and generated a lot of interest in committee positions for upcoming events as well as interest by two design firms to join on the chapter level. Next was a restaurant tour in Portland, OR called Raven and Rose. This event was a great collaboration with our Portland membership and really helped bring together our two cities' design communities. Most of our board made the trip to Portland for the evening and we had a great turnout with a sold out event that was covered entirely by sponsorships and actually ran a small profit!

Our most recent event was a hotel tour at the Hotel Monaco Seattle. The event was also sold out and included a presentation with the design firm and art consultant from the project. We were able to make more than \$400 for our scholarship fund through a prize

drawing donated by the hotel (a night's stay). This was a free membership appreciation event, but we managed to get all our costs covered through sponsorships and make a bit of money toward our scholarship fund.

Upcoming events include our fundraising event, which is tentatively planned for June 14th, tradeshow and after party on Oct 24th and our honors awards in November.

Our chapter is very excited to have the GoPayment device for our events this year!

Our fundraising event for 2013 is looking to be a great event. With the success of 2012's event, the anticipation is great and this year's event will accommodate more people.

Besides finding the time to get all the programming work done, it has also been a struggle getting the funds to cover all the smaller events. We broke even on the membership drive and it looks like the members-only event will be about the same. We are not losing money, but it would still be nice to have more sponsors to help make these events more valuable to the members.

Committee groups are lacking this year and I feel this is all on me as the programming director. I have not been very good about organizing these meetings (we currently do things via email as everyone is too busy to meet in person).

I feel that having two people in the Programming seat may be a good option. As the industry is picking up and people get busier with work and life, their time becomes valuable and having a co-chair would be nice to take some pressure off.

I don't know if this already exists, but it would be helpful to have a Director's Blog or something that each region's directors could chat, post comments, and assist other chapters when needed. It would be nice for all that are in the same boat (so-to-speak) to communicate to better their positions. Learn from other's mistakes, etc.

SCHOLARSHIP

Lanette Allen

Our goal is to grant \$7,000 in scholarships in 2013.

For 2013 we are excited to have a student rep on our board. We feel that she will help reach out to the student community and garner more applications for our scholarship awards this year.

Our goal is to begin recruiting potential scholarship applicants by offering an opportunity to exhibit portfolios at our Trade Show in October. This will be concurrent with our application period so should create a personal connection with the trade show organizers and prompt those ambitious students to apply for our scholarships.

STUDENT REP

Leah Sewell

With a student schedule, I find it difficult to make it to board meetings. The time and location make logistically impossible. However, the meeting minutes do help to update what happened in the meeting.

In the future, I am looking forward to continuing my involvement with NEWH and expanding responsibilities as my schedule allows. Hopefully, my school schedule will allow me to attend meetings in the future.

Regarding the upcoming tradeshow, I am looking forward to increasing student visibility and involvement.

SECRETARY

Renee Herron

Secretary Duties, Accomplishments, Etc.:

- Currently Up-to-date on all Minutes, needed documents to be submitted to Inc. for months I have served on Board
- Established Chapter Dropbox, for storing of all important documents, file sharing, past event recaps, minutes, invites, rosters, etc

- Established effective way to use Minutes recap as a follow up to all that we discuss in meeting, with Action Items for every Board Member to see, reference and be sure they hold themselves accountable for. Requires delivery of Minutes to Board within a week of Board Meeting

- Had the help of past Board Members who are currently on Board, to go back through past documents from NW Chapter and add to Dropbox for records

- Played role in Signature Card returning process

Personal Notes on Time Spent in Secretary Role:

- Thrilled to have been invited/have opportunity to have attended the National Leadership Conf. in SF
- Enjoyed developing relationships and partnerships with co-Board members and industry associates
- Able to assist with planning of majority of the Chapter's major events so far (Masquerade, Hotel Tour, now Tradeshow) and glad to help/take part.

Note for Inc/All Secretaries:

- Think the Secretary on each Board should play role in assisting in committees for Programming, since they don't carry much other responsibility elsewhere and good way to get involved with your team!

WEB COMMUNICATIONS CHAIR

Sarah Atwood Black

We are continuing to keep our Facebook page up-to-date with local events and photos of said local events. Additionally, we share our events with other NW organizations (IIDA, ASID, etc.) and cross-promote when applicable. We have established a #newhwnw Instagram hashtag and are beginning to develop a collection of Instagram photos from recent events. We would like to establish an NEWH NW Instagram account in the near future, and hope that Inc will consider allowing individual chapters to develop their own Twitter feeds in order to more successfully promote local events.

EDUCATION CHAIR

Grace O'Brien

Responsibilities: setting up educational opportunities within the Hospitality Design Industry for students and professionals alike.

Presently: Setting up CEU events for upcoming Trade show. Researching important topics and ideas that would bring more knowledge to the Hospitality Community; for example LED Low Voltage Lighting and its future in the industry.

Challenges: Looking for new ways to get student interest in events and participation.

PUBLIC RELATIONS

Jill Myers

As a new member to the board, I have spent the past few months learning the ropes and hearing about what has been successful in the past, and what we can do to be more successful in the future. To date, I haven't been as active in my role as public relations as I planned, but aim to be more proactive in news out about our upcoming Savor Uncorked event and the annual trade show. I have truly enjoyed learning more about NEWH and all of the coordination and teamwork that goes in to making it a successful organization.

TREASURER

Fanny Idoux

Learning how to use QuickBooks online efficiently has improved my position as Treasurer. I am able to have a better grasp on our finances and it has made me more efficient. Our after-event financial meetings have also helped our board keep track of our event's successes and struggles.

FUNDRAISING

Cheri Bargin

In 2012 we changed our fundraising event from a golf tournament to a more formal dinner at a newly opened restaurant in Seattle – Hunger. This event was wildly successful compared to our golf event in the past and for the first time in our chapter's history, we actually

raised a significant amount of money from our fundraiser. We found that we could justify a higher ticket price because of the value of the experience, and by working with a restaurant with a set *per person* price, we could manage our costs and ensure profitability of the event.

All of us are looking forward to continuing this new tradition and highlighting a new local restaurant or hotel in 2013 for our fundraising event. We are partnering with a non-profit called Fare Start to host our 2013 fundraiser and are currently in the process of finding a well-known local chef who is willing to lend their talents to offer an exciting food and wine pairing for this year's event.

This year, we have gained advance commitments to sponsor our events by sending out a sponsorship opportunities letter for the 2013 year and emailing it to potential sponsors – we are making sure their marketing budgets are allocated toward our future events this

way and now we won't be scrambling to secure funding in the month before each event.

OTHER CHAPTER HIGHLIGHTS

We are excited to have a large board in 2013 with several new board members filling positions that have previously been vacant.

We are all thrilled about the new payment processing app and were able to use it seamlessly at our last event.

We have instituted a shared Dropbox to help our chapter stay organized and give all our board members access to documents and information that was previously kept by the individual directors and chairs.

A goal for 2013 is to be more active in updating our Facebook, submitting updates to the NEWH magazine, uploading photos, etc... to increase our PR / marketing presence for our chapter.

ROCKY MOUNTAIN

chartered December 3, 1991

Mark Beelaert, delegate

NO REPORT SUBMITTED FOR MAY BOARD MEETING

ORANGE COUNTY REGIONAL

(chartered 1988)

Christine Wasmer, Steering Committee Chair

MEMBERSHIP

- Membership in Orange County Regional in March held at 50. Our membership drive in February added six new members: Lori Michelle-Neuman, NG & P Studios; Stella Choi, Gensler; Amisha Trivedi, MDR Architects; Denise Solis, DuChateau; Lana Galang, LTG Interiors; Konni Brooksher, RJF Ind.

PROGRAMMING

- Our opening year membership event at Charlie Palmer was very well attended. This is a good venue for networking events.
- The Get your Green On March event at Muldoon's in Newport Beach was hugely successful. We pretty much packed the space. Great discussion/presentation by Stacey Olson, Gensler and Eduardo Arrieta Limon, HFS Concepts 4 on designing for

sustainability.

- Events in planning: Hotel tour in June, Wine Tasting event at Ayres Costa Mesa Hotel in July and August Harbor Cruise event.

SCHOLARSHIP

- We are hoping to give a scholarship this year. Packets need to go out in August.

FUNDRAISING

- We participated in the BD West Fashion Challenge along with the Los Angeles Founding chapter. Event was held at Stingaree Night club and the auction of the fashions was very successful. Final receipts will be reported once all successful bidders have been billed.

SAN FRANCISCO BAY AREA

chartered June 1, 2010

Ginger Raphael, delegate

MEMBERSHIP

We continue to grow!

The San Francisco Bay Area Chapter started the year with 184 members and as of April 2013, we have: 202 total members

- 28 Associates
- 5 Chapter Business Members
- 4 Chapter Level Business Members
- 7 Corp Partner courtesy members
- 1 Corp Partner Member
- 2 Education professionals
- 93 are general voting members
- 9 Honorary Members
- 45 Student Members

We make it a part of every event to announce our new members to make them feel welcome. We also use the buddy system by pairing a new member with an existing member who reaches out to them personally to invite them to the event and to introduce them around at events. This has been successful and we will continue to do this in 2013.

PROGRAMMING

January 2013: We held the Leadership Conference and Trade Show in San Francisco. We held it at the Grand Hyatt Hotel – it was a huge success. We had a huge turnout, the Panels were excellent, the information gained by all was tremendous. Some attendees even described it as a life-changing event. We also celebrated our first scholarship recipient (Ms. Diane Wu) by ending the weekend with a beautiful sail around the SF Bay on a very special yacht. The SF Chapter was very happy to host the event and felt it was a huge success. We may have had a few too many people at the opening cocktail party, due to the late surge of attendees...but a good time was had by all. Leigh Mitchell was a stellar hostess.

February 2013: Networking event at The Palacek Showroom in the Galleria. Excellent turnout, we signed up several new members and introduced the new Board members.

March 2013: Annual Membership Drive at Creativity Explored – an art workshop for developmentally challenged adults. It was an inspiring, well attended event that we want to repeat next year. We had a fun interactive painting event, enjoyed by all.

April 2013: We have our “Sustainability Event” on April 16th (Earth Day), at Urban Hardwoods in San Francisco. It will be a ZERO Waste Event.

To date, the attendance for this year’s events has been between 45-65 members and guests. Excellent sponsorship has given us the ability to have fabulous spreads of food and plenty of wine. We have been charging non-members \$25 for events with no price resistance!

This year we are using our levels of sponsorship to secure sponsors for our events. Our goal is to raise \$8,000 for events. We plan to host 12 (total) events comprised of 6 Educational Events and 6 Networking events. This includes 1 fundraiser (Wine by Design), 1 tradeshow (held in January), 1 membership drive, 1 CEU event, 1 Sustainability event, 1 scholarship event, 1 community service event, and 2 diverse Networking programs.

SCHOLARSHIP

We awarded our first scholarship award at our December event to an interior design student at UC Davis. We awarded (1) \$3,000 scholarship. We were planning to award three scholarships, but the candidates in the other two categories (Culinary Arts & Hotel Management) did not show immediate financial need and we recommended they reapply next year. We used an essay format that gave all candidates an equal footing. We have done lots of research to get all the schools in the SF Bay Area on our list. We voted on the top 10 best essays and then held a Skype interview with the top 5 to determine the winner.

This year we plan on awarding (3) \$4,000 scholarships. We want to put extra effort into reaching out to Culinary & Hotel Management Students.

FUNDRAISING

We will hold our annual fundraising event: 4th Annual Wine By Design event in October. We plan on up to 150 attendees on 3 buses.

This has become quite the event where sponsors start asking about it well before it is announced. We plan a wonderful day of visiting wineries, food pairings, vineyard lunch, and may include a Grape Stomp!

OTHER CHAPTER HIGHLIGHTS

- Tradeshow & Leadership Conference:
 - Please see above.
- Community Service:
 - Last year we identified Maitri as our Community Service Partner. This organization is a 15-bed hospice facility in San Francisco for AIDS-specific care. We are collecting items that can be used by the facility. In December, we will hold an event specifically focused on Maitri where all proceeds from the event go to Maitri.
- Sustainability:
 - After our Zero Waste sustainable event in April, the seed was planted for everyone to donate to Scrap on a regular basis. To date we have diverted over 2,200 pounds of memo samples, carpet, tile, finish, and wallcovering samples.
 - We will issue three newsletters this year.

We are still recruiting new board and committee members to assist in our ambitious plans for the year and going forward. We have a tentative calendar of events, goals and strategies for each board position, and our chapter budget. We feel ready to continue our growth in 2013, which we will do with more board and committee members than ever before!

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

We would like suggestions on how to diversify our membership – we would like to target Designers & Architects, Culinary/F&B, Hotel Management, and former members (who did not renew). The same goes for targeting students of the same areas.

SOUTH FLORIDA

chartered October 2, 2003

Natalie Koller & Todd Schaffer, delegates

NO REPORT SUBMITTED FOR MAY BOARD MEETING

SUNSHINE

chartered September 1996

Cindy Andrews & Lora Spran, delegates

MEMBERSHIP

We are 239 members strong in the Sunshine chapter. We are having another membership drive this month.

PROGRAMMING

We continue to have our monthly Sundowners which usually bring about 50-60 of our members out. We are trying a new local restaurant for the next quarter. We are also continuing our Thirsty Thursday Sundowners with our friends in Tampa. Also in April we look forward to participating in our 2nd Annual 5K Corporate Run, put on by the City of Orlando.

SCHOLARSHIP

Scholarships are coming in daily for our annual Scholarship Dinner, which will be held May 2nd in downtown Orlando, where we will be giving up to \$20,000 in scholarships to students. We are also lucky to have one of our previous winners as our speakers. Laura Gault, our past Student Representative and current Scholarship Chair has been working very hard to put this together while going to school and

interning at Nieman Interiors.

FUNDRAISING

What an amazing first quarter we have had! We held a very successful Tradeshow in Orlando, and because of that, we were able to hold our first “Shine” event, our biggest fundraiser yet, which included 10 design firms, who teamed up with various vendors and design students for a competition of Outfits representing the vendors products, judged by three local celebrities. Because it was conveniently located and held after the tradeshow, we had a great turnout. Look for the pictures on our Facebook page! We can’t thank Pam Nieman and her committee for all of their hard work. She is already planning for the Golf Tournament in October.

OTHER CHAPTER HIGHLIGHTS

We have many events coming up, including a bowling outing in July to beat the heat! Also look for our next Newsletter coming in May.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

How to recruit volunteers for the following year for Chair Positions.

TORONTO

chartered November 18, 2004

, delegate

NO REPORT SUBMITTED FOR MAY BOARD MEETING

UNITED KINGDOM

chartered June 12, 2002

Julian Brinton, delegate

NO REPORT SUBMITTED FOR MAY BOARD MEETING

VANCOUVER REGIONAL

Chris Kitteridge, steering committee chair

NO REPORT SUBMITTED FOR MAY BOARD MEETING

VIRGINIA REGIONAL

(chartered October 24, 2003)

Shari Perago, steering committee chair

NO REPORT SUBMITTED FOR JANUARY BOARD MEETING

WASHINGTON DC METROPOLITAN

chartered November 6, 1992

Valerie Coleman & Melinda Peck, delegates

MEMBERSHIP

Membership Break-down as of April 2013:

| | |
|-----------------------------------|------------|
| Associate Member | 45 |
| Chapter Level Business | 10 |
| Courtesy Chapter Level Business | 21 |
| Courtesy Corporate Level Business | 09 |
| Educational Professor | 09 |
| General Member | 83 |
| Student | 70 |
| Total Members | 247 |

For the past two years, we have kicked off the New Year with a Membership Sundowner inviting all members and non-members to come socialize, network, and learn how to get involved with the Washington DC Metropolitan Chapter. This past January, the Membership event was held at Matchbox in DC where guests learned about the upcoming events/programs and had the opportunity to sign up on a committee or ask any questions about our organization with the board present to assist. We had a remarkable turnout with lots of new faces and ambition to kick of the New Year!

PROGRAMMING

Kicking off the year, the first few months consisted of Sundowners in different regions of the DC area. In March, the happy hour was held at Teatism in Old Town Alexandria and in April at Jack Rose Dining

Saloon in Adams Morgan, a neighborhood of DC. Both Sundowners had significant turnouts with about 40 people in attendance. The programming committee is also running full steam ahead on planning the Chapter's 20th Year Anniversary Gala Celebration. This event will be held on an Odyssey cruise down the Potomac in Washington DC on June 13, 2013. Key note speakers of the hospitality industry will be present, along with cocktails, dinner, live band, and dancing. This will be the event of the year to be at!

SCHOLARSHIP

Our scholarship committee is planning to award four recipients with a \$5,000 scholarship each. All packets have been sent out to the surrounding schools within the DC Metropolitan area along with the Richmond Region and the Northwest part of N. Carolina. All students will need to have their submittals in to review by the committee within the next month.

FUNDRAISING

Our chapter will hold it's annual Golf Tournament Fundraiser event on October 7th at the Manor Country Club in Rockville, MD. Details of the event are underway and will be finalized within the next few months. The goal is to obtain sufficient fund in hopes of increasing the amount / number of scholarships to be award to the students within the industry in 2014

SCHOLARSHIP ACCOUNT ANALYSIS

| Restricted Membership Donations | | | |
|---|------|---------------|---|
| | 2010 | \$ 698.00 | Transferred into scholarship account |
| | 2011 | 215.00 | Transferred into scholarship account |
| | 2012 | 410.00 | Transferred into scholarship account |
| | 2013 | 340.00 | Transferred into scholarship account |
| Sustainable Scholarship | | | |
| Income | | | |
| | 2010 | \$ 6,666.66 | JLF/lone meadow contribution |
| | | 6,666.67 | Designtex contribution |
| | | \$ 13,333.33 | |
| Expenses | | | |
| | | \$ 347.78 | Awards |
| | | 10,000.00 | Scholarship grants |
| | | 980.40 | Travel |
| | | \$ 11,328.18 | |
| Excess funds transferred into scholarship account | | \$ 2,005.15 | |
| Income | | | |
| | 2011 | \$ 6,666.67 | JLF/lone meadow contribution |
| | | 6,666.67 | Designtex contribution |
| | | \$ 13,333.34 | |
| Expenses | | | |
| | | \$ 353.51 | Awards |
| | | 10.29 | Postage |
| | | 10,000.00 | Scholarship grants |
| | | 688.80 | Travel |
| | | \$ 11,052.60 | |
| Excess funds transferred into scholarship account | | \$ 2,280.74 | |
| Income | | | |
| | 2012 | \$ 6,666.67 | JLF/lone meadow contribution |
| | | 6,666.66 | Valley Forge contribution |
| | | \$ 13,333.33 | |
| Expenses | | | |
| | | \$ 438.52 | Awards |
| | | 15,000.00 | Scholarship grants |
| | | 818.20 | Travel |
| | | \$ 16,256.72 | |
| Shortage of funds | | \$ (2,923.39) | |
| Income | | | |
| | 2013 | \$ - | JLF/lone meadow contribution |
| | | 6,666.67 | Valley Forge contribution |
| | | \$ 6,666.67 | |
| Expenses | | | |
| | | \$ 366.65 | Awards |
| | | 10,000.00 | Scholarship grants |
| | | 1,559.88 | Travel |
| | | \$ 11,926.53 | |
| Shortage of funds | | \$ (5,259.86) | |
| ICON Scholarship | | | |
| | 2010 | \$ 500.00 | Unilight contribution transferred into scholarship account |
| | 2011 | 2,500.00 | Maya Romanoff contribution transferred into scholarship account |
| Income | | | |
| | 2010 | \$ 14,564.12 | Judy Dobin Tribute Book |
| Expenses | | | |
| | | \$ 185.47 | Awards |
| | | 12,000.00 | Scholarship grants |
| | | 1,534.94 | Travel |
| | | \$ 13,720.41 | |
| Excess funds transferred into scholarship account | | \$ 843.71 | |
| Income | | | |
| | 2011 | \$ 9,946.45 | Harvey Nudelman Tribute Book |

| | | | |
|--|------|-------------|--|
| Expenses | | | |
| | \$ | 176.88 | Awards |
| | | 8,500.00 | Scholarship grants |
| | | 2,720.05 | Travel |
| | \$ | 11,396.93 | |
| Shortage of funds transferred out of scholarship account | \$ | (1,450.48) | |
| Income | | | |
| | 2012 | \$ 1,100.00 | Herbert Kohler Tribute Book |
| Expenses | | | |
| | \$ | 391.79 | Awards |
| | | 1,075.90 | Graphic Design |
| | | 71.01 | Postage |
| | | 2,133.05 | Printing |
| | | 8,500.00 | Scholarship grants |
| | | 1,278.39 | Travel |
| | \$ | 13,450.14 | |
| Shortage of funds transferred out of scholarship account | \$ | (12,350.14) | |
| Income | | | |
| | 2013 | \$ - | Ray Anderson Tribute Book |
| Expenses | | | |
| | \$ | 93.55 | Awards |
| | | - | Graphic Design |
| | | - | Postage |
| | | - | Printing |
| | | - | Scholarship grants |
| | | 758.16 | Travel |
| | \$ | 851.71 | |
| Shortage of funds transferred out of scholarship account | \$ | (851.71) | |
| Vendor Scholarship | | | |
| Income | | | |
| | 2010 | \$ 3,000.00 | Fabricut Contract/S. Harris contribution |
| Expenses | | | |
| | \$ | 173.89 | Awards |
| | | 3,000.00 | Scholarship grants |
| | | 3,173.89 | |
| Shortage of funds transferred out of scholarship account | \$ | (173.89) | |
| Income | | | |
| | 2011 | \$ 3,000.00 | Fabricut Contract/S. Harris contribution |
| Expenses | | | |
| | \$ | 176.76 | Awards |
| | | 3,000.00 | Scholarship grants |
| | | 3,176.76 | |
| Shortage of funds transferred out of scholarship account | \$ | (176.76) | |
| Income | | | |
| | 2012 | \$ 3,000.00 | Fabricut Contract/S. Harris contribution |
| Expenses | | | |
| | \$ | 175.42 | Awards |
| | | 3,000.00 | Scholarship grants |
| | | 3,175.42 | |
| Shortage of funds transferred out of scholarship account | \$ | (175.42) | |
| Income | | | |
| | 2013 | \$ - | Fabricut Contract/S. Harris contribution |
| Expenses | | | |
| | \$ | 187.10 | Awards |
| | | 3,000.00 | Scholarship grants |
| | | 773.60 | Travel |
| | | 3,960.70 | |
| Shortage of funds transferred out of scholarship account | \$ | (3,960.70) | |
| Interest Income | | | |
| | 2010 | \$ 307.59 | General Interest |
| | | 595.52 | CD Interest transferred into scholarship account |

| | | | |
|------|----|--------|--|
| 2011 | \$ | 260.49 | General Interest |
| | | 596.02 | CD Interest transferred into scholarship account |
| 2012 | \$ | 152.44 | General Interest |
| | | 345.91 | CD Interest transferred into scholarship account |
| 2013 | \$ | 149.68 | General Interest |
| | | 213.95 | CD Interest transferred into scholarship account |

| Fundraising Proceeds | | | |
|----------------------|----|----------|---|
| 2011 | \$ | 2,964.80 | Auction proceeds transferred into scholarship account |
| 2012 | \$ | 8,334.82 | Auction proceeds transferred into scholarship account |

NEWH/ _____ Scholarship Acceptance Form

(terms and conditions of award, including instructions about travel to/from)

1. You must provide the NEWH chapter with a phone number to be used during your travel, if this number changes it is your responsibility to update your information with the NEWH chapter.

("the Event") NEWH/ _____ chapter will pay the following:

These items will be paid for by the NEWH/ _____ chapter.

Once you confirm the agreed items above it is your responsibility to contact NEWH/ _____

Chapter for any changes/special circumstances/needs and/or questions. Items not listed above are at your own expense. In receiving this scholarship, you agree to attend the

You are required to submit/present at the event _____.

You agree to have your photo, speech _____ posted

on the NEWH Inc. website, NEWH Facebook pages. You are required to wear _____

clothing for the chapter event.

(Student is responsible for all other transportation, meals, and expenses, unless otherwise stated above).

2. WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration for receiving the NEWH/ _____ Scholarship, including the opportunity to attend the _____ with the following paid for by NEWH _____,

I hereby release, waive, discharge and covenant not to sue NEWH, Inc., its Chapters, affiliates, officers, directors, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while participating in the Event, or while in, on or upon the premises where the Event is being conducted, while in transit to or from the premises, or in any place or places connected with the Event.

Student Name Print

Student Signature

Date Signed

Guidelines for Scholarships

CRITERIA FOR CHAPTER SCHOLARSHIPS: NEWH Chapters award scholarships annually based upon the following criteria:

1. Standard Criteria
 - 1.1. Attend an accredited institution of higher learning
 - 1.2. Competition of half of the requirements for a degree or certification in the program currently enrolled
 - 1.3. Show financial need
 - 1.4. Have a cumulative GPA of 3.0 or higher
 - 1.5. Have a career objective in one of the areas of the Hospitality Industry, such as Hotel/Restaurant Management, Culinary/Foodservice, Architecture, Interior Design
 - 1.6. Provide the following:
 - 1.6.1. Student Essay
 - 1.6.2. Transcript
 - 1.6.3. Letters of recommendation from Dept. Head, Professors, Advisor
 - 1.6.4. Letters of recommendation from industry professionals, employers, etc.
2. Non-Standard Chapter Scholarship
 - 2.1 Additional criteria over and above the requirements in 1) and amount given, to be outlined and voted on by the Chapter or International Board.
 - 2.2 Judging of candidates to be done by a Scholarship Committee made up of NEWH members.
 - 2.3 Scholarship to be advertised and funded separately from the Chapter Scholarships, with a disclaimer that no award will be given if a qualified recipient has not applied.
 - 2.4 In addition to these items listed and scholarship types, need to differentiate a "design competition" or requirement for a "portfolio submittal by design students" as a non-standard scholarship.

Memorial

1. Must be in the name of a member who has contributed to NEWH.
2. May be funded separately, initially, after the death of the member and then funded by chapter fundraising efforts, after the original funding dwindles.
3. May be given in the name of the member as one of the Chapter Scholarships. For instance, could be given to the most outstanding student and/or in the largest dollar amount.

Vendor

1. Funding to be done by a vendor in their name and to include negotiated costs outlined in item 3.
2. Scholarship to be awarded in their name. Individual can present the scholarship however the Chapter Scholarship Committee reviews and selects the recipient.
3. Determine the venue for the presentation of the scholarship and take into consideration the possibility of transportation, lodging, etc, of the recipient into account when the amount is negotiated with the vendor.

Business

1. Funding to be done by an Interior Design firm, Architectural Firm, Hotel, Restaurant, etc. in their name.
2. The firm can have input into the desired criteria over and above the minimum requirements listed above.

Other

1. Scholarships given in someone's name that is not a Member in Memoriam, Vendor, or Business must not be funded by Chapter fundraisers.

NEWH INC. SCHOLARSHIP ENDOWMENT GUIDELINES

NEWH Inc. welcomes support from various sectors of the Hospitality Industry in the form of donations to the Scholarship Fund and endowment of individual scholarships. NEWH twenty years

**NEWH INC.
SCHOLARSHIP ENDOWMENT GUIDELINES (continued)**

of experience in awarding scholarship funds to students majoring in hospitality related industries makes it the best source to distribute corporate and individual donations to scholarship. The administrative activity of holding scholarship competitions; press/photo opportunities with the winning students; awards dinners; travel/lodging for students – is often not considered in funding an award. These costs must be considered in all future donations. Below is a guideline for funding a scholarship award or opportunity:

TRADE-SHOW SCHOLARSHIP

\$5000 award – assume 20% administrative, travel/lodging costs or \$1000 so your donation should be \$6000. If sponsor wishes to award at a special event they must supply all extra costs for student and if necessary representative of NEWH for travel/lodging and any costs associated with attending the special event.

ICONS OF INDUSTRY

1. Must exemplify the highest standards of professionalism
2. Must have completed half the requirements for a degree that will lead to a career in the Hospitality Industry.
3. Must have a minimum of 3.0 GPA
4. Must have participated in an industry internship (*one of the differentiating requirements from the standard chapter scholarship criteria*)

Chapters are encouraged to submit students they have vetted for chapter level scholarships for this award. The student would need to submit an ICONS application with the supporting documents required.

**SUSTAINABLE DESIGN COMPETITION SCHOLARSHIP AND SCHOOL AWARD-NEWH INC
SCHOLARSHIP**

Three sponsors are ideal for this initiative. Sponsors each donate the scholarship or school award and an additional amount each for administration of the design competition, travel and lodging costs for recipients and others intrinsic to the competition.

The NEWH Sustainable Design Competition provides students with the opportunity to showcase their design skills while utilizing the very best in sustainable design products and practices.

2012 Award:

\$5000 JLF | lone meadow Scholarship Award to the Student

\$5000 Valley Forge award will go to the Interior Program the winning student attends

\$5000 *NEWH is seeking a 3rd sponsor to award a graduate level scholarship

The student award will be dispersed to the student through the respective school. Student monies may be used for tuition, books or supplies needed for his/her education. The award to the school must go to the INTERIORS PROGRAM and not to the general funds of the school. The program may utilize this award to enhance the educational needs of the materials to help the design studio. Our winning student and school shall be honored at the HD Expo in Las Vegas, in May annually. In addition to the NEWH Magazine, the event shall be covered by other hospitality and design publications.

Other NEWH Inc. scholarships may also include: Vendor, Memorial and Business sponsored scholarships.

CHAPTER LEVEL – TRAVELING SCHOLARSHIP

Sponsors may endow a scholarship in any amount to be given to the chapter of their choice. Scholarship will be given in the course of the standard chapter scholarship competition. Due to this being a part of the standard competition, no travel costs are paid for students and no administrative costs should be incurred. Scholarship can be given in donor's name and endowed for several years or as a one-time opportunity.

Scholarship Frequently Asked Questions:

1. Are students attending technical centers/vocational technical centers (not a college or university) eligible for scholarship?

No

2. I will graduate before I receive my scholarship funds, can I still apply for a scholarship?
If you graduate before the scholarship can be awarded you do not qualify. NEWH issues scholarships through your school. The award is to help defray the cost of tuition, books, fees and other related educational needs incurred by you. Should you leave school for any reason (including graduation); any and all surplus funds in your account are to be returned to NEWH, Inc. Under certain circumstances your situation may still qualify (example: if you would be graduating 3-4 months prior to the scholarship being awarded and you would have current debt at the school you are attending the check could then be issued to the school to pay towards that debt).

3. Are students who attend 2 year or 4 year interior design programs that are not CIDA accredited eligible to apply for the NEWH scholarship

NEWH gives scholarships to two-year and certificate programs that are related to the hospitality industry, college or university is not part of the criteria. "An eligible school is defined as one that will hold the scholarship moneys in trust for the student to draw down upon on an "as needed" basis". The school must be an accredited institution. CIDA is not the only accrediting agent. If the school or program is accredited by any approved CHEA or USDE agency, then it is accredited.

Requirements for these scholarships are:

- Must have completed half the requirements for a degree or certification program in which enrolled
- Must demonstrate financial need
- Must have a minimum 3.0 G.P.A.
- Must be pursuing a career objective in the Hospitality Industry (i.e., Hotel/ Restaurant Management, Culinary, Food Service, Architecture, Design etc...)

ACCREDITED two year and certificate or vocational programs that provide a certificate of completion can be considered by the chapter for funding. The key is accreditation. Non-accredited jobs/vocational programs cannot be funded.

4. Can a student apply for more than 1 chapter scholarship (example a student goes to college in Florida and applies for South Florida and Sunshine Chapter Scholarships)?

Students are encouraged to apply to the chapter that services their school. If two chapters overlap in serving the same school, then the student can certainly apply for scholarships at both. The student should let the chapter know if they have previously received a NEWH scholarship.

5. Does NEWH have an age cut off requirement for applicants?

No

6. Does the applicant have to be a US citizen?

No

7. Does the student have to prove that they are in need of financial help? Yes, the student must state on the scholarship application their financial need; financial need is a requirement to apply for a scholarship.
8. Can International Students apply for a scholarship?
Yes
9. What if my GPA is an accumulative 3.0 GPA is that accepted?
Yes, your GPA must be a minimum of accumulative 3.0 or higher
10. Do I have to be a member to apply for a scholarship?
No, you do not need to be a member. Membership is encouraged and student members receive 1-year of free membership. We encourage you to be involved in your local chapter. Attend events, serve on a committee, recruit other students...the opportunities are endless. Now is the time to start to cultivate your professional relationships through NEWH membership. Also, full-time Educators can join for free!
11. Can I apply to more than one chapter scholarship?
Yes
12. I'm attending a two-year program am I eligible to apply for a NEWH scholarship?
Yes, NEWH gives scholarships to two-year and certificate programs that are related to the hospitality industry (must be an accredited college).
13. I may not be able to submit my transcripts by the due date on the application, what should I do?
Please contact the Chapter Scholarship Director to discuss extending the deadline (if possible)
14. If I live in New York and attend school in Washington DC can I apply for both chapter scholarships?
The student should apply for the scholarship through the chapter that their school is located in, student members can participate in any NEWH Chapter events.



NEWH REGIONAL GROUP HANDBOOK

setting high standards of
scholarships, educational efforts and information exchange
achievement for those in the
linking professionals from diverse areas of professional focus
hospitality industry
development and funding, operations to design,
architecture and purchasing, manufacturing to
sales, marketing and communications

NEWH, Inc.
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Shawano, WI 54166
US and Canada: 800.593.NEWH – tel 800.693.NEWH – fax
United Kingdom: 0800.096.9571 – tel 0800.096.9572 – fax
info@newh.org <http://www.newh.org>

The purpose of the manual is to provide members an official reference book of guidelines for implementing the objectives of the NEWH, Inc.

This manual should be used in conjunction with the NEWH, Inc. By-laws, to bring members an appropriate resource for discharging their responsibilities as Members, Directors and Officers of the NEWH, Inc.

Members may use contents without permission.
Others wishing permission to use any part of contents may write to the address above.

NEWH has established a vehicle for those members who are in an area that does not have a large hospitality community, but still want to be affiliated with NEWH. Our new Regional Group model will provide for members to gather under the authority of NEWH, give a scholarship each year, and work toward chapter-hood, if feasible.

NEWH is pleased with the interest shown in forming a Regional Group. We are delighted to present this manual to assist in the formation process.

Members include, but are not limited to, those persons involved in the design, planning and implementation of Hospitality related projects; individuals who manufacture, market, distribute, service or supply products for the Hospitality Related Industries; executives in the fields of management and operations of Hospitality Related Industries; those engaged in the areas of publishing, with emphasis on Hospitality Related Industries; educators of design and management in Hospitality Related Fields, and students aspiring to any of these fields.

NEWH, Inc. has a strong and ongoing commitment to education. The fundamental function of NEWH, Inc. is raising funds for education in the above mentioned fields.

The principal charitable endeavor of NEWH, Inc. is the creation and maintenance of a Scholarship fund. Scholarships are awarded annually to students who apply and qualify under NEWH, Inc. standards.

NEWH, Inc. recognizes the talent and ability of young people and encourages their involvement in all areas of the industry, through educational programs, student design competitions, internships and student memberships.

Education of members is achieved through educational meetings, panel discussions by experts in their fields, seminars, tours of manufacturing facilities, CEU programs for both members and non-members, and the exchange of information and ideas among members and participants.

It is the goal of NEWH, Inc. that Regional Groups will join to form an active and positive force in the region and in the Hospitality, Foodservice, and Related communities. Regional Groups may join with other organizations to further purposes of NEWH, Inc.

It is also hoped that each Regional Group will provide some opportunities for the members to have fun together.

It takes time to organize, build and maintain a strong Regional Group. The following format is intended to give you the framework for doing so.

The first step is to form a group of eight (8) to ten (10) NEWH members who are interested in forming a Regional Group. This group should consist of designers, trade representatives, manufacturers, consultants, industry executives and other related professionals. These interested parties will be part of the Formation Committee of the region. The Committee should provide to NEWH, Inc. at least two individuals who will be the NEWH, Inc. contacts for the Region.

The group will be encouraged to hold no-host happy hour type events or no-host luncheons to develop interest in the Region. The NEWH, Inc. office will be available to help create invitations and email to a targeted list of industry individuals in the area. It will be requested that members of the group provide the NEWH office with a contact list to create the Region's database. It will be the responsibility of the Regional members to update the NEWH office on additions, corrections or deletions to the master database.

Once the group has attained 15 members, they can officially become a Regional Group.

Preamble

How to Start the Process

When a geographic area has 15 voting members, they may apply to become an NEWH Regional Group by completing an application and submitting it to the NEWH, Inc. office. The application will be reviewed by the VP/Membership and Director/Expansion. The application will then be forwarded, along with their recommendation, to the NEWH Executive Committee for review. The Regional Group application will be reviewed and voted on by the NEWH, Inc. Board of Directors.

Establishment of a Regional Group

Some of the criteria that the NEWH, Inc. Board of Directors will use to review requests for Regional Group formation are as follows:

Criteria used by the NEWH, Inc. Board of Directors

- The Regional Group has read the NEWH, Inc. By-laws and can exist within the framework set forth within;
- The Regional Group understands the short and long range goals of the NEWH, Inc. and is in agreement with them;
- The Regional Group will be able to promote an awareness of the NEWH, Inc.;
- The Regional Group will be able to attract members representing all facets of the Hospitality, Foodservice, and Related fields; and
- The Regional Group will have fifteen (15) members in good standing to receive authorization to move forward.

Part of the application to become a Regional Group includes the establishment of a Steering Committee to lead the Regional Group. The Steering Committee consists of Chairperson, Secretary, Membership, Programming, and Scholarship chairs. The Steering Committee will meet quarterly.

Steering Committee

The Regional Steering Committee will participate in a conference call with the NEWH, Inc. President, VP/Membership, Director/Expansion and the NEWH Executive Director. The Steering Committee will confirm their geographic area and Regional Group name; that they have read, understand and agree to follow the NEWH, Inc. By-laws; number of voting members in the region; and state their goals for the Regional Group.

Upon the vote of approval by the NEWH, Inc. Board of Directors, the Regional Group Steering Committee will oversee the growth and progress of the proposed Group and will formalize the Group name.

NEWH/_____ Region
(Region Designation)

The positions on the Steering Committee are informal, as long as those assuming them are serious in their intent to serve, and there is a consensus of agreement on who will serve in each. This committee will form the nucleus of the organization. New people should be brought on to the Steering Committee each year to keep the ideas fresh and new and the Regional Group moving forward. Ideally the Chair would step down each year and an existing committee member would assume the chair position.

The Steering Committee will meet, at minimum, quarterly or more often if they feel necessary. Minutes of all meetings must be taken and submitted to the NEWH, Inc. office.

Membership potential should be assessed. The various ways to do these are:

Determining Potential Membership

- The NEWH, Inc. office will provide the Regional Group with a list of entries in the NEWH, Inc. database. It will then be the responsibility of the Regional Group to add to the list, make corrections on the list or request deletions from the list by submitting the information to the NEWH, Inc. office, who maintains the database.

- A list of descriptions is provided in the Preamble of this document to find areas from which to recruit all possible members.
- Ask all new members to provide a list of potential candidates for membership.
- The Steering Committee will consult with area educational facilities to gain names of faculty and student contacts.
- In addition to the above, the members of the group should NETWORK as good networking will foster membership!!

The function of the NEWH, Inc. office is to run the business of the organization and support its NEWH, Inc. Board of Directors, Chapters and Regional Groups.

Support for the Regional Groups will include:

- Provide annual Steering Committee Training Webinar
- Review and approve all membership applications
- Handle all dues collections and disbursement of funds
- Support members' online activities, membership and resource directory, NEWH Connect, etc.
- Participate in quarterly Regional Conference Calls
- Maintain master region database
- Help setup/design event invitations
- Broadcast event invitations
- Handle online RSVP for all events
- Setup and help maintain Regional Group web page

NEWH Regional Groups are not allowed to have an admin/checking accounts or collect funds on behalf of NEWH. Because they are not a chartered entity within NEWH, they will not be registered in the state where they function.

For funded events, see the Events/Meetings section.

The region will need 15 voting members to form a Regional Group.

NEWH provides both paper and online membership applications. We encourage people to join online, as this will also enroll them in NEWH Connect, the social networking section of the NEWH website. Potential members should be told to join as a Regional Member and type in their area on the application.

Upon completion of the application and approval by the NEWH Executive Director, the new member will receive an email from the NEWH office welcoming them and telling them how to access the website, different ways they can become involved, etc. The application data will be forwarded to the Steering Committee. The Steering Committee will also receive a chapter roster monthly.

The Regional Group Steering Committee will meet on a regular quarterly basis. Minutes of its meetings are to be formally kept and a copy forwarded promptly to the NEWH, Inc. office. Written notice of these meetings will be sent to the membership at least thirty (30) days prior to their scheduled date, so that interested Regional members may attend. Whenever possible an agenda for said meetings should be provided in advance.

The Regional Group is encouraged to hold no-host Happy Hour type events, no-host Luncheons, no-host hotel/restaurant tours, etc. at least once per quarter.

The Regional Group may hold up to two (2) funded events per year. This event may be a fundraiser or educational program and should include presentation of the annual Scholarship. A budget for the event must be submitted to the NEWH, Inc. office for approval prior to

**Function/
Support of
NEWH, Inc.**

Finances

Membership

**Events/
Meetings**

moving forward with any events. The group will work with the NEWH office on event notice, deposits, online RSVP and payments, sponsorships, etc. Any excess funds raised by the event will go into the group's escrow account.

If the group has a negative cash flow at an event, they will not be allowed to hold another funded event for 12 months. If two (2) events lose money, NEWH, Inc. would no longer cover the Regional Group expenses.

Programs should promote the goals of the NEWH, Inc. and maintain the high standards that reflect the nature of the organization.

After being established as a Regional Group for a twelve (12) month period, the group will have the opportunity to present one (1) \$2,000.00 scholarship per year.

The Regional Group shall have 15 voting members for no less than 12 months prior to funding the annual scholarship. The "funding date" would be the annual "group establishment date" anniversary as described in the handbook.

Fifty percent (50%) of the Regional Group members' dues will be placed in a special account to help cover the cost of the award. The NEWH, Inc. office will send out an announcement to the area colleges and universities soliciting applicants. The applications will be sent to the Steering Committee for selection. All scholarships given must follow the established guidelines/criteria set forth by NEWH, Inc.

Steering Committee members will be invited to attend NEWH Quarterly Chapter Board Discipline Calls.

Quarterly conference calls will be provided for the regional members to participate in. Members will be able to brain storm about "what works and what doesn't" in each region, get new programming ideas, network for business purposes, and discuss who is interested in serving as delegate for the Regional membership.

An online Forum will be established on the NEWH website to allow communication between conference calls.

Scholarship

Other Communication Opportunities

Regional Group Formation

After reviewing this Regional Group Formation document, the following is a list of requirements to be submitted to the NEWH, Inc. office in order to establish a Regional Group of NEWH, Inc. If you have any questions, please contact the NEWH, Inc. office at 800.593.6394

- Regional Group Formation Request (page 6)
- A list of the Steering Committee Members (page 7)

Forming and Directing a NEWH Regional Group

The NEWH, Inc. Board of Directors may recognize any regional group organized and composed of members of the Association for the purpose of encouraging communication among members. Each Regional Group is governed by the By-laws of the Association. NEWH, Inc. has the authority to set the Regional Group's dues amount.

The Regional Groups of NEWH, Inc. provide the personal contact between industry professionals that is impossible in an international organization situated in one location. We believe that forming local groups will provide opportunities to share information and experiences and to develop ideas for addressing concerns and problems of industry professionals. Members of these Regional Groups will participate in activities determined to be the best methods for accomplishing these goals. As an interdisciplinary organization, NEWH offers a rare opportunity for industry professionals to meet professionals from all areas of our industry. By joining a NEWH Regional Group, such industry professionals experience the rapport and camaraderie born of shared activities and mutual respect.

A Regional Group also provides a vehicle for developing strategies to address a variety of concerns. A host of issues confronts our industry today and it is the goal of NEWH, Inc. that Regional Groups will join to form an active and positive force in the region and in the Hospitality, Foodservice, and Related communities. Regional Groups may join with other organizations to further purposes of NEWH, Inc.

It is also hoped that each Regional Group will provide some opportunities for the members to have fun together.

How do you start?

It takes time to organize, build and maintain a strong Regional Group. The following format is intended to give you the framework for doing so.

The first step is to form a group of eight (8) to ten (10) NEWH members who are interested in forming a Regional Group. This group should consist of designers, trade representatives, manufacturers, consultants, industry executives and other related professionals. These interested parties will be part of the "Formation Committee" of the region. The Committee should provide to NEWH, Inc. at least two individuals who will be the NEWH, Inc. contacts for the region.

The Formation Committee should ask some questions and make some decisions. This first meeting is usually the time to determine how feasible it would be to form an established Regional Group. You will have to ask some of the following questions. If you cannot get good answers, they should be thought about and another meeting arranged so that answers can be presented and discussed at a later date.

- Is there enough of an interest in the idea of industry people getting together on a regular basis?
- Why should industry members meet or work together regularly?
- Is the momentum likely to be sustained, or will the group fall apart if some of the original organizers leave?
- Are there shared concerns among the industry professionals in your area?
- What do you hope to accomplish by bringing industry members together?
- What are the purpose and goals of this group?
- How do you plan to promote NEWH in your area?



- What geographical area would this group serve and what would be its name? (Names are usually based on the geographical area.)

As much as we would like to see a Regional Group established in your area, past experience has shown that if there is no sense of purpose and most of the work falls on a few people, problems arise in a short time. Leaders burn out, leaving them tired and with little or no sense of accomplishment. Others have no idea why the group exists and will not participate, and may even become disillusioned with NEWH as a whole. Therefore, if there are no positive answers to the above questions, we suggest that you reexamine the need for an established Regional Group. It might be better to wait. Or it might take some extra effort to develop a genuine and lasting interest in forming a Regional Group. Usually there is a great deal of interest in forming a Regional Group, but asking these questions at the beginning provides a solid foundation for the development of an active and productive Regional Group.

Expectations

The group will be encouraged to hold no-host happy hour type events or no-host luncheons to develop interest in the region. The NEWH, Inc. office will be available to help create invitations and email to a targeted list of industry individuals in the area.

Regional Database

One of the most important marketing tools for your region will be your region's database. The NEWH, Inc. office will provide the Formation Committee with a list of current entries in the NEWH, Inc. database for review and update the NEWH office on additions, corrections or deletions to the master database. Formation Committee members should provide the NEWH office with their contact lists to add to the region's master database.

Establishment of a Regional Group

When a geographic area has 15 voting members, they may apply to become an NEWH Regional Group by completing an application and submitting it to the NEWH, Inc. office. The application will be reviewed by the VP/Membership and Director/Expansion. The application will then be forwarded, along with their recommendation, to the NEWH Executive Committee for review. The Regional Group application will be reviewed and voted on by the NEWH, Inc. Board of Directors.

Criteria used by the NEWH, Inc. Board of Directors

Some of the criteria that the NEWH, Inc. Board of Directors will use to review requests for Regional Group formation are as follows:

- The Regional Group has read the NEWH, Inc. By-laws and can exist within the framework set forth within;
- The Regional Group understands the short and long range goals of the NEWH, Inc. and is in agreement with them;
- The Regional Group will be able to promote an awareness of the NEWH, Inc.;
- The Regional Group will be able to attract members representing all facets of the Hospitality, Foodservice, and Related fields; and
- The Regional Group will have fifteen (15) members in good standing to receive authorization to move forward.



Requirements and Guidelines for Regional Groups

1. **Steering Committee**

- a. Establish a Steering Committee to lead the Regional Group. The Steering Committee consists of Chairperson, Secretary, Membership and Programming. The Steering Committee will meet quarterly.
- b. The Regional Steering Committee will participate in a conference call with the NEWH, Inc. President, VP/Membership, Director/Expansion and the NEWH Executive Director. The Steering Committee will confirm their geographic area and Regional Group name; that they have read, understand and agree to follow the NEWH, Inc. By-laws; number of voting members in the region; and state their goals for the Regional Group.
- c. The Regional Group Steering Committee must participate in a Steering Committee Training webinar. The Regional Group Steering Committee should take part in a Steering Committee Training webinar at least every other year so they are kept abreast of new policy, procedures and laws that govern the association and the non-profit industry.

2. **Membership.**

NEWH Members include, but are not limited to, those persons involved in the design, planning and implementation of Hospitality related projects; individuals who manufacture, market, distribute, service or supply products for the Hospitality Related Industries; executives in the fields of management and operations of Hospitality Related Industries; those engaged in the areas of publishing, with emphasis on Hospitality Related Industries; educators of design and management in Hospitality Related Fields, and students aspiring to any of these fields.

Regional Member dues are to be paid through the NEWH, Inc. office. The Regional Group Steering Committee will receive a monthly Regional Group roster from NEWH, Inc. as well as monthly dues reports showing those Regional members whose dues have recently lapsed and those whose dues are upcoming in the next month.

Membership in NEWH is open to all industry members, female or male.

Members of the Regional Group should be asked to provide their contact lists to add to the Region's master database (maintained by NEWH, Inc. office), including names, companies, addresses, phone numbers and email addresses. It will be the responsibility of the Regional members to update the NEWH office on additions, corrections or deletions to the master database. Please Note: NEWH DOES NOT sell, rent or give away any information on our database ... we treat your information as it were our own!)

3. **Regional Group Size.**

The minimum number of members for a Regional Group before it can be established is 15 members. Regional Groups are most active when they have a membership of 30 or more members. This usually provides enough people to be responsible for regional group activities without suffering a lot of burnout.

4. **Regional Group Dues and Money Management.**

Dues for Regional General Members are set by NEWH, Inc. A portion of Regional Group member dues (the portion that's typically deposited in a chapter's admin account) is held in a dedicated money market account by NEWH, Inc. for that region. This money market account will help fund the annual \$2,000 scholarship that the Regional Group can award.

NEWH Regional Groups are not allowed to have an admin/checking account or collect funds on behalf of NEWH. Because they are not a chartered entity within NEWH, they will not be registered in the

state/province where they function.

If the Regional Group is planning an event with any type of expenses involved, try to cover those expenses with sponsorship dollars. Payment by sponsors for event expenses should be directly to the venue/service provider – checks should not be made out to NEWH (since regional groups do not have admin/checking accounts).

5. By-laws and Regional Group Manual.

The purpose of the By-laws and Manual is to have a written guide to the purpose and operation of your Regional Group.

6. Regional Group Recordkeeping.

The Secretary on the Steering Committee will be responsible for maintaining Regional Group records. It is important that documents/minutes from your Steering Committee meetings be kept in a known place and be passed on and reviewed by successive committee members.

A copy of all steering committee minutes must be forwarded to the NEWH, Inc. office in a timely manner.

7. Scholarships.

Membership impacts scholarship. Remember, one-half of your Regional membership dues will directly impact a student... that is a Powerful statement to share with all potential members.

After being established as a Regional Group for a twelve (12) month period, the group will have the opportunity to present one (1) \$2,000.00 scholarship per year. The Regional Group shall have 15 voting members for no less than 12 months prior to funding the annual scholarship. The “funding date” would be the annual “group establishment date” anniversary as described in the handbook.

Fifty percent (50%) of the Regional Group members’ dues will be placed in a money market account to help cover the cost of the award. The NEWH, Inc. office will send out an announcement to the area colleges and universities soliciting applicants. The applications will be sent to the Steering Committee for selection. All scholarships given must follow the established guidelines/ criteria set forth by NEWH, Inc.

8. Programming.

Review with the steering committee a list of possible events for the year, taking into consideration the following:

- a. Location: are members/potential members spread out in your geographic area? If so, choose event venues to attract individuals from different locations
- b. Time of day: lunch hour vs. after business hours
- c. Type of event: Sundowners, luncheons, CEUs, hotel tours
- d. A draft program schedule for the year should be shared with NEWH, Inc. to post on the NEWH website – keep NEWH, Inc. informed of event specifics.
- e. The Regional Group is encouraged to hold no-host Happy Hour type events, no-host Luncheons, no-host hotel/restaurant tours, etc. at least once per quarter.
- f. Funded events - established Regional Groups may hold up to two (2) funded events per year.
- g. Programs should promote the goals of the NEWH, Inc. and maintain the high standards that reflect the nature of the organization.



- h. One event should include a presentation of the annual Scholarship.
- i. A budget for the event must be submitted to the NEWH, Inc. office for approval prior to moving forward with any events.
- j. The group will work with the NEWH office on event notice, deposits, online RSVP and payments, sponsorships, etc. Any excess funds raised by the event will go into the group's escrow account.
- k. If the group has a negative cash flow at an event, they will not be allowed to hold another funded event for 12 months. (If two events lose money, NEWH, Inc. would no longer cover the Regional Group expenses.)

The above is designed to serve as a guide to forming and operating your group. Not all of the suggestions need be adopted, nor are they meant to be the only options.

Function and Support from the NEWH, Inc. Office

The function of the NEWH, Inc. office is to run the business of the organization and support its NEWH, Inc. Board of Directors, Chapters and Regional Groups. Support for the Regional Groups will include:

- Provide annual Steering Committee Training Webinar
- Review and approve all membership applications
- Handle all dues collections and disbursement of funds
- Support members' online activities, membership and resource directory, NEWH Connect, etc.
- Participate in quarterly Regional Conference Calls
- Maintain master region database
- Help setup/design event invitations
- Broadcast event invitations
- Handle online RSVP for all events
- Setup and help maintain Regional Group web page

If you have questions about the above, or wish to discuss ideas of your own, please contact

NEWH, Inc.

Post Office Box 322

Shawano, WI 54166

t 800.593.NEWH (6394)

f 800.693.NEWH (6394)

e info@newh.org



Regional Group Formation Request

Date

NEWH Executive Committee
Post Office Box 322
Shawano, WI 54166

We have met the requirements to form a Regional Group and would like to apply.

Proposed Name of Regional Group: _____

(Note: please keep in mind the importance of including the geographic area in your Regional Group name so potential members will clearly know the area/region designated for membership)

Geographic area Regional Group wishes to serve: _____

Number of members at date of application: _____

We have read the NEWH, Inc. Code of Ethics and By-laws and agree to follow them. We also will follow the directives of the NEWH, Inc. Executive Committee and Board of Directors.

We believe in and will support the objectives of the organization (from the NEWH, Inc. By-laws):

The objectives of the NEWH, INC. and its Chapters and Regional Groups are:

- To promote scholarship, education of women and interest in the Hospitality Industry and related fields
- To elevate the professional and ethical standards of the industry
- To bring about a spirit of cooperation and networking among the membership, including support of the Code of Ethics

We understand that NEWH, Inc. will handle all invoicing of dues and hold 50% in escrow for the Regional Group to use toward a scholarship award (please see the NEWH Regional Group Handbook for details).

We the signers below agree to the conditions of the Regional Group Formation.

Chairperson

Secretary

Membership

Programming

Enclosed is:
Steering Committee List
List of meetings (titles and dates held)



Regional Group Steering Committee

Chairperson:

Name _____
Company _____ Position _____
Full Mailing Address _____
Email _____ Phone _____

Secretary:

Name _____
Company _____ Position _____
Full Mailing Address _____
Email _____ Phone _____

Membership:

Name _____
Company _____ Position _____
Full Mailing Address _____
Email _____ Phone _____

Programming:

Name _____
Company _____ Position _____
Full Mailing Address _____
Email _____ Phone _____



Regional Tradeshow

| | | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | total net profit for NEWH, Inc. | average profit per show |
|---|--------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------------------------|----------------------------|
| Atlanta | Income | | | | | | | 116,255.00 | | 147,740.00 | | | |
| | Expense | | | | | | | 49,558.66 | | 54,100.54 | | | |
| | Chapter Percentage | | | | | | | 26,678.54 | | 37,455.78 | | | |
| | NEWH, Inc. profit | | | | | | | 40,017.80 | | 56,183.68 | | 96,201.48 | 48,100.74 |
| Dallas | Income | 94,000.00 | | 96,290.00 | | 85,591.00 | | 150,620.00 | | 168,010.00 | | | |
| | Expense | 31,769.38 | | 29,046.13 | | 31,515.83 | | 47,482.16 | | 78,400.11 | | | |
| | Chapter Percentage | 24,959.05 | | 25,155.46 | | 21,039.88 | | 41,255.14 | | 35,843.96 | | | |
| | NEWH, Inc. profit | 37,271.57 | | 42,088.41 | | 33,035.29 | | 61,882.70 | | 53,765.93 | | 228,043.90 | 45,608.78 |
| Chicago | Income | | | | | | | | 163,395.00 | | | | |
| | Expense | | | | | | | | 79,647.36 | | | | |
| | Chapter Percentage | | | | | | | | 33,499.06 | | | | |
| | NEWH, Inc. profit | | | | | | | | 50,248.58 | | | 50,248.58 | 50,248.58 |
| Greater New York | Income | | | | | | | 176,810.00 | | 167,785.00 | | | |
| | Expenses | | | | | | | 79,194.19 | | 78,375.67 | | | |
| | Chapter Percentage | | | | | | | 39,046.32 | | 35,763.73 | | | |
| | NEWH, Inc. profit | | | | | | | 58,569.49 | | 53,645.60 | | 112,215.09 | 56,107.55 |
| Houston | Income | | | | | | | | | 68,487.50 | | | |
| | Expense | | | | | | | | | 37,075.39 | | | |
| | Chapter Percentage | | | | | | | | | 12,564.84 | | | |
| | NEWH, Inc. Profit | | | | | | | | | 18,847.27 | | 18,847.27 | 18,847.27 |
| Los Angeles Founding Chapter | Income | | | | | | 112,472.50 | | 147,965.00 | | | | |
| | Expense | | | | | | 52,567.12 | | 61,125.30 | | | | |
| | Chapter Percentage | | | | | | 23,962.15 | | 34,735.88 | | | | |
| | NEWH, Inc. profit | | | | | | 35,943.23 | | 52,103.82 | | | 88,047.05 | 44,023.53 |
| North Central | Income | | | | | 59,351.00 | | | 61,890.00 | | | | |
| | Expense | | | | | 33,943.48 | | | 25,648.58 | | | | |
| | Chapter Percentage | | | | | 10,163.01 | | | 14,496.57 | | | | |
| | NEWH, Inc. profit | | | | | 15,244.51 | | | 21,744.85 | | | 36,989.36 | 18,494.68 |
| Northwest | Income | | | | 42,197.50 | | 54,120.00 | | 68,090.00 | | | | |
| | Expense | | | | 18,510.19 | | 24,749.31 | | 41,506.95 | | | | |
| | Chapter Percentage | | | | 9,001.18 | | 11,718.28 | | 10,633.22 | | | | |
| | NEWH, Inc. Profit | | | | 14,686.13 | | 17,652.41 | | 15,949.83 | | | 48,288.37 | 16,096.12 |
| Orlando | Income | | | | | | 106,432.00 | | 138,632.00 | | 156,210.00 | | |
| | Expense | | | | | | 38,880.01 | | 52,711.71 | | 68,249.76 | | |
| | Chapter Percentage | | | | | | 27,020.80 | | 34,368.12 | | 35,184.10 | | |
| | NEWH, Inc. Profit | | | | | | 40,531.19 | | 51,552.17 | | 52,776.14 | 144,859.50 | 48,286.50 |
| Denver | Income | | | | | | | 70,395.00 | | 98,970.00 | | | |
| | Expense | | | | | | | 30,887.01 | | 54,149.13 | | | |
| | Chapter Percentage | | | | | | | 15,803.20 | | 17,928.35 | | | |
| | NEWH, Inc. Profit | | | | | | | 23,704.79 | | 26,892.52 | | 50,597.31 | 25,298.66 |
| San Francisco | Income | | | | | | | | | | 113,460.00 | | |
| | Expense | | | | | | | | | | 67,454.22 | | |
| | Chapter Percentage | | | | | | | | | | 18,402.31 | | |
| | NEWH, Inc. Profit | | | | | | | | | | 27,603.47 | 27,603.47 | 27,603.47 |
| Southern Counties | Income | | 68,396.75 | | | | | | | | | | |
| | Expense | | 44,664.35 | | | | | | | | | | |
| | Chapter Percentage | | 9,348.32 | | | | | | | | | | |
| | NEWH, Inc. Profit | | 23,732.40 | | | | | | | | | 23,732.40 | 23,732.40 |
| Washington DC Metro | Income | 69,960.00 | 61,124.00 | 81,715.00 | 104,761.10 | 112,290.00 | 120,830.00 | 149,165.00 | | 147,840.00 | | | |
| | Expense | 31,877.94 | 36,668.94 | 33,124.74 | 41,894.84 | 40,770.89 | 50,834.10 | 59,596.06 | | 70,013.38 | | | |
| | Chapter Percentage | 15,904.89 | 9,060.94 | 20,991.40 | 23,693.71 | 27,292.41 | 27,998.36 | 35,827.58 | | 31,130.65 | | | |
| | NEWH, Inc. Profit | 22,177.17 | 15,394.12 | 27,598.86 | 39,172.55 | 44,226.70 | 41,997.54 | 53,741.36 | | 46,695.97 | | 291,004.27 | 36,375.53 |



NEWH Regional Tradeshow Policies and Procedures

Chapter Intent

Thanks to our chapters, the NEWH Regional Tradeshow has been a huge success. NEWH, Inc. will hold up to six Trade-shows each calendar year. The NEWH, Inc. Director of Regional Tradeshows and Vice President of Events will present a yearly tradeshow calendar to be voted on by the International Board of Directors.

The NEWH Regional Tradeshow is an NEWH, Inc. sponsored event held in conjunction with your chapter. Each interested Chapter is invited to present a brief proposal on hosting the RTS by gathering the following info and sending it to the current Director of Tradeshows or Jena Seibel in the NEWH office. Please review the Tradeshow Policies and Procedures as well as the Tradeshow Timeline prior to submitting your proposal and revisit it once your chapter tradeshow has been announced.

1. Number of architecture, design, specification, or purchasing firms in the city and surrounding suburbs of the Chapter that were previously or are currently working on hotel, restaurant, nursing home, etc. projects in the city and surrounding suburbs of the Chapter. Approx. number of employees in the firms and approx. dollar volume of hospitality projects completed or in process would be helpful. Please be sure to include firms OUTSIDE the NEWH Chapter membership, such as AIA, ASID, IIDA members, etc.
2. Number of hotel management companies and hotel brand corporate headquarters located in the Chapter's metro area and the number of hotels they control, again whether they are local NEWH members or not
3. Number of full service hotels in the metro area with function rooms/meeting space of 10,000-15,000 sq. ft. or more that can host a one-day tabletop/trade show type event for 100 exhibitors that include food & beverage service in the exhibit hall
4. Advise an appropriate time of the year for an event like this in your city. (We don't want to compete with HD Expo in Vegas or HD Boutique in Miami or IH/M&RS in New York for exhibitors or attendees)
5. Advise if the Chapter board and members are ready and willing to volunteer their time locally to help stage the event. Essentially NEWH, Inc. and the director will bring the exhibitors to the city; the local chapter is responsible for helping plan the function and bringing the local design & buying community to the show so the exhibitors are happy

Conflict of Interest

Unfortunately, NEWH cannot allow any chapter to host an event that can potentially be viewed as an NEWH Regional Tradeshow. That means, chapters are not allowed to host any sort of event that focuses primarily on a tabletop, trade-show, product expo or like styled event. What you can do is offer as reward to your sponsors a small opportunity to show their product at an event. For instance, if you have a hotel tour and you invite the vendors who installed product in that hotel to sponsor, they would be eligible to have a small table of cards, brochures and one or two product pieces as your chapter determines is fair and available. The primary function of your event can in no way compete with the NEWH Regional Tradeshow brand. We must enforce this to maintain the success of our Regional Tradeshows and the value it holds to our corporate partners and exhibitors.

Selecting your tradeshow date

Each chapter or region may vary on the best time of year and day of the week to hold a tradeshow. Each chapter will suggest appropriate dates and times to the NEWH, Inc. office when they submit their event proposal.

Tradeshow hours

Generally, show should be for a length of 6-7 hours with a hour of cocktail reception time. Shows in the past have been open from 12-6 or 12-7 with the last hour cocktail reception, 12-1 (1:30) lunch for attendees to generate early attendance, and then 5-6 or 5-7 cocktail reception.

Fees:

Each chapter/region may experience a varied fee structure based on the costs of holding the event and what the market can bear. Tradeshow booth fees range from \$950-\$1150 per booth and will be negotiated with the chapter after the hotel and exhibit contracts are complete.



Each booth receives two free passes to the tradeshow; each additional exhibitor badge is \$25. The additional fee helps cover the cost of food and beverage. Non-exhibiting vendors, manufacturers, sales representatives, and media will be charged \$50 NEWH member and \$100 nonmember for tradeshow attendance.

Standardized Regional Tradeshow Events

Event staff setup: Early AM, day of event

Exhibitor setup: 8am-11pm

Potential CEU from 11am-12pm

Exhibitor lunch served 11:30am

Tradeshow floor open: 12pm-6pm

Attendee lunch refreshed and served: 12:00pm until gone

Cash bar and appetizers served: any time after 4pm and until 8pm pending Chapter preference

Cocktail Reception

Typically held between 5 and 6pm or 5 and 7pm, the chapter President will draw for two, \$500 cash prizes; one at 2:30 p.m. and the other at the end of the reception. Announcement of all Corporate Partners and show sponsors will take place during the cocktail reception. The Chapter President makes these announcements and Thank You's.

Social Events/Parties

Hosting chapters at some point visit the idea of hosting a social event before or after the tradeshow. Any event outside of the standard tradeshow is subject to review by the NEWH, Inc. staff and Director of Regional Tradeshows. Items to consider before planning any additional event are cost and availability of volunteer time. Based on past experience, exhibitor feedback and corporate partner interests, the following is policy regarding social events/parties outside of this cocktail reception.

Evening before tradeshow

Simple networking events only: announcements of discounts in hotel bar and/or presence of local chapter board members in hotel bar evening before creates a nice start and camaraderie for arriving exhibitors. This event can simply just occur in the bar area with all other guest of the hotel or a request for a separate reserved area (at no charge) with some appetizers/pizzas, and again using the hotel bar as cash bar. NEWH, Inc. can email exhibitors Information regarding this event a couple weeks before the show. There should be no charge to attend and this cannot be a chapter meeting, fundraising event or require attendance from participating exhibitors, attendees or sponsors.

Evening of tradeshow

A continued networking party after the show needs to have much consideration regarding the main focus of having attendees at the show, as the show is your fundraiser. In addition, this event is a chapter based and planned event separate from the tradeshow income. With this, any event planned afterwards should be advertised as must attend tradeshow for entrance/tickets to the after party. Handing out of the "pass" to the after party at the show can be done at the registration desk or through a special after party sponsor at their booth. In addition, exhibitors at the shows are to be welcomed into this continued networking event free of charge. Tradeshow attendees should also be admitted free of charge with their entrance ticket. A large sponsored after party is cautioned due to cost as well as volunteer time. Please discuss with your local chapter board before committing to a large-scale event and present your ideas to the Inc Office and the Director of Tradeshows for further review.

CEU or speakers

Having a speaker or offering a one-hour CEU before the start of the show is a great way to stimulate early attendance at the start of the show. Typically these are held from 11-noon. NEWH has a list of approved CEU's. Consideration should always be given to NEWH Corporate Partners as first priority to offer a CEU. At no time can a CEU be held during Tradeshow hours.

Sponsorship

NEWH offers many different sponsorship opportunities that are outlined on the exhibitor registration letter. Included are different sponsor levels including show collateral sponsors. Additional sponsorship ideas include coffee sponsor for a few hours of the show, full lunch sponsor, and appetizer sponsor. There is no sponsorship for the bar as that is to remain cash bar.

MARK YOUR CALENDAR

2013

| | |
|----------------|---------------------------------------|
| Jan 22 – 24 | ALIS |
| Jan 24 | San Francisco Regional Tradeshow |
| Jan 24 | NEWH Board of Directors Meeting |
| Jan 25 – 26 | NEWH Leadership Conference |
| Jan 27 | EC Breakfast Meeting 8am – 10:30 am |
| Feb 27 – Mar 1 | HD Summit |
| Mar 5 | Orlando Regional Tradeshow |
| Apr 4 – 5 | BD West – San Diego |
| Apr 18 | Chicago Regional Tradeshow |
| May 13 | Founders Circle |
| May 14 | NEWH, Inc. Board of Directors Meeting |
| May 15 – 17 | HD Expo |
| Jul 21 – 23 | BITAC Purchasing & Design East |
| Aug 4 – 6 | BITAC Spa |
| Aug 4 – 6 | BITAC Health Care |
| Sep 8 – 10 | BITAC Food & Beverage West |
| Sep 17 – 20 | The Lodging Conference |
| Sep 23 | NEWH Inc Board of Directors Meeting |
| Sep 24 – 25 | HD Americas |
| Oct 3 | Minneapolis Regional Tradeshow |
| Oct 24 | Seattle Regional Tradeshow |
| Oct 17 – 29 | Purchasing & Design West |
| Nov 10 | EC Strategic Wrap-up |
| Nov 10 – 13 | BDNY/IHMRS |

2014

| | |
|-------------|---------------------------------------|
| Jan 23 | Los Angeles Regional Tradeshow |
| Jan 24 | NEWH, Inc. Board of Directors Meeting |
| Mar 16 – 21 | BDwest |
| May 14 | HD Expo & Conference |
| Sep 16 | HD Boutique |

NEWH BOARD OF DIRECTORS MOTION FORM

Date: May 14, 2012

Motion Number:

I, _____

Motion seconded by: _____

Motion is stated and thrown open by the chair for discussion.

Notes on discussion: