



GOVERNING BOARD PACKET

24 January 2014

Constellation Ballroom

Hyatt Regency Century Plaza
2025 Avenue of the Stars
Los Angeles, California, USA, 90067

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
 24 Jan 2014
 Constellation Ballroom
 Hyatt Regency Century Plaza
 2025 Avenue of the Stars
 Los Angeles, California, USA, 90067

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

Board of Directors Meeting

Friday, 24 January 2014

9:00 am – 1:00 pm

Executive Committee	Trisha Poole Secretary	Fernando Diaz Andrea Thomas	Cynthia Guthrie Philip Byrne	Dina Belon Christine Tucker	Julian Brinton Julia Marks Helen Reed
Board of Directors	Susan Burnside Mary Ann Thornam	Meghan Bazemore Bryan Adcock	Leigh Mitchell Adrienne Pumphery	Michelle Finn Deborah Herman	Stacy Rauen Sandy Banks
House of Delegates	Cinnamon Alvarez Finken Mary Blanchard Debra Calkins Valerie Coleman Stephanie Deshaies Kate Grubb	Brittany Johnson Jonathan Kaler Natalie Koller Jennifer Loux Ron McDaniel Danielle Meyer	Kristofer Moore Matthew Murray Kristin O'Bara Tina Palardy Melinda Peck	Mary Beth Powell Teddi Powers Molly Prusmack Jill Schmitz Andrea Sims	Lora Spran William Stuart Vaughan, Vanessa Tara Witt Kristin Wren

9:00 am	Call to Order	Trisha Poole
9:05 am	Establishment of Quorum - Presentation of Minutes and Motion to Accept	Julia Marks
9:10 am	President's Welcome - Introduction of Guests	Trisha Poole
9:15 am	Meaning of being a Board Member / NEWH, Inc. and Board Code of Ethics	Julia Marks
9:20 am	Financial Report	Fernando Diaz
9:25 am	NEWH Corporate Partner update	Fernando Diaz
9:30 am	Membership & Expansion Goals	Cynthia Guthrie
9:35 am	NEWH Regional Tradeshow updates	Philip Byrne
9:40 am	NEWH Scholarship Report International Updates	Andrea Thomas
9:45 am	Canada	Chris Tucker
9:50 am	United Kingdom	Julian Brinton
9:55 am	Sustainable Hospitality/ Green Voice	Dina Belon
10:00 am	2015 Leadership Conference	Leigh Mitchell
10:10 am	B R E A K	
10:20 pm	Break Out Sessions - NEWH Leadership Conference Creative Think Tank - Attracting the Industry Young Leaders to NEWH Engaging NEWH with Leaders/Mentors of the Industry	Leigh Mitchell Andrea Sims/Sandy Banks Michelle Finn/Julia Marks
11:10 am	- Summary/Discussion of Breakouts	
11:55 am	Special Election	
12:00 pm	New Business	Trisha Poole
12:20 pm	Vision 2014 – 2015 and what the NEWH, Inc. Board of Directors can do to work toward that vision	Trisha Poole
12:45 pm	Motion to Adjourn	

Board of Directors Meeting

Friday, 24 January 2014

2:00 pm – 4:00 pm

Executive Committee	Trisha Poole Secretary	Fernando Diaz Andrea Thomas	Cynthia Guthrie Philip Byrne	Dina Belon Christine Tucker	Julian Brinton Julia Marks Helen Reed
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NEWH, INC. GOVERNING BOARD MEETING MINUTES

23 September 2013

Miami Beach Convention Center-Miami Beach, FL

Executive Committee	Julia Marks Trisha Poole Judy Regan	Andrea Thomas Cynthia Guthrie	Philip Byrne Dina Belon	Christine Tucker Shelia Lohmiller
Board of Directors	Meghan Bazemore	Leigh Mitchell	Michelle Finn	Chairs: Susan Burnside Andy Schaidler
House of Delegates	Alicia Cannon (NY) Valerie Coleman (DC) Benjamin Coy (HOUS) Fernando Diaz (LA)	Katie Zuidema (NW) Lori Hoegler (ATLANTA) Jonathan Kaler (LA) Hope Case (LV)	Natalie Koller (S.FL) Melinda Peck (DC) Ginger Raphael (SAN FRAN) Vanessa Vaughan (NW)	Lisa Ghai (S.FL) Carole Roach
Guests	Cathy Mansour (AT) Stacey Rauen (NY)	Maureen Rothman (AC GP)	Steering Committee: Karen Appert	Staff/NEWH, Inc.: Julie Buntrock
Not in Attendance	Stacey Berman Tina Lockwood Lynn Fisher Helen Reed Anita Degen Mary Ann Thornam Christopher Hahn Bryan Adcock Adrienne Pumphrey Deborah Herman Cindy Andrews (SUN) Cinnamon Alvarez (LA)	Shayne Bratz (NW) Cray Bauxmont-Flynn (LV) Mark Beelaert (RM) Kory Doolittle (HOUST) Lara Engert (CHICAGO) Kate Grubb (DALLAS) Karen Gutowski (LA) Scott Hegstad (AZ) Schaeffer Hill (DALLAS) Brittany Johnson (N.CENT) Jennifer Loux (AT) Matthew Murray (N.CENT)	Marc Nasberg (AC GP) Kristen O'Bara (AC GP) Todd Schaffer (S.FL) Stacy Shoemaker Rauen (NY) Andrea Sims (CHICAGO) Lora Spran (SUN) Julian Brinton (UK) Marissa Colli (SUN) Susan Crowder (AZ) Stacy Ellitson (DALLAS) Lori Hass (SAN FRAN) Todd Hilt (CHICAGO)	Amy Jakubowski (NY) Sarah Pellegrin (HOUS) Scott Pope (TOR) Candice Spicer (RM) Stephanie Thompson (N.CENT) David Tracz (DC) Steering Committee: Kevin Hancock (N. ENG) Chris Kitteridge (VANC) Shari Perago (VIRG) Christine Wasmer (OC)

The meeting was called to order by President Julia Marks at 12:03 pm. Secretary, Shelia Lohmiller, took roll and a quorum was established. The minutes were presented and a motion was made to accept the minutes as presented.

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

Motion seconded by: Dina Belon

VOTE COUNT:

YEA: 7 NAY: 0 ABSTENTION: 0

STATUS OF MOTION:

Carried: Defeated:

President – JULIA DAVIS

Discussion:

- Welcome to Miami
- Thank-you for being here, my last meeting as President
- Thank-you for all of your support, it's been a pleasure serving with all of you
- The 2-years have gone by fast, congratulations to everyone for such success
- Make note of chapter events, names, ideas, share and connect with each other what you learn today
- Introductions

VP/Finance – JUDY REGAN

Discussion:

- LA chapter has a misprint in the report
- Read your board report
- We're in a good position for a non-profit
- Chapters are in compliance about 98%
- Very healthy organizations
- Thank-you to the chapters, board, members
- Thank-you for participating in the conference calls, giving feedback, thank-you for your hard work

Julia Marks:

- It's a lot of work to volunteer for an organization outside of your life, thank-you for making the organization run smoothly and for donating your time

VP/Development – CYNTHIA GUTHRIE

Discussion:

- Sold out on Corporate partners, 5 benefactor \$33,000 each, 10 patron at \$25,000 each, 25 supporting \$15,000
- Crypton and Delta will be added for 2014, a wait list will then be started
- If we lose any corporate partners we'll have others to fill in with the list
- We need to recognize that we're in such a wonderful position
- The training, the staff, the work everyone does is why we're moving forward
- The marketing says a lot, we're a very professional organization
- Take back to your chapters and thank them for being so successful
- Make sure your corporate partner banners are out and that partners are thanked at all events
- Sponsors new in 2013: Arteriors Contract, iWorks, Justice Design, Richloom Contract thank them for their sponsorship when you see them at the show

Julia Marks:

- Congratulations everyone on such success
- The corporate partner funds helps subsidize your travel and all the things you do that you receive money from comes from them
- Always thank them for their support as much as possible

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

Discussion (Philip):

- 2 new shows this year: Minneapolis and Seattle
- 2014 schedule complete
- LA, Atlanta, DC, Denver, Houston (Houston date to be determined)
- Thank-you to Jena for always doing a great job of pulling this together
- Thank-you to all the volunteers at the chapter level for your hard work in making these shows so successful, there's a lot of work to be done for a show and your time is appreciated
- If you think a Regional Tradeshow would be good for your chapter, even if you have interest maybe 2-3 years down the road, please discuss your interest with Philip or Jena
- Leadership Conference (NEWH Hospitality Conference new name)
- 2015 tradeshow location still open, send a written request to Jena

NEWH LEADERSHIP CONFERENCE – Leigh Mitchell | NEWH Conferences

Discussion:

- NEWH Hospitality Conference, in Dallas on January 23-24, Fairmont Dallas
- Helms Bristo helping with the coordination, venue options, should be a great location
- Beautiful ballroom
- Need keynote speakers, forum, something that would be well received for the conference please let Leigh know your thoughts or suggestions
- Thursday tradeshow, Friday and Saturday Conference

Julia Marks:

- Think about who should be attending, students, who would like to attend, need students for the scholars event, start your planning now it's never too early
- In need of major sponsorships
- Build the excitement and help us grow attendance and sponsorships

VP/EDUCATION– Andrea Thomas

Discussion:

- ICON scholarship to be awarded in NY in November, deadline has passed, recipient to be chosen soon
- ICON \$5000 scholarship awarded in NY at Gold Key Cocktail Ceremony and \$3500 Honorable mention scholarship awarded at BDwest in San Diego, March 2014
- New vendor scholarship: Fabric Innovations Legacy Scholarship generously donated by Deborah Herman/Fabric Innovations, \$10,000 scholarship to be awarded at the Platinum Circle awards in NY in November
- The Gold Key event is on Sunday, November 10th it is not a breakfast, it is a cocktail ceremony
- Sustainable Design Competition scholarship opportunity has been released with intent forms due the end of November, projects due in February, winner selected in March and awarded at HD in Las Vegas in May during a Green Voice event
- Need contributors for the ICON tribute book in remembrance of Ray Anderson from Interface Floor
- The tribute book is how funds for the scholarship are generated
- Deborah has made a 3-year commitment to offer the Fabric Innovations Legacy Scholarship
- NEWH has reached the 3 million dollar threshold in awarding scholarship this fall, huge success

- The scholarship winners at the chapter level are eligible for the NEWH Inc. scholarships; please let students know about these other scholarship offerings.

Julia Marks:

- Announce to your membership how much we're doing, many members don't realize how big we are and what we're doing everywhere

International Relations | Canada – CHRIS TUCKER

Discussion:

- Canada is healthy, things going well
- Toronto good board, great events, good strength
- Halifax event October 9th Shelia Lohmiller and Susan Burnside will be attending, trying to get a Regional Group going, group would include the providences out there
- November 21st Vancouver will award their first scholarship, membership is not growing as fast, and they are comfortable with being a Regional group

International Relations | United Kingdom – LYNN FISHER

Discussion Trisha Poole:

- Have an official signed licensing agreement with the UK
- Great trip, met with the board, thrilled to have the support and work together for more support
- Will be attending their fundraiser in December
- Shelia, Trisha, Judy and Julia will be supporting the UK Chapter at their December Gala

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

Discussion Dina Belon:

- Busy year
- Completed obtaining 2 Green Voice sponsors at \$10,000 each: JLF | Lone meadow and Global Lighting, two slots are remaining, share the interest and questions with Dina
- Two annual silent auctions, good support, fall auction has 14 sustainable obtained items, please share and support the silent auction through Bidding for Good
- Held Green Voice events at the Leadership Conference and at HD Las Vegas
- November Green Voice Webinar, one-day event, 3 sessions to choose from, topics: Regional Goods a Case Study US Manufacturing, Delivering Green Design, Technology and Sustainability
- \$20 member, \$50 non-member, free to students/educators, CEU available (Green Voice webinar series)
- Green Hospitality Conference, December 17-18, at the Hyatt Orlando, Green Voice sessions available (4): MetaTrends, Eco Districts and Communities, Marine Biology and Coastal Development, Beauty and Sustainable Design, great pricing for conference
- Join Sustainable Hospitality LinkedIn page

Julia Marks:

- Sustainable committee works tremendously hard on getting sustainable educational and events out there, please share and support their efforts

MARKETING – TRISHA POOLE | President Elect

Discussion:

- In the process of transition
- Need support in a tribute advertisement for the ICON tribute book, please reach out to others
- TopID: chapters should be nominating their candidates, forms coming out in the next couple weeks
- Leadership details to follow in January to begin promotion
- The new website has officially launched, great features, please share your feedback, remember it's a work in process

Shelia Lohmiller:

- The website will never be finished
- NEWH board resources is up, only members when they log in will be able to see those items
- New categories use the templates, if you can't find something please call the NEWH Inc. office especially if you find that something is missing, we want it to work for you
- The resource directory is open, hopefully we can market to individuals that are not members as well, there's extra posting space (white papers, videos, etc.), let us know who we can include
- There will be a green leaf coming soon to the directory, it will indicated that the company is sustainable, the sustainable questionnaire will be visible online and only those participants will be listed with a green leaf, when you click on the leaf you'll see the completed questionnaire reflecting the company's commitment to sustainability
- Corporate and Green Voice sponsors can register for free, others there's a small fee
- About us will be changing, there's photos/bios, please submit your info so you don't have a blank spot, promote yourself, market yourself,

in the membership directory you can market your company

- Click on Corporate Partners, shows you who they are, brochure of benefits there
- Working hard to load the scholarship application online -Special directory just for chapter level business members, logos go here, we want to promote these people because they give the chapter a lot of the additional support
- Past magazines have been converted into digital versions, all there
- News shows up on the homepage
- Corporate partner press releases will be visible in the News area, give us your chapter news/events
- New calendar can highlight specific categories or all areas
- You can show/not show who is signed up, link available to take individuals straight to registration
- Sustainable has calendar specific to Green Voice, etc., glossary of terms, overview

Julia Marks:

- Please let Shelia know what's missing, what you need
- Please be patient with us, remember this takes time to grow
- We need to think of our members first
- This is an ongoing process
- Share the site with others, there is very valuable information within it

Break

Group Photo

Ballot

New Business | Julia Marks

Discussion Julia Marks:

- Fall meeting next year, hold in New York, lots of discussion on this, could hold at rotating regional tradeshow
- It is unlikely that we'll be back in Miami again
- New York is expensive
- Need to consider what we would reimburse for, we are a non-profit
- If you're traveling to New York and you would be there anyways for business NEWH would NOT cover airfare they would cover the standard amount for the extra night that you would need to be there, position pending, if you're a designer and you would be there anyways for business, to meet with a clients, etc. again we would not pay the airfare
- Putting these stipulations in place is the only way we would be able to be in New York and keep it fair for everyone to attend

Michelle Finn:

- New York as a trade fair is growing, expanded from 30,000-60,000 sq. feet, now expanding to 90,000 of course in conjunction with IHMRS
- Provide complimentary meeting space and lunch
- Can make considerations for designs and services providers (a 1-night compensated room)
- You're seeing more people, more of our membership going to New York; it's a strong reason to move to this location
- Gold Key event, supporting the ICON award, Platinum Circle event supporting NEWH efforts
- Michelle contact Shelia to go over details, need room for Executive Committee this year (16 people-Saturday Noon-5:00)
- Phil gives us space every year, last year we were stuck in the basement in a room that was flooded
- Flights: Miami and New York are about the same cost, the rooms are by far more expensive ballpark \$350 (Miami \$180)
- Michelle to confirm if they can provide a compensated room for design professional delegates
- HMG could be a sponsor of the meeting, need to go through details to help meet the needs of NEWH, we'd love to have you
- It's not only money, it's time, for our members to advance themselves and business that is important too
- BDwest dates (San Diego) March 20-21, 2014 (Thursday/Friday format), BDNY (New York) November 9-10, 2014

Questions/Comments:

- Andy Schaidler: Do we know for sure if the show will not continue for next year; is IHMRS too close to the January board meeting?
- Judy Regan: Chapters benefit when we have a board meeting in conjunction with a Regional Tradeshow, it's about helping our chapters, Denver is in the middle, it would be cost effective, and this would make a nice 2nd option
- Dina Belon: What are of the country is at low season, should be something to consider

Julia Marks:

- It has not been confirmed, we're looking at as an organization how we can move forward and keep our options open
- January is always later in the month, it is a bit closer, early November would be New York, it should be ok for timing, can adjust timing on initiatives
- August 14th is Denver RTS 2014
- We need to look at and consider the timeframes and options, Houston may be too close to the Hospitality Conference
- Doesn't need a vote, send out an email to obtain more thoughts due to low attendance today
- Please respond to the email when you get it, we'll let you know how we're going to move forward, please let us know of your questions between now and then

BREAK OUT: Group Discussions

Julia Marks: Break-Out Sessions (3 Groups):

Email your notes to Shelia

1. Goal Setting 2014/2015 (Leigh Mitchell)
2. Mentoring-Getting New Industry Leaders Involved (Judy Regan)
3. NEWH Magazine (Stacy Rauen)

GROUP ONE-Goal Setting 2014/2015 (Leigh Mitchell):

- Having strategic planning the 4th quarter of every year, having a plan and targets set
- Go back and check and see where you are and where you want to be
- Look at historical data of successful events, especially if you're struggling in any area
- New York had a great success story with their Toasty Tuesday events and how they've increased their membership and participation
- Brought more designers onto the board of directors, helped bring in suppliers
- Canada has a goal to build the awareness of NEWH and have partnered with IIDEX
- We all have similar challenge when it comes to obtaining vs. recycling board members
- New ideas every year make successful events happen
- Sometimes you just have to ask people and see what their interest might be; you need a vital active board
- Geographical restraints can be challenging
- Atlanta has consolidated some of their events and made it quality over quantity
- Good to have a goal to increase the diversity of board members and partner with other organizations to get this going for your board
- Can have joint events with other organizations; look at their calendars so you're not competing for attendance
- Make sure goals are attainable, don't overreach and create disappointment
- Have board members that are passionate and committed, someone who is the owner to the goal, have the President step in when/where needed to ensure success
- Review chapter goals, it's ok to say we just can't do this or we're not going to be successful in doing it, recognize it and build from it
- Events/programming is a big part of what we do but it's ok to retire an event and bring it back when it might be more successful, some events are too much to manage every year, it's good to try something new
- Membership is down overall and most of us are in the same position with high expectations, we're all together in that effort
- Think outside the traditional avenues we use
- San Francisco is pairing up with a college to do a culinary event, great idea, everyone loves to eat

Julia Marks:

- Biggest thing is to have goals, discuss and put timelines on your goals
- Go for it and if you have to change, adjust it, let it go, that's ok

GROUP TWO-Mentoring-Getting New Industry Leaders Involved (Judy Regan):

- Recycle, older, mature we need to call established members and recognize without them we wouldn't exist
- 71% of corporations provide mentoring programs
- On Inc. level create a Director of Mentoring position, have a protocol with discipline calls, Past-President and Executive Advisor to oversee
- Relations with schools should have more of a commitment; we need to be more involved with them, develop a relationship, look at the locality of it, and use event planning students to apply their skills at chapter level
- We use to have breakouts and the VP Programming Director would have a group, the calls are nothing like the face-to-face in sharing what works and what doesn't
- There was a Past-President of the LA Chapter who put together a book of all of the completed programs to look at if the event was successful how many years ago what's stopping the chapter from offering the event again, individuals would meet and break into groups
- We're mentoring people at the chapter level, they're going back to mentor their chapter/committee members, we need committee members this is something we always talk about, ask your friends in the industry, ask them to a meeting, tell them you don't want to go alone, there's all kinds of ways to mentor and bring new people in

GROUP THREE -NEWH Magazine (Stacy Rauen):

- NEWH Inc. has committed to up the magazine by 4-8 pages to showcase events, networking and scholarship more
- The problem with the magazine and trying to showcase all of the wonderful events/photos submitted is that sometimes they're submitted as too small of image, blurry, missing details or names, etc.
- Sometimes we need more information about the event
- On the scene section: create a template that chapters can use, it will break down photos/requirements/deadlines/etc. to make it easier
- Sometimes a large amount of photos are submitted, we'll be asking you to choose your top 10 so we're promoting what you want
- In each issue we're going to showcase 5-6 chapters, each chapter will receive a 1/2 page, it's up to you what you want to showcase, you can do what you want (within reason), we'll have a template created for this
- NEWH Inc. office will send an email out to ask what issue works best for the chapter to coordinate their events, what they want to share, etc.
- On the scene section will be expanded so it's not so small
- Can a design firm submit something for a big project, yes, we try to break up the chapters, send it to Stacy for placement, we can do that a template will be available for the specifics on this, of course higher resolution photos are needed

Shelia Lohmiller:

- Remember the magazine goes out to the entire industry, not just members
- When we first launched the magazine we were basically covering NEWH only, the magazine did not get a lot of good reviews
- When we went with Emerald, it was decided there would be stories on design, how to, etc. and now it's very resourceful, we want to keep that aspect, we can't take away from what we're doing well but we want to promote you and add to the magazine
- The magazine is to promote NEWH members; we don't want manufactures/individuals that are not a part of NEWH

Questions:

- Maureen Rothman: Are we going to be asked to submit the design firms in advance (TopID)?
- Nomination sheets will go out in the next couple weeks; chapters should be putting their items together and sending in
- If we do a tour of a hotel/event that are not members can we submit photos?
- Yes, you can submit but we won't be promoting that hotel/non-members, you can note who designed the project but we don't want additional promotion, we want to promote our member vendors that have ties to that event/hotel

Julia Marks:

- We need everyone's help to build the magazine, we can't do it without you

Introduction of 2014 Executive Committee:

President: Trisha Poole

Vice President Finance: Fernando Diaz

Vice President Education: Andrea Thomas

Vice President Membership: Cynthia Guthrie Vice President Events: Philip Byrne Vice President Sustainability: Dina Belon Vice President

International Relations Canada: Chris Tucker Vice President International Relations UK: Julian Brinton

- Special election for open positions on EC and Board of Directors, to be released in November, looking forward to those nominating themselves
- Passing gavel to Trisha, good luck on the next 2-years it's a fun journey, congratulations
- Thank-you to Julia for your dedication and time
- Thank-you to Judy Regan for all of her time and support, Judy is moving off the board as Vice President of Finance
- Thank-you to Anita Degen for all of her ongoing support through the years she is our outgoing Executive Advisor
- Stacey Berman, Lee Brotsker and Tina Lockwood also leaving the board this year, thank them all as you see them, they will be missed

Adjournment:

- Thank-you for attending
- If you have problems you want to discuss at the board meetings, please email Julia
- Thank-you for your time and support, we appreciate all you do, share our appreciation with your chapter board

I, Cindy Guthrie, move that the meeting be adjourned at 4:00 pm

Motion seconded by: Judy Regan

VOTE COUNT:

YEA: 7 NAY: 0 ABSTENTION: 0

STATUS OF MOTION:

Carried: Defeated:

PRESIDENT

TRISHA POOLE

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.

2014 GOALS

- Further the mission of NEWH.
- Establish a Strategic Plan for NEWH, Inc. with the intention to revisit the document annually at the Strategic Planning sessions by the Executive Committee. The Strategic Plan will include key objectives for the organization related to each area of industry activity/product. The plan will include short and long-term goals of improvement and growth. It is the goal to present this plan to the IBOD before the end of the year.
- Key Goals for 2014:
 - Increase NEWH, Inc. and NEWH Chapter participation of high level executives and professionals in the hospitality industry that are within positions to award contracts to design, architectural and purchasing professionals.
 - Improve membership and participation of students and

young hospitality professionals from all demographic segments. Seek ways to keep them interested and involved with NEWH that will help make the organization more relevant today and exciting for the future.

- Maintain high value of NEWH brand.

STEPS TO ACHIEVE GOALS

- Support and make all NEWH initiatives a priority that directly relate to the advancement of the Key Goals for 2014.
- Listen and identify new ideas and interesting concepts that are offered by NEWH supporters related to the modification or addition to the "Key Goals".
- Offer support and leadership to all EC and IBOD Members as they work towards their goals.

PRESIDENT ELECT

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.

SECRETARY

Job Purpose

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

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 1/7/2014	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
HOUSTON				In person	In person 10/7/2010	Webinar	Webinar	In person 2/8/2014	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
NEW YORK	In person 2007			Webinar 2/27/2010		In person 2/11/2012	Webinar	Webinar	In person	Webinar
NORTH CAROLINA REGION				Webinar 6/30/2010	TBD based on need	Webinar 4/26/2012	TBD based on need	Webinar 1/9/2014	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 1/11/2014	Webinar	webinar
NORTHWEST			Webinar 11/14/2009	Webinar		In Person 12/2/2011	Webinar 11/28/2012	Webinar 11/6/2013	In person	Webinar
ORANGE COUNTY REGION				In person 9/28/2010	TBD based on need	TBD based on need	TBD based on need	Webinar 1/13/2014	TBD based on need	TBD based on need
ROCKY MOUNTAIN				In person 2/5/2010	Webinar	Webinar	Webinar 2/12/2013	In-person scheduling for Feb.	Webinar	In person

NEWH BOARD TRAINING SCHEDULE

Shaded = training occurred or is scheduled (year of board)	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
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 11/16/2013	Webinar	Webinar
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 10/18/2013	Webinar	Webinar
TORONTO		In person 12/6/2008		Webinar 1/24/2011		In person 10/15/2011	Webinar 11/20/2012	Webinar 11/19/2013	In person	Webinar
UNITED KINGDOM					Webinar	Webinar	Webinar	In person	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	Yes	Yes	Yes	N/M	Yes	Yes	Yes	Yes	Yes		Yes	
Atlanta	Yes	Yes	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes	Yes			
Atlantic City	Yes	Yes	N/M	Yes	N/M	N/M	Yes	N/M	Yes	Yes	Yes	Yes	Yes	Yes
Chicago	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Dallas	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes		Yes	
Houston	Yes	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes	Yes				
Las Vegas	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/M		Yes	
Los Angeles	Yes	N/M	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes	Yes
New York	Yes	Yes	Yes	Yes	Yes	N/M		N/M	Yes	Yes	N/M		Yes	Yes
North Central	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/M					Yes	Yes
Northwest	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes	Yes		N/M	Yes	Yes	Yes
Rocky Mountain	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
S. Florida	Yes	N/M	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes	N/M	N/M	Yes	Yes
San Francisco Bay	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes
Sunshine	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				Yes
Toronto	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/M	Yes	Yes	Yes		Yes	
UK	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes		Yes		
Washington, DC	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Regional Groups (Minutes once a quarter)														
New England			Yes			Yes			Yes		Yes			
North Carolina	Yes	Yes	Yes		Yes		Yes	Yes	Yes		Yes	Yes		
Orange County			Yes			Yes			Yes			Yes		
San Diego														
Vancouver		Yes		Yes		Yes			Yes					
Virginia		Yes						Yes		Yes				

VP/FINANCE

FERNANDO DIAZ

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;
4. Participate in all discipline calls;
5. Develop Strategic Plan; and
6. Develop Signature NEWH Fundraiser.

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;
3. Follow up with chapters to submit signature bankcards after the **first** board meeting of the year; and
4. Work closely with Fundraising Director to develop new Signature Fundraiser.

LONG TERM GOALS FOR THIS POSITION

1. Ensure all chapters KNOW what is expected in way of reporting; and
2. Produce Signature NEWH Fundraiser in 2016

OTHER POINTS OF DISCUSSION

The NEWH will be monitoring all travel expenses more closely as the cost of travel has accelerated. The NEWH policy is:

1. NEWH will cover the stated percentage of airfare to NEWH Board of Directors Meetings. If the Board Meeting is at a Tradeshow and you are working that show, your airfare should be covered by your employer or your company.
2. NEWH will cover up to two (2) nights lodging at the stated percentage, based on double occupancy. If you come in the day of the meeting, NEWH will cover one (1) night lodging (the day of the meeting). If you have to come in the day before the meeting in order to be at the meeting, NEWH will then pay for two (2) nights.

BANK BALANCES	
account balances as of 12/31/2013	
General	\$ 362,114.11
Scholarship	75,118.84
Money Market (2013 reserve fund)	50,979.63
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 (7/31/13)	10,068.48
NEWH, Inc. acct. in London	£ 3,283.79

Chapter	Annual Budget Rec'd	Statement from Bank	Labeling checks and deposits	Updated Signature Cards	Current on tax matters for 2013	2013 Fundraising Remittance	2013 to date Fundraising %***	2013 Monies transferred to Scholarship Acct	Checking Bal	Date	Scholarship Balance	Date	CD	Date
Arizona	X	X	X	X	X	Yes	67%	2,969.65	11,434.98	12/31/13	3,451.55	12/31/13		
Atlanta		X	X	X	X	Invoiced	43%	-	41,601.84	12/31/13	23,885.17	12/31/13		
Atlantic City	X	X	X	X	X	Invoiced	77%	7,000.00	9,328.61	12/31/13	9,528.92	12/31/13		
Chicago		X	X	X	X	Yes	36%	59,710.42	87,993.05	12/31/13	70,154.75	12/31/13		
Dallas	X	X	X	X	X	Invoiced	33%	33,358.57	48,161.17	12/31/13	44,111.14	12/31/13		
Houston		X	X	X	X	Invoiced	58%	2,025.00	22,690.20	11/30/13	11,133.27	11/30/13		
Las Vegas	X	X	X	X	X	Invoiced	26%	23,016.93	195,833.92	12/31/13	94,336.72	12/31/13		
Los Angeles Founding	X	X	X	X	X	Invoiced	43%	2,800.00	147,779.46	12/31/13	86,403.86	12/31/13		
New York	X	X	X	X	X	Yes	34%	27,167.66	115,177.15	12/31/13	45,193.14	12/31/13		
North Central	X	X	X	X	X	Invoiced	95%	83.00	27,246.07	12/31/13	12,003.49	12/31/13		
Northwest	X	X	X	X	X	Invoiced	62%	-	42,938.25	12/31/13	15,104.06	12/31/13		
Rocky Mountain		X	X	X	X	Invoiced	37%	14,130.84	25,768.59	12/31/13	19,599.35	12/31/13		
San Francisco Bay Area	X	X	X	X	X	Invoiced	51%	31,887.40	72,078.11	12/31/13	41,998.59	12/31/13		
South Florida	X	X	X	X	X	Yes	63%	250.00	38,121.82	12/31/13	24,211.52	12/31/13		
Sunshine		X	X	X	X	Invoiced	19%	27,278.35	47,038.79	12/31/13	54,114.11	12/31/13		
Toronto	X	X					0%		27,319.45	11/29/13	30,959.67	11/29/13		
United Kingdom		X			X	-	-	-	£ 1,324.23	12/31/13	£ 1,191.81	12/31/13		
Washington DC Metro		X	X	X	X	Invoiced	16%	20,479.92	147,047.27	12/31/13	16,384.26	12/31/13	40,093.59	12/31/13
<u>Regional Groups</u>														
New England									8,010.74	12/31/13	9,936.31	12/31/13		
North Carolina									2,824.62	12/31/13	5,282.58	12/31/13		
Orange County									2,032.40	12/31/13	15,787.85	12/31/13		
San Diego											9,801.78	12/31/13		
Vancouver														
Virginia									419.66	12/31/13	11,253.58	12/31/13		
NEWH, Canada, Inc.		X							46,737.86	11/29/13				

2014 BUDGET			
		INCOME	EXPENSE
President		-	10,015.00
President Elect		-	-
Past President		-	7,725.00
	Mentorship	-	5,250.00
Executive Adviser		-	2,300.00
Secretary		-	2,075.00
	Board Training	-	9,210.00
Vice President Finance		-	2,675.00
	Travel / Delegate	-	18,000.00
Vice President/Education		-	2,610.00
	Scholarship	-	3,850.00
	Continuing Education	10,000.00	7,700.00
	Sustainable Scholarship	13,333.33	12,435.00
	ICON Scholarship	-	14,610.00
	Vendor Scholarship	18,000.00	19,000.00
VP/Membership		-	2,630.00
	Membership	231,000.00	130,200.00
	Expansion	-	2,300.00
	International Expansion	-	-
VP/Development		-	100.00
	Corporate Partner Development	600,000.00	44,425.00
	Fundraising	85,000.00	5,600.00
	Leadership Council	-	23,750.00
VP/Marketing		-	2,600.00
	Marketing	-	26,100.00
	Marketing Communications	30,000.00	22,545.00
	Marketing Collateral	-	500.00
	NEWH Awards	-	800.00
VP/Events		-	3,000.00
	Tradeshows/USA	5,000.00	33,750.00
	Tradeshows/other	-	-
	Tradeshows/Regional	519,810.00	446,198.00
	NEWH Nat'l/Leadership Conference	182,500.00	60,700.00
VP/Sustainability		-	2,750.00
	Sustainable Conference	-	-
	Sustainable Hospitality	30,700.00	8,750.00
Administration		-	663,170.92
	NEWH Governing Board Mtg.	-	7,450.00
	Website	32,000.00	80,200.00
	Publications	-	3,500.00
	Reserve Acct.	-	50,000.00
	Bank/Credit Card	-	11,400.00
Totals		\$ 1,757,343.40	\$ 1,757,051.24

VP/EDUCATION

ANDREA THOMAS

Job Purpose

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

2014 GOALS

1. Scholarship
 - a. Work with the Director of Scholarship in the execution of all current scholarship initiatives including vendor scholarships and ICONS
 - b. Interface with Chapter Directors via discipline calls.
 - c. Recruitment of Sandy Banks as committee chair
2. Education
 - a. 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

1. Vendor Scholarships
 - a. **Fabricut FR-1**
Call for applications will be sent shortly and the recipient for this \$3,000 scholarship will be given the award at Boutique Design West in San Diego in March 2014.
 - b. **Fabric Innovations Legacy Scholarship**
Deborah Herman generously awarded a \$10,000 scholarship to Karen (Karahm) Paik pursuing a Bachelor's Degree in Hotel Management at Cornell University and an Associate's degree from the Culinary Institute of America. The presentation was made at the Platinum Circle Awards on November 12, 2013, in conjunction with the IHM&RS show in New York. Deborah has made a three-year commitment to award this scholarship.
 - c. **Symmons Scholarship**
Thanks to the efforts of Susan Burnside, we have a new vendor scholarship with a three-year commitment of \$4,000 for a design student by Symmons Industries. The first will be awarded at HD in May of 2014, and we will be working on a process for a design competition in conjunction with the 2015 and 2016 scholarships.
2. ICON of INDUSTRY
 - a. The 2013 ICON is Ray Anderson of Interface Floor.
 - b. 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
 - c. A \$5,000 Student Scholarship in his honor, was given in November at the Gold Key Awards in New York to Amanda Krueger, a graduate student in Interior Design at Florida State University
 - d. A \$3,500 Honorable Mention Scholarship will be awarded

- to Alexandra Kern, an MFA candidate in Interior Design attending Savannah College of Art and Design, during Boutique Design West in San Diego in March of 2014
3. Sustainable Design Competition – 2013-2014
 - a. We are grateful to **JLF|Jonemeadow and Valley Forge Fabrics** for their past support and sponsorship of this award
 - b. The current competition is "The Sustainable Guest Experience- Resort Salon and Spa." The competition is open to all interior design students, junior level and above, as well as graduate students enrolled in accredited programs. Educators may also use the project as part of their curriculum. We are working on selection of the judges and the deadline for the project submittals is February 7, 2014
 - c. Award of these scholarships will be made at HD Expo in May of 2014, at the Mandalay Bay Convention Center in Las Vegas
4. Continuing Education
 - a. We are currently working on completing the IACET application in order to become providers of our own CEU programs. This process is very intense and time consuming, but in the end, we will be able to offer state of the art, high quality educational programs to the industry. 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. Board Training Manual
 - a. Guidelines for scholarships and other changes/updates to 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
6. Website updates/correction as necessary
 - a. Working with Scholarship Director and the Inc. office to update all scholarship information as necessary on website

LONG TERM GOALS FOR THIS POSITION

1. Provide and plan for smooth interface/interaction between activities of Scholarship and Education at all levels within NEWH Inc./Chapters.
2. Ongoing - Define job responsibilities and timeline of all ongoing initiatives overseen by V.P. Education for use by future occupants of this position.
3. 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

SUSAN BURNSIDE

Job Purpose

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

2014 GOALS

1. communicate with and support chapter and regional group scholarship directors throughout the year
 2. assist chapter and regional group scholarship directors in compiling and updating their contact lists
 3. promote scholarship opportunities to students and schools via social media
 4. provide updates to NEWH, Inc for the website and social media pages
 5. participate in conference calls with the chapter scholarship directors
 6. work with VP Education and NEWH, Inc to secure sponsors for future Scholarship Awards
 7. encourage chapter and regional group scholarship directors to pursue local members for additional Vendor Scholarships for their chapters
- 2014 ICON Scholarship (\$5,000 / \$3,500)
 - Review applications and select the 2 winners with the VP of Education
 - Applications will be available for students in August
 - Deadline for applications will be September
 - Applications will be reviewed and winners will be selected by

- October
 - Winner will be presented at Gold Key in New York in November
 - Runner-up will be presented at BD West in San Diego in March
- 2014 Sustainable Hospitality Design Competition (\$5,000)
 - Review and finalize the criteria for the design competition with the VP of Education and the VP of Sustainability
 - Requests for participation will be sent to schools in August
 - Letters of intent must be received by November 29, 2013
 - Deadline for project submittal will be February 7, 2014
 - Applications will be reviewed and winners selected by March 1, 2014
 - Winners will be presented at HD Expo in Las Vegas May 14-16, 2014
- 2014 Deborah Herman Legacy Scholarship (\$10,000)
 - Review applications and select 2 winners with the VP of Education
 - Applications to be available for students in May
- Deadline for applications will be August 30
- Applications will be reviewed and winner selected by September 20
- Winners will be presented at Platinum Circle on New York on November 12
- 2014 Symmons Scholarship (\$4,000)
 - We are very pleased to welcome Symmons as a new 2014 Vendor Scholarship sponsor!
 - For 2015 and 2016 they will be adding a design component to their scholarship
 - Applications will be available and sent to schools in late January?
 - Deadline for applications will be mid-March??
 - Applications will be reviewed and a winner selected by early April?
- Winner will be flown to Las Vegas for HD Expo in May and will be awarded their scholarship by NEWH and Symmons

SCHOLARSHIP AWARD REPORT

Chapter	2013	total # of awards	Total Given
Arizona	4,350.00	101	93,700.00
Atlanta	22,500.00	119	213,180.00
Atlantic City/Greater Philadelphia	7,500.00	5	13,500.00
Chicago	33,000.00	85	181,500.00
Dallas	30,000.00	137	258,200.00
Houston	8,500.00	99	99,125.00
Las Vegas	25,000.00	126	287,554.92
Los Angeles Founding Chapter	40,000.00	308	630,175.00
New England	0	26	18,950.00
New York	30,000.00	196	461,500.00
North Central	0	28	33,000.00
Northwest	4,000.00	28	41,500.00
Orange County (Southern Counties)	5,000.00	53	55,950.00
Rocky Mountain	6,000.00	32	55,700.00
San Diego	0	3	3,000.00
San Francisco Bay Area	15,000.00	4	15,000.00
South Florida	0	68	104,000.00
Sunshine	12,000.00	55	141,500.00
Toronto	12,000.00	34	CAD 63,013.00
United Kingdom	6,989.28	14	GBP 32,786.88
Vancouver	2,000.00	1	2,000.00
Virginia	0	8	16,500.00
Washington DC Metropolitan	20,000.00	92	228,300.00
NEWH ICON of Industry	8,500.00	18	74,000.00
Sustainable Design Competition/Student	5,000.00	8	40,000.00
Sustainable Design Competition/School	5,000.00	7	35,000.00
Vendor	13,000.00	9	34,500.00
TOTALS	315,339.28	1,664	3,237,134.79

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.

2014 GOALS

1. Continue to work with the national office to meet the ten standard categories for IACET approval.
2. Continue to offer the Continuing Education program to professionals in the hospitality industry and related fields.
3. Work to identify the need and acceptance for Webinar
4. Work to identify on-ground sessions for assessment

STEPS TO ACHIEVE GOALS

VP/MEMBERSHIP

CYNTHIA GUTHRIE

Job Purpose

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

2013 GOALS

1. Work with and on behalf of NEWH, Inc. to increase membership on a National and International level.
2. Align goals with NEWH, Inc. Directors of Expansion & Membership for increasing membership & expansion.
3. Work with chapters and regional groups looking at past and current ideas for ways to recruiting members and retaining members.
4. Promote and increase Business Memberships
5. Focus, identify & develop target areas/groups for growth & expansion.
6. Verify/monitor compliance for group/chapter during expansion

STEPS TO ACHIEVE GOALS

1. Review membership data/history & surveys to understand and mitigate decline of membership
2. Work with, assign tasks to, review goals of and monitor NEWH, Inc. Directors of Expansion & Membership to align overall goals for increasing membership & expansion.
3. Discipline conference call attendance with pertinent agenda items – ideas & practices review.
4. Review current Business Membership level and work special promotion for this level and/or make changes. Develop new Business levels for NEWH Inc and chapters.
5. Expansion – establish/review data (web, surveys & non-member mail list & communicate with NEWH, Inc. to develop markets for expansion.
6. Communicate with Fundraising, Programming, Hospitality Directors/Chairs at NEWH Inc. and Chapter levels to communicate important of inclusion of guests (non-members) at events and develop practices & strategies to convert to members.
7. Review current procedures welcoming new members and membership renewals at NEWH, Inc. and chapter levels – potentially develop new procedures/systems.

LONG TERM GOALS FOR THIS POSITION

1. Develop Standards and Best Practices for this position
2. Develop Membership News for monthly email to member and non-member addresses.
3. Increase Membership count to 2012 levels or better.

OTHER REPORT ITEMS

1. Thank you to Tina Lockwood for bringing me up to speed on this position. She will be greatly missed on the IBOD and EC.
2. Further to Trisha's comments/ideas during Planning meeting – Trisha and I have discussed the potential formation of an **"Industry Leaders Council"** (ILC) and she asked that I formulate an outline & criteria for the selection process of "Leaders", qualification needed, commitments by Leader needed, and benefits given to "Leaders" as well as an announcement once the details are finalized. We welcome additional ideas and comments from

1. Participate in the process of initiating a Continuing Education program - and how to identify and develop course content, appropriate credit and method of survey
2. Appoint a panel for assessment

LONG TERM GOALS FOR THIS POSITION

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

the IBOD and would like to move forward on this quickly so we can have in place for the Leadership Conference as first gathering of the "Council".

- Objective: Attract, engage, elevate and diversify demographics of participants/friends of NEWH with high-level industry professionals. By Product - generate further industry recognition and raise profile of NEWH, which in turn would create more networking, increase membership and leadership development.
 - A Council member would be VP or higher-level positions or at a level potential to award projects. There is potential for three (3) subsets – Educators, Designers and Hoteliers for consideration.
 - They could be designers, hotel brand, hotel managements/owners/developers & educators.
 - It would be an invitation only position determined by the EC vote.
 - We could reach out to each chapter to gather list for potentials similar to how TOP ID was gathered for names.
 - They would have to commit to contribute to NEWH/Chapter of at least one event and meet for one (1) advisory/focus group for NEWH Inc. – Event examples: be a speaker, on panel, Owner's Roundtable, attend, or some other TBD participation.
 - Benefits to "Leader" could be complimentary admission to a Chapter Program, listing on the NEWH website, potentially local Chapter marketing – still in process of discussion.
 - Potentially this could foster the development of new levels of membership.
 - Budgets to get ILC members for advisory/focus participation/meeting to be vetted as well.
 - Agenda for meeting to be determined.
3. Hawaii – I met with a sales rep that covers Hawaii, Trisha has had numerous communications with industry professionals and Shelia has inquired with our Corporate Partners – the consensus is that Hawaii is very receptive to NEWH and looking for ways to network with other industry professionals. There are plans being made to make a trip to Hawaii in January to further qualify/ discover if this area is ready to potentially become a Regional Group that can hold interest and be sustainable. There may be another follow up trip to formalize in March.
 4. I would like to thank our amazing personnel at the NEWH, Inc office for their support while I was VP of Development and making it such a pleasure to carry out my duties. I am very excited about my new position as VP of Membership and look forward to the challenges and initiatives that lie ahead.

MEMBERSHIP

MEGHAN BAZEMORE

Job Purpose

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

No Goals Submitted

MEMBERSHIP REPORT BY CHAPTER

chapter	2013 Year End		2013 Year End w/ Students		2014 to date	2014 to date w/ Students		% of Change since January Meeting does not include students	2014 non renewals		2014 new members/ past returning		voting members	non voting	students
	Students are not reflected														
Arizona	64	74	65	76		2%	3	4.7%	1	1.5%	56	9	11		
Atlanta	257	313	245	306		-5%	38	14.8%	13	5.3%	196	49	61		
Atlantic City/Philadelphia	66	81	50	65		-24%	8	12.1%	0	0.0%	39	11	15		
Chicago	250	296	211	245		-16%	52	20.8%	2	0.9%	137	74	34		
Dallas	322	528	318	449		-1%	69	21.4%	5	1.6%	215	103	131		
Houston	150	256	128	188		-15%	66	44.0%	3	2.3%	72	56	60		
Las Vegas	125	169	125	150		0%	23	18.4%	4	3.2%	94	31	25		
Los Angeles Founding	192	250	196	228		2%	31	16.1%	5	2.6%	155	41	32		
New York	349	518	358	437		3%	89	25.5%	13	3.6%	250	108	79		
North Central	160	336	164	293		3%	67	41.9%	2	1.2%	87	77	129		
Northwest	121	145	119	142		-2%	21	17.4%	5	4.2%	107	12	23		
Rocky Mountain	102	135	103	122		1%	18	17.6%	3	2.9%	82	21	19		
San Francisco Bay	153	216	165	194		8%	32	20.9%	1	0.6%	128	37	29		
South Florida	132	173	121	136		-8%	34	25.8%	1	0.8%	89	32	15		
Sunshine	192	257	182	216		-5%	26	13.5%	0	0.0%	140	42	34		
Toronto	143	168	112	137		-22%	24	16.8%	2	1.8%	89	23	25		
United Kingdom	66	66	67	67		2%	2	3.0%	0	0.0%	66	1	0		
Washington DC Metro	189	271	188	226		-1%	51	27.0%	4	2.1%	135	53	38		
New England Region	69	90	76	102		10%	3	4.3%	1	1.3%	72	4	26		
Atlantic Canada Region	3	3	2	2		0%	1	33.3%	0	0.0%	2	0	0		
North Carolina Region	70	77	62	69		-11%	8	11.4%	1	1.6%	54	8	7		
Orange County Region	49	70	41	62		-16%	5	10.2%	0	0.0%	41	0	21		
Regional Members	41	41	53	56		29%	8	19.5%	10	18.9%	49	4	3		
San Diego Region	21	47	14	42		-33%	4	19.0%	1	7.1%	14	0	28		
Vancouver Region	38	123	34	120		-11%	2	5.3%	0	0.0%	28	6	86		
Virginia Region	22	61	16	54		-27%	1	4.5%	0	0.0%	15	1	38		
edited 14-January-2014	3346	4764	3215	4184		-4%	686	20.5%	77	2.4%	2412	803	969		

EXPANSION

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

REGIONAL MEMBERSHIP

Regional Area	2014	2012	2011	2014 Projections
Alabama Region	1	1	0	
Arkansas Region	1	1	0	
Asia/Pacific	1	1	0	
Canada Regional	5	0	0	
Hawaii Region	3	0	0	
Indiana Region	1	1	1	

Regional Area	2012	2012	2011	2014 Projections
Memphis/Mid-South	10	11	3	
Michigan Region	8	1	2	
Missouri	2	3	0	
Ohio Region	10	10	5	
Oklahoma Region	4	6	3	
South Carolina Region	3	3	2	

INTERNATIONAL EXPANSION

Job Purpose

- Responsible for identifying, developing and supervising new international chapters from initial organization through Charter process
- To support the NEWH International Members

No Goals Submitted

VP/DEVELOPMENT

Job Purpose

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

2014 CORPORATE PARTNER LIST	level	partner since
Durkan Hospitality	Benefactor	1995
Fabricut Contract/S. Harris	Benefactor	2004
KOHLER Company	Benefactor	2012
RH Contract	Benefactor	2012
ULSTER	Benefactor	2003
American Leather	Patron	2008
Crypton Fabrics	Patron	2014
Delta Faucet Company	Patron	2014
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, Incorporated	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
Justice Design Group	Supporting	2013
Karndean DesignFlooring	Supporting	2011
Lexmark Carpet Mills	Supporting	2008
Lily Jack	Supporting	2011

Mandy Li Collection	Supporting	2011
OW Hospitality	Supporting	2014
P/Kaufmann Contract	Supporting	2011
Richloom Contract	Supporting	2013
Sem Fim	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
WALTERS	Supporting	2012

NEWH has put a cap on the number of Corporate Partners under each level of commitment (Benefactor – 5; Patron – 10; Supporting – 25). All are now filled. We are keeping a waiting list if a company is interested. They will be contacted if one of our current partners does not renew. All inquiries should be directed to Jena Seibel or Shelia Lohmiller.

FUNDRAISING

Job Purpose

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

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

MARKETING COMMUNICATIONS

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.

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.

VP/EVENTS

PHILIP BYRNE

Job Purpose

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

2014 GOALS

- Ensure 2014/2015 RTS are well executed and financially successful
- Plan RTS Calendar for 2016
- Review trade show policies and procedures, update where necessary to ensure continued satisfaction of all involved in RTS.
- Assist in delivery of 2015 Leadership Conference in Dallas

STEPS TO ACHIEVE GOALS

- Review job description process
- Work closely with NEWH INC and Director RTS
- Work closely with Director NEWH Conference
- Continue to review RTS feedback from Attendees and Vendors with Inc.

LONG TERM GOALS FOR THIS POSITION

- Assist in 2015 Leadership Conference
- Introduce new Chapters/areas to RTS experience

OTHER REPORT ITEMS

- 2015 Leadership Conference to be held in Dallas
- 2014 RTS held, continue to be well attended and successful
- 2014 Calendar is now complete starting in LA in Jan.
- 2015 Calendar 90% complete
- 2016 Calendar is open for interested Chapters.
- Reviewing Lead Retrieval procedures
- Volunteer numbers continue to increase at each RTS
- Keen Chapter/Volunteer involvement guided by NEWH, Inc.
- Continues to ensure success of these events
- Many thanks to ALL Volunteers

NEWH CONFERENCES

LEIGH MITCHELL

Job Purpose

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

2013 GOALS

2. Select 2015 Leadership Conference location and begin research on destination - DONE

2014 GOALS

1. Successful Execution of the 2015 Leadership Conference

STEPS TO ACHIEVE GOALS

1. Calls with INC to verify all bases are covered for 2015 Conference
2. Blitz needed for sponsorships, product tables and president dinner sales
3. Discussion with Philip regarding 2015 Conference and timing, close work with the Dallas chapter on the many details
4. Create Budget and pricing for conference

LONG TERM GOALS FOR THIS POSITION

1. Successful execution of 2015 Leadership Conference, taking what has been learned from the 2013 conference and planning better.

REPORT UPDATE DECEMBER 2013

1. Dallas selected as the 2015 Leadership Conference location.
2. Talk of changing the name – per Trisha – no change will be made – she is working with Polly regarding the tag line that will reference Dallas.
3. Dates of January 21-25, 2015 selected so as not to compete with ALIS conference.
4. Trisha and Leigh will attend the ALIS Conference January 2014 to network and view different speakers and owners.
5. Attended BLLA conference in October, thought Nikki from Commune would be a good speaker and working on her as a keynote. Trisha is working on Ivanka Trump. Have asked the Dallas chapter for their ideas.
6. Rough schedule/timeline put together for 2015 conference.
7. Planning to begin with breakout session at IBOD in January. Focus on Scholarship, Sponsorships, Marketing, Budget, etc.

REGIONAL TRADESHOWS

BRYAN ADCOCK

Job Purpose

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

NO GOALS 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

GREEN VOICE CONTENT DISTRIBUTION CHANNELS

1. Green Voice Articles – NEWH Magazine & other media outlets
2. Virtual Events - Green Voice (including CEUs)
3. Conferences & Tradeshows - Green Voice (including CEUs)
4. Social Media
5. Website content

NEWH SUSTAINABILITY 2014 GOALS

1. Produce Green Voice educational sessions at (3) Conferences and (2) Virtual Events in 2014
2. Maintain (2) Green Voice Annual Sponsorships and grow to (4) within 2014.
3. Expand the sustainability participates in the NEWH directory
4. Sponsorship for and Award the NEWH Sustainable Hospitality Scholarship (\$10,000) on May 15th (Andrea Thomas)
5. NEWH operations will incorporate the Sustainability Plan in 2014
6. Produce a NEWH Sustainability Report in the 1st quarter of 2015, based on our benchmarking during 2014; report met-

ric transparently and set goals for improvement related to Waste, Water, Energy, Purchasing, Social Impact

NEWH SUSTAINABILITY COMMITMENTS

1. Utilize remote meetings / conferencing options to minimize excessive travel when possible
2. Offset NEWH's carbon footprint for all official travel
3. Utilize the NEWH Sustainable Event plan; benchmark our sustainability efforts
4. The 2015 Sustainability Report align with (2) international standards; APEX/ASTM green meetings, and the Global Reporting Initiative (GRI).
5. Sustainable travel criteria is a consideration in selection of venues and travel choices.
6. Development and Implementation of an Environmentally Preferred Purchasing (EPP) policy
7. Incorporation of social and environmental responsibility in NEWH mentorship program. Opportunity to utilize senior leaders in corporate brand membership (CSR).

2014 Sub-Committees	Areas of Responsibility	Committee Leader	Committee Members	NEWH IBOD Committee Connection
Marketing Committee	<ul style="list-style-type: none"> • Website / Social Networking (Carly) • Public Relations / Alliances • Articles (Rachel) 	Adrienne Pumphrey	Carly Cannell Rachel Long Helen Reed Jeff Sladick	Marketing
Fundraising Committee	<ul style="list-style-type: none"> • Operating Budget (Dina) 	Dina Belon	Lynda Sullivan	Development Andrea Thomas

	<ul style="list-style-type: none"> Sustainable Scholarships; need to find a new sponsor for 2014 (Andrea/David) Online Auctions (Lynda) Sponsorships (volunteer needed) 		Denise Scalfani David Mahood	
Directory Committee	<ul style="list-style-type: none"> Application reviewed Directory Membership Drive 	Sharry Cooper	David Mahood Jeanne Varney	Shelia Lohmiller, NEWH Inc.
Events & Forums Committee	<p>Green Voice</p> <ul style="list-style-type: none"> Leadership Conf. (Jan., 2015) HD Las Vegas (May 15th – 17th, 2014) Virtual Event (Spring, TBD) Virtual Event (Fall, TBD) Green Hospitality Conference (May 2014) 	Gary Golla	Lynda Sullivan Rachel Long David Mahood Lora Spran Dina Belon	Events Phillip Byrne (VP) Leigh Mitchell (Dir. Leadership Conf.)
Managing Sustainable Chapter Directors	<ul style="list-style-type: none"> 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
Sustainability Plan	<ul style="list-style-type: none"> Finalize the NEWH Sustainability Plan Develop an EPP Policy Work with Jena Seibel to implement the meeting/event selection criteria Gather data throughout the year for reporting Develop the 2014 sustainability report and deliver in January of 2015 			Jena Seibel, NEWH Inc.

NEWH Sustainable Hospitality Committee 2013 SMART Goals / Accomplishments

Produce Green Voice educational sessions at (3) Conferences including; Leadership Conference Jan. 24th – 26th, HD Las Vegas May 15th – 17th, Green Lodging and Hospitality Conference Dec. 17th -18th in Orlando. (1) Green Voice Webinar, date TBD.	Produced Green Voice educational sessions NEWH Leadership Conference Jan. 24th – 26th HD Las Vegas May 15th – 17th, 2013 Green Hospitality Conference was postponed for May 2014 Green Voice Virtual Event December 3rd, 2013
Produce (4) Green Voice articles for the NEWH Magazine by the deadline provided.	Produced (4) Green Voice articles for the NEWH Magazine on time
Write a strategic plan to get NEWH in a position to include Sustainability as part of the mission statement, for review in NY at the EC meeting.	Completed a draft plan and mission statement; was reviewed in NY at the EC meeting and overall positive feedback, awaiting final board approval
Obtain (4) Green Voice Annual Sponsorships by August 1st, 2013 as an introductory pilot sponsorship.	Obtained (2) Green Voice Annual Sponsorships; JLF / Lone Meadow and Global Lighting; (2) remaining sponsorships remain open. Pilot was successful
Sustainable Hospitality Committee Objectives for 2013	
Increase SH directory participation	Unable to accomplish due to website upgrades incomplete
Improve Sustainable Directors engagement and number of SD's in the chapters	13 Chapter SD's in 2012; 11 Chapter SD's in 2013; 9 Chapter SD's in 2014
Improve the SH website and social media presence – adding LinkedIn and Twitter.	NEWH LinkedIn group created NEWH tweets for GV events accomplished
Assist the international board with Sustainable CEU options for Chapters to utilize	Awaiting development of the CEU program
Lead quarterly Chapter Sustainable Director calls on Feb. 26th, May 7th, and August 27th	Quarterly Director conference calls were completed with good attendance from the chapter directors.
Solicit at least (6) contributions to each of the (2) NEWH on-line auctions in May and Sept.	May Auction: \$3,400; 16 items Sept. Auction: \$4,002; 13 items
Assist in Awarding the NEWH Sustainable Hospitality Scholarship (\$10,000) on May 15th	(2) Sponsorships maintained and Scholarship was awarded. Short (1) sponsorship for 2013

HISTORICAL DATA:

Webinar:

Year	Attendance	Sponsorships	Registration Fees	Costs
2012:	71 Attendees	\$1575.00	\$380.00	IDCEC Conference Charge for CEU: \$500.00
2013:	Session 1 22, Session 2 25, Session 3 Green 25 (total attendance of all 3 sessions 72)	None	\$290.00	IDCEC Conference charge for CEU: \$500.00, Facebook Promotion: \$17.80

Silent Auction: (In conjunction with HD Expo/HD Americas/Sustainable Tradeshow)

Date	# of Items Obtained	Amount Received	
5.2013	16	\$3400.00	
9.2013	13	\$4002.00	= \$7,402.00/2013
5.2012	4	\$1341.00	
9.2012	5	\$2852.00	= \$4,193.00/2012
12.2011	12	\$4166.00	= \$4,166.00/2011
5.2010	16	\$4375.00	= \$4,375.00/2010
2.2009	10	\$835.00	
10.2009	8	\$4045.00	= \$4,880.00/2009
3.2008	11	\$3430.00	
8.2008	7	\$380.00	= \$3,810.00/2008
		Total:	= \$28,826.00

GV Sponsors:

JLF lone meadow: July 8 th 2013 - 2014
Global Lighting: November 1 st 2013 - 2014
Available Slot- \$10,000 (not calendar year)
Available Slot - \$10,000 (not calendar year)

Sustainable Design Competition:

Sponsors (2015/2016/2017) Commitment
JLF lone meadow (Sponsor since 2007)
Available Sponsorship Commitment price is \$7,000/year with a three year commitment
Available Sponsorship Commitment price is \$7,000/year with a three year commitment
Current Sponsors (2014 award)
JLF lone meadow (Sponsor since 2007)
2012/2013/2014 Valley Forge
Historical Sponsors
2008/2009/2010 Designtex

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.

2014 GOALS

1. Continue to assist with support for the growth of Regional Group in Vancouver, B.C. They have a very positive and strong committee for in place for 2014. Just awarded their first Scholarship of \$2,000.00 to a local recipient in November 2013. Attendance is strong at events but not much change in membership numbers. Added a Scholarship role on the Committee with experience on other boards and scholarship information in the Interior Design industry.
2. Continue to work with Atlantic Canada Regional Group with Kara MacGregor and Nick Bland as the strength in the East Coast Regional. Had an extremely strong event with excellent attendance from ownership, designer and property management people with excellent sponsorship in Oct 2013. Look forward to growth in the Regional in 2014.
3. Strengthen membership and relationships with US and UK counterparts.
4. Expand the NEWH mission Canada-wide, increase the visibility/credibility of NEWH.
5. Explore and encourage new Regional Groups in other areas of Canada.
6. Winnipeg & Calgary have had some interest but no local individuals/members willing to step up to limited group at present.
7. Work with NEWH International to maintain structure and best practices for International Chapters working with NEWH Inc. for continued relations that benefit all parties.
8. Build on the Networking opportunities throughout Canada and USA.
9. Continued growth with other associations in Canada to expand our membership base
10. Trade show in Toronto with IIDEX 2014 – great partnership that allows NEWH to gain exposure from other markets. IIDEX has also stepped up to award a scholarship of \$1,500 to NEWH in 2014. We benefit from this partnership with the strength of their publicity in all their marketing across Canada.

STEPS TO ACHIEVE GOALS

1. Work with committee members in Vancouver Regional Group and Committees
2. Work with Kara MacGregor and Nick Bland 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 2014 IIDEX.

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

JULIAN BRINTON

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.

NO GOALS SUBMITTED

PAST PRESIDENT

JULIA MARKS

Job Purpose

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

2014 GOALS

1. Support Trisha Poole as our incoming President and transition into the new 2014 International Board of Directors.
2. Support the NEWH Inc. Board of Directors and NEWH committees on all initiatives.
3. Work with our Ad Hoc Committee Chair, Sandy Banks, to put together a NEWH Mentorship program.

STEPS TO ACHIEVE GOALS

1. NEWH Mentorship Program – our current goal is to study the feasibility of an NEWH Mentorship Program, to research what is needed, what can work, time commitments, training and support.
2. We will be reaching out to a small number of chapters to

help us get started with potential mentors and mentees.

3. Our next step will be to put together a format for trial. Following that, we will look into training of our mentors. We would like to have something in place by early spring and meet again in Las Vegas.

YEAR END REVIEW OF GOALS

3. It was a pleasure serving as your NEWH Inc. President. Thank you all for your support during my term and for your time and dedication to NEWH. My service to NEWH has not ended and I look forward to working with you all. I am here to support the board, the Inc. Office and staff and all NEWH members.

NEWH MENTORSHIP

SANDY BANKS

Job Purpose

- Develop a program of informal mentorship for members of the Hospitality Industry

2014 GOALS

1. To define and set guidelines for the program based on the needs of NEWH membership
2. To establish mentoring programs in select locations

STEPS TO ACHIEVE GOALS

1. Receive and compile suggestions for implementation and organization from the board
2. Design a questionnaire for potential mentors and mentees

3. Hold informal "sundowners" or equivalent gatherings in selected chapters to provide groundwork for mentoring program
4. Select Chapter and Committees in those Chapters for monitoring and reporting of support and progress

LONG TERM GOALS FOR THIS POSITION

1. Establish mentoring programs in each Chapter

EXECUTIVE ADVISER

HELEN REED

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

2014 GOALS

1. To assist and provide counsel to the Past President, President and Governing Board as needed and as it may be related to the organizations mission.
2. To assist in the preparation of the annual strategy plan for the organization.
3. Provide assistant with the President with any items that may be required.

STEPS TO ACHIEVE THESE GOALS

1. Stay informed and continue my engagement with the activities,

goals of the Board and the chapters.

2. Attend regularly held conference calls with the EC as well as attend strategic planning session with the EC in the spring.
3. Attend Board of Directors meetings as scheduled throughout the year.
4. Work with President, Past President and other members or the EC on behalf of the organization with succession planning and overall planning for the organization and its growth in the hospitality industry

NEWH AMBASSADORS

MICHELLE FINN

DEBORAH HERMAN

STACY RAUEN

Job Purpose

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

2014 GOALS

1. 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.
2. 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, Summer Social with a Twist, Product Runway, Regional Golf Tournaments, NEWH trade shows, Leadership Conference and any others a specific chapter or national needs us to help develop or promote.
3. Assist with promoting NEWH and providing access to hospitality ownership groups via participation in conferences targeting these groups i.e. ALIS, NYU Investment Conference and the Lodging Conference.

STEPS TO ACHIEVE GOALS

1. Attend NEWH events i.e. regional shows, Product Runway, special events and other industry events i.e. American Lodging Investment Summit (ALIS), Cornell Innovation Network, Lodging Conference, BD|ny, BD|west. 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.
2. Continue to promote membership in all and every avenues available. Promote what NEWH can do for its members.
3. Meet with chapter presidents and programming chairs to offer guidance on “best practices” and growth opportunities.

LONG TERM GOALS FOR THIS POSITION

1. To enrich the scholarship funds for all chapters. This is help fundraising to new and exciting levels.
2. To outreach to membership possibilities including hospitality owners, educators, students etc.
3. To help identify business opportunities for NEWH

YEAR TO DATE REVIEW

1. We attended and promoted NEWH events such as the regional shows in Chicago, and Minneapolis ;special events: NY Chapter Product Runway, Sunshine and Toronto chapter golf

outings, Chicago chapter’s Summer Social with a Twist.

2. We attended other industry events including the American Lodging Investment Summit, BITAC, HICAP (in Hong Kong), ISHC (in Panama City, Panama) AHLA event in DC, the Cornell Innovation Network (New York and Los Angeles) and trade shows: HD Expo (Las Vegas) BD|ny, and BD|west (San Diego).
3. We co-developed “Power Players: Women Leaders in Hospitality” sponsored by NEWH and AHLA/WIL (Women in Lodging).
4. 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 which included Disney, Dixon Development, Dolce, Hilton Hotels, Hyatt, Marcus Hotels, Montclair Hotel Investors Northwood Hospitality and Watermark Capital (REIT).
5. We worked with the NY Chapter on their Product Runway event in conjunction with the IHMR and BDNY shows.
6. 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 BD|west.
7. We supported industry student scholarships; Fabric Innovation – 3 year commitment of a \$10,000 award given to a Cornell or NYU student and presented at HD’s Platinum Circle event in NYC in conjunction with NEWH scholarship award during the IHMR/BD|ny trade fairs.

2014

1. We plan to attend ALIS (January), BDwest (March), HD Expo (May), BITAC events, NY Investment Conference (June), Cornell Icon Awards (January and June), International Society of Hospitality Consultants (fall) Lodging Conference (October), HICAP (October), IHMR/ BDNY (November), Regional shows: LA, DC, Atlanta, Denver and Houston and other events as needed.
2. We will promote NEWH National and Local Chapters with events as needed.
3. We will promote (and assist with the development of the Leadership Conference
4. Assist with exploration of a chapter in Honolulu; promote NEWH in the region and leverage our relationships for increased awareness of NEWH in the region.

NEWH OFFICE

STAFF

2014 BOARDS

Does your board have the resources and information available to have a successful year? Do all board members know exactly what is expected of them in their position? Please be sure that all voting board members have participated in the mandatory call for their position. They will be contact by the NEWH, Inc. office if they have not done so (these are mandatory, and required in order to serve on your chapter board).

Chapter job descriptions for each board position have been newly created. You can find them in the Board Resources area of the website (you must be logged in to the website in order to see the NEWH Board Resources menu item on the bottom of the page – if you have problems logging in, please contact Diane at the NEWH office to reset your login). The job descriptions are very helpful for those serving on the board, as well as if you are recruiting for an empty board position.

Quarterly Calls – quarterly calls for each discipline area will begin soon. Please be on the lookout for the call schedule and **encourage all board members to participate**. There is a wealth of information shared during these calls and so much is learned when you talk to other chapter board members who share your same position. If you are not attending these calls, you are missing out!

Delegate Reports – do you see a delegate report from your chapter in this packet? If not, be sure your delegates are completing the reports and turning them in by the deadline!

Chapter Board Training – In-person board training takes place every three years. Jena and Diane will contact you when your chapter is due for an in-person training. Webinars are available for the two years in between in-person visits. If you have a newer board or would just like a refresher, this two-hour webinar will get you on track! Call Jena or Diane to schedule.

Secretary – Code of Ethics (Conflict of Interest Policy) have been sent out to chapter; all board members must read, sign and return to Inc. office.

Board Minutes – should be sent to board members within 10-days of board meeting, vote to approve at your next convened board meeting. Once approved, email a copy to Kathy at NEWH Inc. office if you did not have a meeting that month please let Kathy know so that she can record.

MEMBERSHIP

Dues Reminders - Many members have a dues date in January. You may see a significant drop in your member numbers because of this. Be sure to look over your chapter dues report (which is emailed to all board members). Divvy up names on the report and contact directly those members who have recently lapsed or those whose dues are coming up. Remind them to renew online, and also invite them to your upcoming events. People are much more likely to renew after personal contact than from a reminder email from NEWH, Inc.

New Members – many chapters have membership drives at the beginning of the year. If your chapter is having a drive and offering any type of discount for new members (and only new members, discounts are not applied to past/renewing members) – PLEASE be sure to let the NEWH, Inc. office know of any discounts being offered. If you are collecting applications at your event, be sure these applications are approved in a timely fashion by board and send to NEWH, Inc. to process. People are most enthused and excited right when they join, they do not want to wait more than 30 days before

hearing anything from your chapter or receiving their new member packet. Be sure to send them a welcome email upon approval and let them know of upcoming events. This is also a great time to ask them to volunteer in your chapter and to be part of a committee!

Welcome new members on Facebook or include a new member spotlight on your chapter web page (just send information you'd like on your website to Diane at the NEWH, Inc. office). Introduce new members at your next event. Make new members feel welcome!

Chapter Letterhead - Kathy sent out a first draft of the 2014 letterhead to all chapter presidents/regional steering committee chairs. I have only heard from a couple with dates/edits/additions. Please respond at your earliest convenience.

Chapter Board Minutes - There are quite a few board minutes that are still missing for 2013, see chart on previous pages. Please send any missing minutes to Kathy ASAP.

SCHOLARSHIP

Importance of building relationships with schools - NEWH's mission and nonprofit status is about education and scholarship. It is imperative to build relationships with schools, professors, financial aid offices, to make sure they are aware of scholarships available from your chapter and NEWH, Inc. Successful chapters that have a great student following generally host at least one student event per year after building these relationships with the schools. Member students are typically excellent volunteers as well that usually do not have money to attend events but can be offered free admittance if they assist.

Not receiving a high volume of applicants for your chapter scholarship? Successful chapters have a well-updated school list annually. Make contact with students and colleges to discuss when the best time is to release the chapter scholarship and for students to receive their funds. Scholarships should not be released over holidays or breaks and students need a minimum of 4-6 weeks to apply. Students do not need to be a NEWH member to apply however student and full-time educator membership is free. Use your chapter website and Facebook page to promote your scholarship, share and like on other college Facebook pages.

EVENTS

Please be sure to allow two (2) to three (3) days MINIMUM to process your email blast requests. Event broadcasts are done on a first come first serve basis, so if a chapter requests their broadcast in a timely manner, it will be done before any last minute requests.

Be sure to check your chapter event calendar on the website to be sure it is correct. If you have changes, email Diane Federwitz.

Not receiving emails? 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, and add postmaster@newh.org as an approved/safe sender in their contact list.

Too many emails? (or do you feel you are missing out?) You can sign up for any NEWH email list on the NEWH website – the link is at the far bottom left of the home page. 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.

The Trickle Down Effect - It cannot be conveyed enough. Quality programming drives attendance, membership, sponsorship, and even board succession.

- Ask your members what sort of events they are looking for. Combine a few of these together to create one great quality event instead of 2 or 3 small mediocre events. Make sure the event is of interest to more than one membership group/category. This quality event will increase attendance.
- Increased attendance at events will increase companies desire to sponsor.
- Quality events will increase the desire to be a member especially when a member vs. nonmember benefit is shown through the cost associated to attend. Make it a large amount difference. In addition, hosting quality member only or members register first, if limited space, events will increase desire of membership.
- People wanted to be associated with success. If your chapter is viewed as successful and of great importance, it is much easier to ask someone to help on a committee or to take on a board position.

If you have questions, regarding what have been successful events for other chapters - read past board reports or call the NEWH, Inc. office.

Thank you, Thank you, Thank you....

Remember to thank everyone. Thank the sponsors of course but do not forget about the committee member or the general member that stepped up at the last minute on site to help with registration. It is very easy to move right onto the next event but remember thank you goes a long way.

Results of Activity Report: a report MUST be completed by the person/committee heading each event (Programming or Fundraising) within 45 days of the event date and returned to the NEWH, Inc. office. You will need to work with your Chapter Treasurer to make sure all the expenses and income are listed. The Results of Activity reports can be found on the website under Resources – NEWH Board Resources, but you must be logged in to find them.

WEBSITE

Look at your Chapter Page on the NEWH website – this is the first thing potential members see when clicking on your chapter – does it pull you in? Are you getting their attention? Does it need updated pictures or text? Are you sharing chapter successes/event recaps or upcoming events? Are you highlighting new members, or an active volunteer member? Are you thanking your event sponsors? Let us know what you would like and we can help you update!

Event Calendar – be sure you turn in your 2014 event calendar to Diane to add to the website. Check back often to be sure it's up to date. People schedule travel in hopes of attending your events – be sure you have correct dates out there.

Donation Link: We now have a donation link available to put on your event flyers or your chapter page for individuals to donate to your chapter scholarship fund. Please ask Diane at the office to add that link to any email broadcast or specific chapter page.

Master Calendar – The NEWH office is discussing putting together a master calendar that will include important deadline dates or calls/meetings (i.e. delegate reports, quarterly conference calls, magazine deadlines, etc.). Stay tuned!

From Washington DC - There was chapter discussion regarding **where** the answers by INC. from previous questions posed by the chapter (via the chapter delegate reports) are maintained?

If it's a question that can be answered right away when the staff reviews your delegate report, the answer is provided in the

NEWH Staff portion of the board packet. If not, we try to cover them or give updates to ongoing issues/concerns in the quarterly conference calls (i.e. how to get designers involved), or via email (i.e. when a certain resource or tool is available on the website).

FINANCE

MEMBERSHIP DUES ARE ONLY TO BE COLLECTED BY NEWH, INC.

CHAPTERS MAY NOT HAVE CREDIT OR DEBIT CARDS

GOPAYMENT READERS- BOTH MEMO FIELDS MUST BE FILLED IN when processing transactions to alleviate unidentified funds for the purchaser and NEWH, Inc. We are pleased with the ease of the application.

Utilize the NEWH WEBSITE under BOARD RESOURCES to obtain any necessary forms regarding reimbursements, check requests, etc.

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. This expedites the reimbursement process to the chapter.

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.

NEWH, Inc. has a credit card for securing chapter venue deposits and the like. NEWH, Inc. works directly with the vendor and the request should be done 5 days in advance of payment due date.

Certificate of Insurance is available for liability coverage and must be requested 10 days in advance pre-event from NEWH, Inc.

Scholarship checks must be made payable to the college and sent to the college; can never be given or made payable to a student.

Prior to fundraising or raffle activity, check your local and state laws and regulations.

Results of Activity Reports (Programming and Fundraising

Events): Must be returned to Julie Buntrock or Julie Hartmann within 45 days of the event date. See Events for more information.

SUSTAINABLE HOSPITALITY

How to interweave Sustainability within the chapter and membership... work with your Programming Chair on making events sustainable, provide your membership with green tips or a newsletter, work with Scholarship Director to promote the NEWH Sustainable Design Competition and NEWH Sustainable Hospitality Green Voice educational events to students and membership. At events, work with your Membership Director to promote the NEWH Sustainable Hospitality Resource Directory and sustainable memberships. Post and share your sustainable events, tips on your chapter website, Facebook pages and on the NEWH Sustainable Hospitality Facebook and LinkedIn sites. The NEWH International Sustainable Hospitality Committee is here to help you, looking for ideas just ask, Dina Belon or Lora Spran.

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 BEFORE IT IS PUT BEFORE THE MEMBERSHIP FOR A VOTE.

CHAPTER REPORTS

ARIZONA

chartered May 5, 1995

Mary Blanchard & Kristin Wren, delegates
NO REPORT SUBMITTED

ATLANTA

chartered October 16, 1990

Jennifer Loux delegate
NO REPORT SUBMITTED

ATLANTIC CITY

chartered September 9, 2008

Kristin O'Bara, delegate

MEMBERSHIP

We currently are at eighty-five in membership for our Chapter. We continue to look to different avenues to obtain our new members. Our Membership Chair has been giving presentations to area colleges to obtain student members. This is in addition to promoting within the design and hospitality professionals.

PROGRAMMING

- Scholarship Fundraiser on October 16th/5th anniversary celebration...awarding a \$5000.00 scholarship and a \$2,500 scholarship to two design students in Philadelphia.
- Our programming for the year included Sustainability topics, which was new for our Chapter and well received.
- Our Holiday Celebration is to be held a local popular restaurant...inviting all board members, past presidents and scholarship recipients. Event will be held at local popular restaurant on December 3rd.

- 2014 We will post our major fundraiser in spring 2014, "Show Us Your Shoes" a local design competition and banquet.

SCHOLARSHIP

At this point, we are at a 100% increase in our Scholarship Award from last year, awarding \$7,500.00

FUNDRAISING

All events held this year have been profitable; added event sponsorships and door ticket sales. Each event has given us added dollars for future event programming.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP

- We would like to be recognized in the NEWH Magazine. We have made submissions; however, very few have made the On the Scene/Chapter Event
- Growing our membership has been a difficulty in bringing in new design community professionals as members.

CHICAGO

chartered August 12, 1991

Kristofer Moore & Andrea Sims, delegates
NO REPORT SUBMITTED

DALLAS

chartered August 12, 1991

Kate Grubb & Ron McDaniel, delegates

MEMBERSHIP

In Membership, we currently have 534 members and are looking forward to our Rodeo Bowl in January to kick off the year! We are hoping to have around 200 participants as we bowl for fun, compete for best dressed team and hopefully round up some more members!

FUNDRAISING

The Third annual NEWH Life of Design Fundraiser and Design Competition was held on Oct 17th at Fashion Industry Gallery in downtown Dallas. The design competition included 21 of Dallas' top Hospitality Design Firms who were partnered with their Design Team manufacturer sponsors. We were also proud to have several student teams from local area schools as well as multiple 'individual' entries. The event raised over \$48,000.00 - the largest amount so far with Life of Design.

PROGRAMMING

Dallas from the Heart hosted a Clothing and Coat Drive in September in association with our September Mambo Monday. Benefitting Genesis Women's Shelter, the Dallas chapter collected gently used

clothing and coats at our September Mambo Monday. We collected over 160 items, which were gratefully accepted by the Genesis Shelter. Our December Holiday party, hosted at the newly renovated Holiday Inn Park Cities, doubled as a toy drive. Benefitting Toys for Tots, the Dallas chapter collected new unwrapped toys at our December 9th hotel tour and holiday party. Designer Sarah Pickard and architect Joe Wilkins delivered brief speeches and led tours of the space.

PUBLICATION

Since September, Dallas' Publications team has posted five new entries onto our NEWH Dallas blog. These posts helped communicate important event information, get our industry friends excited about these upcoming events and even explained how we're making our events as 'green' as possible. We also have used the blog to summarize our successful fundraisers

SCHOLARSHIP

Applications have been sent out to all schools and school organizations. Plans are in the works for our Scholarship Awards Dinner in June. Thanks to fundraising, it should be a big success.

SUSTAINABILITY

Dallas is stepping up our sustainability game. Our chair is working

closely with all board members to incorporate a sustainable element to each event from the beginning.

HOUSTON

chartered February 17, 1992

, delegate

NO REPORT SUBMITTED

LAS VEGAS

chartered March 26, 1991

Tina Palardy & Mary Beth Powell, delegates

NO REPORT SUBMITTED

LOS ANGELES FOUNDING CHAPTER

founded October 1984

Cinnamon Alvarez Finken, Jonathan Kaler & Molly Prusmack delegates

FUNDRAISING

We conducted:

- The Fashion Event at BD West
- 2013 Holiday "Fantasia" Gala/Soiree

We are working very hard on our NEWH Regional Tradeshow, January 23, 2014 at the Century Plaza Hotel. Things are falling in place and we are VERY excited! Thank you to NEWH, Inc. for all of your help and guidance.

MEMBERSHIP

NEWH LAFC awarded \$40,000 in scholarships and honored the recipients at our "Fantasea" Holiday Soiree

PROGRAMMING/SUSTAINABILITY

- We hosted a Sundowner to kick start 2013 held at Canal Club in Venice. All of our members wore hats!
- 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. Both of these events were very well attended by the Los Angeles Design Community
- Los Angeles teamed up with the Orange County NEWH regional branch in the fashion event at the inaugural BD West.
- Due to HD, the NEWH LAFC chapter took a hiatus in May as most people were travelling.
- June was our annual NEWH "Bowling" Membership drive! We awarded \$450.00 in memberships.

- July - NEWH, The Hotel Wilshire, KNA and our sponsors (Valley Forge, Soho Myriad, Symmons and Lusive Decor/MZA collaborated to create a well-received key note, sustainable prizes and hotel tour. This boutique hotel is LEED gold certified, has modern interiors and a great mid-city location with roof top pool. KNA Principal and Lead Designer of the project spoke about the sustainable elements they created with the architects. KNA also lead a thorough tour through a typical Guestroom and Suite. The event ended on the roof top fire pit area overlooking the Los Angeles skyline while guest enjoyed the scenery.
- August – Sundowner/Wine Wednesday – at Cope d'Oro in Santa Monica.
- September – Rose Tarlow Melrose House hosted cocktails & appetizers at the showroom in West Hollywood.
- October - NEWH, FIDM and the Maya Romanoff team organized an event filled with 20 & 21st century wall covering facts, sustainable food and prizes. The FIDM campus was an inviting venue and the CEU was a great combination for learning fun facts from Joyce Romanoff. The CEU ended with a live demonstration of wall covering being stained and finished to create an actual wall covering product.
- November was our community service event and we joined DILA Showroom's Grand opening to promote a local charity "Saving Innocence." All members brought art supplies and bedding to help young girls in crisis.
- The 2013 Holiday "Fantasia" Gala/Soiree was a sold out event and be held aboard a yacht in Marina del Rey. It was a great event and will be a difficult event to top

SCHOLARSHIP

NEWH LAFC awarded \$40,000 in scholarships and honored the recipients at our "Fantasea" Holiday Soiree

NEW ENGLAND REGIONAL

(chartered November 4, 1992)

Kevin Hancock, Steering Committee Chair

PROGRAMMING

- GOAL: minimum of 4 events
- Under the direction of Lu Dubois with Dubois Interiors, Programming Chair, we put on 6 successful events this year ranging from 85 – 125 attendees for our four paid events and 25-45 for the two free events. Events included an inaugural event, Cinco de Mayo Scavenger Hunt, 2 CEUs, a sunset cruise in Boston Harbor and a Hotel Tour/Holiday Gala at the historic Fairmont Cop-

ley Plaza. We were also fortunate to have a good mix of attendees at each event; roughly 35% designers / 55% suppliers / 10% Students.

MEMBERSHIP

- GOAL: Build membership to 100 members
- With the diligent efforts of Dana Ricci of Elkus Manfredi, Membership Chair, throughout the year we learned ways to capitalize on the success of each event as we inched towards our goal. Ultimately, at our Holiday Gala as the infectious enthusiasm con-

tinued, we exceeded our membership goal that evening reaching 107 by year-end.

SCHOLARSHIP

- GOAL: Gain Student Involvement with intent to award a scholarship in 2014
- By mid-year, we realized scholarships would require an extra chairperson to perform outreach building a base of student interest combined with raising money for scholarships. We were fortunate to be given permission to create a 5th chair position for Scholarships, filled by Paul Reiss of Artaic. We now have over \$12,000 in our scholarship fund plus a commitment from two manufacturers to award 2014 scholarships of \$7,500-\$10,000; final details are still being finalized.

FUNDRAISING

- GOAL: Fundraising to help offset ticket prices:
- Once we started hosting events we quickly realized it's not cheap and that money would need to be raised to offset the costs. Under the direction of Kevin Hancock of Frame My TV, Steering Committee Chair, we were astonished to see how many companies were eager to sponsor our events making every event cash positive. Our final event of the year and most costly even had a waiting list for sponsors by 60 days prior to the event. Sponsor Hubbardton Forge has even committed to sponsorship for every event in 2014.

SECRETARY

- Our Secretary, Betty Jo Davis of Mark David, did an excellent job not only meeting her secretarial duties, but also to be there anytime we needed extra help across the board and at every event. The moving target of an attendee list for up-to-date preprinted name badges ready at the door continues to be a hurdle, but we keep getting better with each event.

NEW YORK

chartered July 23, 1991

Alicia Cannon & William Stuart, delegates

MEMBERSHIP

Membership has increased and continues to do so and this is due to the increase of attendance at the Toasty Tuesday's. We have been able to spread the word about membership. It's like a monthly membership drive☺. Our last Toasty Tuesday was a membership drive and panel discussion featuring the hotel in the month of December. This event brought in 35 new members. We did a raffle that incorporated wining an iPad.

PROGRAMMING

Toasty Tuesdays continue to bring in more than 100 plus people. (In 2014, we will continue them as well as substitute two CEUs in March and October.) They have provided a new source of revenue as we charge at the door for non members; have helped us continue to clean up our membership list; and we also are allowing manufacturers to "sponsor" new members. Plus more owners and developers are now attending Toasty Tuesdays.

SCHOLARSHIP

We were able to award 6 scholarships this year for \$30,000. The judging only took one night since we were much more organized than in previous years. We also organized a fabulous event honouring the students at the Sics Showroom. We hope to award \$35,000 to \$40,000 in 2014 and will continue to reach out

WHAT DIDN'T GO SO WELL

- Attendance to Non-Paid Events: The biggest hurdles were with getting attendance to free events. These were by far our two most poorly attended events as indicated above. We've learned poorly attended events can be a real danger leading sponsors to question future sponsorships and the attendees from wanting to attend. We've learned that our vendors and reps are our best asset for promoting events by talking about NEWH to all the firms and furthering their relationships by purchasing guest tickets. As a regional group we think having a paid event limit may also limit our success. Fortunately, we were given permission for a 4th paid event, but we would like to not have a limit, even if we have to make admission very low cost.
- Volunteerism: We did have a core group of steering committee plus a handful of additional volunteers we could count on, but for the most part it has been very difficult to get volunteers to follow through on their commitments. By the end of the year though, people are continuing to come forward wanting to help more.

CHAIRMAN:

We could not be more proud of how our region has come together to get New England jump-started and off to a great marathon start. The feedback has been incredible and the membership is truly excited for what's to come. For 2014, we will have the entire steering committee staying on for a second term as we struggled to find successors, but we are working hard now to start grooming successors for 2015. We have a full calendar planned for 2014 and hope it goes as well as 2013 did as we continue to learn what works and what does not. Thank you to our sponsors, everyone at national, and to the board members from around the country who offered their wisdom guiding us to an extraordinary 2013!!

to all areas under the hospitality arena.

FUNDRAISING

We raised \$35,500 from Product Runway. It was a fantastic success and even auctions a trip to a hotel in Jamaica that went for \$2000. We will continue with the HD/NEWH Owners' Roundtable, which raised us over \$17,000 this year. We also brought in new owners and developers to speak this year and hopes to give some diversity on topics at the table.

OTHER CHAPTER HIGHLIGHTS

- We are having our chapter meeting to review all our positions and duties on February the 9th.
- We hope to have at least one CEU that will focus on green and sustainability issues.
- We hope to engage some new student members and really canvas to the schools with the hopes to have more applicants apply for scholarships.
- We have been really great with grooming new members by encouraging them to get involved in committee work. It helps bring in new blood, fresh ideas and keeps the New York Chapter thriving!
- We raised over \$53,000 last year!

NORTH CAROLINA REGIONAL

Karen Appert, Steering Committee Chair

NO REPORT SUBMITTED

NORTH CENTRAL

Chartered December 11, 2000

Brittany Johnson & Matthew Murray, delegates

MEMBERSHIP

Membership continues to grow for our chapter with students dominating the membership numbers. Although we have been working most of the year with a part time membership chair, we have identified a new, full time membership chair to take on the role for the 2014 year. Our main goal for the next year is to build membership on the owner side of our market. We are confident our new membership chair will have fresh ideas to entice this group.

PROGRAMMING

Fall/Winter 2013

- **September 16th**: Networking Event - Psycho Suzie's Motor Lounge

A beautiful early fall day was the perfect setting for our casual social gathering. Our chapter connected on the patio at Psycho Suzie's overlooking the mighty Mississippi. We experimented with a social marketing strategy to promote our then upcoming trade show. We asked people to write down why they were planning to attend the trade show on a white board and then posted their photo on our Facebook page. Tile x Design and Psycho Suzie's partnered in sponsoring this event for us, and for that we are grateful.

- **November 14th**: Sustainability CEU - HGA Offices

A small group gathered at the offices of HGA to expand their knowledge of sustainable hospitality seating and the many intricacies of foam in seating. We were happy JL Furnishings was willing to come and present for our chapter since it did not work out to have them present at our trade show.

We want to extend a big thank you to our event sponsors and presenters from JL Furnishing.

- **December 19th**: Happy Hour - Parlour

The holiday season always turns out a full house for our December Happy Hour Event. Craft Cocktails and glamorous bar fair set the mood for mixing and mingling at Borough and Parlor. The

venue was of special interest since it was awarded best restaurant design by our local IIDA chapter. This event was a gift to our members on behalf of the NEWH North Central Chapter. Happy Holidays!

SCHOLARSHIP

We had a record turn-out of scholarship applicants this year thanks to the efforts of our scholarship committee to reach out to a more diverse range of schools! The committee filtered thru twenty-two applications and three lucky winners were selected to receive \$1500 for their schooling on behalf of NEWH North Central. Congratulations to our winners who are currently being notified, and thanks to all that applied.

FUNDRAISING

We have decided to implement the Sunshine Chapter's model for event sponsorship in 2014. We successfully planned all of our sponsorship needs for the upcoming year and have equipped our sponsorship committee with a complete menu of sponsorship options to take to the streets. We can't wait to hear how this tool is working.

OTHER CHAPTER HIGHLIGHTS

Our regional Tradeshow on October 3rd at the Radisson Blu at Mall of America was a big hit for our chapter. Vendors and attendees were both very impressed with the content and location of the show. Our hard working Tradeshow Committee is attributing the increased attendance numbers and steady flow of specifics throughout the day to our rich programming schedule. The day kicked off with a Keynote titled "Say hello to Blu" by Thomas Trout, VP Architecture and Planning, Americas for Carlson Rezidor Hotel Group. Content continued thru the entire day with tours and CEU's, and finished with a "hospitality star" studded panel discussion. Our chapter and the committee would like to extend a special thank you to our own VP of Development, Brittany Johnson for her outstanding efforts in making this event a success.

NORTHWEST

chartered March 23, 1995

Stephanie Deshaies & Vanessa Vaughan, delegates

NO REPORT SUBMITTED

ROCKY MOUNTAIN

chartered December 3, 1991

Danielle Mayer, delegate

NO REPORT SUBMITTED

ORANGE COUNTY REGIONAL

(chartered 1988)

Christine Wasmer, Steering Committee Chair

NO REPORT SUBMITTED

SAN FRANCISCO BAY AREA

chartered June 1, 2010

Debra Calkins & Jill Schmitz, delegates

MEMBERSHIP

We continue to grow!

The San Francisco Bay Area Chapter started the year with 184

members and as of December, we are currently at 222 members:

- 28 Associates
- 8 Chapter Business Courtesy Members
- 5 Chapter Business Members
- 7 Corp Partner Courtesy Members
- 1 Corp Partner Member
- 2 Education Professionals
- 98 (approx) are general voting members and
- 48-50 Student Members
- 9 Honorary 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 very successful in 2013.

PROGRAMMING

September: State of Hospitality – Log Cabin @ The Presidio

October: Our annual Fundraiser – October 12th, Wine By Design.

We went to two wineries filled with fun events, attendance was 165 attendees on 3 buses. We raised \$18,000 for our Scholarship fund! This has become quite the event where sponsors start asking about it well before it is announced. We had a wonderful day of visiting 2 wineries, food pairings, vineyard lunch, and a Grape Stomp! This day has been a huge success and we look forward to hosting it again in 2014.

November: SCHOLARSHIP

This year our Scholarship Awards was held at the (brand new!) Ho-

tel Zetta in downtown San Francisco. Our sponsors were Cheng Meng and Shaw. We awarded (3) \$4,000 scholarships - One to Culinary, One to Interior Design, and one to Hotel Management. All very deserving students.

December: Community Service Fundraising Event at the Sports Basement in SF. We raised over \$1000 in donations for Maitri.

Overall, the attendance for this year's events has been between 45 and upwards of 85 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 \$20 - \$25 for events with no price resistance!

COMMUNITY SERVICE

In 2012, we identified Maitri as our Community Service Partner. This organization is a 15-bed hospice facility in San Francisco for AIDS-specific care. We continue to collect items that can be used by the facility. We plan on re-doing all furnishings in all 15 rooms, donated by hotels that are under renovation.

SUSTAINABILITY

Our sustainability event was in April at Urban Hardwoods, very successful, completely sustainable. Our sponsor was JLF.

We have successfully recruited new board members to create a new board for 2014.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP

We are growing so quickly that our main concerns have been how to maintain a high quality of events, for more attendees, with more help in planning and executing.

SOUTH FLORIDA

chartered October 2, 2003

, delegate

NO REPORT SUBMITTED

SUNSHINE

chartered September 1996

Teddi Powers & Lora Spran, delegates

MEMBERSHIP

Pam Niemann is our Membership Chair this year. In February we will be having our Annual Membership Drive, with Trisha Poole as one of our speakers to educate potential members on the benefits of becoming a NEWH member. We will also have Stephanie Zabriski as an Industry speaker who is with a very large Development and Real Estate Investment Company named Tavistock, that does a great deal of business internationally and will be talking about Master Planning and Resort Development. We usually have a lot of success at this event.

PROGRAMMING

Angela Reed Miller is our chair this year. Fortunately, she has been our Treasurer for the last two years and has some great ideas. This year we decided to combine different topics/events with our Sundowners. In March, we will be offering two CEU's for our designers. In April, we will be participating in a Corporate 5K. We will also hold six Sundowners in Tampa, so that our West Coast members can get together.

SCHOLARSHIP

Laura Gault is our chair again this year; she is forming a very powerful committee right now including students from our chapter. Our annual event will be held in May with a small dinner gathering. We are fortunate to have Pam Niemann of Niemann Interiors as our speaker as well as one of our scholarship recipients from last year. We will start to promote the Scholarships at our Membership Drive in February,

and will be hosting tables at some of the local schools to educate students.

FUNDRAISING

Erin West is our new Fundraising Chair this year. We will be holding our annual fundraiser in June, which will be a Bowling event that has been highly requested by our members with a silent auction. We are also entertaining the idea of having an end of the year "Sample" silent auction along with our annual Toys for Tots Drive in December.

SUSTAINABILITY

We are going to have at least two Sustainable events this year. The first will be planting tree saplings at a local tree farm, the second a tour of our newest Hotel, the Aloft, which is very green and sustainable. Dallas Acker, who is our chair, will also be posting a Green Tip of the month.

STUDENT REP

She has already started planning a student event like no other. The students will be getting on a bus and stopping at 4-5 different vendors/design firms around Orlando then touring the Aloft at our Sustainable Event. She has also coordinated our chapter to participate in her school's annual education trade show to promote our Chapter and Scholarships.

COMMUNITY SERVICE

Samantha Kan is chairing community service this year and has the entire year planned already. Orlando. She did an amazing job last year of gathering items for our troops and sending them overseas.

OTHER CHAPTER NEWS

TORONTO

chartered November 18, 2004

Tara Witt, delegate

MEMBERSHIP

Chair: Tim Au Yeung

Membership grew approximately 3% overall in 2013, with our largest growth category being Associate memberships. Our general membership shrunk by 10 members, but overall support from our current members seems to be growing in the last couple of months. Our programming agenda is more cohesive and this is a key factor in recruiting members and keeping them on board.

PROGRAMMING

Chair: Joanne O'Neill

Notable Events: Four Seasons, Liss Gallery

This year, the Toronto chapter received a large amount of support from our members as event sponsors. This made it possible to offer better catering and venues, and we have already begun to see a difference in the enthusiasm from our members as a result. We received sponsorship for both our tour of the flagship Four Seasons in Toronto, and our Liss Gallery event. Our members provided ample positive feedback for both of these events. The Liss Gallery event was completely sold out. We included a scavenger hunt element with really enhanced the experience and forced people to interact with each other.

FUNDRAISING

Chairs: Kate Bland / Chris Tucker

The 2013 Golf Tournament was a great success, and turned a net profit of \$27,388.38. Many members donated to the silent auc-

tion, and were mentioned in our newsletter to further thank them. Our goal for next year is to make the event enticing for businesses to purchase foursomes, and in turn, hope that they bring more 'decision-makers' (designers, purchasers, etc.) within their foursomes. We want to avoid attendance being too supplier heavy to ensure the best networking experience.

SCHOLARSHIP

Chair: Stephanie Tristani

Six scholarships were awarded at IDEX on the main stage to Gordon Hunt (Waterloo), Veronica Smith (Humber), Kelsey Adams (Fanshawe), Allison Lee Verneeren (Fanshawe), Rebecca Reed (Humber) and Erin McDermott (Ryerson). We also awarded a Scholarship to ERIC TRUONG at the Ryerson University School of Interior Design's Annual Awards Night in November. The Toronto chapter is working toward more involvement and applications from students, and finding ways to make our events relative and engaging for them.

GOALS FOR 2014

As aforementioned in this report, the Toronto Chapter is focusing on engaging both members and students more within our organization. By arranging fun and appealing events, we can attract more decision makers, which will enhance the experience for both students and suppliers. With 2014 being our Tenth Anniversary, the Toronto chapter is very excited to put everything into making it a fun and successful year.

UNITED KINGDOM

chartered June 12, 2002

, delegate

NO REPORT SUBMITTED

VANCOUVER REGIONAL

Chris Kitteridge, steering committee chair

NO REPORT SUBMITTED

VIRGINIA REGIONAL

(chartered October 24, 2003)

Shari Perago, steering committee chair

NO REPORT SUBMITTED

WASHINGTON DC METROPOLITAN

chartered November 6, 1992

Valerie Coleman & Melinda Peck, delegates

MEMBERSHIP

Total Members (as of 12/24/2013): 269

PROGRAMMING

- No programming events this 4th quarter! See below for other chapter happenings this quarter.

SCHOLARSHIP

- The 2013 scholarship winners were formally recognized and celebrated at the chapter's **Scholarship Awards Event & Professional Panel Roundtable** on September 12, 2013, at the Garrett Park Town Hall in Kensington, MD. The Roundtable

panelists were:

- Vicki Elliott, Manager, Capital Projects, Hilton Worldwide-Global Headquarters
- Lynette Gannaway, Director, Business Development & Procurement Services, Choice Hotels International
- Kevin Ketschek, Director, Quality Assurance, The Americas, Marriott International
- The chapter's **2013 Scholarship Recipients** are:
 - Jennifer Boulin, Montgomery College, Hospitality Design
 - Krista De Brosse, East Carolina University, Hospitality Mgmt. & Tourism
 - Meshelle McNair, Montgomery College, Hospitality Design
 - Bariha Naqvi, Marymount University, Hospitality Design

FUNDRAISING

- The chapter held another very successful annual **Golf Tournament Fundraiser** event on October 7th, 2013 at the Manor Country Club in Rockville, MD. Over \$50,000 in sponsorships were secured, with Marriott as the title sponsor. Throughout the torrential rainshowers, there was overwhelming participation and enjoyment by the golfers, as we had over 32 golf foursomes, which surpassed last year's participation. The 2013 scholarship winners volunteered at the event, and were recognized at the dinner. The event resulted in over \$40,000 in funds raised, which will directly support the chapter's scholarship fund.
- The chapter held its **Holiday Party & Cook-Off** competition on December 12, 2013 at the Womens Club of Bethesda, Bethesda, MD. There were 2 cook-off teams that competed, using the secret ingredients of candy canes, baguettes, and yogurt. The winnings resulted in a tie! Guests enjoy an excellent Greek themed array of foods and drink.
- The chapter is also planning to host the **NEWH Regional Trade Show** on February 13, 2014. It will be held at the Bethesda North Marriott Hotel & Convention Center. More details to come!

OTHER CHAPTER HIGHLIGHTS

1. **Sustainability** – nothing to report. We will have a new director on our board for 2014, so look forward to some "Green" events!
2. **Monthly Networking Lunches** – scheduled for the 1st and 2nd

Wednesdays of each month. The next 2 upcoming are

- a. 1st Wednesday, Clydes at Tower Oaks, Rockville, MD
 - b. 2nd Wednesday, City Café, Baltimore, MD
3. **Community Service** –
 - a. Our chapter participated in the annual **American Heart Walk**, November 9th, 2013, at the National Mall in Washington, DC, lead by Barbara Azzinaro. Go "Team Azzinarro!" for surpassing your fundraising goal.
 - b. Our chapter held its annual **Christmas Party for the children at the St. Ann's Center for Youth, Children & Families** in Hyattsville, MD, on December 14, 2013. There was a visit by Frosty the Snowman, Christmas Carol singers, a Christmas story read to the children by one of our members, and of course, pictures with Santa and the distribution of gifts for both the children and their mothers.
 4. **Strategic Planning 2014** – Our chapter held its **strategic planning meeting** in November 21, 2013 at the offices of Host Hotels and Resorts. The 2014 new board members were welcomed, and we were all immersed in NEWH budgeting & program planning for 2014, all with food catered by Chipotle.
 5. The chapter is planning for its submission to the Spring 2014 issue of NEWH Magazine (half page ad), due 1/23/14.

See our chapter's web page for event flyers with more details <http://newh.org/chapters/washington-dc/>*

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH:

1. Our chapter would like the ability to add verbiage to our event flyers, to allow guests/members to donate directly to the chapter's scholarship fund (in lieu of, or in addition to paying their event registration fees). What is the feasibility of having that capability on the chapter's web page?
2. Our chapter would like the ability to allow guests/members to donate to the scholarship fund via a text message. What is the feasibility of this?
3. Our chapter would like to request that the company/organization name be mandatory for those signing up to attend our events on the website. Is this doable?
4. There was chapter discussion regarding **where** the answers by INC. from previous questions posed by the chapter (via the chapter delegate reports) are maintained?

ADDENDA

MOTION TO APPROVE MINUTES

Date: May 14, 2013

Motion Number: 1

I, _____, move to approve the minutes as presented / as corrected.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

ABSTENTION: _____

STATUS OF MOTION:

Carried:

Defeated:

MOTION TO ACCEPT BUDGET

Date: May 14, 2013

Motion Number: 1

I, Fernando Diaz, move to approve the budget as presented.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

ABSTENTION: _____

STATUS OF MOTION:

Carried:

Defeated:

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO CONDUCT THE BUSINESS OF NEWH

Date: May 14, 2013

Motion Number: 1

I, Julia Davis, move to authorize the Executive Director, Shelia Lohmiller, to conduct the business of and make decisions for NEWH, Inc.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

ABSTENTION: _____

STATUS OF MOTION:

Carried:

Defeated:

MOTION TO ADJORN

Date: May 14, 2013

Motion Number: 4

I, _____, move that the meeting be adjourned.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

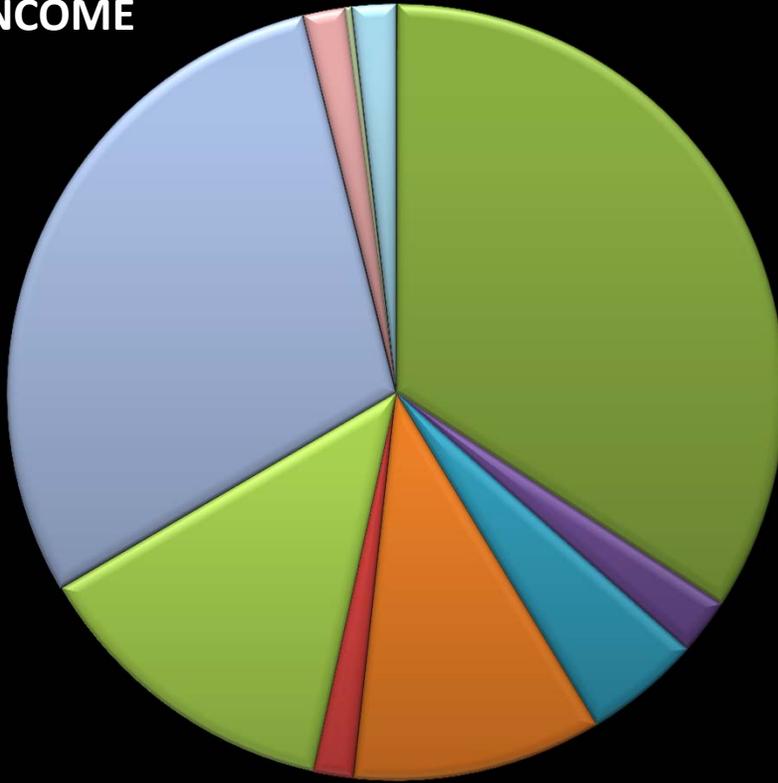
ABSTENTION: _____

STATUS OF MOTION:

Carried:

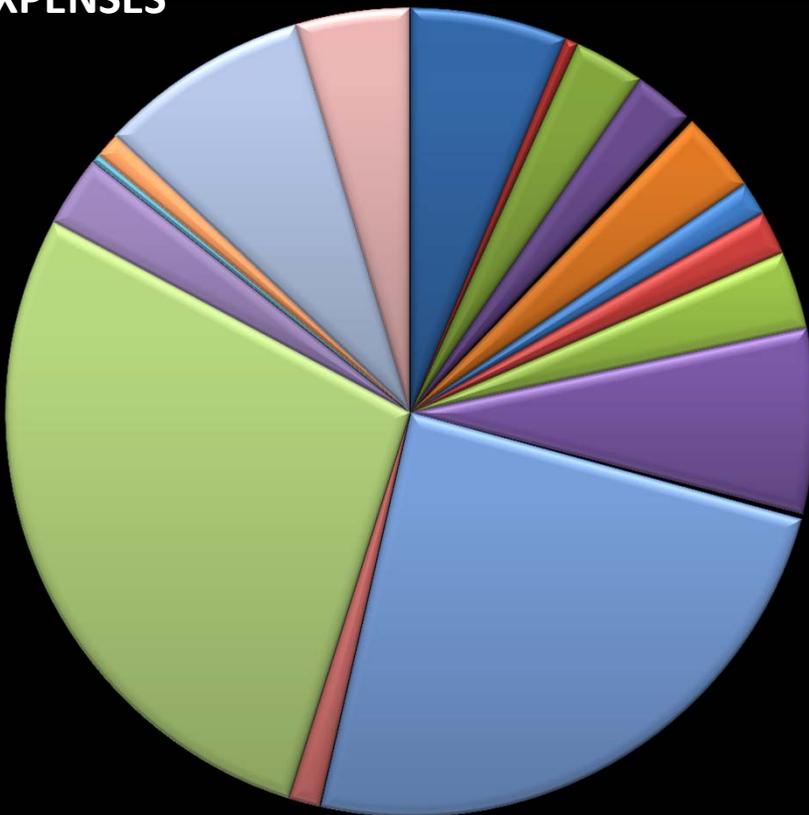
Defeated:

INCOME



- Administration
- Board Training
- Corporate Partner
- Education
- Fundraising
- Leadership Conference
- Leadership Council
- Marketing
- Membership
- Mentorship
- Misc
- Phone/Email
- Regional Tradeshows
- Sustainability
- Tradeshows
- Travel
- Website

EXPENSES



- Administration
- Board Training
- Corporate Partner
- Education
- Fundraising
- Leadership Conference
- Leadership Council
- Legal/Accounting/Insurance
- Marketing
- Membership
- Mentorship
- Misc
- Payroll/Benefits/Taxes
- Phone/Email
- Regional Tradeshows
- Reserve Account
- Sustainability
- Tradeshows
- Travel
- Website

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	610.00	Transferred into scholarship account
Sustainable Scholarship			
Income			
	2010	\$ 6,666.66	JLF/lone meadow contribution
		<u>6,666.67</u>	Designtex contribution
		\$ 13,333.33	
Expenses			
		\$ 347.78	Awards
		10,000.00	Scholarship grants
		<u>980.40</u>	Travel
		\$ 11,328.18	
<i>Excess funds transferred into scholarship account</i>		<u>\$ 2,005.15</u>	
Income			
	2011	\$ 6,666.67	JLF/lone meadow contribution
		<u>6,666.67</u>	Designtex contribution
		\$ 13,333.34	
Expenses			
		\$ 353.51	Awards
		10.29	Postage
		10,000.00	Scholarship grants
		<u>688.80</u>	Travel
		\$ 11,052.60	
<i>Excess funds transferred into scholarship account</i>		<u>\$ 2,280.74</u>	
Income			
	2012	\$ 6,666.67	JLF/lone meadow contribution
		<u>6,666.66</u>	Valley Forge contribution
		\$ 13,333.33	
Expenses			
		\$ 438.52	Awards
		15,000.00	Scholarship grants
		<u>818.20</u>	Travel
		\$ 16,256.72	
<i>Shortage of funds</i>		<u>\$ (2,923.39)</u>	
Income			
	2013	\$ 6,666.66	JLF/lone meadow contribution
		<u>6,666.67</u>	Valley Forge contribution
		\$ 13,333.33	
Expenses			
		\$ 366.65	Awards
		368.75	Graphic Design
		20.78	Postage
		111.76	Printing
		10,000.00	Scholarship grants
		1,372.41	Travel
		<u>53.74</u>	Website
		\$ 12,294.09	
<i>Shortage of funds</i>		<u>\$ 1,039.24</u>	
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
		<u>1,534.94</u>	Travel
		\$ 13,720.41	

<i>Excess funds transferred into scholarship account</i>		<u>\$ 843.71</u>	
Income			
	2011	\$ 9,946.45	Harvey Nudelman Tribute Book
Expenses			
		\$ 176.88	Awards
		8,500.00	Scholarship grants
		2,720.05	Travel
		<u>\$ 11,396.93</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (1,450.48)</u>	
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
		<u>\$ 13,450.14</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (12,350.14)</u>	
Income			
	2013	\$ -	Ray Anderson Tribute Book
Expenses			
		\$ 276.88	Awards
		350.00	Graphic Design
		55.55	Postage
		200.00	Press Release
		1,975.86	Printing
		8,500.00	Scholarship grants
		1,545.80	Travel
		<u>\$ 12,904.09</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (12,904.09)</u>	
Vendor Scholarship			
Income			
	2010	\$ 3,000.00	Fabricut Contract/S. Harris contribution
Expenses			
		\$ 173.89	Awards
		3,000.00	Scholarship grants
		<u>3,173.89</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (173.89)</u>	
Income			
	2011	\$ 3,000.00	Fabricut Contract/S. Harris contribution
Expenses			
		\$ 176.76	Awards
		3,000.00	Scholarship grants
		<u>3,176.76</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (176.76)</u>	
Income			
	2012	\$ 3,000.00	Fabricut Contract/S. Harris contribution
Expenses			
		\$ 175.42	Awards
		3,000.00	Scholarship grants
		<u>3,175.42</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (175.42)</u>	

Income		
2013	\$ 3,000.00	Fabricut Contract/S. Harris contribution
	\$ 10,000.00	Fabric Innovations
	\$ 5,000.00	Symmons
Expenses		
	\$ 370.42	Awards
	\$ 13,000.00	Scholarship grants
	773.60	Travel
	<u>14,144.02</u>	
<i>Shortage of funds transferred out of scholarship account</i>		<u>\$ (11,144.02)</u>
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	\$ 597.31	General Interest
	322.99	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
2013	\$ 4,557.09	Auction proceeds/chapter 20% transferred into scholarship account

NEWH SCHOLARSHIP SCHOOLS

Academy of Art University	1,500.00	Eastern Michigan University	3,500.00
Albuquerque Technical Vocational Institute	1,000.00	El Centro College	20,000.00
Alexandria Technical College	1,500.00	Endicott College	2,000.00
Algonquin College	1,000.00	Everest University	500.00
American College for the Applied Arts	20,350.00	Fairleigh Dickenson University	8,000.00
American College of Business	7,000.00	Fashion Institute of Design & Merchandising	18,200.00
American Intercontinental University	9,500.00	Fashion Institute of Technology	29,000.00
Anne Arundel Community College	3,000.00	Florida Culinary Institute	1,000.00
Arapahoe Community College	2,500.00	Florida International University	48,000.00
Arizona Culinary Institute	500.00	Florida Metropolitan University	2,250.00
Arizona State University	8,850.00	Florida State University	43,250.00
Art Center College of Design	28,050.00	Fullerton Community College	1,000.00
Atlanta Intercontinental University	2,000.00	Georgia Institute of Technology	4,350.00
Auburn University	7,000.00	Georgia Southern University	34,250.00
Austin Community College	2,000.00	Georgia State University	12,000.00
Baylor University	1,000.00	Glendale Community College	2,350.00
Bellevue College	5,500.00	Gnomon School of Visual Effects	1,250.00
Berkeley College	1,500.00	Golden Gate University	2,500.00
Berry College	9,000.00	Harrington College of Design	46,750.00
Boston University	6,500.00	Houston Community College	4,000.00
Brenau University	3,000.00	Hudson County Community College/Culinary Arts	3,500.00
Brooks College	10,000.00	Humber College	2,000.00
Brown College	3,000.00	Illinois Institute of Art-Chicago	9,000.00
Buffalo State College	9,000.00	Illinois Institute of Art - Schaumburg	9,000.00
California College of the Arts	1,000.00	Indiana State University, Terre Haute	2,000.00
California School of Culinary Arts	10,000.00	Interior Designers Institute	22,600.00
California State Polytechnic University-Pomona	151,750.00	International Academy of Design & Technology	47,500.00
California State Polytechnic University-San Luis O	2,000.00	International Academy of Merchandising/Design	5,000.00
California State University-Long Beach	53,000.00	International College of Hospitality	2,000.00
California State University-Northridge	12,500.00	Iowa State University	3,500.00
Canisius College	4,500.00	ITT Technical Institute	5,000.00
Central New Mexico Community College	3,500.00	Ivy Tech State College	3,000.00
Central Washington University	1,000.00	Johnson & Wales University	12,650.00
Chattahoochee Technical College	1,000.00	Kansas State University	9,700.00
Cheyney University	2,000.00	Kendall College	7,000.00
Cincinnati State Technical and Community College	250.00	Kent State University	3,000.00
Clarkson University	2,000.00	Kingwood College	1,500.00
College of DuPage	1,000.00	Kwantlen Polytechnic University	5,000.00
College of Southern Nevada	25,254.92	L'Academie de Cuisine	22,300.00
Colorado Institute of Art	1,400.00	Lake Washington Technical College	1,000.00
Colorado State University	40,900.00	Le Cordon Bleu College of Culinary Arts	27,000.00
Columbia College	19,000.00	Le Cordon Bleu, Las Vegas	2,500.00
Contra Costa College	2,000.00	Lexington College	6,500.00
Corcoran College of Art & Design	6,000.00	Lincoln College of New England	2,000.00
Cornell University	64,500.00	Lincoln College of Technology	500.00
Cornish School of Arts	2,000.00	Lincoln Culinary Institute	4,500.00
Culinar	500.00	Long Beach City College	6,850.00
Culinary Institute LeNotre	1,000.00	Los Angeles Trade-Tech College	13,500.00
Culinary Institute of America	46,000.00	Louisiana State University	6,750.00
Culinary Institute of St. Louis At Hickey College	2,000.00	Lynn University	2,500.00
Dakota County Technical College	2,000.00	Marriott Hospitality Charter	1,800.00
Delaware School of Hotel Management	2,000.00	Maryland Institute College of Art	5,500.00
DePaul University	3,500.00	Marymount College	11,500.00
Design Institute of San Diego	12,250.00	Marymount University	15,000.00
Drexel University	27,000.00	Mercyhurst College	14,500.00
East Los Angeles College	2,000.00	Mesa Community College	250.00

Metropolitan State College of Denver	4,400.00	Santa Barbara City College	1,000.00
Miami Dade College	4,000.00	Savannah College of Art and Design	47,250.00
Miami International University of Art & Design	7,000.00	Schenectady County Community College	1,000.00
Miami University	8,000.00	Scott Community College	2,000.00
Michigan State University	6,000.00	Scottsdale Community College	17,300.00
Monroe Community College	15,500.00	Seattle Culinary Academy	15,000.00
Montgomery College	35,800.00	Seattle Pacific University	2,400.00
Morrisville State College of Agriculture and Techn	6,000.00	Seminole State College of Florida	4,750.00
Mount Ida College	1,000.00	Sheridan College	4,500.00
Mt. San Antonio College	1,600.00	South Puget Sound Community College	1,500.00
NCIDQ	3,125.00	Southern California Institute of Architecture	64,000.00
Nesbitt College of Design Arts	2,000.00	Southern College of Technology	1,000.00
New England Culinary Institute	500.00	Southern New Hampshire University	3,000.00
New England Institute of Technology	1,000.00	Southern Utah University	2,000.00
New England School of Art & Design	2,250.00	Southwest Texas State University	500.00
New Mexico State University	3,000.00	St. Louis Community College	3,000.00
New School of Architecture	1,000.00	St. Phillip's College	1,000.00
New York City College of Technology	15,000.00	State University of New York At Cobleskill	4,000.00
New York Institute of Technology	26,000.00	State University of New York At Morrisville	6,500.00
New York School of Interior Design	10,000.00	Stephen F. Austin State University	6,500.00
New York University	44,500.00	Swiss Hospitality Institute	2,000.00
Niagara College	4,500.00	Syracuse University	14,000.00
Niagara University	15,500.00	Teikyo Post University	2,000.00
North Dakota State University	1,500.00	Texas Christian University	36,300.00
Northern Arizona University	55,800.00	Texas State Technical College	1,500.00
Northern Virginia Community College	8,600.00	Texas Tech University	5,000.00
Norwalk Community Technical College	4,000.00	The Art Center Design College	1,500.00
Oklahoma State University	5,000.00	The Art Institute of Atlanta	25,400.00
Old Dominion University	1,500.00	The Art Institute of California-Los Angeles	18,500.00
Orange Coast College	10,000.00	The Art Institute of California-Orange County	3,000.00
Orlando Culinary Academy	2,000.00	The Art Institute of Colorado	10,000.00
Otis College of Art & Design	8,000.00	The Art Institute of Dallas	47,800.00
Oxnard College	13,000.00	The Art Institute of Fort Lauderdale	6,000.00
Palm Beach Community College	2,500.00	The Art Institute of Houston	38,000.00
Paul Smith's College	15,500.00	The Art Institute of Las Vegas	94,500.00
Pennsylvania College of Technology	2,000.00	The Art Institute of Phoenix	2,000.00
Pennsylvania State University	2,000.00	The Art Institute of Seattle	17,100.00
Philadelphia University	5,000.00	The Art Institute of Tampa	1,500.00
Phoenix College	1,000.00	The Catholic University of America	5,000.00
Pikes Peak Community College	4,000.00	The City College of New York	4,000.00
Pima Community College	500.00	The Culinary Institute of America	2,500.00
Pratt Institute	8,500.00	The Fifteen Foundation	2,500.00
Purdue University	13,500.00	The George Washington University	62,300.00
Radford University	1,500.00	The University of New Mexico	1,000.00
Rhode Island School of Design	1,650.00	UC Berkeley Extension	2,000.00
Ringling School of Art and Design	17,750.00	University of Alabama	1,250.00
Rochester Institute of Technology	17,000.00	University of Arizona	1,000.00
Rockland Community College	2,000.00	University of Arkansas	200.00
Rocky Mountain College of Art & Design	1,000.00	University of California - Davis	3,000.00
Roosevelt University-Manfred Steinfeld School	5,000.00	University of California-Los Angeles	64,730.00
Rosen College of Hospitality Management	4,500.00	University of Central Florida	6,000.00
Royal College of Art	30,286.88	University of Central Oklahoma	2,500.00
Ryerson University	22,500.00	University of Cincinnati	36,000.00
Saddleback College	3,500.00	University of Delaware	3,000.00
Sam Houston State University	250.00	University of Denver	5,000.00
San Diego State University	3,000.00	University of Florida	58,000.00
San Francisco State University	6,500.00	University of Georgia	56,880.00
San Jacinto College-Central	500.00	University of Guelph	12,513.00

University of Houston	45,500.00	University of Texas	1,000.00
University of Illinois - Chicago	500.00	University of Texas at Arlington	20,300.00
University of Kansas	1,200.00	University of Texas at Austin	3,500.00
University of Kentucky	9,500.00	University of Texas at San Antonio	2,500.00
University of Maryland	5,000.00	University of Utah	500.00
University of Massachusetts	4,500.00	University of Washington	2,000.00
University of Memphis	5,750.00	University of Wisconsin-Stevens Point	4,000.00
University of Minnesota	13,000.00	University of Wisconsin-Stout	5,500.00
University of Missouri	5,000.00	Utah State University	9,000.00
University of Missouri-Columbia	4,000.00	UTSA College of Architecture	2,000.00
University of Nevada-Las Vegas	148,650.00	Virginia Commonwealth University	5,500.00
University of New Hampshire	2,750.00	Virginia Polytechnic Institute	20,000.00
University of New Haven	3,000.00	Virginia State University	12,000.00
University of North Texas	70,000.00	Washington State University	3,500.00
University of Oklahoma	7,700.00	Watkins College of Art & Design	2,500.00
University of Phoenix	1,500.00	Wentworth Institute	2,150.00
University of San Diego	295.00	Western Illinois University	3,000.00
University of Southern California	16,000.00	Widener University	16,500.00
University of Tennessee-Chattanooga	8,500.00	Woodbury University	27,500.00
University of Tennessee-Knoxville	6,750.00		

NEWH *scholarship name* 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 having 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 _____ ("the Event") with the following paid for by NEWH, Inc. _____

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.



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 communication

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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 host events, etc. to further the 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 three (3) 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 6 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) \$2,500.00 scholarship per year. If the regional group does not have the funds in its scholarship account, NEWH Inc. will subsidize the award.

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 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		176,487.50		
	Expense								79,647.36		79,738.20		
	Chapter Percentage								33,499.06		38,699.72		
	NEWH, Inc. profit								50,248.58		58,049.58	108,298.16	54,149.08
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		84,432.50		
	Expense					33,943.48			25,648.58		37,492.31		
	Chapter Percentage					10,163.01			14,496.57		18,776.08		
	NEWH, Inc. profit					15,244.51			21,744.85		28,164.11	65,153.47	21,717.82
Northwest	Income				42,197.50		54,120.00		68,090.00		120,010.00		
	Expense				18,510.19		24,749.31		41,506.95		54,006.91		
	Chapter Percentage				9,001.18		11,718.28		10,633.22		26,401.24		
	NEWH, Inc. Profit				14,686.13		17,652.41		15,949.83		39,601.85	87,890.22	21,972.56
Orlando	Income						106,432.00		138,632.00		156,472.50		
	Expense						38,880.01		52,711.71		68,262.88		
	Chapter Percentage						27,020.80		34,368.12		35,283.85		
	NEWH, Inc. Profit						40,531.19		51,552.17		52,925.77	145,009.13	48,336.38
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 Sustainable Events Plan

"Getting started - Sustainable Event Planning"

Create a plan - identifying your event's sustainability objectives.

- List objectives and what are the key performance indicators to track the success of your plan.
- Create a mission statement
- Identify specific activities (such as a certain percentage of waste diversion) metrics for tracking, outcomes you want to achieve and who is responsible for the end results.

Engage internal stakeholders in supporting your plan. Create a sustainable meeting policy. Ideally, this policy will reflect your internal values of your organization to ensure that is supported by your event efforts.

Engage vendors in supporting your plan. Include language in your RFP process and a contract that includes vendors reporting back to you with the data you need to track your performance. (The first year can be your benchmark year to evaluate and grow in future years).

Track your Performance. Post Event -- ensure accurate reports so you can build on them for future years and use in your site selection process.

Communicate the Results, Celebrate the Success. Quantify your results in human scale terms (amount of \$\$ saved, amount of trees, amount of CO2 kept out of the atmosphere).

CREATE A SUSTAINABLE EVENT COMMITTEE

CREATE A MISSION STATEMENT

Example: NEWH Chapter will focus on creating a socially responsible and sustainable event and benchmarking its efforts for continually improvement in future years.

CREATE A LIST OF OBJECTIVES & ACTIVITIES

- Identify the sustainable event manager (responsible for sustainable objectives) and the contact at the venue that can assist with the sustainability objectives
- Select a Destination & Venue with a cohesive sustainability program in place
- Select a Destination with a high level of transportation connectivity
 - a. Make public transportation available for attendees to organized events
 - b. Electric car rental available and promoted on event website. Charging stations
- Create a sustainable event plan with goals, metrics and report on the outcome
- Engage suppliers and vendors in sustainability efforts
 - a. Communicate the sustainability goals and objectives with venues
 - b. Include sustainability language in communications with venues and vendors
- Engage conference participants in active community service program if appropriate
 - a. For Example: Partner with Clean the World, Feeding America or local schools
 - i. Hygiene kit assemble by attendees
 - ii. Donate left over food to a shelter or food bank
 - iii. Donate unused pens and paper to a local school

NEWH Sustainable Events Plan

- Ask the venue to Benchmark energy consumption associated to your event; including transportation, accommodations, and the venue.
 - a. Place signs in rooms that remind attendees to turn off lights (sponsorship opportunity)
- Report water conservation efforts of the venues.
 - a. Document venue towel reuse program
- Report occupant health and comfort efforts of the venues.
 - a. Engage a no idling policy near the buildings
 - b. Investigate the option of biodiesel buses
- Report sustainable purchasing results against the plan
 - a. Attendees bring water bottles or provide water bottles (sponsorship opportunity). Utilize water bubblers instead of bottled water
 - b. Reporting the percentage of food & beverages locally sources.
 - c. Communicate source to attendees with cards on tables.
- Report waste diversion results from all venues
 - a. Green bags in the guestrooms for recycled materials to be placed.
 - b. Obtain host venues recycling diversion rates
 - c. Donate unused food items; compost what is able to be donated.
 - d. Waste diversion = total waste ÷ amount diverted from landfill
- Communicate the Results

SUGGESTIONS AND IDEAS TO INCORPORATE INTO YOUR NEXT NEWH EVENT:

Select the location based on an evaluation of the venue's environmental policies and discuss the event with the Catering Manager or appropriate personnel.

- Tips for selecting a facility:
 - o Does the facility use Energy Star appliances for energy and food production needs?
 - o Does the facility have a recycling program with bins conveniently located?
 - o Does the facility use Fair Trade coffee and local & organic food?
 - o Is the facility active in community service?
 - o Does the facility offer sustainable event planning options?
 - o Has the building achieved LEED Certification or other Green Certifications?
 - o Does the facility use non-toxic cleaning agents throughout?
- In urban environments, consider a location convenient to public transportation. Encourage ridesharing in advance of event.
- For events requiring individual travel, offer carbon offsets for purchase (www.newh.org has a service through Sustainable Travel International)
Eliminate non-recyclable service ware
 - o Use ceramic or glass that can be washed and reused
 - o If disposable items are required use biodegradable plates, cups, utensils, etc. - preferably bio-based from plant fiber not impacting food production.
 - o If above does not exist, use service ware that can be recycled and have recycling bins available.
 - o Use linens versus pulp-based materials for napkins and table dressings or use tables that don't require use of table cloths and skirts (metallic, wooden or granite top tables for food service.)

NEWH Sustainable Events Plan

- In all cases, seek local suppliers as much as possible.
- If printed materials are required, use both sides of the paper (recycled paper if possible) or paper that can be replanted (paper with seeds) and soy based inks
- Hand out as little paper as possible. Use electronic transmissions, website links, etc.
- If seafood is served, recommend that the caterer use Blue Ocean Institute's Guide to Ocean Friendly Seafood for menu, if possible. Consider local wild catch versus farm-raised seafood in applicable areas.
- Use a menu of locally grown organic foods or, if not organic, seek locally produced foods (within 100 mile radius) and in-season.
- Use local beverage sources, if available. For wines, seek organic wines or sustainably grown.
- Serve condiments in bulk not individual sized packaging.
- Use water coolers or pitchers versus bottled water options.
- Inquire as to whether surplus food can be donated and whether food waste will be composted.
- Encourage facility to take any flowers or plants that might be left over from the event and donate them to a local hospital or charity such as Hospice after the event. Any plants can be replanted in a community garden. Herbs can be used on the table tops and replanted at the facilities garden or in a community garden.
- Avoid elaborate/exotic cut flower arrangements. Use living centerpieces – for breakfast and/or lunch centerpieces use fresh whole fruit, live grass or moss and stone arrangements.
- Any giveaways should be made locally and from sustainable materials.
- In lieu of giveaways consider alternatives like plant a tree for each attendee, or have a sponsor make a donation to a sustainable project or to one of the major environmental NGO's on behalf of each attendee.
- Most Importantly Just "Ask For It". Ask your venue to provide you as much socially and environmentally preferred products and services as possible.

EXAMPLE: SUSTAINABLE EVENT PLAN – VENUES

1. Each venue will appoint an event sustainability committee member to participate in and deliver upon the sustainable event goals and objectives.
Provide the name and contact information on the *attached form*.
2. Each venue will provide to the sustainable event manager a list of their facilities green practices.
3. Each venue will provide a diagram locating electric charging stations on their property.
4. Each venue will communicate the sustainability event letter (*attached*) to associates and vendors, and ensure all understand and agree to participate.
5. Each venue will include the sustainability statement (*attached*) in appropriate communications or contracts with vendors. Provide a copy of the page of the contract highlighting the sustainability statement for each vendor contract.
6. The Host hotel will participate in the Clean the World or equivalent soap recycling program, if applicable.
7. Each venue will benchmark energy consumption associated to the activities for the event; including accommodations, and venue space on the *attached form*.
8. The Host Hotel will place signs in guest rooms that remind attendees to turn off lights when they leave, if applicable.

NEWH Sustainable Events Plan

9. Each venue will report water conservation efforts on the *attached form*.
10. Each venue will report occupant health and comfort efforts (such as no-idling policies) on the *attached form*.
11. Each venue will provide water bubblers instead of bottled water.
12. Each venue will report the percentage of food & beverages locally sources (within 100 miles) on the *attached form*.
13. Each venue will communicate locally sourced food and beverages to attendees with cards on tables, specifying the farm and location and report on *attached form*.
14. Each venue will provide recycling receptacles in all areas of the event and guest rooms, and inform the conference participants of their proper use. *Attach a sample of communication*.
15. Each venue will report their recycling & composting diversion rates (Waste diversion = total waste ÷ amount diverted from landfill) on the *attached form*.
16. Each venue will donate applicable unused food items to Feeding America or equivalent.

SYNTHESIS THE INFORMATION AND COMMUNICATE IT WITH ATTENDEES

Mission

NEWH is focused on creating a socially responsible and sustainable event while benchmarking its efforts for continual improvement in future years.

Information about the Destinations Sustainability efforts

<Example>: The selected Destination, Orlando has a unified sustainability program called Green Destination Orlando, who has brought together non-profit, government, and businesses organizations together focused on improving green practices throughout the hospitality community.

Orlando has excellent transportation connectivity available with centrally located airport, public transportation, shuttles and bus services. Orlando is also a leader in the adoption of electric vehicles with over 350 charging station deployed in the area, and electric rental cars available at the airport.

Sustainable Event Plan

Sustainable goals and metrics are based on the APEX / ASTM Green Meeting Standard venue and accommodation sectors have been developed to provide transparent reporting post event.

Conference attendees, suppliers and vendors will be engaged in the sustainability efforts at every level.

Sustainability goals:

1. Identify s sustainable event manager & green team responsible for implementing the sustainable goals.
2. Select a Destination with a cohesive sustainability program in place
3. Select a Destination with a high level of transportation connectivity
4. Create a sustainable event plan with goals, metrics and report on the outcome
5. Utilize the APEX/ASTM green meeting standards as a metric for performance
6. Engage suppliers and vendors in sustainability efforts
7. Engage conference participants in active community service program

NEWH Sustainable Events Plan

8. Benchmark energy consumption associated to the conference; including transportation, accommodations, and events.
9. Report water conservation efforts of the venues.
10. Report occupant health and comfort efforts of the venues.
11. Report sustainable purchasing results such as percentage of locally sourced food.
12. Report waste diversion results from all venues

Sustainable Event Checklist - Venues

Name _____

Address _____

Website _____

Contact Name _____

Contact Phone _____ Contact Email _____

Date of Submission _____

Venue Square Footage _____

1. Name: _____

2. Contact Information:

a. Phone: _____

b. Email: _____

3. Provide to the sustainable event manager a list of their facilities green practices.

4. Provide a diagram locating electric charging stations on their property.

5. Communicate the sustainability event letter to associates and vendors, and ensure all understand and agree to participate.

6. Include the sustainability statement in appropriate communications or contracts with vendors.

7. The Host Hotel will participate with attendees in the Clean the World soap recycling program.

8. Benchmark energy consumption associated to the activities for the conference; including accommodations and events

9. Event Description: _____

Time Period Pertaining to the event

(Days/Hours) _____

10. Energy Benchmarking

Methodology _____

NEWH Sustainable Events Plan

11. Total Estimated Energy Consumed by Event Activity (kWh, mWh) _____
12. Report water conservation efforts
13. Report occupant health and comfort efforts
14. Provide water bubblers instead of bottled water.
15. Report the percentage of food & beverages locally sourced (within 100 miles)
Total percentage related food sourced locally _____
Total percentage of related beverages sourced locally _____
16. Communicate locally sourced food and beverages to attendees with cards on tables, specifying the farm and location
Food Item #1
Description: _____
Local Source Name: _____
Distance from Venue: _____ miles
Food Item #2
Description: _____
Local Source Name: _____
Distance from Venue: _____ miles
Food Item #3
Description: _____
Local Source Name: _____
Distance from Venue: _____ miles
Beverage Item #1
Description: _____
Local Source Name: _____
Distance from Venue: _____ miles
Beverage Item #2
Description: _____
Local Source Name: _____
Distance from Venue: _____ miles

NEWH Sustainable Events Plan

17. Provide recycling in the meeting space, guest rooms & public areas; inform the conference participants of their use.

Attach a sample of communication.

18. Each venue will report their recycling & composting diversion rates (Waste diversion = total waste ÷ amount diverted from landfill)

Event Description: _____

Time Period Pertaining to event

(Days/Hours)_____

Recyclable diversion percentage_____

Composting diversion percentage_____

Methodology_____

19. Each venue will donate applicable unused food items to Feeding America or equivalent.



NEWH INCORPORATING SUSTAINABILITY AS A CORE PRINCIPAL

Why does NEWH need to make this adjustment?

1. Sustainability is an important part of NEWH's Innovation and Growth for the future.
2. Hoteliers know that sustainability is part of what their guests want – Consumer Demand
3. Design, purchasing, and construction professionals need to be educated and proficient in sustainability; able to provide the expertise and resources that their clients are requesting.
4. NEWH as The Premier Network in the Hospitality Industry is perfectly positioned in a leadership role to educate, promote and act as an example to the industry.

NEWH Sustainability Mission Statement

Leading the hospitality industry to promote sustainable education and practices that achieve a balance between People, Planet and Profit.

NEWH Sustainable Plan Goals

1. Benchmark NEWH's sustainable efforts for the office, international tradeshow, board meeting and programs related to Waste, Water, Energy, Purchasing, and Social Impact in 2014.
2. Pilot the Sustainability Event Plan with two chapters in 2014
3. Produce a NEWH Sustainability Report in the 1st quarter of 2015, based on our benchmarking during 2014; report metrics transparently and set goals for improvement

NEWH Sustainable Objectives

1. Utilize remote meetings / conferencing options to minimize excessive travel when possible
2. Offset NEWH's carbon footprint for all official travel
3. Utilize the NEWH Sustainable Event Plan; benchmark our sustainability efforts
4. Sustainable travel criteria will be a consideration in selection of venues and travel choices.
5. Development and Implementation of a green purchasing policy
6. Align the 2015 Sustainability Report with (2) international standards; APEX/ASTM green meetings, and the Global Reporting Initiative (GRI).



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Corporate Mentoring Tips: 7 Habits of Highly Successful Mentors & Mentorees

Two questions people often ask me: **1)** Can anyone be a [mentor](#)? **2)** Can anyone be mentored?

Let me start with the last question. I believe anyone can be mentored *if* the person is open to the concept and is willing to do the work.

Regarding the first question: if someone *wants* to be a mentor, it's possible. Mentoring skills can be learned, developed, and nurtured.

That said, I'd be remiss if I didn't point out that the most effective mentoring relationships take place when the mentors and [mentorees](#) bring certain skill sets to the table. And that's the subject of this month's newsletter.

Use these **7 Habits of Highly Successful Mentors and Mentorees** to identify the perfect candidates in your organization for your existing mentoring program or to show upper management that you have the right mix of people to launch a program.

1. Active Listeners. Active listening takes energy. People who listen actively don't simply sit back and allow words to hit their eardrums. They sit up straight. They take notes. They ask questions. They repeat or "mirror back" what they've heard to ensure they've understood it properly. Active listeners are the ones who provide non-verbal gestures (e.g. eye contact, nodding, etc.) that indicate they're following (or not following) what you're saying.

Why is this habit important? Mentors and mentorees spend much of their relationship talking and listening to one another. Active listening is critical for both parties.

2. Dedicated to Their Success. I'm not suggesting that people should have a myopic view and are dedicated to *only* their own success. What I'm saying is that people who take pride in their work, who want to grow, and who truly care about their career trajectory are assets because of their high expectations.

Why is this habit important? It stands to reason that people who are dedicated to their own career success will want to make the most out of their involvement in the [corporate mentoring program](#). The most effective mentors and mentorees are people who are dedicated to the idea of making their relationship work.

3. Dedicated to Others' Success. I put the "success" habits back to back so that it's clear they work in tandem. The most successful (and happiest) people in life are not in it just for themselves. They care about the organization and the people within that organization and have a genuine desire to see everyone and everything succeed: the company, the employees, and the mentoring program as a whole.

Why is this habit important? People who realize that "it's not all about me" are much more willing to make a genuine investment in the mentoring relationship.

4. Curious. People who are naturally curious tend to follow the "if there's a will, there's a way" philosophy. If they don't know the answer or if they need help with something, they won't sit back and wait; they'll go looking for the answers.

Why is this habit important? I've found that the "curious types" are the ones who'll take the time to read articles on [mentoring best practices](#), listen to tutorials, and seek out help from [Program Managers](#), all of which help in making a successful mentoring relationship.

5. Engaged with their surroundings. These people view their work as more than just a job. They show interest in the industry, in the world around them, in the work that other departments are doing, and in the charitable events associated with their company.

Why is this habit important? Having a "big picture" view of the world allows people to see how the success of their mentoring relationship affects more than just the two people in the relationship.

6. Willing to step out of their comfort zones. These people are willing to try new things, consider new thoughts, and think outside of the proverbial box for the sake of personal and professional growth.

Why is this habit important? Prospective mentors and mentorees who are willing to try something new and give it a "go" will have the best chance at reaping the most benefits from the mentoring relationship.

7. The 3 R's: Responsible, Respectful, & Ready. People who are responsible, respectful, and ready to get started with new projects help make the day-to-day work experience a better one not only for themselves, but also for everyone around them.

Why is this habit important? [Being a mentor](#) or [mentoree](#) requires diligence -- you need to commit to regular meetings (and actually meet), chart progress, and learn to navigate a new relationship (and all the ups and downs) with aplomb.

Are there any other important "habits" that you've noticed from your involvement in corporate mentoring? [I'd love to hear them.](#)

Want to receive more articles like this one? Sign-up above to begin receiving these valuable tips.

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Relationship Tips for Mentors and Mentees

Mentor

Guide, advisor, partner, diplomat, pupil

- Listen. Your first task is to determine: (a) what are the strengths and weaknesses of this venture, and do you and the venture agree about the strengths and weaknesses? and (b) what primary challenges does your venture want to focus on in their work with you, and do you agree that this should be the focus of your work together?

From this and ongoing consideration of the above, you can (c) decide together what is the best road map for moving forward in building your relationship and growing this venture.

Your venture should be able to articulate at the outset what they expect from this relationship. If not, then you can work with them to establish this.

- Be respectful, but direct & thorough in your feedback. 'Do not' is at least as important as 'do.'
- Push back. Be assertive in your advice if you feel strongly about it.
- Be sensitive to your role: as a senior business leader, your venture looks to you for advice and guidance, as a role model. Your advice may be taken more literally than you intend.
- Be clear about your core competencies, and how much weight the venture should give to advice within and outside these competencies.
- Establish clear expectations and commitments: express your expectations and commitments to your venture, and ask for the same.
- Establish preferred feedback style (written, verbal, direct, highly critical, etc.).
- Establish clear communication channels and timeline for interaction.
- Let your venture know if your schedule changes. They will depend on the time that you commit.
- Give homework. Your mentee will love you for it.

Mentee

Pupil, collaborator, doer, partner, diplomat, teacher

- Listen. Your first task is to determine: (a) how do your needs fit with the core competencies of your mentor, and what specific challenges do you want them to help you address? and (b) do you and your mentor agree about your own strengths and weaknesses, and how you should work together, and if not, why not?

From the above, you should work with your mentor to (c) decide together what is the best road map for moving forward in building a relationship and growing your venture.

You should be able to articulate at the outset what you expect from your mentor. If not, you can work with your mentor to establish this, but do so quickly.

- Be respectful and responsive to feedback, whether or not you implement the advice. Be clear about your use of feedback.
- Push back. Express respectful reservations if you feel advice is inappropriate, or not feasible.
- Take your mentor's advice seriously, even (and especially!) if it is difficult. You must also put this advice in your own context to determine its role for you.
- Be clear about your core competencies, and weigh this in how you utilize the advice that your mentor is giving you.
- Establish clear expectations and commitments: express your expectations and commitments to your mentor, and ask for the same.
- Establish preferred feedback style (written, verbal, direct, highly critical, etc.).
- Establish clear communication channels and timeline for interaction. ASK for what you need.
- Use your mentor's time well. Be prepared, focused and concise in each meeting. Let them know in advance if your schedule changes.
- Do your homework. It's good for you.

MARK YOUR CALENDAR

2014	
Jan 23	Los Angeles Regional Tradeshow
Jan 24	NEWH, Inc. Board of Directors Meeting
Jan 27–29	ALIS
Feb 7	EC Conference Call
Feb 9–11	BITAC F&B East
Feb 13	Bethesda Regional Tradeshow
Feb 21	EC Conference Call
Mar 5 – 7	Milliken Experience/Strategic Planning
Mar 9–11	BITAC Luxury
Mar 20–21	BDwest
Mar 21	EC Conference Call
Apr 4	EC Conference Call
Apr 18	EC Conference Call
Apr 23	Atlanta Regional Tradeshow
May 13	NEWH, Inc. Board of Directors Meeting
May 14–16	HD Expo & Conference
Jun 8–10	BITAC Global
Jul 20–22	BITAC Purchasing & Design East
Aug 14	Denver Regional Tradeshow
Sep 7–9	BITAC F&B West
Sep 16	HD Americas
Oct	Houston Regional Tradeshow
Oct 20 – 24	The Lodging Conference
Nov 8	NEWH, Inc. Board of Directors Meeting
Nov 8	EC Strategic Wrap-up
Nov 9–10	BDNY
Nov 9–11	IH/M&RS
Dec 7–9	BITAC Owners Event
2015	
Jan 22	NEWH, Inc. Board of Directors Meeting
Jan 22	NEWH RTS/Dallas
Jan 23–24	NEWH Hospitality Conference
Jan 26–28	ALIS



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: