

**Chapter President / Past President Call
Discussion Notes
Tuesday, August 1, 2017**

Invited participants:
Chapter Presidents, Chapter Past Presidents

Next round of calls are the mandatory calls per position to take place in November and December. Please watch for the calendar coming out by end of Oct/early November and remind your new boards members to participate (and that it's mandatory for director positions).

Call was facilitated by Trisha Poole - NEWH Inc. President, Julia Marks - NEWH, Inc. Past President/Parliamentarian, Helen Reed - NEWH, Inc. Executive Advisor, and Cindy Guthrie - NEWH Inc. President Elect.

TOP ID

There was much discussion on TopID and a lot of great feedback was shared. The deadline for all chapters to submit their chosen TopIDs to NEWH Inc. is no later than September 1st.

The TopID nomination/guidelines was sent to all President and VPs on May 23rd. After feedback from some chapters on judging specifics, a judging form/scorecard was then emailed in July to chapter presidents and VPs to help chapters with the judging process. All TopID information can be found online in the Board Resources section of the website - check out the TopID folder.

The hope is that next year we can do the nomination process online. NEWH would blast to the entire A&D database (members and nonmembers), send reminders, etc. - deadlines for nomination forms to be in to the chapters would be adhered to. Chapters can work on their own process as well during the nomination time - i.e. reaching out directly to their member firms and encouraging them to participate, as well as reaching out to nonmember firms and encouraging them to join in order to qualify for a TopID nomination.

There was also a suggestion that the point system be well indicated on the nomination form/application so firms are aware of the point system to encourage them to complete the form in full. It also needs to be clear that the firm is completing the form for their individual local chapter location (not nationwide) - regarding number of projects, number of members, etc.

Deadline dates were also discussed. Summer is hard so getting the information out earlier to firms (maybe April/early May) may be better. The September 1st deadline will be the same each year as NEWH needs to have the final TopIDs chosen in order to get the information to Hubbardton Forge to create the awards.

Board Status / Upcoming Nominations

A few chapters are experiencing mid-year board transitions – where a VP is leaving the board in the middle of the year. Discuss with your chapter executive committee and with NEWH for possible options (i.e., if your VP/Admin is leaving, discuss moving up the VP/Development who would then be the President, instead of bringing in a brand new person as VP/Administration and having that person move into presidency right away, or another possibility is the president would serve another year, etc.) Any special circumstances where a chapter is unable to follow the succession plan will be taken into consideration and reviewed – please contact the NEWH office to discuss.

The nomination process has begun - Julie Hartmann has been in contact with all board members and the past presidents who serve as the nominations chair. NEWH will be sending a call for nominations broadcast to all members on August 2nd – those forms are due August 14. Any nominations received by Julie will be forwarded to the chapter's nominations chair.

The Nomination committee members are charged with finding people interested in fulfilling roles, as well as following up with any nomination forms submitted. It does not have to be a large committee. They are responsible for making sure a person nominated is an active member, aware of the responsibilities of the position, as well as reaching out to those who have been nominated by someone else that the nominated person actually is interested in serving on your board and agreeing that their name be on the ballot.

Nominations are open to all members – if someone shows interest in a position – the nomination committee should be talking to that person letting them know the responsibilities and role of the position. If you have a position that is currently filled on your board with someone who would like to serve a 2nd year, but then you receive a nomination of someone also interested in serving in that position, reach out to that new person and ask if they'd be willing to shadow the person who did it this year. This would enable the new person to get their feet wet and be part of the process as well as have a good mentor before stepping into the full position the following year. If the interested person is really set on being on the ballot as director for 2018, they can and should be on the ballot (the ballot can include any member who wants to run for an elected position). You can also ask the newly nominated person if they are interested in serving in any other open positions you may have on your board. (But remember, don't just 'fill' open positions, be sure the person has an interest in the position so it's a good fit.)

The nominations chair then submits the final ballot to NEWH, and the ballot is emailed to your entire chapter membership for a vote.

Awards

Not sure of the kinds of awards NEWH gives out? You can find out all the information on the website under About Us/Awards tab. <http://newh.org/about-us/awards/>

The chapter excellence award – 'NEWH Joyce Johnson Award' – is given to a NEWH member in recognition of dedicated service to the affairs of NEWH and the pride

demonstrated by exemplary contribution for the benefit of all the members of NEWH. This award goes to that special person who has gone over and above what is expected of a member/board member.

Offer to New Members

Remember to promote to potential members the Boutique Design offer – which is offered to new members only (not renewing members). This can be found on the NEWH Join page and can be promoted at your chapter events to entice potential members to join. Those members who join prior to Nov. 2017 will be offered a complimentary conference and exhibition pass to BDNY, November 12-13, 2017 in NYC. New members will receive a registration code upon joining.

Use Available Resources

Have an issue or something you want to discuss? Please reach out to the Inc. office or the individuals below for any help you need. Think of us as an extension of your chapter board and know you have support when needed.

Trisha Poole
NEWH, Inc. President
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(321) 773-9000

Helen Reed
NEWH, Inc. Executive Advisor
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Julia Davis Marks
NEWH, Inc. Past President
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(206) 226-8906

Cindy Guthrie
NEWH, Inc. President Elect
cindy@guthrieassociates.com
(561) 753-9506

Or feel free to call the NEWH office if you have any questions. – 800-593-6394.
We look forward to assisting you in any way we can to make your job easier!