

**Chapter President / Past President Call**  
**Discussion Notes**  
**Tuesday, August 7, 2018**

Invited participants:  
Chapter Presidents, Chapter Past Presidents

Helen Reed, led the conference call in the morning.

**Reminders:**

- Nominations – call for nominations being emailed week of Aug 6, ballots will be emailed last week of September, last week of October boards are announced to membership
- TopID reminder (winners have to be in to office NO LATER than September 1st) – toward the end of July, Diane emailed the chapters/regions who had less than 3 nominations in, asking that they reach out to their designer members – and she provided a list of who those members were. Be sure you complete the scoring sheet for all nominations which will help making a fair decision when judging.

***Suggestion:*** In order for firms to know what/how they are being voted on, one chapter mentioned to firms the things they look at when looking at judging for TopID (event attendance, active board members, chapter level business membership, etc), and have used that as encouraging people to get more involved (without sharing the judging scorecard).

- Board training/strategic planning – If your chapter is due for a session (Sept-March) with your 2019 boards, Jena will be contact you if she hasn't already (Arizona, Chicago, Dallas, North Central, Pittsburgh, UK, and North and South Carolina are due for board training). Due for strategic planning with Trudy Craven (anytime throughout the year) are: Atlanta, Atlantic City/Philly, Houston, New York, Northwest, Toronto and Washington DC.

*Question:* Can a chapter schedule one on their off year? Yes, Chapters can have a strategic planning or board training on off years but it would be a chapter expense – and chapters/regions due for training would have priority scheduling.

- NEWH, Inc. Delegate change in 2019 – chapter past presidents will be the chapter's NEWH, Inc. delegate, along with the VP/Administration. We want to keep Past president involved in NEWH and encourage them to stay involved with the chapter, as well as have the opportunity to serve on the NEWH Inc. level.

*Comments:* VP/Development seems to carry a lot of weight since programming and fundraising fall underneath that position, this may alleviate some of the tasks for the VP/Development role.

- How to handle non-participating board members

*Comments:* One chapter is having issues with people who just don't want to come to the meetings – this hinders the board because you get more out of the meeting (and

the person) when you are actually attending the board meeting. This should be for those who can't make a meeting due to travel, etc. FYI –in our By-laws there is a clause that states if a board member misses three meetings they can be excused from the board. Please talk to the person prior to this happening, find out what's happening, what is expected of them as a board member, and what needs to be done from this point forward if they can't handle the position. Maybe their priorities or time commitments have changed since they were elected, this does happen and you'd rather have a discussion with them and have them step down before just eliminating them from the position.

It's a good time of year to have this conversation when nominations are coming up – making sure all board members know of the expectations for their role.

### **Leadership Conference – February 7-9, 2019**

Chapters/regions need to be sure Leadership Conference is in your budgets – if you are planning to cover any expenses for board members – some of those expenses, like flights, would happen this year. If these expenses aren't in your budgets now, you'll need to add and amend/approve those expenses.

Registration will open late September.

Is your chapter planning to send scholarships recipients? We are hoping for 1-2 from each chapter to attend the Leadership Conference.

We need scholarship stories! We are looking for recipients with great background stories and how the NEWH scholarship has really helped them. We are also looking for pictures from chapters for the scholarship video. Questions? Contact Nicole Crawford at [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org)

### **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.

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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!