



GOVERNING BOARD PACKET

10 NOVEMBER 2018

Meeting Room
ROOM 1E02/03
JACOB JAVITZ CONVENTION CENTER

655 W. 34th Street
New York, NY 10001

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

10 November 2018

Room E02/03, Jacob Javitz Convention Center, New York, NY

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

Executive Committee Meeting

Saturday, 10 November 2018 - 8:30 am – 12:00 pm

Board of Directors Meeting

Saturday, 10 November 2018 - 1:00 pm – 4:30 pm

Executive Committee	Cynthia Guthrie Natalie Sheedy	Fernando Diaz Brittany Johnson	Christine Wasmer Leigh Mitchell	Christine Tucker Jonathan Young	Trisha Poole Julia Marks
Board of Directors	Becca Kundysek Mary Ann Thornam Cindy Andrews Tara Witt Stacy Costa Ron McDaniel Helen Reed	Media Ambassadors Michelle Finn Stacy Rauen	CP Ambassadors Matt DeShantz Gretchen Gilbertson Jordan McInturf Michael Smith	BrandED Ambassadors Stephano DeLorenza Teri Urovsky	Chairs Debbie McKelvey
House of Delegates	Leslie Anderson Nicole Brindle Brandon Brockmiller Valentina Castellon Kyla Chambers Katy Clark	Anastasia Davis Melissa Davis Jennifer Farris Natasha Gomez Tara Herbert Anne Hiter	Taylor Hoesley Jonathan Kaler Melissa Knock Dawn Larsen-Garner Jessica Linden James Lyons	Shana McCullough-Downing Elissa Murry Leena Nancy Janine Peluffo Michelle Purcell	Karen Rains Heather Scott Amanda Tomlinson Christian Triana Rachel Wilson

- | | | |
|---------|--|---|
| 1:02 pm | Call to Order | Cynthia Guthrie |
| 1:02 pm | Establishment of Quorum
- Presentation of Minutes and Motion to Accept | Natalie Sheedy |
| 1:05 pm | President's Welcome
- Introduce new BrandED Ambassadors & Media Ambassador
- Introduction of Guests | Cynthia Guthrie |
| 1:10 pm | Financial Report | Fernando Diaz |
| 1:15 pm | BrandED Report, Internships & NEWH Video | Trisha Poole/Debbie McKelvey |
| 1:20 pm | Media Report | Stacy Rauen/Michelle Finn |
| 1:25 pm | Awards Makeover | Cindy Guthrie |
| 1:30 pm | Leadership Conference 2021 | Leigh Mitchell |
| 1:35 pm | BREAKOUT SESSIONS
<i>Assess status of 2018 goals. Any new ideas from our Chapters</i>
SELECT THE DISCIPLINE OF YOUR GREATEST INTEREST
- Finance/fundraising
- Scholarship/Scholarship
- Education/Continuing Education, Programming, Green Voice Education

- Development/service awards, membership, conferences, and digital marketing | FACILITATED BY:
Fernando Diaz/Tara Witt
Brittany Johnson/Becca Kundysek
Christine Wasmer/Mary Ann Thornam/Stacy Costa
Leigh Mitchell/Cindy Andrews/ Ron McDaniel/Helen Reed |
| 2:25 pm | B R E A K | |
| 2:40 pm | Report on Breakout Session
- FINANCE/Fundraising
- EDUCATION/Continuing Education, Mentorship, Green Voice Education

- DEVELOPMENT/Membership, NEWH Conferences, Digital Marketing

- SCHOLARSHIP/Scholarship | Fernando Diaz/Tara Witt
Chris Wasmer/Mary Ann Thornam/Stacy Costa
Leigh Mitchell/Cindy Andrews/ Ron McDaniel/Helen Reed
Brittany Johnson/Becca Kundysek |
| 3:35 pm | Canada/United Kingdom Update | Christine Tucker
Jonathan Young |
| 3:45 pm | Old Business
- Reiterate NEWH, Inc.
- Northwest Chapter's technique to attract more designers to meeting
- NEWH Office Staff Report | Cynthia Guthrie
Katy Clark/Karen Rains
Jena Seibel/Nicole Crawford/Susan Huntington |
| 4:00 pm | New Business | Cynthia Guthrie |
| 4:30 pm | Motion to Adjourn | |

Executive Committee Meeting

Sunday, 11 November 2018 - 8:00 am – 11:00 am

NEWH, INC. GOVERNING BOARD MEETING MINUTES
1 May 2018 - Mandalay Bay Convention Center-HD Expo, Islander B | Las Vegas, NV

Executive Committee	Cynthia Guthrie Natalie Sheedy	Fernando Diaz Brittany Johnson	Leigh Mitchell Christine Tucker	Trisha Poole
Board of Directors	Mary Ann Thornam Cindy Andrews Ron McDaniel	Helen Reed Michelle Finn Matt DeShantz	Gretchen Gilbertson Taylor Hoesley Jordan McInturf	Chair: Debbie McKelvey Janine Peluffo
House of Delegates	Michelle Purcell Tara Herbert James Lyons Anne Hiter Jessica Linden	Heather Scott Melissa Davis Leena Nacy Dawn Larsen-Garner	Michael Smith Katy Clark Karen Rains Nicole Brindle	Rachael Wilson Christian Triana Shana McCullough-Downing Leslie Anderson
Chapter Presidents	Shannon Vance Jennifer Delmas	Jennifer Wellman Jayme Krstich	Morgan Brodey	
Steering Chairs	Tyler Toothacker			
Guests	Dallas Bentley Penny McPeak Luke Spink Tara Witt	Louise Ross Anita Khullar Jessica Keller Megan Markham Vanessa Vaughan	NEWH, Inc. Staff: Shelia Lohmiller Jena Seibel	Susan Huntington Nicole Crawford
Not in attendance	Christine Wasmer Jonathan Young Julia Marks Becca Kundysek Stacy Costa Stacy Rauen Stephano Delorenza Elissa Murry Jonathan Kaler Brandon Brockmiller	Kyla Chambers Natasha Gomez Melissa Knock Amanda Tomlinson Valentina Castellon Anastasia Davis Jennifer Farris Bruce Heins Jen Conley Jodie Johnson	Kacey Sharp Heather Lloyd Alison Gasser Sophia Nguyen Chelsea Lawrence Johanna Malen Angela Reed Miller Nicole Fizzard Monica Meade Kelly Gades	Shaleah Soliven Jenna Tanner Jana Johnson Bess Rosefield Ehmcke Jessica Wasmer Northover William Michael Anna Sveinbjornsdottir Alexandra Jones

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

The meeting was called to order by President, Cynthia Guthrie at 12:30 pm. Natalie Sheedy, took roll and a quorum was established. The minutes were presented and a motion was made to approve the 1.18.2018 minutes as presented and was accepted.

MOTION TO APPROVE MINUTES

Date: May 1, 2018

Motion Number: 1

I, Natalie Sheedy, move to approve the 1.18.2018 minutes as presented.

Motion seconded by: Brittany Johnson

VOTE COUNT:

YEA: 9

NAY: 0

ABSTENTION: 0

STATUS OF MOTION:

Carried:

Defeated:

PRESIDENT – CYNTHIA GUTHRIE

Discussion-Cynthia Guthrie:

- Houston IBOD (low attendance); thank-you to those who could make it
- Definitions of roles and responsibilities
- View handout: organization chart
- The job of NEWH is just that, a job that's very important
- NEWH code of ethics defines your expectations and we ask that you take it seriously
- A positive reflection is needed all around and within the industry
- Accountability and responsibilities need to be maintained
- We greatly appreciate your time and dedication it's what drives NEWH
- Always remember the mission and the job at hand
- House of Delegates is the VP Admin and VP Development on chapter level
- When we approach someone to step up to IBOD positions the VP's are hesitant due to their current level of responsibilities (too much on their plate); leaves us with a small pool of candidates to select from
- We do need to keep a VP as a delegate
- Suggestion to amend the bylaws to add one more person on the IBOD level who can move up to the board of directors
- See motion on page 139 of IBOD packet for further details

Discussion:

- Voting members only (not students)
- Once the IBOD votes to approve the change it is sent out to the membership for a vote

- Timeframe of being off the board allows for opening up the eligibility
- Changes will take effect on 2019 ballot
- Results are taken from simple majority of membership
- Members will have 7 days to vote
- Officers, Executive Committee and IBOD Directors have a vote
- Call Inc. office with questions; share changes with your board

MOTION TO AMEND BY-LAWS

Date: May 1, 2018

Motion Number: 2

I, Trisha Poole, move to change the By-laws:

CURRENT (from By-laws):

- The Chapter Vice President/Administration and Vice President/Development shall be delegates to the NEWH, Inc. Board of Directors. In addition, each Chapter shall have two delegates. When a chapter's membership reaches 400 they will be granted a third delegate. The Past President shall hold that delegate position. The Los Angeles Founding Chapter will elect one delegate in addition to the delegate(s) to which it is otherwise entitled. Where a Chapter is in formation the NEWH, Inc. Board may appoint one person from that Chapter to sit as a NEWH, Inc. delegate until an election can be held, that person is usually the Steering Committee Chair. Such an appointment shall not count as a term as a NEWH, Inc. delegate.

PROPOSED:

- The Chapter Vice President/Administration and Chapter Past President shall serve as the Delegates to the House of Delegates of the NEWH, Inc. Board of Directors. When a chapter's voting membership reaches 400 they will be granted a third delegate. The Executive Advisor shall hold that delegate position. The Los Angeles Founding Chapter will elect one delegate in addition to the delegate(s) to which it is otherwise entitled. Where a Chapter is in formation the NEWH, Inc. Board may appoint one person from that Chapter to sit as a NEWH, Inc. delegate until an election can be held, that person is usually the Steering Committee Chair. Such an appointment shall not count as a term as a NEWH, Inc. delegate.

NOMINATION PROCEDURES:

The NEWH, Inc. Board of Directors is elected biennially from the seated board members and the members of the House of Delegates. To be eligible for nomination as a Director on the NEWH Board of Directors, a nominee must have served two years as Delegate in the House of Delegates, and if a nominee has served previously as Director, he or she must not have been off the Board of Directors more than five (5) years.

Motion seconded by: Fernando Diz

VOTE COUNT:

YEA: 9

NAY: 0

ABSTENTION: 0

STATUS OF MOTION:

Carried:

Defeated:

VP/FINANCE – FERNANDO DIAZ

Discussion-Fernando Diaz:

- Organization is very financially strong
- Chapters are following the rules
- Signature cards must be completed immediately, do not wait
- Establishing a new type of NEWH membership: Fellows of NEWH (details on page 42 of online IBOD packet)
- Fellows membership committee: Helen Reed, Leigh Mitchell, Fernando Diaz
- Purpose: establish highest level of membership for NEWH; highest honor for any member involved with organization or industry
- Deadline to submit: September 1, 2018
- Individual must have served with NEWH no less than 10 years, shown leadership skills and knowledge
- No more than 20 Fellows will be inducted at Leadership Conference, NEWH will pick up the tab to attend the conference
- Will recognize Fellows at each Leadership Conference (no more than 12)
- Establish a committee; committee will do the voting
- Portal on website where people can nominate Fellows
- Information will go out to chapters after IBOD meeting
- 20 nationwide including international (first come, first serve)

MOTION TO AMEND BUDGET TO ACCOMMODATE NEWH COLLEGE OF FELLOWS

Date: May 1, 2018

Motion Number: 3

I, Fernando Diaz, move to add \$18,000.00 to the 2018 NEWH budget to cover the cost of travel for NEWH College of Fellows nominees. NEWH would be covering airfare and two nights lodging to the NEWH 2019 Leadership Conference, where the nominees would be inducted into the College of Fellows. The committee will nominate no more than 20 NEWH members for this honor. NEWH will reimburse based on receipts or can book flights for nominees.

Motion seconded by: Ron McDaniel

VOTE COUNT:

YEA: 9

NAY: 0

ABSTENTION: 0

STATUS OF MOTION:

Carried:

Defeated:

VP/DEVELOPMENT – LEIGH MITCHELL

Discussion-Ron McDaniel:

- February 7-9, 2019 NEWH Leadership Conference in Miami
- Working on negotiations with venue and space
- Cindy viewed the space and was very pleased
- Factor into your chapter budget this year (travel/conference registration fees); hotel costs will likely fall into 2019 budget
- Consider sending 1-2 scholarship recipients; use scholarship/admin funds to provide student conference pass, airfare, double-occupancy lodging
- Encourage board member attendance
- Chapters can amend their budget to consider the costs for 2018 budget
- Offer (1) free Leadership Conference ticket during your membership drive

PAST PRESIDENT – TRISHA POOLE

Scholarship Stories Video Production:

- We are changing people's lives; boards are changing lives by their efforts
- Thank-you to Trisha for finding a way to showcase students
- We all know what our core mission is; we should always go back to stories like this when explaining what we do
- Scholarship is the core mission
- NEWH Scholarship Stories will continue; growing project
- We need your stories, video footage, images
- Let students tell their story, what it means to receive a NEWH scholarship
- We want to be the number one talent source for this industry
- Recipients receive job offers after their award speeches
- We want to keep people involved; invite past recipients to award at chapter level

BREAK OUT: Group Discussions Overview/Questions

Trisha Poole: Break-Out Sessions:

Select the discipline you need knowledge from for your chapter board or the discipline you wish to share new ideas with

Each group should use their initial scope document with goals/timelines/action plans

Take good notes within your group

We want to see movement and progress after utilizing the goals from each group at the end of the year

1. Finance/fundraising
2. Scholarship/scholarship
3. Education/continuing education, programming
4. Development/membership, conferences, and digital marketing

Breakouts are meant to be a creative brainstorming session

Sessions serve as an opportunity to synergize thoughts together while receiving useful tools to take back to your chapter

Breakouts help to build future programs

Through your session you're making a plan to move forward with for the year

Use handout template to record attendance and report notes from your discussion

Email your notes to Shelia Lohmiller: shelia.lohmiller@newh.org

BREAK OUT: Group Reports

Finance/fundraising:

- Fundraising initiatives at international level
- Bi-annual event; single event all chapters could get involved in
- Look for new avenues of sponsorship
- Look at food and beverage side of industry (celebrity chefs, hotel ownership/brands)
- Connect with contacts through chapters
- Look at wine spirits, beer companies, household names that can bring street credit (not necessarily hospitality related)
- Reach out to your boards to build contacts, firm up concept, determine who we can gain access to

Scholarship:

- Recent revamp to the NEWH scholarship criteria; next updating financial portion of application
- Undergrad students can apply after their first year (expanded applicant pool and overall definition)
- Chapters cannot award more than 50% of total scholarship account; balance your accounts and leave funds for reserve
- Get educators more involved with scholarship, at events, or by spearheading scholarship message
- Culinary cook-off, make it a scholarship opportunity
- Leadership Conference; exposes students to other regions/chapters, students can leverage their attendance and options while at the conference
- Help build Scholarship Stories production; submit stories, video footage
- Need students with a background story, photos at college being awarding, video of awards event, interview with student/family
- Encourage educators to serve on your board, they're great mentors
- Educators can help your chapter and full-time educators receive free NEWH membership
- Have an honorary educator on chapter board, they don't have to attend every meeting but they're there to build a connection and voice

- Holding Inc. level quarterly college calls, started with Penn State; promote our mission, benefits and what students/educators can access through NEWH (events, scholarship, membership, etc.)

Education/Continuing Education/Programming/Sustainable Education:

- Working on NEWH EDonline for junior designers who know little about the high expectations in the work field
- Putting together resources for designers where they can find education on products (user friendly training)
- Letters went out to NEWH Corporate Partners asking for white papers, training videos, CEU's etc.; NEWH will build an online educational library
- Examples of education: adding standards, codes, time savers, how to estimate, how to measure for window treatments, etc.
- We can't expect designers to be experts at everything
- One stop resource for designers, purchasing agents, educators
- Great way to provide value to students and designers
- Breakout session at Leadership Conference: ethics of business (target towards owners, students, purchasing groups, developers, etc.); bring value to the engineering of the product while respecting the manufacturer; keep people on the same page
- Products are becoming a knock off explain copyright facts and how to navigate the process

Discussion:

- Sales reps/manufacturers; reps get glossed over in things we do; can we include them more on the process
- Need more equal involvement, reps need resources also
- Email etiquette, how to represent yourself respectfully at a networking event, how to mentor, best practices for working with different generations, etc.
- Educate designers on the importance of relationships with reps
- Add pointers for reps online (networking 101) respect, handle everyone's time with care

Development, Membership, NEWH Conferences, Digital Marketing:

- Digital marketing: Instagram, Facebook; send chapter passwords to Inc. office
- Read best practices for social media use
- Follow each chapter and NEWH, Inc. page
- Use hashtags and location tags; add to your group of followers, build your overall social media range
- Post 3-4 posts per week
- Northwest built an allotted number of annual social media posts into their annual sponsorship package
- South Florida Chapter created a hashtag member Monday
- Easy content can be shared
- www.canva.com free online tool for design; drag and drop tools (create flyers, newsletters, etc.)
- Community service fundraiser online
- Leadership Conference, February 7th – 9th, 2018 in Miami
- Help us achieve Leadership Conference sponsorship goals
- Lots of events, activities, key note speakers at Leadership Conference
- NEWH Leadership Conference is an international conference and serves as a great opportunity to connect with people and industry professionals from all around the world
- Chapters can send board members, students, past recipients
- Allocate funds for up to 2 students to attend Leadership; use admin or scholarship funds
- Positive outcomes are seen by attending Leadership Conference
- Create raw video footage at chapter level to help build NEWH scholarship stories video project; submit to Inc. office
- Target principals of firms to send staff to RTS as a training day
- Increase designer attendance at Regional Tradeshows and Leadership Conference (understand the value)
- Chapter recognition, what do principles of firms want, what do owners want, how do we explain the value of NEWH
- Recognition brunch on the weekend had great attendance consider weekends as a possibility for your events
- Membership best practices for recruiting members and retaining members
- Work with programming and marketing on best practices so it's a simple set of procedures to keep things moving
- Talked about recognition of members and making new members feel supported and welcome
- Member surveys (after major events); collect and use feedback; easy process reach out to Inc. office

Discussion:

- Poem added to membership section; introduce new members and make new members feel welcome at every event
- South Florida Chapter started a competition to meet 3 new people at events after every board meeting; trying to divert the "clicky" feeling, collect business cards, hospitality chair touches base with them and thanks them for coming; place a sticker on new members' badge for the first few months so people know they are new

INTERNATIONAL RELATIONS | UK – JONATHAN YOUNG

Discussion-Luke Spink:

- Great success with recent events
- Hotel Tour sold out immediately
- Changing up events this year; added an event every month
- Slowly improving membership
- June Fundraiser still planning (roundtable) 8 tables with 8 people at each table; a lot more engagement from designers and suppliers
- TopID event they had over 120 people in attendance; really showed growth for the UK chapter
- Feedback from TopID event was impressive with the value of NEWH being understood and well received

Discussion-Christine Tucker:

- Regional group in Vancouver growing strong, no problem getting sponsorship or attendance
- Ask for sponsorship, get yourself out there; step-up the levels of sponsorship
- There is value to sponsorship, so put it out there
- Vancouver Region has no desire to change from a regional group; they have great events and are a strong board
- Toronto chapter is in a changing season; every chapter goes through their curve of ups and downs
- Having some issues but working strong on rebuilding
- Focusing on TopID, bringing sponsorship up, making the chapter more of a value to designers, using what NEWH has built for us
- IBOD meetings bring a lot of useful information, not everything works for every chapter, we all go through changing cycles
- Remember there's the Executive Committee, the NEWH, Inc. office; we're all in this together and always there to help
- HOST Milano partnership started last year with 20 NEWH contingents who attended the event (restaurant show in Italy)
- HOST reached out to our membership; association people had to attend the show for 3-days and meet with 5 people
- NEWH will continue our partnership with HOST Milano; next show will be in October of 2019
- Reaching out to chapter delegates; looking for designers, purchasers, ownership need 5 people and HOST has the final say who gets in
- We need your help to bring people in; application will be on the NEWH website
- Must be in restaurant focus business; we'd like to begin with our TopID people
- Reach out to Chris Tucker/Jena Seibel with questions: chris.tucker@tuckerassociates.ca; Jena.Seibel@newh.org

OLD BUSINESS | CYNTHIA GUTHRIE

Old Business-Cynthia Guthrie/Shelia Lohmiller:

- We do some things exceptionally well but some things that are very important get forgotten
- Develop program script (acknowledging Corporate Partners) these people are our lifeline who need and completely deserve recognition
- Great meeting and conversation at Founders Circle last night
- Announcement NEWH events at HD Expo-please attend
- Trudy Craven is a facilitator who worked at Milliken University (education), traveled around the world, has led NEWH's Executive Committee strategic planning for years
- You will truly enjoy Trudy's spirit; she will help by giving chapters' tools to strengthen their chapter
- Trudy will listen to you, has a great sense of humor and will bring information back to Inc./Executive Committee so we'll all understand each other better
- Trudy serves as an opportunity for board members and the overall board to grow both personally and professionally
- See board training schedule: yellow blocks NEWH covers the bill, green blocks NEWH would share some of the costs but the chapter would need to cover Trudy's salary
- Trudy cares about the integrity of the organization and the people themselves; information is broken down as an educational tie in
- Trudy is very hands on, simple, down to earth and excellent at what she does
- Northwest did 1-day board training and 1-day training with Trudy
- Board training is one-on-one going through specific position descriptions and responsibilities very different from Trudy's training
- Very beneficial to have 8 hours set aside
- Trudy has a sincere investment in NEWH; you feel her level of support and vision; the training is well worth it

NEW BUSINESS | CYNTHIA GUTHRIE

New Business-Cynthia Guthrie:

- We've been looking to fill the Director of Fundraising position
- Approached Tara Witt, Toronto Chapter and she has graciously accepted the nomination
- Strategic Planning; a few chapters need to sign up yet please complete (Rocky Mt.)
- The NEWH, Inc. office replied to chapter board reports/chapter questions in the board report; take this information back to your chapter
- Promote attendance for quarterly discipline calls
- Northwest Chapter strategic planning with Trudy Craven report:
- Trudy is wonderful, we were reluctant at first as we liked our previous process, thought she would take away from our good quality time, she enhanced our experience, kept us on task. Trudy kept the mission driver throughout the message, we loved her and she's a great conversationalist. Board meetings since then have been well planned and used. Our office is running better from lessons we learned. Trudy is a huge value as a board member; the training will help you personally and professionally.
- Open years you can request Trudy to come to your chapter if your chapter requests and has available funds
- Thank-you to Milliken for all of the support Trudy provides
- Trudy has agreed to speak at the Leadership Conference

MOTION TO ADJOURN

Date: May 1, 2018

Motion Number: 4

I, Brittany Johnson, move to adjourn the NEWH, Inc. Board of Directors meeting at 4:14pm.

Motion seconded by: Fernando Diaz

PRESIDENT

CYNTHIA GUTHRIE

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
- Be an advocate of the NEWH through all industry and NEWH networking opportunities.

2018 Goals

- Become more familiar with the details of each initiative in process, evaluate, assist where applicable.
- Get an understanding of each chapters' history, needs & challenges.
- Work with Past President to develop program(s) to further align NEWH with ALIS and
- Lodging Conference.
- Continue planning and assistance with NEWH Leadership Conference
- Marketing initiative – All that we do!

Long Term Goals for This Position

- Evaluate - Where we are? Where we want and/or need to be?
How do we get there?
 - Financials
 - 5-year Business plan
 - International Chapter Expansion
 - Brand Identity / Industry Awareness
 - o Hotel Management/Owners/Brands
 - o Associations
 - o Media
 - o Universities/Educators
- Is there opportunity to align with large recognized industry associations thru advocacy? This would not include lobbying legislation.

- What associations & what advocacies are best for NEWH to align with?
- What are the pros & cons of an NEWH Advisory Board?
 - Establish criteria & selection of Advisory Board members

How are you communicating with your directors and committees? Conference calls, emails, meetings

Outcome of the communication: Awards Review – Committee met in Wisconsin. Each NEWH award was reviewed & evaluated for relevance and changes made where needed. There will be a breakout to review "service awards" and type of award to be provided. All changes on website are complete. BrandED sessions at LC under development with Trisha Poole. LC – sessions developed and working on contacts to invite speaker/panelist & owners. NEWH expansion – working out details of what will be needed to move forward with Paris.

Moving forward on Goals?: BrandED sessions at LC – Trisha Poole will speak with IHG and Marriott to finalize outline for all brand review to be completed by Mid-November. LC – conference calls 2-4 times per month to review action items. Paris expansion – calls to be scheduled on what next steps will be and to discuss how we fund trips overseas. We also need to determine how to further the conversations with Mexico, Quebec, Australia, Dubai.

SECRETARY

NATALIE SHEEDY

Job Purpose

- Record and preserve the business records of the organization
- Ensure all chapters remain in compliance with all public laws governing their activities.
- Provide mentorship and guidance to the chapter secretaries as needed

2018 GOALS

- Participate in Scholarship Discipline Calls

Steps to Achieve Goals

- Work with Inc. to schedule discipline calls when I can participate.

Other Report Items

- please get in all meeting minutes into the Inc. office each month.
- Please review the strategic planning document with your chapter boards and plan into your yearly calendar the

completion of this planning document.

- If possible, have a localized place to store board minutes for future reference.
- If your board does not have a meeting for a month, please let the Inc. office know so that no one is trying to track down non-existent meeting minutes.
- Know the rules for a quorum, be certain that you've noted whether or not a quorum exists for any motions that occur during your meetings

RECEIPT OF MINUTES, ANNUAL BUDGET AND CHAPTER BUSINESS PLAN

Chapters (min. 6 per year)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Budget	Business Plan
Arizona	Yes	Yes	Yes	Yes	Yes	No Mtg.	Yes	Yes	Yes				Yes	
Atlanta	Yes		Yes	Yes	Yes	Yes	Yes						Yes	
AC/Philadelphia		Yes	Yes	Yes				No Mtg.					Yes	
Chicago	Yes	Yes	Yes	Yes	Yes	Yes	Yes						Yes	
Dallas	Yes	Yes	Yes		No Mtg.	Yes	No Mtg.	Yes					Yes	
Houston	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			Yes	
Las Vegas	Yes	Yes	Yes	Yes	Yes	Yes	No Mtg.						Yes	

Los Angeles	No Mtg.	Yes				Yes							
New York	Yes	Yes	Yes										Yes
North Central	Yes				Yes								
Northwest	Yes	No Mtg.					Yes						
Rocky Mountain	Yes	Yes			Yes								
S. Florida	Yes				Yes								
San Francisco Bay	Yes					Yes							
Sunshine	Yes					Yes							
Toronto	Yes	No Mtg.					Yes						
UK	Yes	No Mtg.	Yes				Yes						
Washington, DC	Yes	Yes	Yes	Yes	Yes	Yes							Yes
Regional Groups (Minutes once a quarter)													
Cincinnati	No Mtg.	Yes	No Mtg.	No Mtg.	Yes	Yes	No Mtg.	Yes	Yes				
Memphis/Mid-South	No Mtg.	No Mtg.	No Mtg.	Yes	Yes	Yes	No Mtg.	Yes	Yes				
New England	Yes	No Mtg.	Yes	No Mtg.	No Mtg.	Yes	No Mtg.	No Mtg.					
North Carolina													
Orange County	No Mtg.	No Mtg.	No Mtg.	Yes	No Mtg.	Yes	No Mtg.	No Mtg.	No Mtg.				
Pittsburgh	No Mtg.	Yes	No Mtg.	Yes	Yes	Yes	Yes	Yes					
South Carolina													
Vancouver	Yes	Yes	Yes	Yes	No Mtg.	No Mtg.	Yes						

NEWH Chapter Board Training Schedule

	2018	2019	2020	2021	2022
ARIZONA	WEBINAR	BD TRN 12/14/2018	ST PLAN	WEBINAR	OPEN
ATLANTA	BD TRN 1/27/2018	ST PLAN	WEBINAR	OPEN	BD TRAIN
ATLANTIC CITY	BD TRN 2/3/2018	ST PLAN	WEBINAR	OPEN	BD TRAIN
CHICAGO	WEBINAR	BD TRN 12/8/2018	ST PLAN	WEBINAR	OPEN
CINCINNATI	WEBINAR	OPEN	BD TRAIN	ST PLAN	WEBINAR
DALLAS	WEBINAR	BD TRN 2/22/2019	ST PLAN	WEBINAR	OPEN
HOUSTON	WEBINAR	ST PLAN	OPEN	BD TRAIN	ST PLAN
LAS VEGAS	ST PLAN 6/2/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
LOS ANGELES	WEBINAR	OPEN	BD TRAIN	ST PLAN	WEBINAR
MEMPHIS	WEBINAR 1/24/2018	BD TRAIN	ST PLAN	WEBINAR	OPEN
NEW YORK	BD TRN 3/3/2018	ST PLAN	WEBINAR	OPEN	BD TRAIN
NEW ENGLAND	ST PLAN	WEBINAR	BD TRAIN	ST PLAN	WEBINAR
NORTH/SOUTH CAROLINA	WEBINAR	BD TRAIN	ST PLAN	WEBINAR	OPEN
NORTH CENTRAL	WEBINAR	BD TRN 10/19/2018	ST PLAN	WEBINAR	OPEN
NORTHWEST	BD TRN 1/13/2018	ST PLAN	WEBINAR	OPEN	BD TRAIN
ORANGE COUNTY	ST PLAN	WEBINAR	BD TRAIN	ST PLAN	WEBINAR
PITTSBURGH	WEBINAR	BD TRAIN	ST PLAN	WEBINAR	OPEN
ROCKY MOUNTAIN	ST PLAN	OPEN	BD TRAIN	ST PLAN	WEBINAR
SAN FRANCISCO	ST PLAN 10/13/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
SOUTH FLORIDA	WEBINAR	OPEN	BD TRAIN	ST PLAN	WEBINAR
SUNSHINE	ST PLAN 7/31/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
TORONTO	BD TRN 12/9/2017	ST PLAN	WEBINAR	OPEN	BD TRAIN
UNITED KINGDOM	WEBINAR	BD TRAIN	OPEN	BD TRAIN	ST PLAN
VANCOUVER	ST PLAN 6/23/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
WASHINGTON DC	BD TRN 12/2/2017	ST PLAN	WEBINAR	OPEN	BD TRAIN

Board Training ■ Strategic Planning ■ Webinar ■ Open ■

On the OPEN years, chapter may book Trudy for extra training.

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 are clear
- Monitor NEWH Fundraising for both NEWH, Inc. and its Chapters and develop new ideas for Fundraising

ONGOING GOALS

- Have all chapters submit budgets by the beginning of the year; help chapters to achieve this request if necessary
- Have all chapters submit business plan by the beginning of the year; help chapters to achieve this request if necessary
- All chapters MUST submit Results of Activity Reports to the Inc. Ofc within 45 days after the date of the event (MOST IMPORTANT)
- Participate in all discipline calls (VERY, VERY IMPORTANT)
- Maintain or cause to maintain Strategic Plan

STEPS TO ACHIEVE GOALS

- Work with NEWH, Inc. office to follow up on chapters not forwarding information;
- Work with Diane and Jena to make sure chapters know (via board training) that information is to be submitted to NEWH, Inc. promptly; and
- Follow up with chapters to submit signature bankcards after the first board meeting of the year.

LONG TERM GOALS FOR THIS POSITION

- Ensure all chapters KNOW what is expected in way of reporting
- Produce Signature NEWH Fundraiser in 2020 and beyond – we are looking at producing a NEWH Inc. fundraising event in 2020

OTHER REPORT ITEMS

- QuickBooks online is doing great as well as the mobile payments for door sales, etc. As a reminder for those of you using QuickBooks online to please keep all transactions current. This is an important part of financial tracking and reporting
- We are a very financially strong organization. Good problem to have.

- It's BUDGET time again, your Chapter should be thinking about what to include on your budgets. Susan will be available to walk through your budgets with you, let her know and she will schedule a call
- Chapters DO NOT have to give 50% in Scholarship Awards out, but Chapters should never give away more than 50% of their scholarship account
- Please remember that checks over \$250.00 requires two (2) signatures
- For the Chapters who hold their own checkbooks – be sure to obtain W-9's from all new vendors before writing them a check. IRS requires this for tax purposes.
- All interest earned on any interest bearing accounts will be transferred into the chapter's Scholarship Account at the end of each year
- We expect that all signature cards are fully completed and returned to Susan at the INC office as soon as possible. This is a 2 step process – first step is sending personal information to the bank before signature cards can be created – please watch for an email from Susan Huntington and take care of that as soon as possible. Any chapter not complying will not be able to cash checks per the bank's strict policies. Please reach out to Susan at susan.huntington@newh.org
- Susan at NEWH Inc holds a credit card that Chapters can be used for paying expenses. Please utilize this card rather than using personal accounts and then needing to wait for a reimbursement check. Call or email Susan Huntington with questions.

BANK BALANCES		
account balances as of 10/31/2018		
General	\$	374,941.49
Scholarship		141,157.23
Cliff Tuttle Scholarship		11,942.80
Ken Schindler Scholarship		3,314.71
Money Market (<i>cash reserve fund</i>)		396,137.75
Long Term Reserve Account (<i>money market acct receives higher interest than CD</i>)		342,697.80
Cash Reserve Account (<i>money market acct receives higher interest than CD</i>)		207,421.00
CD		100,000.00
NEWH, Inc. acct in Canada (8/31/17)	CAD	16,247.21
NEWH Canada, Inc.	CAD	133,482.08
NEWH Canada, Inc. Scholarship	CAD	1,199.67
NEWH, Inc. acct. in London	US	22,703.81

Chapter	Updated Signature Cards 2018	2018 Fundraising Remittance	2018 reconciled Fundraising % Proceeds	Regional Tradeshow Monies transferred to Scholarship Acct in 2018	Fundraising/Donation Monies transferred to Scholarship Acct in 2018	Checking Bal	Date	Scholarship Bal	Date	Mutual Fund	CD
Arizona	Yes		70%		2,736.46	22,834.20	9/30/18	12,565.18	9/30/18		
Atlanta	Yes				6,424.13	139,002.67	9/30/18	54,069.71	9/30/18		
Atlantic City	Yes				9,078.38	26,703.89	9/30/18	10,432.12	9/30/18		
Chicago	Yes	x	44%	31,479.06	24,919.24	106,907.39	9/30/18	136,427.76	9/30/18		
Dallas	Yes		44%		15,090.52	100,718.47	9/30/18	57,564.37	9/30/18		

Houston	Yes			16,888.83		38,297.24	9/30/18	65,553.50	9/30/18		
Las Vegas	Yes				39,426.65	14,971.38	9/30/18	130,799.32	9/30/18		
Los Angeles Founding	Yes				17,508.74	74,883.46	9/30/18	122,193.20	9/30/18		
New York	Yes	x	59%		84,915.38	77,818.13	9/30/18	169,601.00	9/30/18		
North Central	Yes			12,571.08		31,645.55	9/30/18	53,221.19	9/30/18		
Northwest	Yes		46%	30,997.69	9,004.31	64,891.89	9/30/18	75,775.66	9/30/18		
Rocky Mountain	Yes				2,401.68	51,755.55	9/30/18	27,692.13	9/30/18		
San Francisco Bay Area	Yes				68,572.69	81,362.93	9/30/18	190,886.53	9/30/18		
South Florida	Yes	x	34%		17,573.54	57,914.25	9/30/18	48,702.06	9/30/18		
Sunshine	Yes				11,431.13	77,449.72	9/30/18	74,528.47	9/30/18		
Toronto	N/A					22,872.87	9/28/18	1,199.67	8/28/18	25,328.59	9/30/2018
United Kingdom	N/A					22,703.81	10/5/18	794.84	10/5/18		
Washington DC Metro	Yes			47,266.62	60,699.36	222,666.33	9/30/18	104,652.72	9/30/18		
Regional Groups											
Cincinnati						9,843.01	9/30/18	2,025.00	9/30/18		
Hawaii						12,521.72	9/30/18	34,957.12	9/30/18		
Memphis Mid-South						1,000.00	9/30/18	1,637.00	9/30/18		
New England		x	22%			9,809.06	9/30/18	21,462.86	9/30/18		
North Carolina						8,578.66	9/30/18	12,816.62	9/30/18		
Orange County						1,646.07	9/30/18	66,536.27	9/30/18		
Pittsburgh						7,630.65	9/30/18	14,356.58	9/30/18		
San Diego						-	9/30/18	19,339.78	9/30/18		
Virginia						-	9/30/18	12,101.29	9/30/18		

2018 BUDGET

		INCOME	EXPENSE
President		-	14,943.08
President Elect		-	-
Past President		-	10,104.14
	Founders Circle	-	10,045.29
Executive Adviser		-	1,292.22
Secretary		-	470.11
	Board Training	-	17,143.56
Vice President Finance		-	1,742.76
	Fundraising	103,510.82	1,387.03
	Travel / Delegate	-	5,932.23
Vice President/Scholarship		-	3,301.58
	Scholarship	6,914.97	68,334.29
	Clifford Tuttle Scholarship	5,000.00	5,613.52
	ICON Scholarship	12,725.00	8,443.80
	Ken Schindler Memorial	5,000.00	5,205.80
	NEWH Leadership Scholarship	10,000.00	10,064.90
	Green Voice Scholarship	15,000.00	16,128.49
	Vendor Scholarship	33,000.00	33,443.92
	Women Leaders in Hospitality Scholarship	5,000.00	10,868.40
Vice President/Education		-	1,192.42
	Continuing Education	5,500.00	2,092.81
	Programming	-	39.92
	BrandED	28,655.00	36,896.21
	ED Online	-	255.00
	Mentorship	-	855.00
	Green Voice Education	48,000.00	2,236.48
	Women In Business	-	-

VP/Development		-	1,802.46
	Membership	324,017.91	165,630.70
	NEWH Conferences	199,710.00	62,031.49
	NEWH Awards	-	21,744.47
	Digital Marketing	-	-
Administration		4342.11	708,621.70
	Corporate Partner Development	587,500.00	41,229.47
	Marketing	34,573.77	89,899.37
	Tradeshows/USA	-	55,198.26
	Tradeshows/Regional	1,110,182.00	527,280.19
	NEWH Governing Board Mtg.	-	5,000.95
	Website	23,451.25	66,439.10
	Publications	-	6,636.31
	Reserve Acct.	-	41,666.66
	Bank/Credit Card	-	21,372.40
		2,562,082.83	2,082,586.49

2018 CORPORATE PARTNERS	level	partner since
Durkan Hospitality	Benefactor	1995
Fabricut Contract/S. Harris	Benefactor	2004
RH Contract	Benefactor	2012
Signature	Benefactor	2005
ULSTER	Benefactor	2003
American Leather	Patron	2008
Bernhardt Hospitality	Patron	2012
Delta Faucet Company	Patron	2014
Electric Mirror	Patron	2008
Hospitality Design Group	Patron	2001
Hospitality Media Group, LLC	Patron	2012
Installation Services Group	Patron	2010
Milliken Floors	Patron	1996
Moen, Incorporated	Patron	2012
P/Kaufmann Contract	Patron	2011
American Atelier, Inc.	Supporting	2011
Arteriors Contract	Supporting	2013
Artline Group	Supporting	2018
Ashley Lighting, Inc.	Supporting	2012
Brintons	Supporting	2010/2016
Crypton + Nanotex	Supporting	2014
Fabric Innovations	Supporting	2011
Kimball Hospitality	Supporting	1994/2016
Lexmark + Hospitality	Supporting	2008
Lily Jack	Supporting	2011
Mandy Li Collection	Supporting	2011
Masland Hospitality	Supporting	2001
MityLite	Supporting	2017
Porcelanosa USA	Supporting	2017
Richloom Contract	Supporting	2013

The Robert Allen Duralee Group	Supporting	2017
Sem Fim	Supporting	2013
Serta International	Supporting	2005
Séura Incorporated	Supporting	2012
Shaw Hospitality Group	Supporting	1999/2015
Shelby Williams	Supporting	1994/2011
Summer Classics	Supporting	2011
Tropitone Furniture Company	Supporting	2012
Vaughn Benz	Supporting	2011
WALTERS	Supporting	2012

FUNDRAISING

TARA WITT

Job Purpose

- To mentor and support NEWH Chapter efforts in fundraising
- 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

2018 GOALS

NO GOALS WERE SUBMITTED IN 2018

VP/SCHOLARSHIP

BRITTANY JOHNSON

Job Purpose

- Oversee all actions of the stated NEWH, Inc. mission of Scholarship
- To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of NEWH so as to support the organization's mission and needs.

IN COMMUNICATION WITH YOUR DIRECTORS AND COMMITTEES? HOW

Becca Kundysek (Scholarship Director) and I have worked closely together this year selecting Inc. scholarship winners and brainstorming scholarship application improvements. We have worked with the Leadership Conference committee to develop ideas for the 2019 NEWH Leadership Conference (Scholars Luncheon). We have identified needs and details of sending chapter scholarship recipients to Leadership Conference and shared communication with chapters. We have had successful quarterly discipline calls with the chapters/regions with great attendance. The IBOD scholarship break-out sessions have been engaging and energetic with suggestions to help keep scholarship fresh and relevant. Ideas/suggestions from communication with outside educators and organizations (ICHRIE) have been shared with chapters.

OUTCOME OF THE COMMUNICATION

The chapters will be a great eye for reviewing the application changes to continue to improve the ease of the application process for students. Chapter Directors have shared great information this year about chapter level scholarships, timing and application review processes. We have also had great luck with the chapter level directors participating as reviewers for the Inc. level scholarships. We look forward to sharing many of the scholarship stories at this next Leadership Conference, thanks to the efforts of the Chapter level directors! Thank you for your dedication to NEWH and to our deserving students!

MOVING FORWARD ON GOALS

During the New York IBOD break-out we will review scholarship application changes made this year and evaluate the financial portion of the application to improve clarity and the overall application process. Collaboration with educators and educational groups will continue to help deepen our connection and elevate awareness of NEWH scholarships. With that in mind we will continue the

conversation with educators, scholarship boards and outside resources like ICHRIE. New Inc. scholarships have been added this year, we will continue to seek support from sponsors for Inc. level scholarships. As our scholarships grow, we have a continued need for volunteers to serve on the scholarship committee and assist with judging Inc. applications. A HUGE thank-you to those who have assisted this year! Lastly we hope that chapters keep building the NEWH scholarship story by submitting video clips from their awards events, interviews with students/educators/families, or simple congratulation selfie-videos from educators. Along with the Green Voice team we will continue to implement fresh annual criteria for the NEWH Green Voice Design Competition scholarship.

COMMENTS

We look forward to expanding on these goal next year, we look forward to seeing how the updates on the application are received by both students and scholarship reviewers.

NEWH INC. SCHOLARSHIP LISTING

- **Hospitality Management Scholarships**
 - NEWH Leadership Scholarship (Biennial)
 1. \$10,000 award
 2. Further criteria TBD
 3. Sponsor: NEWH Inc. (open to other sponsors)
 4. WINNER: **Maggie Cai**
 - NEWH BrandED Scholarship in the name of Marriott
 1. \$7,500 award
 2. Further criteria TBD
 3. Sponsor: Marriott/NEWH Inc.
 4. WINNER: **Ajayi Oliver**
 - NEWH BrandED Scholarship in the name of IHG
 1. \$7,500 award
 2. Further criteria TBD
 3. Sponsor: IHG/NEWH Inc.
 4. WINNER: **Taya Miller**

- NEWH Women Leaders Scholarship (BD west Boutique Design Power Players: Women Leaders in Hospitality Breakfast and Panel Discussion)
 1. \$5,000 award
 2. Female hospitality management students (only)
 3. Sponsor: Hospitality Media Group (HMG)
 4. WINNER: **Cheryse Carter**
- NEWH Women Leaders Scholarship ((BDNY Boutique Design Power Players: Women Leaders in Hospitality Breakfast and Panel Discussion)
 1. \$5,000 award
 2. Female Hospitality Management students (only)
 3. Sponsor: Hospitality Media Group (HMG)
 4. WINNER: **Beth Wi**
- **Interior Design Scholarships**
 - NEWH Interior Design Scholarship (Gold Key Gala)
 1. \$10,000 award
 2. Interior Design students
 3. Sponsor: P/Kaufmann Contract
 4. WINNER: **Kim Kedem**
 - NEWH ICON of INDUSTRY Scholarship (Gold Key Gala)
 1. \$7,500 award
 2. Major changes annually based on ICON
 3. Sponsor: NEWH Inc.
 4. WINNER: **Jieru Lin**
 - NEWH Harvey Nudelman Scholarship (HD Expo)
 1. \$5,000 award
 2. Interior Design students
 3. Sponsor: Fabricut Contract & FR-One
 4. WINNER: **Elisa Rojas**
 - NEWH Ken Schindler Memorial Scholarship (Platinum Circle)
 1. \$5,000 award
 2. Interior Design students
 3. Sponsor: Memorial donations/NEWH
 4. WINNER: **Brianna Hunter**
 - NEWH Clifford R. Tuttle Scholarship (Platinum Circle)
 1. \$5,000 award
 2. Interior Design students
 3. Sponsor: Donations/NEWH
 4. WINNER: **Seammala Sun**
- **Interior Design/Architecture Design Competition Scholarships**
 - NEWH Product Design Competition (HD Expo)
 1. \$4,000 award
 2. Interior Design/Architecture students
 3. Lavatory faucet design competition
 4. Sponsor: Symmons
 5. WINNER: **Angela Campos**
 - NEWH Green Voice Design Competition (HD Expo)
 1. \$7,500 undergrad and \$7,500 graduate award
 2. Interior Design/Architecture students
 3. Design competition criteria changes annually
 4. Educators may use competition as a class project; students may work in a team
 5. Sponsors: JLF lone meadow (founding sponsor), Valley Forge Fabrics, Florida Seating, Tarkett
 6. WINNER: **Keely Lange, Weber State Univ. Interiors Program**
- **Universal Scholarship**
 - NEWH Fabric Innovations Legacy Scholarship (Platinum Circle)
 1. \$10,000 award
 2. Interior Design or Hospitality Management students
 3. Attending college in New York or Florida (only)
 4. Sponsor: Fabric Innovations
 5. WINNER: **Raquel Raney**

SCHOLARSHIP

BECCA KUNDYSEK

Job Purpose

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

2018 GOALS

- Assist and work closely with new VP of Education, Brittany Johnson, and the NEWH Inc. office
- Continue to streamline online applications and scholarship process
- Continue to enlist volunteers to assist in judging Inc. scholarship applications by serving on the scholarship review committee (BIG THANKS to those who have helped so far!!)
- Work with the Leadership committee to develop and roll out the Scholars Luncheon event during the 2019 NEWH Leadership Conference
- Help as needed with next the scholarship NEWH Scholarship Stories video production (to be premiered during the 2019 Leadership Conference)

Steps to Achieve Goals

- Quarterly Scholarship discipline calls with chapters/regions
- Keep open lines of communication between VP/Scholarship, NEWH, Inc., chapters and committee members
- Committee calls, chapter outreach, overall team development

Long Term Goals for This Position

- Establish lines of communication with all chapter/regional

- Scholarship Directors, Student Representatives, Scholarship Chairs and provide support as required
- Work with chapters/regions to promote NEWH, Inc. scholarship opportunities
- Work with chapters/regions to establish new vendor sponsored scholarship opportunities
- Create a regularly scheduled routine of following up with past scholarship winners to track updates in their career path since receiving a NEWH scholarship
- Implement some of the “grass roots” ideas that were shared during the January 2018 IBOD scholarship breakout – going to the students in their environment, announcing scholarship at their school/studio during class (recording announcement)

Other Report Items

- We continue to plan and prepare for Leadership Conference
- We have started to implement a new way of announcing the scholarship to students, amongst their peers in the classroom, capturing the moment on video. It’s exciting and heartwarming to see their reactions!
- Chapters please remember to send in pictures and videos of your recent scholarship recipients/awards event.

SCHOLARSHIPS AWARDED BY CHAPTER

Chapter	2018	total # of awards	Total Given
Arizona	6,500.00	122	125,800.00
Atlanta	27,600.00	163	417,673.73
Atlantic City/Philadelphia	0	13	44,500.00
Chicago	55,500.00	131	334,573.73
Cincinnati Region	0	1	2,500.00
Dallas	30,000.00	184	434,200.00
Hawaii Region	8,000.00	4	2,500.00
Houston	20,000.00	133	208,625.00
Las Vegas	30,000.00	162	422,604.92
Los Angeles Founding Chapter	31,000.00	359	822,598.00
New England Region	0	34	38,950.00
New York	48,000.00	240	646,500.00
North Carolina Region	0	3	7,500.00
North Central	0	42	62,000.00
Northwest	35,000.00	56	172,963.64
Orange County Region (Southern Counties)	1,000.00	65	81,450.00
Pittsburgh Region	0	2	5,000.00
Rocky Mountain	23,000.00	51	122,200.00
San Diego Region	0	3	3,000.00
San Francisco Bay Area	0	21	110,000.00
South Florida	15,000.00	103	156,000.00
Sunshine	18,000.00	79	233,500.00
Toronto	0	63	CAD 119,013.00
United Kingdom	7,000.00	26	GBP 49,036.88
Vancouver	2,500.00	6	CAD 13,500.00
Virginia	0	8	16,500.00
Washington DC Metropolitan	100,000.00	141	514,300.00
Clifford Tuttle Scholarship	5,000.00	5	25,000.00
Future Hospitality Leaders Scholarship	0	3	15,000.00
Green Voice Design Competition	15,000.00	2	15,000.00
NEWH BrandED/IHG	7,500.00	1	7,500.00
NEWH BrandED/Marriott International	7,500.00	1	7,500.00
NEWH ICON of Industry	7,500.00	24	112,500.00
NEWH Ken Schindler Memorial Scholarship	5,000.00	3	15,000.00
NEWH Leadership Scholarship	10,000.00	2	15,000.00
NEWH Women Leaders in Hospitality Scholarship Award	10,000.00	8	40,000.00
NEWH Sustainable Design Competition/School	0	9	40,000.00
NEWH Sustainable Design Competition/Student	0	17	75,000.00
NEWH Vendor - American Holtzcraft	0	1	3,000.00
NEWH Vendor - Fabric Innovations Legacy	10,000.00	6	60,000.00
NEWH Vendor - Harvey Nudelman Memorial Scholarship	5,000.00	12	44,500.00
NEWH Vendor - P/Kaufmann	10,000.00	1	10,000.00
NEWH Vendor - Séura	3,000.00	2	9,000.00
NEWH Vendor - Symmons	4,000.00	5	20,000.00
TOTALS	\$ 649,099.86	2318	USD \$ 5,664,409.93

VP/EDUCATION

CHRISTINE WASMER

Job Purpose

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

IN COMMUNICATION WITH YOUR DIRECTORS AND COMMITTEES? HOW?

Calls, emails – Director Continuing Education, Chair Green Voice, Chair EOnline

OUTCOME OF THE COMMUNICATION:

Key programs/objectives: Green Voice Challenges: Sessions at trade shows – content – speakers – moderators – responses have come in from our email blasts inviting industry professionals to participate. Needs follow up. Sponsorship – push for new friends of GV – results new supporter – Tarkett. Goal is to find two more supporters. Templates for chapter programs – now will be encouraging pairing events with USGBC and/or inviting fitwel Ambassador as presenter. E-blast to chapters. Volunteers for session planning – email to chapter boards offering opportunity. Email to Educator list offering opportunity Timeline for GV sessions is determined by the tradeshow and is pretty much set in stone. EOnline Challenges: Data gathering from Vendors – was in process, interest has slowed need outreach Website component – cannot build until content is collected. Question: can this be tied into the existing Resource Directory as the vendor builds their page they also share their educational content? Outreach to CP’s – Who is ideal to make this contact? Should we open to all member vendors now? Webinar goal is stalled – it was thought that the submittal of content would fill this goal. Will brainstorm with Chair EOnline for next steps. Continuing Education Report: Mary Ann and Nicole attended AIA Meeting in NY – June 20th. See notes from Nicole for report. Of interest: Sustainable content is out, HSW in. AIA MN, NY chapters are currently the strongest chapters offering a large amount of annual credits (idea for NEWH chapters to partner on an annual event) New provider manual will be released fall 2018 (new website + reporting methods for providers) -CE Process updates begin 2019 -Provider accreditation rules begin 2019-2021 Speakers Bureau Challenges: This is a part of Green Voice as well as Continuing Education. Encourage Top ID to register as

speakers/moderators for educational presentations and Green Voice Sessions. Could also ask them if they would like to judge the design competition. Build a listing of professionals that can be approached as needed to fulfill our SME needs.

MOVING FORWARD ON GOALS:

Action Plan – Green Voice: Email blasts to increase volunteer participation on committee. Assign small manageable tasks with timeline constraints for completion. Email outreach (continued) to potential sponsor vendors and others. Email outreach (encompassed with speaker bureau outreach) to industry professionals SME’s. Outreach to Top ID (See Speakers Bureau) Action Plan EOnline: Personal contact CP’s regarding submittals (determine who should be doing this) List Business level members (both vendors and design firms) to invite to participate Seek out those participants that would like to hold live CEU’s at chapter events. Online learning – seek out participants that have self-guided CEU programs they would like to share to EOnline. Filming GV presentations – post these in the EOnline knowledge base. Action Plan Continuing Education: EOnline platform will build CEU resources for use both online and by chapters. Identify and invite member education professionals to participate in building programs/content Action Plan Speakers Bureau: Continue outreach to industry professionals through email invitation to submit ideas, speakers etc.. for GV. Encourage their participation in evaluating programs and submittals by vendors and others to be shared on EOnline resource library. Marketing piece for Top ID should include invitation to submit professional research, writing as well as speaking opportunities for Top ID professionals.

COMMENTS:

Some speakers have submitted application for Green Voice sessions who are product/market focus. These speakers would be better choices for panels to discuss best practices and other industry specific topics.

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.

2019 GOALS

- Research and identify continuing education opportunities relevant to our membership and NEWH mission.
- Research and develop content for educational programs and CEU’s. Establish methodology for determining where the biggest changes are being made and use that as the base of content as well as the draw for participation.
- Increase time spent on research to achieve the goals.

STEPS TO ACHIEVE GOALS

- Committee mission:

The mission of the NEWH Education Committee is the advancement of education, uniquely focused on hospitality, encompassing environmental, cultural, social and global issues, to its membership while providing the opportunity for continuing education units.

- Attend CE Provider (AIA & IDCEC) meetings, along with one

NEWH staff member

- Develop a committee
- Work with committee and NEWH staff, develop NEWH program as a provider of unique hospitality oriented CEU’s to the industry.
- Actively promote the NEWH CEU program.
- Work with NEWH Staff/Marketing to appropriately promote the NEWH brand of hospitality CEU offerings relative to target market
- Contribute to Green Voice Education
- Continue to review programs and speakers for NeoCon 2019.
- Timely exchange of information.

FINAL COMMENTS

The increased responsibilities outlined for Continuing Education come at a time when I will be able to actively promote the goals outlined.

SUSTAINABLE EDUCATION CHAIR

STACEY OLSON

Job Purpose

- Develop and implement a program to support the new, emerging talent in the hospitality industry.

PROGRAMMING

STACY COSTA

Job Purpose

- Direct the NEWH, Inc. Programming events: BrandEd, Mentoring, Women in Business and see that NEWH, Inc. Chapters follow the Education mission of the organization

NO GOALS/REPORT SUBMITTED

BrandEd CHAIR

DEBBIE MCKELVEY

Job Purpose

- Develop and implement a program to introduce and educate membership about the Hospitality Brands.

HAVE YOU FORMED A COMMITTEE?

Yes

Yes, continue to talk about the correct people w/the different brands w/in Marriott to reach out connect with.

COMMITTEE MEMBERS

Leslie Anderson to assist w/Marriott events

MOVING FORWARD ON GOALS?

Good, working towards planning 2019 events

CONFERENCE CALLS? OUTCOME

MENTORSHIP CHAIR

Job Purpose

- Develop and implement a program to support the new, emerging talent in the hospitality industry.

VP/DEVELOPMENT

LEIGH MITCHELL

Job Purpose

- Responsible for the well-being and growth of the NEWH, Inc. membership and expansion of NEWH, Inc. Generating methods of membership and revenue growth.
- Responsible for overseeing the successful execution of the 2019 Leadership Conference.
- Oversee digital marketing efforts to expand the presence of NEWH.

ARE YOU IN COMMUNICATION WITH YOUR DIRECTORS AND COMMITTEES? HOW

Membership Director/ Leadership Conference Director- kept in communication thru email and membership calls

conference.

MOVING FORWARD ON GOALS

Membership – will continue to update resources as needed. will report on BDNY promotion. Leadership – progress is steady.

OUTCOME OF THE COMMUNICATION

Membership – completed Best Practices and ideas for Membership Drives – now listed on board resources. Leadership Conference Director: regular calls and updates for February

COMMENTS

Rework of the NEWH Awards Program, First participant for the Hotel Partnership Program signed up!

MEMBERSHIP

CINDY ANDREWS

Job Purpose

- Develop a program to maintain memberships, increase visibility to potential membership, and promote NEWH, Inc.
- We have recently completed "Best Practices" and "Guidelines" for Chapter Membership Directors. Diane has put it on the website for them to access.
- Next year, I will be working close with my local chapter to

come up with more best practices and guidelines that help grow membership by sitting on a committee that includes the Membership Director, Programming Director and Marketing Director.

Jun 2016

by steve bab

Thoughts from a New Member

I see you at the meetings,
but you never say hello.
You're busy all the time you're there
with those you really know.
I sit among the members,
yet I'm a lonely gal.
The new ones feel as strange as I;
the old ones pass us by.
Darn it, you folks urged us to join
and talked of fellowship,
You could just cross the room, you know,

but you never make the trip.
 Can't you just nod your head and smile
 or stop and shake a hand,
 get over your mom's good intentions.
 Then go sit among your friends?
 Now that I'd understand.
 I'll be at your next meeting,
 and hope that you will spend
 The time to introduce yourself,
 I joined to be your friend

Thank you to Angela Reed for sending us this poem

MEMBERSHIP REPORT BY CHAPTER

chapter	November 11, 2017	11/11/2017 w/ Students	2018 to date	2018 to date w/ Students	% of Change since November 2017 meeting w/o students	2017 non renewals		2018 new members/ past returning		voting members	non-voting	students
						Students are not reflected						
Arizona	104	144	95	134	-9%	22	23.2%	23	22.1%	80	15	39
Atlanta	403	599	383	616	-5%	66	16.4%	90	22.3%	287	96	233
Atlantic City/Philadelphia	67	88	72	90	7%	9	13.4%	13	19.4%	54	18	18
Chicago	315	411	302	397	-4%	46	14.6%	76	24.1%	238	64	95
Dallas	452	590	403	538	-11%	81	17.9%	86	19.0%	328	75	135
Houston	145	230	143	212	-1%	24	16.6%	26	17.9%	85	58	69
Las Vegas	181	265	193	261	7%	38	21.0%	56	30.9%	146	47	68
Los Angeles Founding	282	336	226	272	-20%	71	25.2%	50	17.7%	186	40	46
New York	413	520	417	514	1%	96	23.2%	128	31.0%	325	92	97
North Central	174	319	175	344	1%	22	12.6%	34	19.5%	115	60	169
Northwest	243	290	235	286	-3%	33	13.6%	42	17.3%	186	49	51
Rocky Mountain	171	211	163	215	-5%	49	28.7%	42	24.6%	132	31	52
San Francisco Bay	235	305	232	298	-1%	48	20.4%	51	21.7%	178	54	66
South Florida	245	296	273	335	11%	58	23.7%	87	35.5%	225	48	62
Sunshine	215	248	209	235	-3%	46	21.4%	53	24.7%	174	35	26
Toronto	128	160	117	145	-9%	23	18.0%	34	26.6%	92	25	28
United Kingdom	92	101	103	118	12%	20	21.7%	43	46.7%	87	16	15
Washington DC Metro	238	355	297	377	25%	37	15.5%	90	37.8%	226	71	80
Atlantic Canada Region	1	1	1	1	0%	0	0.0%	0	0.0%	1	0	0
Cincinnati Region	35	90	58	131	66%	4	2.0%	24	68.6%	54	4	73
Hawaii Region	16	20	5	7	-69%	9	56.3%	1	6.3%	5	0	2
Memphis/Mid-South	23	47	75	128	100%	2	8.7%	42	182.6%	62	13	53
New England Region	119	136	131	145	10%	20	16.8%	45	37.8%	106	25	14
North Carolina Region	75	110	79	121	5%	16	21.3%	35	46.7%	63	16	42
Orange County Region	86	118	89	119	3%	13	15.1%	20	23.3%	67	22	30
Pittsburgh Region	36	49	46	57	28%	7	19.4%	14	38.9%	39	7	11
Regional Members	44	47	43	44	-2%	5	11.4%	10	22.7%	39	4	1
San Diego Region	8	8	8	8	0%	0	0.0%	0	0.0%	7	1	0
South Carolina Region	20	23	20	27	0%	7	35.0%	8	40.0%	17	3	7
Vancouver Region	94	165	106	170	13%	11	11.7%	29	30.9%	69	37	64
edited 24-October-2018	4660	6282	4699	6345	1%	883	18.9%	1252	26.6%	3673	1026	1646

REGIONAL MEMBERSHIP

Regional Areas	2018	2017	2016	2015
Alabama	1	1	1	1
Arkansas	1	1	1	1
Asia/Pacific	2	3	4	
Australia		1	2	
Regional Areas	2018	2017	2016	2015
Kansas	3	4	3	3
Michigan	5	10	9	11
Missouri/St. Louis	4	4	5	3
Ohio	2	2	3	

Caribbean Region		1	1	0
India	1	1	1	1
Indiana	5	8	10	3

Oklahoma	3	5	3	5
Utah	3	3	3	0
Virginia	3	2	3	

NEWH CONFERENCES

RON MCDANIEL

Job Purpose

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

HAVE YOU FORMED A COMMITTEE

Yes – Two committees have been established. One at the International Level and one at the local South Florida level

COMMITTEE MEMBERS

LC Committee – Shelia Lohmiller, Jena Seibel, Cindy Guthrie, Leigh Mitchell, Brittany Johnson, Phoebe Stein, Monica Meade – South Florida Committee – Jennifer Delmas, Christian Triana, Stacey Davis & Candace Tejidor

CONFERENCE CALLS? OUTCOME

Yes – LC on a weekly basis / SF Chapter – work through closing party, president's dinner venues

MOVING FORWARD ON GOAL

On track with timeline –

COMMENTS

Major push for sponsors and registration to begin!

DIGITAL MARKETING

HELEN REED

Job Purpose

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

NO GOALS/REPORT SUBMITTED

VP/INTERNATIONAL RELATIONS – CANADA

CHRISTINE TUCKER

Job Purpose

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

2018 GOALS

- NEWH in Vancouver; B.C. Regional Group is continuing with strength and impressive events to the Hospitality Community in Vancouver. So far this year they had great success with community attendance and sponsorship with Bourbon Bingo Event in March, then right to Student Mentorship Event also in March, and Tasting Event with an engaging speakers panel Event in April. The upcoming event at the Fairmont Hotel Vancouver on November 15, celebrating Top ID as well as Scholarship Awards will once again be a sought out place to be in the city. For opportunity to sponsor or attend please reach out to Alex Jones or Lance Tonnesen for more information. The Board for 2018 is so strong and continues to structure and offer excellent sponsorship opportunities for NEWH Vancouver.
- Work to promote growth in Vancouver membership to work towards a Chapter Designation Expand the NEWH mission Canada-wide, increase the visibility/credibility of NEWH.
- NEWH in Toronto Fundraising just hosted early October an amazing event with 175 plus attendees for Showcase Top of The Bed then capped the evening off with a Party by the Pool Event in Toronto. Sponsors mingled and presented their products in each private guest room in the afternoon and then to the evening sponsored the evening event poolside. Weather kept us inside looking out at the pool...we are not Vegas! Next year a bit earlier so weather will allow us outside.
- The Toronto Programming 2018 has offered very unique programming thanks to Meghan Smith with an informative Presentation from Partisan Co-Owner Alex Josephson at Barque BQ. Then in July, The Cheese Boutique with owner and author Afrim Pristine providing an exquisite tasting and tutorial on the best of the best gourmet cheese. What a draw with over 120 in July coming out for this event!

- Continually be on the lookout for Explore potential members and growth of new Regional Groups in other areas of Canada. Currently in discussions in Quebec to see if we can expand and potential Edmonton and Calgary for a Regional Group currently in discussions with potential members in these areas.
- Work with NEWH International to maintain structure and best practices for International Chapters working with NEWH Inc. for continued relations that benefit all parties.
- Build on the Networking opportunities throughout Canada and USA.
- Strengthen membership and relationships with US and UK counterparts.
- Continued growth with other associations in Canada to expand our membership base.

STEPS TO ACHIEVE GOALS

- Working with committee members in Vancouver Regional Group and Committees – Extremely pleased with growth and dedication from current Regional Members.
- Planning for HOST Milan Italy in 2019 show with focus on Agents, Buyers and Specifiers to find Potential candidates for consideration of NEWH participation in this HOST show 2019.
- Currently work with all members in Vancouver & Toronto Chapters to assist in facilitating functions and growth for NEWH Canada Inc.
- Continue to work with interested community to find committed members to start Regional Groups.
- Mentor members to move into the International forum and understand Canada and USA format and structures.
- Work with Canadian and US legal to ensure compliance to all Federal concerns of both countries.

LONG TERM GOALS FOR THIS POSITION

- Work with Chapter's in Canada to make sure they understand NEWH and the complete offering and keep them involved on an International level
- Keep communication with International office and other

Chapters

- Grow membership in Canada
- Continue to encourage and educate succession plan for future members in Canada.

VP/INTERNATIONAL RELATIONS – UNITED KINGDOM

JONATHAN YOUNG

Job Purpose

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

SEE REPORT UNDER CHAPTERS/UNITED KINGDOM

PAST PRESIDENT

TRISHA POOLE

Job Purpose

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

2018 GOALS

- Complete new video of past scholarship recipients that share stories from the hospitality management side.
- Assist NEWH Inc in developing a campaign to collect stories from all chapters and regions. Goal is to make the process an annual activity for the chapters to share their scholarship stories to assist us in following our scholarship winners.
- Provide support on the BrandED educational events. Assist in bringing more brand executives into the program.

STEPS TO ACHIEVE GOALS

- Working with Nicole and NEWH Inc to give creative direction to the film company developing our video. Set up regular calls to

review progress and maintain schedule for the launch at 2019 Leadership Conference.

- Discussing options with Leadership Committee to add a component to the Leadership Conference that will share insight on “creating stories” and offer coaching to the chapters that would inspire an annual process to share their regional stories. Keeping Nicole involved to assist in developing a process that makes is easier to share or post their stories with NEWH Inc.
- Spoke with Delta Hotels by Marriott and they have agreed to participate in the BrandED program. Debbie is working with them to get them on the calendar for multiple sessions. Working with others at Marriott to get more brands involved.

EXECUTIVE ADVISOR

JULIA MARKS

Job Purpose

- To provide counsel to 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 the mission

As Executive Advisor, I am available to all NEWH Board members, members and staff and am able to help with projects,

or as a sounding board for ideas. Please feel free to reach out!

NEWH MEDIA AMBASSADORS

MICHELLE FINN/STACY RAUEN

Job Purpose

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

NO GOALS SUBMITTED

NEWH AMBASSADORS

MATT DESHANTZ/ GRETCHEN GILBERTSON/ JORDAN MCINTURF/MICHAEL SMITH

Job Purpose

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

NO GOALS SUBMITTED

NEWH STAFF

Jena Seibel/Susan Huntington/Diane Federwitz/Nicole Crawford/Julie Hartmann/Kathy Coughlin/Brenda Brown

2018 BOARDS

Mandatory Discipline Calls – Remind ALL board directors to participate in the mandatory discipline conference call for their respective position. These calls take place in November and December prior to the New Year. Board members must participate in order to serve on the Chapter Board of Directors.

Ensure a Smooth Transition into 2019 – include those new 2019 board members in your end of year (Nov/Dec) board meetings so your current board members can mentor the new members. The new board members can see how the board meetings operate and will have the opportunity to ask questions of the current board member in their position to ensure an easy transition to your new board.

Succession Planning – the Chapter Board nomination process is complete!! 2019 Board Announcements have been sent out and we are looking forward to a Great Year. We had a record number this year turn out for nominating and voting, plus we had some members respond to the Announcement where there are open spots on a Board. Many Thanks to your membership for stepping up and taking an active role. There are some Chapters that have open spots in key position so please keep on the lookout for upcoming board members! As members reach out to serve, help them select the perfect spot on your boards. We appreciate all that hard work that goes into the whole process from start to finish.

Job Well Done!

In house Board Training - Chapters due for in-house board training have been notified and most dates are scheduled. All others can request a two-hour webinar with their chapter boards covering board positions, NEWH Mission, Who we are, calendar, by contacting jena.seibel@newh.org

Chapter Business Plan – The business plan has been modified and is much easier to follow/understand as a basic roadmap for your chapter as you plan for next year. Use this in your strategic planning meetings.

Chapter Budget – Start putting 2019 budget together now in order to approve at your first board meeting in January. If there is not an approved budget in place, all expenses must be voted upon until the budget is approved. Remember, it is not up to just a few board members to create your budget, each director should be turning in their budget according to their discipline to the chapter treasurer who then includes in master budget.

Leadership Conference 2019 – Chapter Boards should have discussed and voted to what cost they will be covering for interested board members to attend the conference and completing forms to attend. Cost go up December 3rd therefore get registration forms in prior. Hotel cost incurred in 2019 for budget with registration and flight cost in 2018. Questions-contact jena.seibel@newh.org

MEMBERSHIP

Dues Renewals – Many members have an early January dues date. Get a membership renewal committee in place to call those on the dues report who have an upcoming dues date or those who have recently lapsed who have not yet renewed. Encourage them to renew online (Renew your Dues link is on the top menu of the NEWH website) and personally invite them to your next chapter event. Your goal – to RETAIN the members you have! If you are a

board member, be sure your membership is current!

Membership Drives – Each chapter should plan to have one membership drive annually. If you are offering a discount membership as incentive to join, please remember that it only applies to new members, it does not apply to renewals or past members. We will verify eligibility in NEWH office. Please be sure to have your new member fill out an application including payment information and send to Kathy within a couple days of the event. When setting a discount, keep in mind that with discounted memberships, as with all memberships, NEWH, Inc. portion is \$75.

Attracting New Members / Retaining Members – As you start planning your 2019 event calendar, make your events inviting and intriguing to members and potential members to attend. Everything revolves around programming. If your programs are content rich, people will want to attend. Not sure what members are looking for? Conduct a member interest survey and ask your members what they would come to and what would make them join (contact Diane at the NEWH, Inc. office to set this up). Another great resource is to participate in the quarterly conference calls for your discipline to find out what others chapters have had success with as well as read chapter reports in the board packet.

Member Approvals – New members are anxious to know that they are approved and look forward to being involved so please continue to approve them within 30 days and let Kathy know of the approval, and please welcome them within a few days of approval. To ensure timely approvals, anything over 30 days will be reviewed and approved by Shelia.

Business Membership categories: Be familiar with all of the business membership categories available. You can find a description and applications at this link: <http://newh.org/business-membership/>

EVENTS

Event Calendar – as you set your 2019 calendar, forward your dates to Diane in the NEWH Office to put on your chapter calendar. Many individuals look at the online master calendar when deciding on business travel dates and plan accordingly so they can attend another chapter's event, have that information available to them.

Planning your 2019 Events – To avoid board burnout, focus on a few high quality events instead of many events. Fill in the other months with simple sundowners or no host/no sponsorship networking events at local establishment that perhaps were newly renovated - see if they will offer tours.

Holiday Events – as your chapter/region is planning holiday events, please remember that NEWH is not in the business of throwing parties. If you are planning a 'gala' or 'black-tie' event with a high ticket price, your event will be slated as a fundraiser and will be expected to bring in 25-40% net proceeds from the event. If you are planning a program with a moderate ticket price (\$30-\$40) be sure your event has a programming aspect to it (tour, panel discussion, speaker, etc.). Networking holiday events are fine but should be planned as such - no-host bar and/or low (\$10-20) ticket price and no/low sponsorships to cover appetizers.

Corporate Partner banner – A 2019 corporate partner banner will be sent to the President in January and is required to be at all events. Remember to thank partners as well as individual event sponsors. Slides are available of the partner logos to incorporate

into event sponsor power points running at events and available in the Board Resources section of the website.

Sponsorships - Companies are now doing their budgets for 2019; therefore, it's a great idea to get notification of your 2019 events out to potential sponsors so they can request sponsor dollars for your events. Even if you don't have dates confirmed but know what kind of events you may be hosting put a brief event/ calendar together or at least information on your large fundraiser to get in their budget.

Do you know someone not receiving emails? Let Diane know – she can track the individual email address to be sure it has not bounce or been unsubscribed.

2019 Regional Tradeshows – the schedule is as follows: Miami Product Showcase – February 7, 2019; Denver, CO – June 27, 2019; Chicago, IL – August, 2019 (date TBD); Minneapolis, MN – September 12, 2019; Seattle, WA – September 24, 2019; San Francisco, CA – October 16, 2019.

SCHOLARSHIP

NEWH Leadership Conference February 7-9, 2019 (Miami, FL):

Consider sending students/scholarship recipients (1-2 per chapter); discuss budget costs with your board.

- Conference pass, airfare and double occupancy lodging costs can be taken out of chapter admin or scholarship funds (if the chapter has excess funds to do so)
- All expenses must be voted on and approved by your chapter board
- 2018 budgets can be amended to add costs for: registration/flight/hotel (double occupancy)
- Registration and hotel costs have early bird deadlines

Prior to December 1st:

- If Inc. office is booking student airfare all flights must be booked prior to December 1st
- If chapter is arranging registration and travel needs for the student please let Inc. office know the name of the student(s) you are sending: nicole.crawford@newh.org

Prior to January 2nd:

- If your chapter is bringing scholarship recipients reach out to their educator, friend, someone who wrote them a reference letter or even ask a board member to create a short 5-10 second congratulations video (congratulation message, a quote, something to keep in mind about their future, etc.).
- **Submit videos in landscape format please**
- Videos will be incorporated into the luncheon conversation so that all recipients in attendance can be honored; giving students excellent visibility

NEWH Scholarship Video: Utilize the NEWH Scholarship Stories video (extended or 1-minute trailer) at your next event (see user guidelines). Intro the video with this quick message:

NEWH was founded in 1984 by a group of visionary women who developed the idea that those who had established careers could lend their support and share their experiences with those just entering the field.

Through the generosity of our members and sponsors, NEWH is able to fulfill their core mission which is to be a networking resource for the hospitality industry, to provide scholarships, education, leadership development, and business development opportunities.

That vision from 1984 and your support has now awarded over \$5 million in scholarships to date, helping students like these.

Ensure your audience understands what's behind our name; promote the NEWH story and mission.

Scholarship Stories: Video your scholarship winners at the event,

through an on-site interview, or video their parents/guests/educators at your event. Ask the students professor to announce the scholarship in front of class and record the footage. Contributions will help build future scholarship videos. Submit your videos, images to nicole.crawford@newh.org

WEBSITE/SOCIAL MEDIA

Please review your chapter pages on the website. Your chapter board is responsible for making sure your chapter pages are up to date. If you'd like different banner photos, send them in! Remember: Your chapter-landing page is the first place someone visits to find out about your chapter so sell your chapter here! Why should someone join your chapter? What do you have to offer? What exciting events are you planning? Want to share how successful an event was or market an upcoming event? Send us your requests and make it exciting! Visit your pages often to make sure they are up-to-date – the more current your pages are, the more visitors you will have on your site. Forward any chapter page updates/requests to Diane Federwitz.

Social Media Update:

Facebook: Each chapter has their own Facebook page set up by NEWH Inc. that is linked to the NEWH Twitter account. When you post on FB, it is automatically tweeted. Please be proactive and keep your FB current with chapter happenings. With new board members coming up, be sure you remove/update/add any admins to your FB page (any current admin can add/remove page roles). If you have questions, contact the Inc. office.

Instagram: If your chapter has an Instagram account, let Diane know your account name/password. She can add the Instagram link to the bottom of your email broadcasts. Please see the board resources/marketing section for updated Instagram guidelines.

LinkedIn: Chapters can establish their own LinkedIn account. Please send admin access to NEWH, Inc. office to have on file in an event the chapter admin is unavailable/unreachable.

Twitter: NEWH Inc. has one main Twitter account. The Twitter account is linked to all our chapter Facebook pages, so as event notices are broadcasted out, they are automatically posted on chapters' Facebook pages which are then linked to the one NEWH, Inc. Twitter account and tweeted.

FINANCE

Banking

- PWB Bank statements (for the previous month) are delivered electronically 2-3 business days following the close of the month which are then emailed to the Chapter's Board.
- Membership Dues are reimbursed by EFT to each Chapter on a quarterly basis.
- Chapter Events are reimbursed to Chapters by EFT typically within 30 days of the closing of the event. The events Results of Activity Reports must be completed and sent to Susan within 45 days post event date. These are important for tracking any income and / or expenses that may not have been accounted for and need to be followed up on.

GoPayment App

- The swiper/reader is not needed to process cards. The "scan card" feature can be used within the app in lieu of the reader. For more information, contact Susan.
- Chapters can accept credit cards for many transactions including sponsorships, silent auction, raffle, door ticket sales - Guarantees that funds are received immediately.
- Do not use Go Payment for processing membership dues – new or renewal. Membership dues should be sent to Inc.

QuickBooks Online

Easy and effective way to track your Chapter's finances.

Checks

- All checks written by the Chapter must be recorded in QuickBooks Online immediately (fill in both memo fields) to help maintain accurate account balances.

Deposits

- If sending deposits to NEWH, Inc., please do NOT send cash. It is suggested to have 2 people count the cash and either write out a personal check or get a cashier's check.
- When mailing checks to be deposited (please send in a timely manner to avoid stale dated checks), make copies of all checks for your records.

Chapter Financial Reports

- Accounting is Cash Basis (fiscal year).
- Financial reports are emailed to the Chapter Board after the monthly statement has been reconciled – typically around the 2nd week of the month.

Chapter Budgets

- 2019 budget development should be in early stages.
- Monitoring the budget will keep you financially stable. These figures should sync with all event budgets.
- Ask questions if something does not appear to be correct. Finances are the responsibility of all board members.

Chapter Credit Card

- NEWH, Inc. holds a Chapter credit card which should be

utilized by all Chapters to make down payments, pay invoices, etc. in lieu of using personal accounts and waiting for reimbursement checks. (Request should be made **5 days** prior to the date due). The card number cannot be shared so please contact Susan.

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

Questions can be directed to:

- President/VPs/Delegates – Shelia Lohmiller or Diane Federwitz
- Treasurer/Finance/Insurance – Susan Huntington or Julie Hartmann
- Secretary – Kathy Coughlin
- Membership – Diane Federwitz or Kathy Coughlin
- Scholarship/Education – Nicole Crawford
- Compliance/Raffles/Auctions in your state: Nicole Crawford
- Programming/Fundraising – Diane Federwitz; Event RSVPs – Julie Hartmann
- Regional Tradeshows/Corporate Partners / Leadership Conference– Jena Seibel or Brenda Brown
- Green Voice – Nicole Crawford
- Website/Newsletters – Diane Federwitz
- Other questions – just call, we would be glad to help!

CHAPTER REPORTS

ARIZONA

Michelle Purcell, delegate
NO REPORT SUBMITTED.

chartered May 5, 1995

ATLANTA

Tara Herbert, delegates
NO REPORT SUBMITTED

chartered May 5, 1995

ATLANTIC CITY/ PHILADELPHIA

James Lyons, delegate
NO REPORT SUBMITTED

September 9, 2008

CHICAGO

Anne Hiter & Jessica Linden, delegates

chartered August 12, 1991

MEMBERSHIP

We've had 62 new members join our chapter over the past two quarters including both students and general members. 25 student members, 22 general members, 1 corporate partner courtesy member, 1 education professional, 3 chapter level business members, 5 chapter business courtesy members, 3 business plus courtesy members and 2 honorary members.

PROGRAMMING

Programming hosted the "Be your Own Boss" event in May of this year, and it was a great success. The panel was asked great questions and the conversations were interested and educational. The Panel focused on the strategies and lessons they learned when taking the leap to start your own business and take a hold of your own career. We had designers, purchasers, independent contract representatives and manufacturers represented for the panel discussion. Programming also just completed their second major event, a hotel tour of the Hotel Zachary, up in the popular Wrigleyville neighbourhood of Chicago. This hotel was recently opened and has been getting great press, making it the perfect tour for NEWH. The design teams lead the tours and provided great information on the thought process and details that went into designing the space. It was a sold out event and we heard great feedback!

SCHOLARSHIP

We held our second annual Young Professionals Event this past quarter. We invited students and young professionals to attend a learning event where we had professional designers, procurement people and vendor representatives available to give advice and mentorship to the attendees. We had a resume and portfolio review session, scholarship information session and question/answer session. We also offered free head shots.

As a chapter we awarded \$55,500 in scholarships this year to 11 students. Recipients included designers, hospitality management and culinary students.

FUNDRAISING

So far in 2018, Fundraising has had two successful events. We hosted our annual Kingpin bowling event in the spring and our Summer Social event this summer. Both were well attended, networking, events that hosted a variety of vendors, designers, developers and purchasers. We tried a new area for our Summer Social this year, and learned a couple new lessons, which will be helpful moving forward. We are currently in the final stages of planning for our Masquerade Ball on October 25th. This will also be held in a new location and have a couple new elements than last year! We are very excited!

CINCINNATI

Kelly Gaddes, steering committee chair
NO REPORT SUBMITTED

DALLAS

Elissa Murry & Heather Scott, delegates

chartered August 12, 1991

MEMBERSHIP

Our membership event was a huge success. We continue to struggle to find brand new members to give away the free membership to though.

PROGRAMMING

We had to take the number of events down this year and

increase our budget due to rising F&B costs. All events have been really well attended and our sponsors are thrilled.

SCHOLARSHIP

We hosted 200 people and awarded 30,000.

FUNDRAISING

We haven't had our event yet.

HOUSTON

Melissa Davis & Leena Nancy, delegates
NO REPORT SUBMITTED

chartered February 17, 1992

LAS VEGAS

Jonathan Kaler & Dawn Larsen-Garner, delegates

chartered March 26, 1991

MEMBERSHIP

As of October 2018 we have 259 members, 21 Chapter Level Business Members and 70 student members. We are excited to report that our Chapter board members/directors continue to be

more diverse than ever and include designers, purchasing agents, ownership, students and vendors. This is a wonderful growth and energy for the board and involvement in our chapter for the upcoming 2019 year. We have several talented board members for

the 2019 season. We look forward to great events with our new and old members!

PROGRAMMING

We are constantly searching and attending new venues in our Las Vegas area. Concentration on our designers' projects is our goal of course but we have been seeking out local affairs as well. Many new venues have made for great Thirsty Thursday events this past year.

SCHOLARSHIP

We gave \$30,000 in scholarships this year to very deserving students in design, architecture and culinary subjects. It was an outstanding year for candidates!

LOS ANGELES

Brandon Brockmiller, Natasha Gomez & Melissa Knock, delegates

founded October 1984

MEMBERSHIP

We're currently at 201 general members, 9 education professional and 44 student members, giving us a total of 254. We currently have 6 chapter level businesses in the LA chapter as well and have added 13 new general members.

PROGRAMMING

We've had some pretty successful events this year, many of which were recurring hits from last year. We were seeing great turnouts for a few of our main events so decided to make them "annual", keeping the same program so our members could rely and plan for their favorite NEWH events. Included was our "Annual Bowling Night/Membership Drive" held at Bowlero in Mar Vista in June. In July we had an awesome turnout for a Mix and Mingle Happy Hour event, which was meant to be a casual after work drink/network opportunity, that ended up taking over the entire rooftop at the Freehand Hotel DTLA. We had approximately 75 hospitality industry professionals in attendance and everyone had a great time. We discussed as a Board after and determined the location (new hotel rooftop downtown), the timing (summer in LA) and the schedule (not competing with other trade shows/events/ holidays) all contributed to the events success. In August we hosted our "Annual Paint and Sip Night" at Kevin Barry Fine Arts Gallery in Santa Monica. This was the first time hosting the event at this location, but it was a great space and perfect venue for a paint party. September we took off from events and just met as a Board to plan our "Annual Fundraising Gala" which took place mid-October. Per our goals from last year, we decided to switch things up a bit and host a cocktail event on a evening cruise out of Marina del Rey. We struggled a little bit on attendance, but were still able to meet our goals (more info below under Fundraising). We will debrief as a Board at our next meeting to discuss what worked and what can be improved for next year. We typically take off from events in November, but will plan to finish out the year with our "Annual Holiday Party" in December. Details to be discussed at our next Board Meeting.

SCHOLARSHIP

Applications were received from 24 students – we chose 6 winners. We awarded (1) \$10K scholarship and 5 students received a \$5K scholarship.

FUNDRAISING

Our 2018 Annual Gala was in Marina Del Rey on the Hornblower cruise, on Oct 20th. We had 141 people attend the event out of 159 RSVP's which is a great turnout with minimal no-show rate. We awarded \$35,000 in scholarships to 6 students, one student received \$10,000. We had some great raffle items available which were a big hit – the Grand Prize was a 2 night stay + Dinner

FUNDRAISING

The Hopsy's event in September was a great success. We are now concentrating on our next event for May 30-June 2nd 2019 Glamping! Last year's event hosted nearly 240 people. This upcoming event we hope to reach nearly 400 to travel to Zion Ponderosa Ranch with us and design their outstanding glamorous camping Chateaux!

Other Chapter Highlights

NEWH Las Vegas chapter is excited to promote and take part in a community project for Veteran's Village of Las Vegas. We have all come together with other programs to renovate 20 apartments for women vets and their children this fall.

for 2 at the Waldorf Astoria in Beverly Hills. We had a DJ, life size games and open bar for our guests to enjoy throughout the evening. After all expenses, our net proceeds came out to approximately \$30,000 to put towards scholarships for next year.

OTHER CHAPTER HIGHLIGHTS

We have a great working dynamic between our board members We have a person with strong social media background keeping the LA Chapter in the forefront. We have all walks of hospitality on the board – from reps, project managers to designers. We have seen an uptick in membership/community involvement by focusing on the scholarship aspect of NEWH over networking

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Membership – our overall numbers are low and we find ourselves struggling to attract new members. We would like to get more people interested in becoming part of NEWH. As the founding chapter, we feel like we should have more of a presence to keep this network successful in coming years. Fundraising/Gala – while we listened to many of our members and moved away from a formal Gala/dinner, we still struggled to sell tickets and meet our fundraising goals. We also struggled with vacancies on the Board that would have helped to oversee and coordinate all the details associated with a successful fundraising event. Suggestions on how to attract and retain members interested in joining the Board/Committees would be helpful. Our goal for next year will be to assign both Fundraising and Marketing Chairs so we have a strong vision for next year's fundraiser, which should help with some of the issues we struggled with this year and in years past.

Staff Note: Programming drives membership – when planning your 2019 calendar, be sure you are planning high quality events for the year (tours, panel discussions, CEUs) – types of events that members and potential members will be drawn too. Great programming brings in attendees, which drives membership and future sponsorships. For pulling in committee members – look to those who attend many of your events and ask them personally if they'd like to serve on a committee – letting them know specifically what you are looking for, what kind of time commitment, etc. It's easier for a person to say 'yes' to helping with a specific event or task, then to just ask if they'd serve on a committee for the year without any clear explanation of what that means. There is also a membership interest survey in Board Resources of the website that may be helpful to send to your members (and to send to new members as they join) – the survey questions can be revised to be specifically for your chapter. Contact Diane in the NEWH Inc. office if interested. Reference the board report as well for Northwest action in increasing attendance at events.

MEMPHIS/MID - SOUTH

Jana Johnson, steering committee chair

NO REPORT SUBMITTED

NEW ENGLAND REGION

Tyler Toothaker, steering committee chair

(originally chartered November 4, 1992)

NO REPORT SUBMITTED

NEW YORK

Amanda Tomlinson, delegate

chartered July 23, 1991

MEMBERSHIP

We are still holding strong at approximately 500 members! We started holding new member happy hours approximately every 3-4 months to allow new members to network and find out more about NEWH without feeling intimidated by the amount of people that come to our events. Anita has been doing a great job with it! We had ~30 people at the one over the summer and will be holding another one in October

PROGRAMMING

Our Toasty Tuesday's are continuing to have a great turn out! We hold them every month and have anywhere between 75-130 people. Our biggest problem is being able to secure space for the amount of people we have. If anyone in the newh community is working on or has recently worked on a project in NYC, we would love to show off your work if you can put us in touch with the owner, GM, F&B, etc!

SCHOLARSHIP

We awarded \$52,000 in scholarships this year and are excited to

give the same or even more next year! We held a scholarship awards evening in September at a property that did not have any alcohol and concentrated on wellness and communal work space. We have also had more students and professors get involved and we are going to expand our student network!

FUNDRAISING

Owners' Roundtable 2018 was a huge success! With 24 owners and 255 participants, we raised over \$45,000 in scholarship funds! If you did not have a chance to participate or sponsor this time around, make sure to contact us to participate in Product Runway during BDNY. Make sure to mark your calendars for November 11th 2018 6-9pm! Tickets are available online

OTHER CHAPTER HIGHLIGHTS

It was our pleasure to help out the south Florida chapter with judging their design competition! We always love collaborating with other chapters!

OUR CHAPTER/REGION WOULD LIKE HELP WITH

NYC projects happening where we can hold Toasty Tuesday's.

NORTH CAROLINA REGION

Bess Rosefield Ehmcke, steering committee chair

NO REPORT SUBMITTED

NORTH CENTRAL

Valentina Castellon & Taylor Hoesley, delegates

chartered December 11, 2000

PRESIDENT – Jayme Krstich

Your Role

- Individuals I report to: North Central Chapter Executive Committee and NEWH Inc. Directors
- Individuals that report to me: Valentina Castellon (VP Admin), Taylor Hoesley (VP Development) and the rest of the North Central Board

Position Goals

- Provide support, guidance and continue communication between all board members. Organize monthly board meetings and agendas.

Other Report Items

- We were able to fill all board positions plus some additional chair members! Our training is coming up soon so that will really help clear up some questions for the new board. We also had four TOP ID candidates this year which is up one from past years so we actually had to do the point system and narrow it down to three. Our membership is up the most it's ever been and hopefully will keep growing by leaving our dues the same for 2019. We were also able to add an additional scholarship this year!
- As for our 2018 events so far, our Super Bowl event kicked off the year with great attendance and was a refreshing new theme. Our Portfolio Review event had more attendees this year than last and the students work was quite stunning. The March Happy Hour at Nye's had an amazing turn-out! Over 50 people came compared to 2017 where only 12 attended. The Membership Drive was a new event with pups and raffles which brought in 12 new members! Our Fundraiser was highly successful even with inclement weather for lawn bowling. Lastly, we are excited for our year end Top ID/In the Spirit event as we were able to book the brand new Top Golf venue here in

Minneapolis. It should be a well-attended event and talked about! I think 2018 was extremely successful for the North Central Chapter.

VICE PRESIDENT ADMIN – Valentina Castellon

Your Role

- Individuals I report to: Jayme Krstich (President), North Central Chapter Executive Committee
- Individuals that report to me: Lindsay Tomski (Secretary), Webb Hall (Treasurer) and Brandie Adams (Scholarship)

Position Goals

- Provide support, guidance and continue communication with the individuals I oversee above.

Other Report Items

- This year we have been experimenting with some minor changes to our planning and overall events. My role has been to support the board in cultivating ideas as well as supporting fundraising. Our student awareness of the program has increased. We have 2 new student liaisons on the board and have had enormous success in involving not only new board members but also involving a variety of backgrounds, from instructors to new firms. I'm involved in committee planning as well as the 2019 budget. I plan on attending the IBOD meeting in New York in November as well as the Leadership conference in February. We are excited for this upcoming year as we start to see new members in our chapter and see momentum in our community for NEWH.
- This upcoming year we are adjusting our scholarship fund, which our entire board feels passionate about. We have been making active steps to cover the increased budget.

VICE PRESIDENT DEVELOPMENT - Taylor Hoesley

Your Role

- Individuals I report to: Jayme Krstich (President), North Central Chapter Executive Committee
- Individuals that report to me: Tiffany Theis (Membership) Kailin Hurinenko (Marketing)

Position Goals

- Provide support, guidance and continue communication with the individuals I oversee above.

Other Report Items

- We are working diligently with the Marketing Director to get our call for sponsors out for the following year 2019. We hope to solidify sponsors early in the year so it's less of a scramble before each event. We made an "early call" for sponsors for our In the Spirit event in December. This year it will be held at our new TOP GOLF center. Sponsorships are sold out. We will continue to ask for sponsorships a few months out to create a buzz about the events.
- We currently planning our In the Spirit event as well as our food/cooking class in January. This year, we had to move our October food event to January due to space availability. We figured this will also help create a great start to the beginning of the year. No one liked January in Minnesota, snow, wind and bitter cold. This will help members look forward to something after the holidays.
- We have chosen to send one student member to the Leadership conference as well as two additional board members. We feel since we will have so many new board members in 2019 this will help our board excel in 2019 and create a seamless transition from our previous experienced board members. We look forward to seeing you in February!

PROGRAMMING – Liz Williams

Individuals I report to:

- NEWH North Central VP of Development, Taylor Hoesley
- NEWH Inc. (General Event Coordination, Results of Activity, Liability Waivers, etc)

Position Goals

- Begin developing each event at least two months in advance in order to coordinate marketing and general event key points.
- Encourage input/discussion from all board members in regards to event types and event locations.
- Assist all board members in event planning as needed; to be a resource for all events.
- Assist Fundraising with obtaining adequate sponsorships for events, assuring sponsorship goals are met.
- Turn in any Results of Activity forms within 60 days.

Risks

- Confusion on individual's roles and responsibilities for programming events.
- Under development of events and the expectations of attendees.

Budget and Financial Responsibilities

- Follow yearly budget for each event.
- Turn in any expense reports within 60 days.

MEMBERSHIP – Tiffany Theis

Your Role

- Maintain memberships, increase visibility to potential membership, and promote NEWH, Inc.
- Individuals I report to
 - Taylor Hoesley, VP of Development

Goals

- To increase the membership totals over last year.
- Ensure a successful Membership Drive for the Chapter.
- To be a mentor to new members and make sure to keep the

existing members we currently have.

- Get more students and student members involved in our chapter and events.

Membership Event

- Our membership was held in March and the theme was Pairing + Pups. Attendees had the pleasure of meeting dogs from the local animal shelter while enjoying fabulous food and libation pairings. We had door prizes and free membership drawings throughout the evening. We set a chapter record of bringing in 12 new members during the event!

Current Membership Totals:

- Associate: 52, Business Plus Member: 1, Chapter Business Courtesy Member: 19, Chapter Business Member 11, Chapter Level Business: 7, Chapter Level Business: -Top Tier: 1, Corporate Partner Courtesy Member: 7, Corporate Partner Member: 1, Education Professional: 19, General: 54, Honorary: 2, Retired: 1, Student: 150.
- **Grand Total: 324 (up 20 from prior year)**

FUNDRAISING – Karlee Grangroth

Your Role

- Individuals I report to: Taylor Hoesley (VP Development)
- Individuals that report to me: fundraising committee members

Position Goals

- Provide support for all events throughout the year to get sponsorships for the event. Plan the annual fundraiser.

Other Report Items

- Fundraiser went well at Brookview Golf, the Wine Pull and putting contest were a hit.
- Monica Coleman, future Fundraising Director has been shadowing the position in preparation for next year and it has been working out well to get her additional training.
- We are hoping to implement having sponsorships being purchased through the website as other chapters have done to minimize the number of emails back and forth.

SCHOLARSHIP - Brandie Adams

Your Role

- NEWH North Central VP of Development, Taylor Hoesley

Goals

- To strengthen professional relationships with future talent through programming and supporting student needs.

Budget

- \$10,000.00 Scholarship
- \$750 Student Portfolio

SCHOLARSHIP – Portfolio Event

- We had 40 participants for our Student Portfolio event held February 22nd, 2018 held at Atmosphere. We had nine students submit entries. We had a nice mix of business professionals attending from four different schools: Alexandria Technical College, Dunwoody, University of Wisconsin-Stout, and University of Minnesota. We focused the event on project feedback, along with portfolio reviews.
- For the portfolio competition, each of the students submitted their portfolio three professionals, giving them the opportunity to show their work. The event expenses were all covered by Atmosphere.

SCHOLARSHIP – Speed Mentoring Event

- Our Speed Mentoring event will be held on Oct. 4th, 2018 at Fluid Interiors. This event will focus on exposing students to industry professionals. Current registration shows 16 students from 5 schools, and 7 professionals.
- We made a point to promote our current open enrolment for the Student Scholarship application process. Our next mentoring

event is in the spring of 2019, date to be determined.

SCHOLARSHIP - Scholarship

- Our board voted to increase scholarship amounts to \$10,000 total. Our Scholarship Deadline is November 10th, 2018. We will award Three scholarships will be awarded this year, providing all requirements are met. We will award the scholarship and announce winners at the In The Spirit Awards Dec. 4th.

TREASURER – Webb Hall

Your Role

- Individuals I report to
 - Valentina Castellon (VP/Admin), North Central Chapter Executive Committee

Position Goals

- Help with well-run board meetings - keeping on task and on time
 - Receive agenda items from directors and chairs in advance of meeting.
 - Help with start and end meetings on time – limit the amount of committee work during board meeting
- Ensure chapter is following established NEWH, Inc. policies/structure/financial status
 - Be aware of chapter financial status throughout the year
 - Encourage input/discussion from all board members
- Discuss with NEWH Executive Director of any issues that may arise during the year

Promote cross-networking in the hospitality industry for our chapter

- Keep all areas of hospitality in mind when planning chapter events and networking opportunities

- Help out at events, set up and take down. Feel in gaps where help is needed.

Risk – What are the consequence of not meeting goals

- Board members feeling they aren't being heard
- A failure in succession planning
- Board members who step down
- Chapter financial struggles

Budget and Financial Responsibilities

- Make sure our chapter stays on 2018 budget

SECRETARY – Lindsay Tomski

As the NEWH North Central secretary (Lindsay Tomski) for the 2018 term, I intend to record, document, and organize the chapter activities in order to provide a historical source of knowledge for board members in the immediate and long term future. I will also actively encourage the NEWH Mission by participating and promoting networking opportunities and organized events that result in more scholarship, education leadership, and business development in the hospitality industry.

CHAPTER QUESTIONS

- None at this time.

NORTHWEST

Katy Clark & Karen Rains, delegates

FUNDRAISING – Randa Morgan

Savor Uncorked 2018, our combined annual fundraising and scholarship event was yet again an outrivaled success for the Pacific Northwest. This event occurred July 19th, 2018 yet again in the Sodo neighborhood of Seattle, at The Foundry building and entertained 193 hospitality industry guests. Our committee was assembled in early May 2018 to get a head start on planning, 5 months prior to the event. The committee co-chairs took a structured approach this year by assembling a committee organization chart and assigning clearly defined responsibilities early on. In addition, the co-chairs made a concerted effort to leave a paper-trail of event planning tools so subsequent committees have an outline to follow. We think this was a valuable step in ensuring future event success.

Our volunteer committee that made this event a success contained the following roles:

Randa Morgan, SAVOR Co-Chair, Committee Lead
 Jennifer Haycox, SAVOR Co-Chair, Program Director
 Kelli Groh, Venue Liaison
 Crystal Higgins, Marketing
 Katy Clark, Honored Guest & TOP ID Liaison
 Sandra Brumbaugh, Scholarship
 Karen Rains, Bidding manager
 Erin Weiner, Donations Coordinator & Auction Manager
 Ginny Combs, Silent & Live Auction
 Denise Durrell, Silent & Live Auction
 Karol Hauch, RSVP Manager
 Pilar Alfaro, Hospitality Co-chair & RSVP Manager
 Kelly Knowles, Graphics
 Jourdan Umali, Audio Visual & Program Presentation
 Cheri Bargaen, Floral Decoration

Additionally:

Marit Jensen, Scholarship Recipient Photographer
 Katy Kennedy & Mackenzie Nix, Marketing & Graphic Support

chartered March 23, 1995

Jennifer Fleming and Erica Albert, Scholarship Judging Panel
 Randa Morgan & Jennifer Haycox, Volunteer Managers

...AND THE ENTIRE NEWH PNW BOARD THAT WORKED TIRELESSLY TO MAKE THIS ANNUAL EVENT A SUCCESS.

Guests were greeted upon entry by an ornate metal 'champagne tree' that held complimentary glasses of champagne for our guest to enjoy while they were escorted to the registration tables. During registration guests were given paddles and bidder numbers for use in both the silent and live auctions as well as a Red-White donations game that was featured later in the evening as a way to drive up additional funds.

This annual event features a four-course meal each paired with a unique PNW wine. During the course of the meal, guests were entertained with a personal story from one of our past year's scholarship recipients. In previous years we played the NEWH video but this year we decided to switch it up and make it more personal to our chapter.

Auction items contributed to this milestone year with a wealth of intriguing offerings including overnight stay packages at PNW destinations, golf and gamble packages at local casinos as well as unique restaurant dining experiences.

How did we do against 2017?	Great!	2018	2017
Live/ Silent Auction Proceeds:		\$13,556.00	\$11,272.00
Sponsorship Dollars Raised:		\$36,250.00	\$33,950.00
NET PROCEEDS		\$30,451.45	\$19,837.80
NEWH, INC (20%)		\$6,090.29	\$3,967.56
SCHOLARSHIP ACCOUNT (65%)		\$15,834.75	\$10,315.66
ADMIN ACCOUNT (35%)		\$8,526.41	\$5,554.58

Moving forward, a recommendation to our chapter - as well as other chapters - would be to have the Fundraising Sponsorship package solidified by end of the year, in additions to the Annual Sponsorship Package. This means that both the Annual Sponsorship package & Fundraising Sponsorship packages is vetted by the board and sent out to potential sponsors by January of the coming year to

ensure that we help our vendors plan their annual budgets. This will help to alleviate stress in filling Fundraising Sponsorships last minute.

PROGRAMMING - Kelli Groh

Our Spring Hotel Tour in Seattle was a success this year with 90 in attendance and a wait list for more tickets. We held the event at the Edgewater Hotel which is a Noble House Hotel right on the waterfront. There were 5 suites to tour including the Beatles Suite and the Pearl Jam Suite which made for a really fun panel discussion. The after party included signature cocktails in Beatles and Pearl Jam themes as well.

We have our Fall Tour coming up next week in Portland and have had a huge push on the membership side. Ginny Combs, our Membership Director and Andrea De La Vega, PDX Membership both worked diligently by reaching out to designers throughout the city that do not typically attend NEWH events. Because of this, we actually have a roster that is designer heavy which is not typical. We are looking at about 90-95 attendees for this event where we have decided to do a looser discussion rather than a sit down, formal panel. Based on SWOT analysis of past events, we found that while the panels are informative, people tend to get a little bored and want to start the tour. We will have the GM speak to the Marriott Autograph Collection brand and the ins and outs of the hotel, the designer present will speak to the public space design and we have the chef there to touch on the culinary aspects of the hotel. We will have a taco bar and margaritas. trying to move away from the typical charcuterie and hummus.

I look forward to implementing that same outreach approach for all future events. I think it will ultimately help us grow our member base if we take the necessary steps of pushing for these new faces to sign up as members at the events or through follow up afterward.

MEMBERSHIP – Ginny Combs

We started out the year with a membership total of 242 members and as of today we are 272 members strong in the Pacific Northwest with at least 2 new business chapter members.

Moving forward we will continue to welcome new members with a personal email and engaging our board members by providing them with a short overview of all new member types. In addition, we are sharing the past dues list with the entire board expanding the reach of our membership team to include the entire board.
General Membership & Business level

We implemented a "membership table" for our Seattle hotel tour this year which turned into a business membership and a few new general memberships. Our next hotel tour is in a week and the Northwest membership team personally emailed specific designers we felt would be interested in attending and sent a warm welcoming email to all the RSVP's. Our mission was to add a personal touch and if we noticed a new member we offered them a "buddy" to meet up with during the event. The opportunity to engage with attendees prior to the event started a conversation and in the end increased our tickets sold. This approach does take time but so far it has been worth the effort and it's an easy task to share with a group of volunteers.

Student Membership

PDX membership, Andrea De LaVega visited the Art Institute of Portland for one of their last events before closing as a judge for the students work. Andrea was able to connect with several students about taking advantage of NEWH free membership and learned many students were transferring to PCC. I will be working with several students from the University of Oregon through IIDA in November and I hope to gather a few more student members.

SCHOLARSHIP – Sandra Brumbaugh

Erica Albertson and I are working together on Scholarship. We increased our scholarship award this year from \$25K to \$35K

2018 Scholarship Recipients

\$10K - Sarah Miranda Rosenthal WSU Did Not attend SAVOR
\$10K - Ashtyn Deone Perlatti WSU
\$7.5K - Priscilla Duong WSU
\$7.5K - Megan Cosdon U of I

We received 28 submissions this year from 8 schools: WSU, Cornish, CPTC, Art Institute Seattle, Art Institute Portland, Bellevue College, University of Idaho, Marylhurst

Team members reached out to schools - Jennifer Fleming, Jourdan Umali (WSU, U of I), My Nguyen (Art Institute Seattle) and Becca Dobosh (Art Institute Portland, Marylhurst). Jennifer Haycox (OSU, U of O). Our Student Liaison Gabrielle Diebner is actively recruiting at U of I.

I suggest these mixers be done earlier next year - February/ March if deadline will be 4/9/19. I believe these face to face events are the key to applications. We are also adding Student Ambassadors to help spread the word next year.

Our schedule was:

1/29/18 - Packets Sent out
4/9/18 - Application Deadline (extended to 4/23)
4/23/18 - Complete selection process - send to INC (INC needs a couple weeks to process checks etc.)
5/7/18 - INC send funds to schools
7/19 /18 - Scholarship Awards at SAVOR

We had to extend the deadline to April 23rd for lack of applications. Most of the applications came the last few days before the new deadline.

We invited Priscilla (WSU) and Megan (U of I) to be our Student Liaisons and attend the Leadership Conference in Miami... both agreed enthusiastically.

We are recruiting Student Ambassadors from each of the other schools that applied.

AI - Seattle: Kumneger Beyene
Bellevue: Jessica Dawn Fulcher
CPTC: Breanna Rose Vandenberg
Cornish: Lauren Ray Wilcox
Seattle Pacific University: Payton Hibbard

We didn't get any applications from Seattle Pacific University but would like to include them.

AI - Portland and Marylhurst have closed down this year.

Another key to Scholarships is connecting more with the Instructors/ID Directors at the schools. Maybe a roundtable type luncheon/mini hotel tour would be productive. Getting a consensus of the scholarship timing, dollar amounts, etc.

Marketing- Crystal Higgins

The NEWH Northwest Marketing team is continuing to increase our social media presence and things are going well! We have a rock star team and having templates developed has been great in streamlining the graphics package process.

One internal frustration is event committees wanting to drastically change the look of a graphic after it has already been developed. It would be best if these ideas were brought up initially rather than after the time and energy has gone into the project.

Another recent challenge has been graphic request timing. We had 3 event requests within 2 weeks this fall between the Boise happy hour, Education event and PDX fall tour. It can be overwhelming to put so much work on one graphics person in such a small window and it would be great to make an effort to spread requests out.

I feel like we are continuing to do a good job posting to

Facebook & Instagram, we set a goal to hit 300 Insta followers and we are at 408! That's 163 new followers in 10 months!

We have updated the website pics once this year, but haven't maintained our quarterly goal, maybe its more reasonable to have a picture over haul twice a year since we are keeping pretty busy on the graphics and social media fronts.

Hospitality – Pilar Alfaro

We have continued to distribute thank you notes and invoices for all of our event sponsors. Together the co-hospitality chairs have divided responsibilities to complete hospitality tasks. We will continue to communicate with each other to ensure hospitality standards are met.

September 9, 2008

ORANGE COUNTY REGION

Jessica Wasmer Northover, steering committee chair

SCHOLARSHIP

- Scholarships have been sent/posted for all schools in our region
- Applications are due on 10/19/18
- Scholarships will be reviewed from 10/22 – 10/31 and a winner(s) chosen by 11/1
- Awards dinner will be held first week in December

PROGRAMMING

Sponsorship Dollars:	\$5,000.00
BD West/Boutique Design	\$6,000.00 for Scholarship Event
Total:	\$ 11,000.00

- Monday Event-
 - March 12 Social in Costa Mesa
 - Attendees- 42 people
 - Cost- \$400.00
- Summer Mix & Monday Mingle- July 23
 - Lighthouse Café in Newport Beach, CA
 - Attendees- 40 people
 - Cost- \$762.89

Next Events:

- Fall Costume Event- October 29
- Top ID Event- November
- Scholarship Holiday Event - December

We are looking for sponsors for our December Scholarship event.

MEMBERSHIP

2018 Membership Roster
 Membership grand total: 109 members
 Breakdown by category

- Associate: 20
- Business Plus Courtesy: 1
- Chapter Business Courtesy: 4
- Chapter Business: 1
- Chapter Level Business: 2
- Corporate Partner Courtesy: 2
- Education Professional: 10
- General: 39 (designers & vendors)
- Honorary: 2
- Student: 28

Review of Monthly Chapter Dues Report

- Billing date 8/22/2018: total outstanding \$900
- Billing date 9/13/18: Total outstanding \$1,050
- Billing date 10/16/18: Total outstanding \$890

When time permits, I am working on emailing and/or calling each member to remind them that their membership payment is due.

New member additions added during month:

- March: 2 new members
- May: 1 new member
- June: 2 new members
- August: 3 new members
- September: 1 new member

OTHER BUSINESS

We are trying to fill the following positions on our board for 2019:

- Chair Elect
- Secretary

PITTSBURGH REGION

William Michael, steering committee chair

NO REPORT SUBMITTED

ROCKY MOUNTAIN

Nicole Brindle & Kyla Chambers, delegates

chartered December 2, 1991

NO REPORT SUBMITTED

SAN FRANCISCO BAY AREA

Janine Peluffo & Rachael Wilson, delegates

chartered June 1, 2010

MEMBERSHIP

Membership Report: As of October 2018 Associate Members: 33
 Business Plus Courtesy Member: 2 Chapter Business Courtesy
 Members: 35 Chapter Business Members: 8 Chapter Level Business:
 15 Corporate Partner Courtesy Member: 10 Corporate Partner
 Member: 10 Educational Professional: 8 General Membership: 101
 Honorary Membership: 10 Student Membership: 59 Grand Total: 283
 Not in above list —Green voice courtesy member: 1 Chapter level
 business top tier: 1

PROGRAMMING

In June, we had our well attended State of Hospitality Event which featured one of our annual sponsors, celebrated Eileen Slora's dedication to Hospitality Industry, Andrea Grigg of JLL provided up to date presentation of current state of Hospitality Industry—where we are and where we are going. We then had round table breakout session with 11 of our Hospitality Leaders to share their business insights. This included: Adam Winig from Arcsine, Andrea Grigg

from JLL, Barbara Best-Santos from Forrest Perkins, Eileen Slora from E Slora Consulting, Jennifer Ramsey from Ramsey Purchasing, Julie Coyle from Julie Coyle Art Associates, Kiko Singh from Brayton Hughes Design, Meghann Day from HBA, Nick Domitrovich from Puccini Group, Sondra Law from Gensler, and Terri Shearer from Filament Hospitality. In August, we had a great event at China Live in San Francisco with well over 100 attendees. Avroko's Andrew Lieberman shared stories behind the design inspiration, challenges & compelling vignettes in each section of the project. Toured the 8 Tables, secret bar– Cold Drinks, and other meeting spaces throughout the project. Our next event at the end of October is for our student mentoring.

SCHOLARSHIP

We are working on getting applications and doing as much outreach as possible.

FUNDRAISING

In September, we hosted another success Wine By Design

Fundraiser. The event was hosted at Comstock Winery and Hotel Healdsburg. We had a "mad hatter's brunch" with wine tastings at Comstock with photobooth, games, and bubbles. Guests were allowed some free time to explore downtown Healdsburg before ending the day with a raffle, more wine tastings and dessert. We also had a hat competition with a nice amount of participation. We are awaiting our final results of activity report but definitely raised a nice

amount of scholarships funds for next year.

OTHER CHAPTER HIGHLIGHTS

We have several new board members coming in for 2019 that we are really excited about. Our strategic planning meeting was held in October and we had the pleasure of working with Trudy.

SOUTH CAROLINA

Teri Schell, Steering Committee Chair Elect

MEMBERSHIP

Our membership growth is slow and steady. We look forward to continued growth in 2019 thru events that include membership drives.

PROGRAMMING

We have focused on networking, education thru hotel tours, CEU presentations (had to reschedule due to hurricane) and joint ventures with other organizations.

SCHOLARSHIP

Our region has not awarded a scholarship to date. We intend to

award our first scholarship in 2019.

FUNDRAISING

We have not had a fundraising activity to date.

OTHER CHAPTER HIGHLIGHTS

We plan to award our first Top ID award this year!

OUR CHAPTER/REGION WOULD LIKE HELP WITH

We really need help with strategic planning and would like to get on the training schedule as soon as possible.

Staff Note: We are in the process of solidifying a date for March with possible webinar in December/January.

SOUTH FLORIDA

Anastasia Davis & Christian Triana, delegates

chartered October 2, 2003

MEMBERSHIP

- Current enrolment is at 322.
 - 19 Chapter Level Business Members vs prior 16; 2 Top Tier Business Members
- Still incorporating membership sign-up during our events (join now and save) as well as raffle of membership during events to help raise scholarship fund.
- More social media posts are helping keep members engaged and featured when possible

PROGRAMMING

- MINGLES: Continue to be a success. 4th Thursday of every month, still rotating within the Tri-County area.
 - July-Marlin Mingle-Hosted at Marlin stadium
 - August Mingle at Casa D'Angelou feature a member design firms; restaurant design; adding value to mingles by featuring members
 - September Mingle in WPB, massive turnout with high attendance of designers/architects vs manufactures. Held at RH location. Positive feedback with location.
- Added-Value: Our focus remains to add value in programs so that mingles are not just networking events but networking events at locations that enrich industry member experiences

SCHOLARSHIP

- GOAL for \$15K-Scholarship Committee meeting held Oct to choose winners.
 - More than 30 applicants were received, largest entry to date for SF Chapter. We attribute the high participation rate to better email content in mailing lists. We will consider increasing scholarship budget for next year given volume of qualifying candidates.

FUNDRAISING

- Bowling Fundraiser continues to be a great success, selling lanes out immediately. This event will continue to be staple in our events.
- GPA's- Our 2nd annual fundraiser (award show and scholarship dinner) called Golden Palm Awards.
 - Continuing on the Masquerade theme, again another great opportunity generating additional funds for scholarship.
 - Design Award entries from over 10 firms and judged by NEWH NYC Chapter.
- Our Wine & Design quarterly fundraiser are also a supplemental boost to our fundraising efforts. We are tweaking it to ensure 40% profit margin but our members really enjoy them. They are open to non-compete vendors on a first-come first-serve basis so they tend to do very well.

OTHER CHAPTER HIGHLIGHTS

- Host Chapter for the 2019 Leadership conference and look forward to being able to contribute to this great event in the months to come. In planning phase for the Saturday night closing party, committee has been formed. Frost has been selected for the event.

ISSUES THAT CHAPTER WOULD LIKE HELP WITH

- We continue to look for ways to increase designer and architect participation and paid memberships.
- We are interested in hosting one of the newly launched BrandED events and would like information on how to do so.
- We are also interested in participating in one of the Women in Business sessions as well.

Staff Note: For any chapter interested in holding a BrandED event in your area, please contact Debbie McKelvey at DebbieMcKelvey@bernhardt.com. Interested in Women in Business panel? Contact NEWH Office.

SUNSHINE

Leslie Anderson & Shana McCullough-Downing, delegates

chartered September 1, 1996

MEMBERSHIP

We currently have a total of 226 Members: Broken down into 19 Associate Members, 1 Business Plus Courtesy Members, 35 Chapter Business Courtesy Members, 17 Chapter Business Members, 15 Chapter Level Business Members, 1 Chapter Level Business-Top Tier, 14 Corporate Partner Courtesy Members, 1 Corporate Partner Members, 6 Educational Professionals, 85 General Members, 3 Green

Voice Courtesy Members, 5 Honorary Members, and 24 Student Members.

PROGRAMMING

June 21, 2018 – The NEWH/Sunshine Chapter hosted a Sustainable and Local Cooking Class at East End Market in Winter Park. Twenty-Three Sunshine Chapter members and guests attended the event on Thursday June 21st. The class was led by East

End Market's Chef in residence, Jessica Tantalo, with assistance from a local fish monger and a local urban farmer. We were educated on how to locally and sustainably source fresh ingredients, and shown cooking demonstrations using these. Then the group shared a wonderful sustainable meal together and mingled. November 7, 2018 – We will hold our DASH: Designers And Students of Hospitality Event at the Shakespeare Theater in Downtown Orlando. In keeping with popularity of such formats as Pecha Kucha, Ignite, and Lightning Talks, local design talent will poetically exhibit their work and engage the audience. Afterward, students can connect with industry professionals for candid portfolio reviews. We will have our 2018 Scholarship Winner presentation at this event this year as well. December 5th, 2018 - We will hold our annual Toys for Tots Sundowner event. Location is still being arranged, food will be provided. Sponsorships are still available.

SCHOLARSHIP

The Sunshine Chapter is honored to grant \$18,000 in Scholarships to five (5) students in 2018. We will be presenting our winners on November 7th at our DASH Event.

FUNDRAISING

Our Main Fundraiser for 2018 will be on October 19th at

Lakeside Reception Hall. Our theme this year is Havana Nights and we can promise another evening full of entertainment, networking, great food and drink.

OTHER CHAPTER HIGHLIGHTS

The Sunshine Chapter has been very successful in collecting outdated Library Materials to recycle to our Local Colleges and Universities. We have been donating all of the design supplies that are collected and the students and professors have been very excited to have new tools to work with.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Strategies to engage members outside of the Orlando area (Jacksonville, Tampa, etc.)

Staff Note: Having a program chair on your board from these areas to plan one, maybe two events per year- tour /panel something high quality is easier than trying to plan from a distance. If you have already tried this, then maybe pinpoint those that you would expect to be attend in these areas and send a personal email asking what type of events they would attend. Explain how events have been held with low attendance and would like to bring events to their area for their benefit. This could be done via personal email or a member interest survey.

TORONTO

Manuela Kennedy, delegate

MEMBERSHIP

Our current Toronto membership is as follows:

- 11 Associate Members
- 2 Chapter Plus Courtesy Members
- 26 Chapter Business Courtesy Members
- 5 Chapter Business Members
- 14 Business Chapter Level
- 5 Corporate Partner Courtesy
- 13 Educational members
- 37 General Members
- 1 Honorary Member
- 28 Student Members

We are working on a plan to develop our membership base with hospitality management firms, ownerships, a focus on the food and beverage / culinary segment of hospitality to bring awareness through other Hospitality associations. We would like to engage more in these segments as they are rapidly changing and growing in hospitality and would provide more exposure and social outreach for the NEWH organization, bringing a new platform to our chapter.

PROGRAMMING

- May 8th event at Barque with Guest Speaker was a success
- July 10th event at Cheese Boutique was a great success and had

chartered November 18, 2004

quite a turn out. May be added as an event for next year again.

- Oct 3rd event Top of Bed / Party by the pool was a total success with both supplier and owner participation. Will be an annual event going forward but may be moved to June for warmer weather to enjoy roof top.
- Nov / Dec event TBD sundowner being planned no details on location and date as of yet.

SCHOLARSHIP

We will be awarding our annual Ryerson Interior Design Scholarship next month.

FUNDRAISING

This year we planned a quick fundraising event in October. Our Top of Bed Party/ Party by the Pool was a huge success and will be added as an annual event.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

Toronto is working to bring new board members to the Chapter Board with energy and excitement. Will be focusing on bringing some ownership and F&B to the table. We have been struggling with membership and board member enrolment this year but feel with changes in board positions and new social outreach initiatives we may fill these with successful and motivated individuals.

UNITED KINGDOM

Jonathan Young, president

MEMBERSHIP REPORT

The UK continues to recruit new members and I am pleased to report that we broke the 100 barrier that we set as a goal earlier this year and are now at 120 members. Our 100th member was Monika Moser, Regional Managing Director for Wilson & Associates in Europe, highlighting the impact the interior design community are having on our membership profile. Karolyn Kirsch, our current Membership Director, is on maternity leave and we have asked Kevin Swart to take on the responsibility of membership with the support of the wider Board. Kevin has done a great job particularly following up on membership renewals and will take over as Membership Director in January 2019. Karolyn will return to the Board but given the fact she will have other maternal responsibilities she will step down from a Director position.

chartered June 12, 2002

PROGRAMMING

Our programming schedule for 2018 continues to be very exciting, and I am pleased to report that we have had a very varied list of events. Hannah Rogers has done an exceptional job organising so many successful events, and this has been highlighted by our two most recent events which included the Design Junction Breakfast that coincided with London Design Week at the end of September and our first CruisED event that took place last week.

The CruisED event was based on the BrandED events in the USA and brought together a panel of industry experts to talk about the ever growing cruise market. The panel was headed up by David McCarthy from AD Associates in London, a major marine interior designer, and included Johannes Gossler from MV Wertens shipyard, John Hiller from Carnival UK, Carmel Satterthwaite from Panaz Fabrics, our sponsor for the evening, and Jonathan Fogliano from

Vimar. We had over 100 people attend at the offices of exhibition organiser, UBM, and had to close ticket sales a few days prior.

We still have a London Social event planned for later in October taking place at another newly opened hotel in the capital. In addition, we will be exhibiting at the Sleep exhibition at the end of November which will give us an opportunity to showcase the work of the scholarship recipients, and raise the profile of NEWH so that we can try and drive membership growth even further.

This all follows a successful "Graffiti" event that took place in September for the design community and was so well received we may look to have a follow up event in 2019.

We already have a sponsor and venue in place for the presentation of the Top ID Awards which will be planned in February 2019 as soon as we receive notification of the design firms that have been awarded this prestigious recognition.

Finally, Hannah Rogers will be stepping back from Programming next year to focus solely on the Annual Fundraiser and accompanying Roundtable and will hand over the duties to Alison Kells.

SCHOLARSHIP

Libby Bull (GA Design), our Scholarship Director, continues to drive the scholarships with a real passion and in addition to building the relationships with a greater number of design colleges she also looks to keep the relationships with past students who have been awarded scholarships. Libby is able supported in this area by Sarah Williams (Goddard Littlefair) and it is great that this is being spearheaded by two designers working for key hospitality design firms in London. The concept Libby has put in place for the award of these scholarships is based on a design brief and forms part of the students 2nd year work, and is now drawing key industry figures to be part of the judging panel.

We are working on getting two of the successful students to participate in the NEWH Leadership Conference in Miami in February where they will be able to share their experiences.

FUNDRAISING

Our Annual Fundraiser for 2019 will take place in June 2019 and currently we are researching suitable venues in central London. The concept of using a hotel venue will be pursued once again as the

VANCOUVER REGIONAL

Alex Jones, steering committee chair

MEMBERSHIP

Our membership is 169 people and we had a goal of adding more interior design firms to our Chapter Business Level and we added four!

PROGRAMMING

We held two Sundowners and one Paid Fall event. We wanted to hold more events but there is a mass of industry events that prevented us from finding the opportunity to hold events. There is an opening in 2019 due to local changes which will be able to take advantage of. Our market is extremely busy so finding the days with supplier support has been difficult.

SCHOLARSHIP

We had 7 scholarship applications with 3 standouts. Our scholarship director is a teacher and we have watched out student

WASHINGTON DC METROPOLITAN

Leslie Anderson & Monica Meade, delegates

NO REPORT SUBMITTED

intention will be to hold our 2nd roundtable event following the success of our inaugural event earlier this year. We will be looking for a similar diverse array of hosts that this year included Daniel Englender from Benjamin West, Elizabeth Lane from RPW, Caroline Cundall from IHG, Libby Bull from GA Design, Maria Ashton from Hyatt Hotels, Laurie Woilung from Marriott Hotels, and David McCarthy from AD Associates. We will run the roundtable prior to the Fundraiser as we did this year.

OTHER CHAPTER HIGHLIGHTS

The UK chapter is developing a very strong, robust Board with a sustainable succession plan which will hopefully lead to continued success and growth in the future. All the key positions are filled for 2019 and also reflect the diverse nature of the Board that now includes suppliers, interior designers, hoteliers, and media. Can Faik has joined the Board and as Editor of SPACE magazine is ensuring that NEWH UK continue to have prominence in the publication which enables us to gain the profile in the market.

In addition, we have had our first NEWH event in Paris as we look at the possibility of expanding reach into Europe. Whilst France has the second largest design community in Europe after the UK the culture is different and our introductory evening to NEWH did not generate the interest we were hoping for. We will continue to look at the opportunities over time.

ISSUES THAT YOUR CHAPTER WOULD LIKE HELP WITH

Raising our membership is our priority and particularly as it enables us to carry out more events and raise more money for scholarships. We need assistance in making the membership application and renewal system easier and simpler, plus attracting US suppliers and design firms to join as they look to opportunities in the UK and Europe.

Staff note: Regarding simplifying the application process, a person who is joining as a UK member will see a link to a PDF that is a shorter form than the UK online application. The information in the short form is the bare minimum of the information we need for processing an application. Since individuals do move around in the industry, we do ask for personal information so we have an alternate way of staying connected if their business information was not updated/forwarded to us.

members and student involvement increase. We are hoping to have a local yearly scholarship and are having active talks with companies.

OTHER CHAPTER HIGHLIGHTS

We have great local NEWH support from designers and students and we hope to have this momentum into 2019 to have more events.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

sponsorship monies and TOP ID requirements. We find that the TOP ID requirements are geared for larger older firms.

Staff note: Regarding TopID requirements – chapter suggestions /comments have been put together and forwarded to the TopID committee to take into consideration when revising next year's process.

chartered November 6, 1992

ADDENDA

MOTION TO APPROVE MINUTES

Date: November 10, 2018

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 ADJOURN

Date: November 10, 2018

Motion Number: 4

I, _____, move to adjourn the NEWH, Inc. Board of Directors Meeting.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

ABSTENTION: _____

STATUS OF MOTION:

Carried:

Defeated:

NEWH CODE OF ETHICS

Members of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. shall conduct themselves honorably so as to maintain the integrity of the organization. To that end, each member shall adhere to the following code of ethics:

1. Each member shall hold membership in the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. as a privilege and a responsibility and shall abide by the By-Laws.
2. Each member is obligated through personal and professional conduct to uphold and maintain beyond reproach the dignity of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC.
3. Each member shall recognize and respect the professional standards of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. members and shall encourage the highest level of cooperation of the members.
4. No member shall use the position as Officer, Director or member of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, Inc. to gain purely personal advantages in advertising, merchandising, or promotion. Members are encouraged to use the initials NEWH after their names on business stationary and business announcements.
5. The name NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. may be used officially only by the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. and its authorized chapters. An individual may, with the written approval of the NEWH, Inc. Board of Directors of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC., use the name of the organization in connection with the sponsorship or co-sponsorship of an industry activity.
6. A member may not use the membership directory as a mailing list for commercial purposes nor permits its use by a nonmember for any purpose. NEWH mailing lists shall be available to other organizations within the Hospitality or related industries, only as approved by the NEWH, Inc. Board of Directors and are not to be used for commercial purposes. List members may request in writing that their names be deleted from any mailing list provided to another organization.
7. Members who misrepresent their professional qualifications at any time will be subject to disciplinary action by the Chapter Board of Directors.
8. Any conduct which is detrimental to the best interests of the NETWORK OF EXECUTIVE WOMEN IN HOSPITALITY, INC. may result in disciplinary action by the NEWH, Inc. Board of Directors.

Leadership

A member who is elected or appointed to one of these positions acquires a second set of rights and responsibilities, in addition to those which are theirs as a general member.

Rights

It is the right of NEWH, Inc. Leaders to:

- Receive adequate and competent direction and support from other leaders of the organization;
- Have the support and cooperation of the membership of the organization;
- Depend on the membership to accord them the courtesies of meeting protocol and group etiquette; and
- Expect support of the industry when organization sponsored events serve industry interests.

Responsibilities

As an NEWH, Inc. Leader it is their responsibility to:

- Know the duties of the position to which they were elected or appointed;
- Review the tenets and objectives of the organization;
- Review the NEWH, Inc. By-Laws and Board Handbook for policies of the organization and the position to which they were elected or appointed;
- Act with the care that a reasonably prudent person in a similar position would use to perform their duties under similar circumstances, and must perform their duties in good faith and in a manner they reasonably believe to be in the best interest of NEWH, INC.;
- Use disciplined judgment in making fiscal decisions;
- Refrain from engaging in personal activities which would injure or take advantage of NEWH, INC.;
- Not use their position of trust and confidence to further their private interests;
- Study and practice good leadership skills and techniques;
- Serve all members, not just a selected few; and
- Bring genuine interest, enthusiasm and sufficient time to their duties to discharge their responsibly.

They Will Not

- Realize secret profits or unfair gain through personal transactions with or on behalf of the NEWH, INC.;
- Compete with NEWH, INC. to its detriment;
- Usurp an opportunity of NEWH, INC.;
- Realize personal gain from use of material, non-public information; and
- Will avoid even the appearance of a conflict of interest.

NEWH Board Code of Ethics

As a member of the Board of Directors of NEWH, Inc. or any of its chapters, I will:

- Represent the interest of all the people served by this nonprofit and not favor special interest inside or outside the organization
- Not use the nonprofit or my service on the board for my own personal advantage or for the advantage of my friends, relatives or supporters
- Keep confidential information confidential
- Respect and support majority decisions by the board
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved
- Prior to election or appointment, disclose any personal, professional or legal matters that might reasonably cause embarrassment if subsequently associated with my NEWH leadership position, including without limitation any conviction of a felony or crime of moral turpitude, termination of employment for cause, and involuntary dismissal from a position of leadership in another nonprofit organization.
- Do nothing to violate the trust of those who elected or appointed me to the board or those served
- Focus my efforts on the mission of this nonprofit and not on my personal goals
- Never exercise authority as a board member except when acting in a meeting with the full board or as I am delegated by the board
- Consider myself a “trustee” of this nonprofit corporation and do my best to ensure that it is well maintained, financially secure, growing and always opening in the best interest of those we serve
- I have read, understand and agree to abide by this Code of Ethics

SUCCESSION PLANNING: NEWH, Inc. Board of Directors Eligibility Policy

NEWH, Inc. and its chapters are governed by the NEWH, Inc. Executive Committee, Board of Directors, and House of Delegates. The governing body is made up of representatives of all NEWH, Inc. chapters worldwide. Each member of the NEWH, Inc. Governing body shall:

- Know the duties of the position to which they were elected or appointed;
- Review the code of belief and objectives of the organization;
- Review the By-laws and the Procedure Manual for policies of the organization and the position to which they were elected;
- Act with the care that a reasonably prudent person in a similar position would use to perform their duties under similar circumstances, and must perform their duties in good faith and in a manner they reasonably believe to be in the best interest of the NEWH, Inc.;
- Refrain from engaging in personal activities which would injure or take advantage of the NEWH, Inc.;
- Not use their position of trust and confidence to further their private interests;
- Realize secret profits or unfair gain through personal transactions with or on behalf of the NEWH, Inc.;
- Compete with the NEWH, Inc. to its detriment;
- Usurp an opportunity of the NEWH, Inc.;
- Realize personal gain from use of material, non-public information;
- Will avoid even the appearance of a conflict of interest;
- Study and practice good leadership skills and techniques;
- Serve all members, not just a selected few;
- Bring genuine interest, enthusiasm and sufficient time to their duties to discharge their responsibly; and
- Understand the actions of the Executive Committee and Board of Directors and report back to the Chapter Board of Directors.

House of Delegates

The chapter representatives will sit in the House of Delegates, a non-voting section of the NEWH, Inc. Board of Directors. In addition to the above, the Delegate shall:

- Identify needs of chapters and flush out before bringing to the NEWH, Inc. Board of Directors;
- Participate in special focus groups; and
- Understand the actions of the Executive Committee and Board of Directors and report back to the Chapter Board of Directors

The delegate is elected for a two (2) year term and may hold the position of delegate for five (5) concurrent terms before leaving the NEWH, Inc. Board of Directors. Each chapter elects one or more delegates based on the number of members in good standing at the time of election. A member of the House of Delegates may run for a position on the NEWH, Inc. Board of Directors after serving two (2) years in the House of Delegates.

Board of Directors

The Board of Directors conducts the business of NEWH, Inc. at board meetings held three times per year. Each Director has responsibility for a specific area of the business of NEWH, Inc. and shall form a committee to help conduct that business. In addition to the above, the Director shall:

- Conduct the business of the organization;
- Establish a committee to help conduct NEWH, Inc. business and to create a larger knowledge base within the organization;
- Facilitate a minimum of two (2) conference calls per year with chapter board members; and
- Understand the actions of the Executive Committee and Board of Directors and report back to the Chapter Board of Directors.

The NEWH, Inc. Board of Directors is elected bi-annually from the seated board members and the members of the House of Delegates. To be eligible to hold a position on the Board of Directors, the person must have sat in the House of Delegates for two terms and not have been off the governing body for more than four (4) consecutive years. A member can only serve three (3)

consecutive terms on the Board of Directors.

Executive Committee

The Executive Committee of NEWH, Inc. conducts the business of NEWH, Inc. between the regularly scheduled board meetings. Officers of NEWH, Inc. are responsible for the Directors listed under them on the NEWH, Inc. Organizational Chart. In addition to the above, the Director shall:

- Conduct the business of the organization;
- Participate in semi-monthly Executive Committee meetings held via teleconference calls; and
- Provide leadership to those Directors in their immediate reporting relationship.

NEWH, Inc. Officers are elected bi-annually from the current Executive Committee and seated Board of Directors. To be eligible to hold a position on the Executive Committee, the person must have sat on the Board of Directors for one term (2 years) prior to running. A member holding an elected position Executive Committee can only serve three (3) consecutive terms.

TWELVE PRINCIPLES OF GOVERNANCE THAT POWER EXCEPTIONAL BOARDS

Exceptional boards add significant value to their organizations, making a discernible difference in their advance on mission. Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between *responsible* and *exceptional* boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication. The following twelve principles offer **chief executives** a description of an empowered board that is a strategic asset to be leveraged. They provide **board members** with a vision of what is possible and a way to add lasting value to the organization they lead.

CONSTRUCTIVE PARTNERSHIP

Exceptional boards govern in constructive partnership with the chief executive, recognizing that the effectiveness of the board and chief executive are interdependent. They build this partnership through trust, candor, respect, and honest communication.

MISSION DRIVEN

Exceptional boards shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values. They treat questions of mission, vision, and core values not as exercises to be done once, but as statements of crucial importance to be drilled down and folded into deliberations.

STRATEGIC THINKING

Exceptional boards allocate time to what matters most and continuously engage in strategic thinking to hone the organization's direction. They not only align agendas and goals with strategic priorities, but also use them for assessing the chief executive, driving meeting agendas, and shaping board recruitment.

CULTURE OF INQUIRY

Exceptional boards institutionalize a culture of inquiry, mutual respect, and constructive debate that leads to sound and shared decision making. They seek more information, question assumptions, and challenge conclusions so that they may advocate for solutions based on analysis.

INDEPENDENT-MINDEDNESS

Exceptional boards are independent-minded. They apply rigorous conflict-of-interest procedures, and their board members put the interests of the organization above all else when making decisions. They do not allow their votes to be unduly influenced by loyalty to the chief executive or by seniority, position, or reputation of fellow board members, staff, or donors.

ETHOS OF TRANSPARENCY

Exceptional boards promote an ethos of transparency by ensuring that donors, stakeholders, and interested members of the public have access to appropriate and accurate information regarding finances, operations, and results. They also extend transparency internally, ensuring that every board member has equal access to relevant materials when making decisions.

COMPLIANCE WITH INTEGRITY

Exceptional boards promote strong ethical values and disciplined compliance by establishing appropriate mechanisms for active oversight. They use these mechanisms, such as independent audits, to ensure accountability and sufficient controls; to deepen their understanding of the organization; and to reduce the risk of waste, fraud, and abuse.

SUSTAINING RESOURCES

Exceptional boards link bold visions and ambitious plans to financial support, expertise, and networks of influence. Linking budgeting to strategic planning, they approve activities that can be realistically financed with existing or attainable resources, while ensuring that the organization has the infrastructure and internal capacity it needs.

RESULTS-ORIENTED

Exceptional boards are results-oriented. They measure the organization's progress towards mission and evaluate the performance of major programs and services. They gauge efficiency, effectiveness, and impact, while simultaneously assessing the quality of service delivery, integrating benchmarks against peers, and calculating return on investment.

INTENTIONAL BOARD PRACTICES

Exceptional boards purposefully structure themselves to fulfill essential governance duties and to support organizational priorities. Making governance intentional, not incidental, exceptional boards invest in structures and practices that can be thoughtfully adapted to changing circumstances.

CONTINUOUS LEARNING

Exceptional boards embrace the qualities of a continuous learning organization, evaluating their own performance and assessing the value they add to the organization. They embed learning opportunities into routine governance work and in activities outside of the boardroom.

REVITALIZATION

Exceptional boards energize themselves through planned turnover, thoughtful recruitment, and inclusiveness. They see the correlation between mission, strategy, and board composition, and they understand the importance of fresh perspectives and the risks of closed groups. They revitalize themselves through diversity of experience and through continuous recruitment.



Program Script for Fundraisers & Programs Speakers & TopID

Welcome to (insert title of your event)

We have a few NEWH business announcements:

- **Thank Event Sponsors**
We'd like to thank (company name) for generously sponsoring tonight's program, say a little about what (company) does, introduce the attendees from the sponsoring company and ask them to stand)
- **Thank Chapter Sponsors**
We'd like to thank (company name) for their sponsorship of our chapter, say a little about what the (company) does, introduce the attendees from the sponsoring company and ask them to stand)
- **Thank NEWH Corporate Partners**
(draw attention to the Corporate Partner banner, these partners give anywhere from \$18,000-\$35,500 per year - ask if there are any attendees from those companies – ask them to stand and thank them!)
- *Without the generous support of our Event Sponsors, Chapter Sponsors and Corporate Partners NEWH could not accomplish what we do today! And we would like to thank you for supporting (include your chapter name here) throughout the years – because of you, our chapter has been able to give (insert \$ amount in total given by your chapter here) in scholarships and the entire NEWH organization has awarded (insert \$ amount in total here) in scholarships! (Call NEWH Inc for up to date amounts.)*
- *We would like to share a video so you may become more familiar with NEWH about who we are and what we do:*
Video (optional)- Show NEWH video – 1 or 6 minute version if venue permits. Always show with sound. If sound is not possible do not show the video and do not show video on continuous loop. We suggest it be shown at one major event during the year.
As you can see, NEWH touched the lives of these students and so many more over the years. (can be stated if video shown)
- **What is NEWH**
*NEWH is the premier networking resource for the hospitality industry, providing scholarships, education, leadership development, recognition of excellence, and business development opportunities. It's about Scholarship, Education, and Business Networking. **Customize for your chapter** (Our charter is to raise scholarship funds for individuals pursuing a career in the hospitality industry – whether it is in design, culinary or management. We provide educational programs, community service events and host fundraising events for our scholarship fund. Last year we awarded over \$xxx in scholarships to xx individuals thanks to you and our generous supporters.*
- **Ask all Chapter BOD members in attendance to join you. Introduce each name & position**
Our chapter board of directors, many volunteers and students worked tirelessly on their own time to present this event and throughout the year to plan events for our members and guests. Without their help, we could truly could not be a successful chapter. Let's give them a round of applause. Thank you all for making this a great event.
- **Specifically ask these Directors to speak**
 - **Membership** – Announce new members:
 - *(insert names of new members) ask to stand if present*
 - **offer applications to non-members**
 - **Fundraising** – *PROMOTE your fundraising event if applicable and provide handouts with sponsorship info*
 - **Community Service** – *announce any upcoming community service events*
 - **Programming** – *Announce next program and hand out flyers*
 - **Any other directors that have announcements**



- Ask all NEWH Inc. staff in attendance to join you. Introduce each name & position
Each of the NEWH, Inc corporate office staff members help each chapter in so many ways. They are very dedicated and want to help each chapter succeed. Let's give them a round of applause.
- Ask all NEWH Inc International IBOD and Executive board members in attendance to join you. Introduce each name & position. Call upon
Please join me in welcoming our International IBOD and Executive board members. They are responsible for running the business of NEWH. They too are volunteers dedicated to furthering the mission of NEWH and just like our Chapter board and volunteers, they work tirelessly to promote educational and scholarship, to develop initiatives, connect with industry professionals and associations and international chapter development, just to name a few of a long list of their responsibilities. Let's give them a round of applause.
- Introduce and ask an International IBOD or Executive board member to announce any major international events or major initiatives.

- **Add this for events with speakers**
 - Describe your event
 - Introduce featured speakers
 - Featured Speakers include: Provide information from bio obtained from each speaker

Begin Program

At the end of the program, thank each speaker and the guests for attending and supporting NEWH

Remind everyone the dates and titles of upcoming events.

- **Add this for TopID award event**

We are here to announce the NEWH TopID winners. This award is a prestigious honor determined by NEWH chapter and regional boards to recognize and promote the best in our industry. A firm's quality design work in the hospitality industry, along with membership and support the firm has provided the NEWH chapter/region, is considered in the selection process. This exclusive recognition is NEWH's way of supporting and promoting our Designer membership. Not only are firms acknowledged by their local community as a leader in hospitality design, they are also celebrated internationally across the vast network of professionals in the industry!

We would like to thank Hubbardton Forge for making this beautiful hand forged award to be presented to each recipient. Please welcome Heidi Limone, National Commercial Sales Manager for Hubbardton Forge. She is here to present the awards.

- *Featured Top ID winner to include:*
- *Introduce the firm and person accepting the award*
- *Provide information from bio obtained from each winner*

At the end of the program, thank each Top ID and the guests for attending and supporting NEWH

Remind everyone the dates and titles of upcoming events.

NEWH AWARDS REVIEW

THE PINNACLE AWARD

The NEWH Pinnacle Award (formerly known as Recognition of Excellence Award) will be given to an NEWH member who has contributed extraordinary time and effort to NEWH, has a minimum of fifteen (15) years' experience in the Hospitality Industry, has held a local Chapter and/or International Board position for at least one term, and has mentored four people in the industry, at least two of whom are women. The nominee must also have unquestioned professional ethics.

Award Presentation:

The award presentation will take place at the NEWH Leadership Conference on February 8, 2019 at JW Marriott Marquis, Miami, Florida. Awardees must be able to attend presentation.

Nomination Information:

Deadline: November 1, 2018

Nomination form and description can be found at www.newh.org – About Us – Awards

NEWH COLLEGE OF FELLOWS

Purpose

Fellowship is bestowed on NEWH members who have made notable contributions to the Hospitality Industry, not only through their work, but through their demonstrated commitment to NEWH.

The application process is held every other year and is conducted by the Chair of the College of Fellows together with a jury of selected members of the College. Fellows will be inducted at the Leadership Conference.

Criteria / Eligibility

- A current member in good standing of NEWH and has been a member for 10 consecutive years or more.
- Nominee must exhibit the highest level of ethical conduct and professionalism in the Hospitality Industry. Examples of these items must be included in the nomination form, along with 5 letters of references from NEWH members in good standing endorsing the nomination, and 2 other references from Hospitality Industry professionals.
- Nominee must have excellent leadership skills.
- Nominee must have contributed to mentoring at least 2 individuals in the Hospitality Industry.

Nomination Process

A Fellowship nomination can be made by a Chapter Board, an NEWH member, or can be a self-nomination.

2018 Timeline

- July 1 – Nominations open
- October 31 – Deadline for candidates to submit nomination packet
- November/December – Jury meets
- January 15 – Fellow recipients informed
- February 2019 – Fellow recipients recognized at the NEWH 2019 Leadership Conference

Nomination Information:

Deadline: October 31, 2018

Nomination form and description can be found at www.newh.org – About Us – Awards

TOPID AWARD

What is TOP ID?

RECOGNIZING DESIGN EXCELLENCE – The TopID award is a prestigious honor determined by NEWH chapter and regional boards to recognize and promote the best in our industry. A firm's quality design work in the hospitality industry, along with membership and support the firm has provided the NEWH chapter/region, is considered in the selection process. This exclusive recognition is NEWH's way of supporting and promoting our Designer membership. Not only are firms acknowledged by their local community as a leader in hospitality design, they are also celebrated internationally across the vast network of professionals in the industry!

How would your firm benefit from being name a TopID?

TopID firms will be asked to sign a consent form that allows NEWH to post their photography on the NEWH website for promotional purposes. They may also be contacted by media related to speaking opportunities, editorial comment and or participation in events as a highly-respected design professional. They will be published in the ICON of Industry booklet that is distributed at the Gold Key Awards Ceremony in November during the BDNV Show held in New York City. By accepting the honor of NEWH TopID, NEWH will present the list on the NEWH website and at all international events they participate in with

the intent of presenting the TopID firms as the “elite” and most exceptional design firms in the regions they are within. NEWH encourages members and industry professionals to utilize this list when in need of a design leader for their projects or expert advice within their companies or events.

Minimum Criteria - required

- Current Membership (one person within the firm must be a current voting member in good standing with NEWH)
- Minimum of 3 hospitality projects completed within the 18-month period prior to nomination (January 1, 2017 to June 30, 2018) with 150-word written narrative describing each project
- Projects submitted with the nomination must be professionally photographed (minimum 300 dpi resolution jpeg or tif file format) – images will be acquired from the winning firms after TopIDs have been announced
- Firm must have an accessible website

TopID Deadlines for 2019 TopID:

April 15	TopID info sent to chapters/regions. Chapter/Regions are to get the word out to qualifying firms in their area - nominations due July 1
July 1	TopID Nomination forms from Candidate Firms due to chapters/regions
July 1 – Sept 1	Chapters and Regions review nominees
September 1	TopID winners due to NEWH, Inc. office! Chapters/Regions to submit three final TopID winners (with nomination forms and judging forms) to Diane Federwitz
September 15	NEWH Office to notify the chapters/regions their TopID nominees have been approved
October 30	Chapter President/Regional Chairs notify the TopID winners. All notifications are to be made no earlier than October 30 (TopID winners are revealed at BDNY)

Nomination Information:

Deadline: July 1

A link to the nomination form can be found at www.newh.org – About Us – Awards

NEWH JOYCE JOHNSON AWARD

Description of Award/Qualifications:

The NEWH Joyce Johnson Award of Excellence will be given to an NEWH member who has contributed extraordinary time and effort to your local NEWH chapter, has been a chapter member for at least 7 years, has held a local chapter board position for at least one term, and has mentored chapter members and helped strengthen the chapter to achieve its goals. The nominee must also have unquestioned professional ethics.

Award Presentation:

The award presentation should take place at a major chapter event and the awardee must be able to attend the event.

Nomination Information:

The nomination form must be completed by the Chapter President and must be submitted 6-8 weeks prior to award presentation event. Nomination form can be found on website - and description can be found on the website - Login to website and click on Board Resources – Awards area.

Setting Your Goals – Template

The Goal Statement (Start with a VERB!)

The Measure (How will you know when you have achieved the Goal?)

When to Start?

When to End?

What are the Major Milestones? (Make it a Project!)

NEWH Leadership Conference

Miami, FL

February 7-9, 2019

JW Marriott Marquis
255 Biscayne Blvd Way, Miami, FL 33131

Chart **your** course at the 2019 NEWH Leadership Conference in Miami.

This educational three-day event brings you together with local and international hospitality professionals. Key industry influencers will provide case studies, talk about emerging hot topics and share strategies for success in hospitality and professional development. This is one event where you learn and network with the best in our industry.



DYNAMIC SPEAKERS | COMPELLING BREAKOUTS | INFORMATIVE PANELS

SPONSORSHIP OPPORTUNITIES AVAILABLE

NEWH
LEADERSHIP
conference
people & products
LEADING HOSPITALITY

FOR MORE INFORMATION VISIT WWW.NEWH.ORG
or contact Jena Seibel, NEWH, Inc.
email: leadership.conference@newh.org
Questions, call: 800.593.NEWH



FEBRUARY 2019

NEWH is bringing the hospitality industry together again. The 2019 NEWH Leadership Conference is an international event bringing hospitality professionals from the US, UK and Canada. This interactive conference kicks off with a product showcase including the newest product innovations and services introduced on the show floor. The Conference will focus on strategies to move your business into the future. Leading professionals and industry icons will deliver impactful sessions and participate in interactive events that will expand your knowledge and network!

Your support makes this event possible.

Conference Partner & Sponsor Levels and Benefits

LEADERSHIP CONFERENCE PARTNERS														
	OWNERS ROUNDTABLE* \$15,000 SOLD	KICK-OFF KEYNOTE* \$15,000 SOLD	CLOSING KEYNOTE* \$10,000 SOLD	VIP RECEPTION* \$10,000 1 AVAILABLE / 3 SOLD	SCHOLARS LUNCHEON* \$10,000 1 AVAILABLE / 2 SOLD	PRESIDENT'S DINNER* \$8,000 4 AVAILABLE / 4 SOLD	SESSION SPONSOR \$5,000 SOLD	CLOSING LUNCHEON \$3,000 3 AVAILABLE / 2 SOLD	BRAND-ED SPONSOR \$3,000 4 SPONSORS PER SESSION- 3 SESSIONS	INTERVIEW SPONSOR \$3,000 1 AVAILABLE	BREAKOUT SPONSOR \$2,500 3 AVAILABLE / 3 SOLD	BREAKFAST SPONSOR \$2,000 SOLD	COFFEE STATION \$2,000 3 AVAILABLE / 3 SOLD	CLOSING EVENT AVAILABLE email brenda.brown@ newh.org
CONFERENCE PASSES (\$395 VALUE)	5	5	4	4	4	4 CONFERENCE PASSES, 1 PRESIDENTS DINNER PASS	2	1	1	1	1	1	1	
PARTNER/SPONSOR STAGE BANNER	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO	LOGO	NAME	NAME	NAME	NAME	NAME
SIGNAGE AT SESSION ENTRANCE	LOGO	LOGO	LOGO		LOGO	LOGO	LOGO	LOGO	LOGO		LOGO			
RECOGNITION ON STREAMING VIDEO														
RECOGNITION ON INTERVIEW VIDEO										LOGO				
STEP & REPEAT AT EVENT				LOGO										
RECOGNITION SLIDESHOW AT CONFERENCE	3 SLIDES	3 SLIDES	2 SLIDES	2 SLIDES	2 SLIDES	1 SLIDE	1 SLIDE							
ONE MINUTE VIDEO (PROFESSIONALLY PRODUCED BY CONFERENCE PARTNER)		✓	✓		✓									
RESERVED SEATING AT EVENT		✓	✓		✓		✓	✓	✓		✓			
TABLE SIGNAGE (where applicable)	✓	✓	✓	COCKTAIL NAPKINS	✓		✓	✓	✓		✓	✓	✓	
AD IN CONFERENCE PROGRAM	FULL PAGE	FULL PAGE	FULL PAGE	FULL PAGE	FULL PAGE	1/2 PAGE	1/2 PAGE	1/4 PAGE	1/2 PAGE	1/4 PAGE	1/4 PAGE	1/4 PAGE	1/4 PAGE	
PRODUCT SHOT IN REGIONAL TRADESHOW SHOW GUIDES	✓	✓	✓	✓	✓									
BOOTH PLACEMENT AT PRODUCT SHOWCASE (BOOTH COST ADD'L)	✓	✓	✓	✓	✓									
EXCLUSIVE NETWORKING AT VIP FIRST HOUR				✓										
SPEAKER/VOG ACKNOWLEDGES PARTNER/SPONSOR	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓			

* Non competing companies



Product Showcase Sponsor Levels and Benefits

Ask us about
the special
Concierge
Sponsorships

**FOR MORE INFORMATION VISIT
OUR WEBSITE AT
WWW.NEWH.ORG**

or contact Jena Seibel, NEWH, Inc.
email: leadership.conference@newh.org
Questions, call: 800.593.6394

	KEY WEST \$2,500	PALM BEACH \$1,500	SOBE \$750	BISCAYNE \$450
CONFERENCE PASSES (\$395 VALUE)	1	0	0	0
NAME ON LC SPONSOR BANNER	✓			
PRODUCT SHOWCASE SIGNAGE	LOGO	LOGO	LOGO	NAME
LISTING ON SPONSOR PAGE ON NEWH WEBSITE	LOGO	LOGO	LOGO	NAME
PRIORITY BOOTH PLACEMENT IN PRODUCT SHOWCASE	✓	✓		
LISTED ON MAILED AND EMAILED PRODUCT SHOWCASE COLLATERAL	✓	✓	✓	✓
IMAGE ON PRODUCT SHOWCASE COLLATERAL	✓			
QUARTER PAGE AD IN LEADERSHIP PROGRAM	✓			
QUARTER PAGE AD IN PRODUCT SHOWCASE PROGRAM		✓		
COMPANY LISTED ON FRIEND PAGE IN LC PROGRAM	✓	✓	✓	✓

Name: _____

Company: _____

Title/Position: _____

Address: _____

City, State Zip: _____

Phone: Fax: _____

Email: Website: _____

NEWH Member? Yes No Chapter/Region: _____

- OWNERS' ROUNDTABLE \$15,000
- KICK-OFF KEYNOTE \$15,000
- CLOSING KEYNOTE \$10,000
- VIP RECEPTION \$10,000
- SCHOLARS LUNCHEON \$10,000
- PRESIDENT'S DINNER \$ 8,000
- SESSION SPONSOR \$ 5,000

- BRAND-ED SPONSOR \$ 3,000
- INTERVIEW SPONSOR \$ 3,000
- CLOSING LUNCHEON \$ 3,000
- BREAKOUT SPONSOR \$ 2,500
- BREAKFAST SPONSOR \$ 2,000
- COFFEE STATION SPONSOR \$ 2,000
- CLOSING EVENT \$

I, the undersigned, authorize NEWH, Inc. to use the above company name, logo, and photos on documents, signage, and advertisements related to the NEWH 2019 Leadership Conference event and other NEWH promotion. I also understand that by signing this form, I agree to ensure the payment for the event listed above will be made. Payment for partnership/sponsorship: \$500 deposit due with signed online Agreement found here: (newh.org/LC-Sponsor-2019), remainder to be invoiced or paid in full by December 1, 2018. I understand that failure to submit payment as outlined will result in the company's name/logo being excluded from event material. In addition, any payments received by NEWH, Inc. leading up to the event, will be non-refundable.

Submission of Materials: Please submit logo in EPS/vector format to leadership.conference@newh.org upon signing this agreement for use in event marketing materials.

Entire Agreement: This Agreement and any exhibits (prospective-future action) and attachments are the complete agreement between the parties with respect to the subject matter hereof, superseding and replacing any and all prior agreements, communications, and understandings, both written and oral, regarding such subject matter. Pricing will be governed by NEWH, Inc., whether printed on paper or electronically. The Terms and Conditions of this Agreement will prevail over any contrary or inconsistent terms. This Agreement may only be modified, or any rights under it waived, by a written document executed by both parties.

PARTNER/SPONSOR REPRESENTATIVE NAME (PRINTED)

PARTNER/SPONSOR REPRESENTATIVE (SIGNATURE/DATE)



Regional Tradeshow

		2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	net profit for NEWH, Inc.	avg. proceeds per show
Atlanta	Income							116,255.00		147,740.00		145,310.00		174,847.00		177,774.00		
	Expense							49,558.66		54,100.54		67,830.96		64,622.17		59,461.58		
	Chapter Percentage							26,678.54		37,455.78		30,991.62		44,089.93		47,324.97		
	NEWH, Inc. profit							40,017.80		56,183.68		46,487.42		66,134.90		70,987.45	208,823.80	41,764.76
Dallas	Income	94,000.00		96,290.00		85,591.00		150,620.00		168,010.00			171,165.00	203,504.00				
	Expense	31,769.38		29,046.13		31,515.83		47,482.16		78,400.11			87,309.94	73,698.85				
	Chapter Percentage	24,959.05		25,155.46		21,039.88		41,255.14		35,843.96			33,542.02	51,922.06				
	NEWH, Inc. profit	37,271.57		42,088.41		33,035.29		61,882.70		53,765.93			50,313.04	77,883.09			356,240.03	50,891.43
Chicago	Income								163,395.00		176,487.50		202,051.00		208,759.00			
	Expense								79,647.36		97,738.20		92,759.23		87,685.69			
	Chapter Percentage								33,499.06		38,699.72		43,716.71		48,429.32			
	NEWH, Inc. profit								50,248.58		58,049.58		65,575.06		72,643.99		173,873.22	43,468.31
Denver	Income							70,395.00		98,970.00		144,681.25			199,195.00			
	Expense							30,887.01		54,149.13		68,258.25			79,958.12			
	Chapter Percentage							15,803.20		17,928.35		30,569.20			47,694.75			
	NEWH, Inc. Profit							23,704.79		26,892.52		45,853.80			71,542.13		96,451.11	24,112.78
Hawaii	Income												103,578.00		101,609.00			
	Expense												49,126.41		38,344.52			
	Chapter Percentage												21,780.64		25,305.79			
	NEWH, Inc. Profit												32,670.95		37,958.69		32,670.95	16,335.48
Houston	Income									68,487.50		132,651.25		142,117.00		116,689.00		
	Expense									37,075.39		63,335.43		60,620.38		51,731.98		
	Chapter Percentage									12,564.84		27,726.33		32,598.65		25,982.81		
	NEWH, Inc. Profit									18,847.27		41,589.49		48,897.97		38,974.21	109,334.73	27,333.68
Los Angeles Founding Chapter	Income						112,472.50		147,965.00			164,905.00						
	Expense						52,567.12		61,125.30			95,509.83						
	Chapter Percentage						23,962.15		34,735.88			27,758.07						
	NEWH, Inc. profit						35,943.23		52,103.82			41,637.10					129,684.15	43,228.05
Miami	Income													114,794.50				
	Expenses													49,667.22				
	Chapter Percentage													26,050.91				
	NEWH, Inc. profit													39,076.37			39,076.37	
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
North Central	Income					59,351.00			61,890.00		84,432.50		96,366.25		96,677.50			
	Expense					33,943.48			25,648.58		37,492.31		51,147.47		48,327.17			
	Chapter Percentage					10,163.01			14,496.57		18,776.08		19,340.13		19,340.13			
	NEWH, Inc. profit					15,244.51			21,744.85		28,164.11		27,131.27		29,010.20		92,284.74	18,456.95
Northwest	Income			42,197.50		54,120.00		68,090.00		121,495.00		170,832.50		178,244.50				
	Expense			18,510.19		24,749.31		41,506.95		55,024.07		81,215.70		59,022.59				
	Chapter Percentage			9,001.18		11,718.28		10,633.22		26,588.37		35,846.72		47,688.76				
	NEWH, Inc. Profit			14,686.13		17,652.41		15,949.83		39,882.56		53,770.08		71,533.15			141,941.01	23,656.84
Orlando	Income						106,432.00		138,632.00		156,472.50		175,816.00		186,783.00	185,411.00		
	Expense						38,880.01		52,711.71		68,262.88		74,961.44		77,535.86	76,876.56		
	Chapter Percentage						27,020.80		34,368.12		35,283.85		40,341.82		43,698.86	65,120.67		
	NEWH, Inc. Profit						40,531.19		51,552.17		52,925.77		60,512.74		65,548.28	43,413.77	205,521.87	41,104.37
Pittsburgh	Income													97,947.00				
	Expense													41,038.60				
	Chapter Percentage													22,763.36				
	NEWH, Inc. Profit													34,145.04			34,145.04	
San Francisco	Income										113,460.00		141,705.00		155,862.00			
	Expense										67,454.22		69,409.43		101,654.57			
	Chapter Percentage										18,402.31		28,918.23		21,682.97			
	NEWH, Inc. Profit										27,603.47		43,377.34		32,524.46		70,980.81	23,660.27
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		163,445.00		197,857.50		199,998.00		
	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		78,185.08		79,977.09		81,831.46		
	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		34,103.97		47,152.16		47,266.62		
	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		51,155.95		70,728.25		70,899.92	412,888.47	37,535.32

italics - final numbers are yet to be determined

Board Resources - ONLINE

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? Encourage your board members to utilize the Board Resources section online for templates and helpful resources to help them in their position. If you appoint new directors/chairs throughout the year, share the job description with them that can be found in the Board Resources.

NOTE: 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.

On the bottom of the home page in the blue area, you will see NEWH Board Resources under the Resources menu.



You will then see a directory of resources included under each discipline. Look around at the resources available for anything that may pertain to you and make your job easier!

NEWH Board Resources

<p><u>General Resources</u></p> <ul style="list-style-type: none"> The Structure of your Board of Directors Chapter Organization Chart Chapter Board Member Job Descriptions Chapter Business Plan Template Commercialism Policy/NEWH Logo Usage Joyce L. Johnson Award / Recognition of Excellence Corporate Partner Signage NEWH By-laws Quarterly Conference Calls/Webinar Schedule and Minutes Chapter Calendar Mandatory Chapter Director Webinar Training 	<p><u>Board Meeting Resources</u></p> <ul style="list-style-type: none"> Board Meeting Agenda Board Meeting Minutes Motion Form Who Can Vote? Reporting to the Board Achieving Consensus The Art of Delegation Communicating with your Chapter Membership Conflict of Interest/Code of Ethics Dealing with Conflict Decision Making Motions Who Can Vote on your Board Parliamentary Procedure Project Scope Document Quarterly Conference Calls/Webinars
<p><u>Board Training</u></p> <ul style="list-style-type: none"> Board Orientation/Training for Full Board Chapter Board Member Job Descriptions Quickbooks Seminar Smart Goals Training PowerPoints for each Board Position 	<p><u>Financial Support</u></p> <ul style="list-style-type: none"> Budget Calculator Check Request Contracts Event Invoice Tax Exempt Explanation Travel Reimbursement
<p><u>Marketing</u></p> <ul style="list-style-type: none"> Chapter Newsletters NEWH Corporate Partners Commercialism Policy and NEWH Logo Guidelines Social Media Guidelines Promoting NEWH and your Chapter Marketing Materials – Ordering Photography Release Press Release Template Banners 	<p><u>Membership</u></p> <ul style="list-style-type: none"> Member Interest Survey Membership Director Information Membership Drive New Member Welcome Renewal Reminder

[Nominations](#)

Nomination Timeline
Job Descriptions
Chapter Board Organization Chart

[Programming/Fundraising](#)

Programming vs Fundraising Event – What's the difference?
Budget Calculator
Catering Checklist
Certificate of Insurance Form
Communicating with your Chapter Membership
Corporate Partner Signage
Contracts
Contribution/Sponsor Acknowledgement (Thank you letter)
Event Badge Templates
Funds – What's Required and Distribution
Event Sponsorship Request Letter
Liquor Policy
Program Script
Results of Activity Reporting – Programming
Results of Activity Reporting – Fundraising
Setting your Plan for the Year
Speed Mentoring Event
Sponsorship Agreement
Sustainability Programming

[Regional Groups](#)

Establishment of a Regional Group
Regional Group Application
Regional Group Manual

[Scholarship & Education](#)

Scholarship Process
Guidelines for Scholarships
Educator & Student PowerPoint
Frequently Asked Questions
Accredited College Resources
Letter to Non-winning Applicants
Letter to Scholarship Winner
Scholarship Check Request Form
Hold Harmless Policy Chapters
Scholarship Application Evaluation
Chapter Event Idea Templates
Vendor Scholarship Agreements
In Memory Scholarship Agreements

[TopID](#)

TopID Criteria
Nomination Form
TopID Nomination Award Guide

[NEWH, Inc. Policies & Procedures](#)

Chapter Board Manual
Liquor Policy
Event Refund/Cancellation Policy
NEWH, Inc. By-laws

[NEWH, Inc. Regional Tradeshows](#)

Tradeshow Policies
Timeline

[NEWH, Inc. Board](#)

Board Reporting Forms
Ambassador
Continuing Education
Delegate
Development
Education
Events
Executive Advisor
Expansion
Finance
Fundraising
International Expansion
International Relations
Marketing
Marketing Collateral
Marketing Communications
Membership – director
Membership – vice president
NEWH Conferences
Past President
President
President Elect
Regional Tradeshows
Scholarship
Secretary
Sustainable Hospitality – director
Sustainable Hospitality – vice president

NEWH By-laws
Travel Reimbursement

[Board Reports / Minutes / Etc.](#)

International Board of Directors Meeting Packets

[Member Logos](#)



NEWH Chapter Business Plan

NEWH/(chapter) – (year)

What is a Chapter Business Plan?

A chapter business plan helps to ensure your chapter's success. And, as the blueprint for your chapter, a chapter business plan is a critical element because it showcases your chapter's vision, board structure, calendar, financial projections, and goals.

The chapter business plan outlines the operating framework of your chapter by detailing who you are, what are your plans/goals, and how you will generate proceeds for NEWH's mission of scholarship and education.

CHECK LIST

Required - these items **must** be submitted to the NEWH, Inc. office:

Board of Directors/Chairs

NEWH has a list of your nominated board – please submit any chairs appointed by the board by January 31st – and as additional chairs are appointed, or any board changes occur throughout the year

Chapter Event Calendar

Calendar will be posted on the NEWH website – specific calendar dates will be added to the event calendar. Calendar should be submitted by January 31st

Chapter Budget

Submit an approved budget to NEWH Inc. by the end of February – please contact the NEWH office for any resources you may need (past budgets, budget template, etc.)

The following pages can be used as a template to submit the required items.

Other Helpful Items to include in your Chapter Business Plan

Written Goals:

Ask each director/chair to write 2-3 goals they'd like to complete for the year. These goals will be the starting point for board discussion and planning throughout the year.

Here are a few examples:

- Your membership director has a goal to get more students members involved in your events. This goal should be shared with the chapter programming director and the scholarship director to ensure that one of your chapter programs planned includes student involvement (i.e. portfolio review, mentoring event, etc.)
- Your scholarship director has a goal to increase the amount of student scholarship applications received. This goal should be shared with your board and a plan should be put into place for chapter members to visit local schools, or contact schools in your surrounding area, to speak to students about NEWH's scholarship opportunities.
- Your VP/Development has a goal to increase the number of committee members in your chapter. This goal could be shared with your membership director and other board members to formulate a plan to reach out to current members, and new members, to find out members' interest to be involved and asking them to volunteer.

SWOT Analysis:

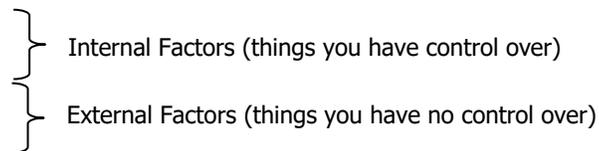
Conduct a SWOT analysis with your board – this is helpful to refer to throughout the year, as well as when conducting strategic planning in future years to gauge how your chapter addressed weaknesses, opportunities, etc.

S – Strengths

W – Weaknesses

O – Opportunities

T – Threats



Chapter Board

President	enter president
VP-Administration/Delegate	enter vp-admin/delegate
VP-Development/Delegate	enter vp-development/delegate
Secretary	enter secretary
Treasurer	enter treasurer
Past Pres./Parliamentarian	enter past president
Executive Advisor	enter executive advisor
Scholarship	enter director
Membership	enter director
Programming	enter director
Fundraising	enter director
Marketing	enter director

Optional Positions

By-laws & Ethics	enter chair	Internet Communications	enter chair
CEU	enter chair	Public Relations	enter chair
Committee Development	enter chair	Publications	enter chair
Community Service	enter chair	Regional Tradeshow	enter chair
Database	enter chair	Strategic Alliances	enter chair
Education/Mentoring	enter chair	Strategic Planning	enter chair
Farewell Ambassador	enter chair	Student Representative	enter chair
Historian	enter chair	Sustainable Hospitality	enter chair
Hospitality	enter chair	Ways & Means	enter chair

Calendar of Events

Chapters are encouraged to form their calendar prior to the year beginning. Submit your Chapter Calendar to the NEWH Office no later than January 31st of each year.

Programming/Networking Events: Chapters are not required to hold an event each month. When putting together your calendar for the year, the key is to remember quality vs quantity. Instead of struggling to put on an event every month, plan 3-4 great programming events for the year (tours, speakers, panels, CEUs, etc.) that are of high value to designers, manufacturers, and students – and in between those events, do more low-key happy hour/sundowner type events. A program’s mission is to develop relationships and build membership in a more business type setting.

Think about the event – is it an event you don’t want to miss, or is it more of a casual networking event that may not be as beneficial to you? Focus on what your members are going to be attracted to, especially venues – whether it’s a newly opened or remodeled hotel, new restaurants, etc. Invite those involved in the project to speak.

Fundraising Event: Remember, chapters are required to hold at least one fundraising event per year – this is your FUN event. A FUNdraiser’s purpose is to raise money for NEWH’s mission of Scholarship & Education.

Board Meetings: Chapters are required to hold at least 10 Board of Directors Meetings per year.

January <i>Example:</i> 2 nd – Board Meeting 11th – Sundowner/Happy Hour	February
March	April
May	June
July	August
September	October
November	December

SWOT Analysis

Strengths <ul style="list-style-type: none">••	Weaknesses <ul style="list-style-type: none">••
Opportunities <ul style="list-style-type: none">••	Threats <ul style="list-style-type: none">••

NEWH, INC. INSTAGRAM GUIDELINES

Goal:

Grow awareness to NEWH through Instagram by displaying images that showcase our mission and events that are happening on an International and Chapter level.

Objectives:

1. Post an image daily
2. Be consistent with message
3. Market scheduled events
4. Keep post professional
5. Engage your followers
6. Drive traffic to website

Ideas of what to post:

1. Post pictures of members
2. Post quotes that relate to our mission statement
3. Tell a short story
4. Hold contest
5. Thank event sponsors (including sponsor logo)
6. Post meeting notices on Instagram
7. Post event wrap-up photos (i.e. 'look what you missed')
8. Promote one member per month
9. Highlighting TopIDs
10. Highlighting scholarship recipients
11. Sustainable tip a week

What **NOT** to do/post on Chapter or NEWH Inc Instagram pages:

1. Post too many times (more than 3 times a day)
2. Share partying images
3. Overuse hashtags (no more than 15 hashtags)
4. Use an advertising platform (no ads, thanking sponsors is ok)
5. Use profanity
6. Use someone's photo without giving them credit
7. Post without captions
8. Political Statements or Views
9. Ignore followers comments
10. Auto share every Facebook or Twitter post

Chapter Guidelines:

1. Only 2 people on the board are to have the rights to Instagram. The Board should approve who these 2 people are since they will have Social Media privileges and passwords.
2. Only one password is to be used for Chapter Boards, The password is to be provided to NEWH, Inc. as well.
3. The password for the Chapter is to be changed if and when a person with Instagram privileges no longer participates in posting.

Hashtags:

#Hospitality Industry
#Raisingmoneyforscholarships
#NEWHInc
#donate
#nonprofits
#hospitalitydesign

#leadership
#education
#hospitalityscholarships

Tags:

@NEWHInc
@chapter (i.e. @NEWHDallas, @NEWHAtlanta, etc.)

Non-Profits to follow on Instagram for inspiration

<http://www.nonprofitmarketingguide.com/blog/2015/04/16/50-nonprofit-instagram-accounts-you-should-follow-right-now/>

Please follow NEWH, Inc. on Instagram @NEWHInc

NEWH/INDUSTRY CALENDAR - 2019

8-11 Jan	Heimtextil	Frankfurt am Main	https://heimtextil.messefrankfurt.com/frankfurt/en.html
11-14 Jan	DOMOTEX	Hanover, Germany	http://www.domotex.de/home
14-20 Jan	IMM Cologne, the International Furniture Fair	Cologne, Germany	http://www.imm-cologne.com/imm/index-2.php
14-24 Jan	Cornell General Managers Program	Cornell University, Ithaca, NY	
17-20 Jan	Interior Design Show	Metro Toronto Convention Center-South Bldg.	https://www.interiordesignshow.com/en/home.html
18-22 Jan	MAISON&OBJET Paris	Paris, France	www.maison-objet.com/en/paris
20-22 Jan	BITAC F&B	Nassau, Bahamas	
21-Jan	Martin Luther King Day		
21-23 Jan	Great Hospitality Show	NEC Birmingham	http://www.hospitalityshow.co.uk/
23-25 Jan	SURFACES	Mandalay Bay Convention Center	https://10times.com/surfaces-lasvegas
24-Jan	Drinks by Design	The Battery, San Francisco, CA	
27-31 Jan	2019 Winter Las Vegas Market	World Market Center, Las Vegas, NV	https://www.lasvegasmarket.com
27-28	ALIS Law	JW Marriott & Microsoft Theater	
28-30 Jan	ALIS	JW Marriott & Microsoft Theater	http://www.alisconference.com/
29-Jan	Drinks by Design	Hotel Figueroa, Los Angeles, CA	
7-Feb	NEWH, Inc. Board of Directors	JW Marriott Marquis, Miami, FL	http://newh.org/2019-leadership-conference/
7-Feb	NEWH Product Showcase	JW Marriott Marquis, Miami, FL	http://newh.org/2019-leadership-conference/
7-9 Feb	NEWH Leadership Conference 2019	JW Marriott Marquis, Miami, FL	http://newh.org/2019-leadership-conference/
7-9 Feb	The NAFEM Show	Orange County Convention Center, Orlando, FL	https://www.thenafemshow.org/
13-Feb	HD CitySCENE - Atlanta	Atlanta, GA	https://www.hospitalitydesign.com/awards-events/CitySCENE/
14-Feb	Valentine's Day		
18-Feb	President's Day		
19-21 Feb	BD Winter Forum	The Lodge at Vail, Vail, CO	
19-21 Feb	Kitchen & Bath Show	Las Vegas, NV	https://www.kbis.com/
20-23 Mar	HOTEC Middle East	tba	https://www.hotecme.com
26-Feb	HD CitySCENE - Miami	Miami, FL	https://www.hospitalitydesign.com/awards-events/CitySCENE/
27-28 Feb	Hotel Assoc. of Canada Nat'l Conference	Delta Hotels by Marriott Toronto Airport & Conf Ctr	https://www.bigpictureconferences.ca/event/hotel-association-of-canada-conference
27 Feb-1 Mar	HD Summit	Diplomat Beach Resort, Hollywood, FL	https://www.hdsummit.com/
28 Feb-2 Mar	DOMOTEX USA	Georgia World Congress Center, Atlanta, GA	https://domotexusa.com/
3-5 Mar	BITAC Luxury	Monarch Beach Resort, Dana Point, CA	
4-6 Mar	Hotel Investment Forum	InterContinental, Berlin, Germany	http://www.berlinconference.com/
4-9 Mar	Design Week London	Design Centre Chelsea Harbour, London	
5-7 Mar	Australasian Hotel Industry Conf. & Exhib.	Sydney Olympic Park	http://www.ahice.com.au/
6-8 Mar	HI DESIGN MEA	Shangri-La Hotek, Colombo, Sri Lanka	http://www.hidesign-mea.com/
12-13 Mar	HICAP - UPDATE	Grand Hyatt Singapore	http://hicapconference.com/
13-14 Mar	AOCAP	Grand Hyatt Singapore	http://hicapconference.com/
13-14 Mar	Bdwest	Los Angeles, CA	https://www.boutiquedesignwest.com/
15-Mar	AHEAD Asia	Andaz Singapore	http://www.aheadawards.com/asia/
17-Mar	St. Patrick's Day		
17-20 Mar	The Internatioal Food & Drink Event	ExCel, Londdon, United Kingdom	http://ife.co.uk/
20-22 Mar	Hunter Conference	Atlanta Marriott Marquis, Atlanta, GA	http://www.hunterconference.com/
20-23 Mar	HOTEC Asia	tba	https://www.hotecasia.com
21-Mar	Purim		
20-21 Mar	WestWeek	Pacific Design Center, Los Angeles, CA	http://www.pacificdesigncenter.com/event/
26-28 Mar	DOMOTEX asia/CHINAFLOOR	Shanghai New International Expo Center	http://www.domotexasiachinafloor.com/
TBD	Dwell on Design	Los Angeles, CA	https://www.dwellondesign.com
TBD	Hospitality Match		https://www.hospitalitymatch.com/
1-4 Apr	Indian Gaming Tradeshow & Convention	San Diego, CA	https://www.indiangamingtradeshow.com/
2-Apr	HD CitySCENE - Los Angeles	Los Angeles, CA	https://www.hospitalitydesign.com/awards-events/CitySCENE/
6-10 Apr	High Point Market	High Point, NC	http://www.highpointmarket.org/
7-9 Apr	HealthTAC-Senior/Assisted Living East	Baha Mar Resort, Nassau, Bahamas	http://www.bitac.net/Event/Health/2017
7-10 Apr	HotelPoint Conference	Hyatt Regency Hill Country Resort & Spa, San Antonio, TX	https://www.cpmg-llc.com/hotelpoint/
7-11 Apr	ARDA Annual Conference	Orlando Hilton, Orlando, FL	http://www.arda.org
8-14 Apr	Milan Furniture Fair	Milan, Italy	https://www.salonemilano.it/en/
9-12 Apr	COVERINGS	Orange County Convention Center, Orlando, FL	http://www.coverings.com
10-11 Apr	HITEC Europe	Convention Centre of Palma, Palma, Mallorca, Spain	https://www.hftp.org/hitec/europe/
14-16 Apr	Hospitality Match	The Biltmore Hotel, Coral Gables, FL	

16-18 Apr	ULI National Spring Meeting	Nashville, TN	https://spring.uli.org/
20-23 Apr	HOSTELCO	Gran Via Exhibition Centre, Barcelona, Spain	http://www.hostelco.com/en/home
20-27 Apr	Passover		
21-Apr	Easter		
24-27 Apr	AAHOA Annual Trade Show and Conference	San Diego Convention Center, San Diego, CA	http://aahoa2018.streampoint.com/
24-27 Apr	DOMOTEX Turkey		http://www.domotexturkey.com/en
28-30 Apr	BITAC Ops, Sales/Technology	Miami, FL	
30 Apr-2 May	Choice Annual Conference	Las Vegas, NV	
TBD	InnDependent Lodging Executive Summit	Hard Rock Hotel, Las Vegas, NV	https://www.independentlodgingconference.com/
TDB	NEWH Regional Tradeshow-Pittsburgh		
TBD	Track Days	Colorado Springs, CO	
1-May	HD CitySCENE - Washington DC	Washington DC	https://www.hospitalitydesign.com/awards-events/CitySCENE/
6-8 May	Meet the Money	Hyatt Regency LAX, Los Angeles, CA	https://meetthemoney.hotellawyer.com/
12-May	Mother's Day		
13-May	NEWH Founders Circle	Mandalay Bay Convention Center, Las Vegas, NV	
13-14 May	Canadian Hotel Investment Conference	Toronto, Ontario, Canada	https://www.bigpictureconferences.ca/event/canadian-hotel-investment-conference-chic/
14-May	NEWH, Inc. Board of Directors Meeting	Mandalay Bay Convention Center, Las Vegas, NV	
15-17 May	HD Expo & Conference	Mandalay Bay Convention Center, Las Vegas, NV	https://www.hdexpo.com/
18-21 May	National Restaurant Associations Show	McCormick Place, Chicago, IL	https://show.restaurant.org/
19-22 May	International Contemporary Furniture Fair	Jacobs Javits Center, New York, NY	http://www.icff.com/
19-23 May	LIGHTFAIR International	Pennsylvania Convention Center, Philadelphia, PA	https://www.lightfair.com
20-21 May	Hotel Latin American Investment (HOLA)	Miami Beach, FL	http://holaconference.com/
22-24 May	Caribbean Hotel Investment Conference	Loews Miami Beach	
27-May	Memorial Day		
29-May	HD CitySCENE - Chicago	Chicago, IL	https://www.hospitalitydesign.com/awards-events/CitySCENE/
2-4 Jun	Int'l Hospitality Industry Investment Conf.	New York Marriott Marquis, New York	www.scps.nyu.edu/academics/departments/tisch/conferences-events/ihii-conference.html
2-4 Jun	HOTEC Operations	Eau Palm Beach Resort, Palm Beach, FL	https://www.hotecoperations.com
3-4 Jun	Hotel Summit 2019!	Radisson Blu, London Stansted	https://hoteldesigins.net/hotel-summit/
5-Jun	HD Awards		
5-Jun	Boutique Hotel Investment Conference 2018		https://www.bllanewyork.com/
5-7 Jun	HI Design Europe	Forte Village, Sardinia	http://www.hidesigneurope.com/
11-13 Jun	EXPHORE	San Jose, Costa Rica	https://www.exphore.com
10-12 Jun	NeoCon	Merchandise Mart, Chicago, IL	http://www.neocon.com/
12-13 Jun	HD Next Gen Conference		https://www.hospitalitydesign.com/awards-events/nextgen-forum/
16-Jun	Father's Day		
17-29 Jun	HITEC Minneapolis	Minneapolis Convention Center, Minneapolis, MN	
TBD	AAHOA Young Professional Hoteliers Conference		
21-23 Jun	AIA National Convention	New York	
23-25 Jun	Senior Lifestyle Design Match	Lowes Minneapolis Hotel	http://seniorlifestyledesignmatch.com/
23-25 Jun	HOTEC Design 2019	Phoenician Hotel & Resort, Scottsdale, AZ	https://www.hotecdsgn.com/
25-27 Jun	Global Shop	McCormick Place, Chicago, IL	
27-Jun	NEWH Regional Tradeshow-Denver	Hyatt Regency Denver at the Colorado Convention Center	http://newh.org/events-list/newh-regional-tradeshows/
4-Jul	Independence Day		
10-11 Jul	Hawaii Lodging, Hospitality and Foodservice Expo	Neal S. Blaisdell Center, Honolulu, HI	
24-26 Jul	BD Summer Forum	Fairmont Sonoma Inn, Sonoma, CA	
28 Jul - 1 Aug	2019 Summer Las Vegas Market	World Market Center, Las Vegas, NV	https://www.lasvegasmarket.com
Aug	NEWH Regional Tradeshow-Chicago		http://newh.org/events-list/newh-regional-tradeshows/
Aug	NEWH Regional Tradeshow-San Francisco		http://newh.org/events-list/newh-regional-tradeshows/
19-21 Aug	HealthTAC-Senior/Assisted Living West		
25-27 Aug	Western Foodservice & Hospitality Expo		
25-28 Aug	AHLEF Golf Outing	The Resort at Pelican Hill, Newport Coast, CA	https://www.ahlef.org/fundraising-and-events/golf-classic
2-Sep	Labor Day		
11-Sep	HD CitySCENE - Toronto	Toronto, Ontario, Canada	https://www.hospitalitydesign.com/awards-events/CitySCENE/
12-Sep	NEWH Regional Tradeshow-Minneapolis	Marriott Minneapolis City Center	http://newh.org/events-list/newh-regional-tradeshows/
23-26 Sep	Lodging Conference	JW Marriott Desert Ridge Resort	https://lodgingconference.com/
24-Sep	NEWH Regional Tradeshow-Seattle	Hyatt Regency Seattle	http://newh.org/events-list/newh-regional-tradeshows/
26-Sep	Fall Market at the PDC	Pacific Design Center, Los Angeles, CA	
30Sep-1Oct	Rosh Hashanah		

2-Oct	HD CitySCENE	New York, NY	https://www.hospitalitydesign.com/awards-events/CitySCENE/
<i>9-Oct</i>	<i>Yom Kippur</i>		
16-Oct	HD CitySCENE	San Francisco, CA	https://www.hospitalitydesign.com/awards-events/CitySCENE/
15-17 Oct	Global Gaming Expo (G2E)	Sands Expo Center, Las Vegas, NV	http://www.gaminglabs.com/events/global-gaming-expo-g2e-2018
18-22 Oct	Host Milano	Milano, Italy	
TBD	NEWH/New York Fundraiser		
9-Nov	NEWH, Inc. Board of Directors Meeting	Javitz Convention Center, New York, NY	
11-10 Sep	NEWH EC Strategic Wrap-up	Javitz Convention Center, New York, NY	
10-11 Nov	BDNY		www.bdny.com
11-Nov	Gold Key Awards	New York, NY	www.bdny.com/Content/Gold-Key-Awards-Gala/10_58/
12-Nov	Platinum Circle Awards	New York, NY	www.hospitalitydesign.com/awards-events.shtml
<i>28-Nov</i>	<i>Thanksgiving</i>		
11-Dec	HD CitySCENE - Dallas	Dallas, TX	https://www.hospitalitydesign.com/awards-events/CitySCENE/
<i>23-30 Dec</i>	<i>Chanukah</i>		
<i>25-Dec</i>	<i>Christmas</i>		

NEWH BOARD OF DIRECTORS MOTION FORM

Date: November 10, 2018

Motion Number:

I, _____

Motion seconded by: _____

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

Notes on discussion: