



GOVERNING BOARD PACKET

24 JANUARY 2020

Meeting Room
Harbor Ballroom

**Doubletree by Hilton
Orlando at SeaWorld**

10100 International Drive
Orlando, FL 32821

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

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NEWH, INC. GOVERNING BOARD MEETING AGENDA

24 January 2020

Room: Harbor Ballroom, Doubletree by Hilton Orlando at SeaWorld

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

Board of Directors Meeting

Friday, 12 November 2020 - 9:00 am – 2:00 pm

Executive Committee	Christine Tucker Fernando Diaz	Sandy Banks Natalie Sheedy	Christine Wasmer Monica Meade	Tara Witt Jonathan Young	Cynthia Guthrie Trisha Poole	Strategic Advisors Trudy Craven Andrea Thomas Julia Marks
Board of Directors	Jennifer Wellman Stacey Olson Mary Ann Thornam Vanessa Vaughan	Kelly Gaddes Alex Jones Debbie McKelvey Helen Reed	CP Ambassadors Matt DeShantz Gretchen Gilbertson Jordan McInturf	Media Ambassadors Michelle Finn Stacy Rauen	BrandED Ambassadors Barry Sullivan Teri Urovsky	Chairs Leslie Anderson Stacy Costa Dallas Bentley
House of Delegates	Leslie Anderson Libby Bull Laura Carter Valentina Castellon Sarah Churchill Anastasia Davis	Jenelle Francois Alison Gasser Natasha Gomez Kelli Groh Tara Hebert Anne Hiter	Korrin Howard Rittner Hufford Melissa Knock Kristin Kubala Dawn Garner Chelsea Lawrence	Johanna Malen Roger Mathis Shana Downing Demi Melissinou Elissa Murry Timi Mustapha	Leena Nacy Karen Rains Gabe Rodriguez Chris Shafer Penny Shelton	Sean Tanner Amanda Tomlinson Shannon Vance Tara Witt Jonathan Young
9:00 am	Call to Order					Christine Tucker
9:03 am	Establishment of Quorum (Roll call introduction) - Presentation of Minutes and Motion to Accept					Fernando Diaz
9:15 am	President's Welcome					Christine Tucker
9:18 pm	Financial Report - NEWH Financial Policies - Presentation of Motion to accept 2020 Budget					Sandy Banks
9:23 am	Board Orientation - Who is NEWH, Inc. - What is the Purpose of NEWH, Inc? - 501(c)(3) Status - Board Structure - Who's on the NEWH, Inc. Board - What are Your Responsibilities as a Board Member? - How do You Advance - Policies/Code of Conduct/Code of Ethics					Trisha Poole
10:00 am	International Report (Paris & Milan) - Canada - United Kingdom					Christine Tucker Tara Witt Caroline Cundall
10:05 am	Strategic Issues					Trudy Craven
10:08 Am	B R E A K					
10:20 pm	BREAKOUT - Finance/Fundraising - Education/Scholarship, Continuing Education, Green Voice Education, EDonline, Mentoring - Development, Leadership Conference, Chapter Membership, Social Media					Sandy Banks/Kelly Gaddes Christine Wasmer /Natalie Sheedy Monica Meade/Alex Jones
11:45 am	BREAK					
12:00 pm	Report on Breakout Session (15-minute report time per discipline) - FINANCE/Fundraising - EDUCATION/SCHOLARSHIP, Continuing Education, Mentorship, Green Voice Education - DEVELOPMENT/NEWH Conferences, Membership, Social Media					
1:00 pm	Open Discussion - Q&A					Christine Tucker
1:30 pm	Old Business / New Business - Strategic Advisors - Honorary Membership - Presentation of Motion to Appoint Board Members					Christine Tucker Trisha Poole
2:00 pm	Motion to Adjourn					

EXECUTIVE COMMITTEE:

NEWH, INC. GOVERNING BOARD MEETING MINUTES
9 November 2019
Room: 1E02/1E03, Jacob K. Javitz Convention Center | New York, NY

Executive Committee	Cynthia Guthrie Christine Tucker	Natalie Sheedy Fernando Diaz	Brittany Johnson Christine Wasmer	Leigh Mitchell Jonathan Young	Trisha Poole Julia Marks
Board of Directors/	Sandy Banks Stacy Shoemaker Rauen	Monica Meade Matt DeShantz	Helen Reed Gretchen Gilbertson	Debbie McKelvey Jordan McInturf	Michelle Finn Michael Smith Teri Urovsky
Chairs	Leslie Anderson	Dallas Bentley			
House of Delegates	Dallas Bentley Jen Conley Heather Scott Leslie Wynn	Kacey Sharp Edgar Gutierrez Alison Gasser Natasha Gomez	Melissa Knock Morgan Brodey Tory Knoph Jayme Krstich	Janine Peluffo Jennifer Delmas Kary Maybury Katy Clark	Chelsea Lawrence Terri Metzger Caroline Cundall Rebekah Ellis Jennifer Farris
Chapter Presidents		Dawn Larsen-Garner	Natasha Gomez	Jonathan Young	
Steering Chairs	Kelly Gaddes	Teri Schell	Alexandra Jones		
Guests	Laura Carter Kelli Groh Kris Hanson Kelly Knowles Jennifer Mehra Timi Mustapha Sheryl Pellegrino	Penny Shelton Trudy Craven Joannie Fusella Carolyn Mitchell Kristy Bohne Kelli Groh Linnae Eastwood	Sheryl Pellegrino Kris Hanson Sara Rinicella Giulia Giannoni Julie Kaufmann Sadie Coulter Elle Pechiney	Levar Jackson Anita Khullar Vanessa Vaughan Kris Hanson Rebekah Ellis	NEWH, Inc. staff: Shelia Lohmiller Jena Seibel Susan Huntington Nicole Crawford Brenda Brown
Not in attendance	Jennifer Wellman Mary Ann Thornam Kelly Gaddes Stacy Costa Shannon Vance Jessica Wasmer Northover Shana McCullough-Downing	Rachel Baird Taylor Hoesley Sophia Yen Kelly Almus Carolina Coelho Angela Reed Miller Courtney DiBlasi Elfand	Jana Johnson Tyler Toothaker Bess Ehmcke Tara Witt Barry Sullivan Michelle Purcell Tara Hebert	Elissa Murry Leena Nacy Amanda Tomlinson Valentia Castellon Karen Rains Nicole Brindle Johana Malen	Manuela Kennedy Julie Zanella Jessica Linden Melissa Davis Anne Hiter Stacy Davis

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

The meeting was called to order by President, Cynthia Guthrie at 1:05 pm EST. Natalie Sheedy, took roll and a quorum was established. The minutes were presented and a motion was made to approve the May 14th, 2019 minutes as presented and was accepted.

MOTION TO APPROVE MINUTES

Date: November 9, 2019

Motion Number: 1

I, Fernando Diaz, move to approve the May 14th, 2019 minutes as presented.

Motion seconded by: Chris Tucker

VOTE COUNT:

YEA: 11 NAY: 0 ABSTENTION: 0 STATUS OF MOTION: Carried: Defeated:

PRESIDENT – CYNTHIA GUTHRIE

Discussion-Cynthia Guthrie:

- Welcome guests-great attendance today
- NEWH and BDNV events noted
- 2020 board results will be announced 2-weeks after IBOD meeting
- General announcements

VP/FINANCE – FERNANDO DIAZ

Discussion-Fernando Diaz:

- NEWH as a whole is financially healthy
- Last year Executive Committee members established goals
- Quarterly budget reviews have been taking place
- NEWH South Carolina Region won the culinary fundraiser event thanks to their fabulous submission
- Event purpose is to raise funds for scholarship
- Name of fundraiser: Sinfully Delicious (October 1st or 8th); sponsorship menu handed out

- Event to be held in Charleston, SC at The William Aiken House <https://www.pphgcharleston.com/venues/william-aiken-house/>
- Once budget is complete an aggressive solicitation for sponsors will begin
- Looking for suggestions on celebrity names/contacts
- Committee is doing a fabulous job of putting everything together
- Open for call for NEWH Fellows nominate <https://newh.org/about-us/awards/college-of-fellows/>
- Must have been a NEWH member for 10-consecutive years (see criteria on website)
- Chapter or another individual can make a nomination
- NEWH Fellow is a very distinguished award
- Awards will take place during the 2021 Leadership Conference in Seattle

Discussion-Susan Huntington:

- NEWH is growing and to maintain our nonprofit status and overall business compliance all chapter checkbooks will be managed through the NEWH, Inc. office
- Accounts payable department will handle check writing, filing 1099's, maintaining items in QuickBooks, etc.
- The new procedure will save Treasurers time
- Each chapter is legally required to have a person hold the Treasurer position
- The chapter Treasurer will continue duties such as: oversight of finances, budget, approvals, check signing and financial reports
- All chapters should mail their checkbooks to the NEWH, Inc. office prior to December 31st, 2019
- Questions: Susan Huntington: susan.huntington@newh.org 1.800.593.6394

Paris International Report-Fernando Diaz:

- Paris chapter is moving along with 3-4 people spearheading the new chapter
- Held a few events so far, the last event was a luncheon with a future event to be held in January

Milan International Report-Trisha Poole:

- Host Milano gave NEWH an opportunity to meet with new contacts and discover a great deal of new interest
- Met with some great supporters who are also looking for the US to come to them
- Talking to architects/manufacturers who are seeking US contacts to give them more of an international perspective; our message would be inspiring to them
- Engage with BrandED and TopID for chapter development
- Lots of fast movement and new contacts
- Please share your connections/sources outside of US so we can foster future networks internationally

VP/IR-UNITED KINGDOM – JONATHAN YOUNG

Discussion-Jonathan Young:

- Intro and welcome Rebekah Ellis
- Membership has grown by 32% with a very diverse crowd; great to see
- TopID is the largest event and opportunity to raise money
- Great support from interior design community which helps support events
- Excited to see expansion in Paris and Milan; encourage them to check out UK events

PRESIDENT ELECT – CHRISTINE TUCKER

Discussion-Christine Tucker:

- Going strong in Toronto and Vancouver
- Vancouver report:
 - 64 students, 157 members
 - Having educators involved at chapter and board level is huge
 - Vancouver 9th Annual Fall Event November 14th TopID/scholarship awards/speakers
 - There is no rush for Vancouver Region to become a chapter; the group is strong as a regional group
 - Sponsorships are great, excellent attendance at events with no reason to change to a chapter

STRATEGIC PLANNING – TRUDY CRAVEN

Discussion-Trudy Craven:

Strategic Planning can be offered to chapters in addition to the Board Training that is done by the NEWH, Inc. office staff. Strategic Planning is led by Trudy Craven.

- Strategic planning held with several chapters in 2019: Atlanta, Houston, North/South Carolina, Rocky Mountain, Toronto and DC
- Follow-up surveys on the training are taken seriously and comments are encouraged
- Frequent comments on what was learned:
 - Seeing NEWH as a business
 - The chapter is the leadership team for the business
 - Learned how to incorporate the business growth curve (where strategic energy will be focused)
 - You want to be in phase 2 climbing the growth curve
 - Discussed team development (normal cycle)
 - Behaviors (parking self-interest at the door with a focus on business activities)
 - We don't want to say weakness we say gaps
 - Talk about opportunities/threats

-Focus on goals

- To schedule or for more information contact Jena Seibel: Jena.Seibel@newh.org

VP/DEVELOPMENT – LEIGH MITCHELL

NEWH Lodging Program Discussion-Leigh Mitchell:

NEWH Lodging Program will help members get out and see more places and more hotels, whether for your next project, business trip, or even a weekend getaway (whenever you have time to take a break!). You're guaranteed the best rate available at any of the hotels listed. This courtesy is made possible by hotel owners who value you, and value NEWH. Think of it as a thank you for all that you do for this wonderful industry!

- <https://newh.org/resources/newh-lodging-program-landing/>
- Over 20 hotels on website with 4 locations in Canada
- Help get the word out; it's a great member benefit
- Benefits for interested parties are membership and advertisement in NEWH magazine
- Most companies already have a program in place; a simple contract is sent, signed off on and the listing is added to website
- Questions or to provide management contacts (company/hotel) contact: Leigh Mitchell: leighmitchell@mza-usa.com

Break

Collection of ballots

BREAK OUT: Group Discussions Overview/Reports

Break-Out Session Overview:

Draft goals around your discipline keeping them cascading and aligned within your discipline and/or within your chapter

Join the breakout group that interests you (where your passion lies) or in an area that your chapter needs assistance with

Great ideas come from breakout groups, implementation is all about setting goals

Look at previous board report minutes from last meeting; what steps need to be accomplished to meet future goals

During the November IBOD meeting we'll discuss if the goals have been accomplished

Use handout template to record attendance and report notes from your discussion turn into Inc. staff prior to exiting today or email your breakout notes/attendance sheet to: nicole.crawford@newh.org

1. Finance/Fundraising
2. Education/Continuing Education, Mentoring, Green Voice Education, Scholarship
3. Development/NEWH Conferences, Digital Marketing
4. Membership & Programming
5. NEWH Ambassadors
6. NEWH BrandED

Reports:

Finance-Jennifer Farris:

- South Carolina Celebrity Chef event October 2020 (1st or 8th)
- Strong planning committee with professional planner
- Set focus in early stages to define goals and thoughts
- Engage Bill Murry as an honoree chairperson for event
- Table sponsorships
- Brainstorming for different types of sponsorship (raffle, silent auction)
- Defining different activities to be offered
- Goal is to reach the 5 senses through the event: food competition, visual competition, live music, auction
- Goal to create ongoing event for NEWH to be held opposite years of the NEWH Leadership Conference; rotating event between chapters
- New York Product Runway, DC Golf Tournament, Cincinnati Bowling, South Carolina digital pumpkin carving contest involved everyone (local or not) – everyone could participate
- Share your ideas between each other we're all in this together

Education-NEWH EOnline-Dallas Bentley:

EOnline is an online resource guide for education content (white papers, CEUs, videos, articles, etc.) created by NEWH members for the hospitality industry. NEWH's membership is loaded with product, industry, and design experts who can contribute educational resources for NEWH members to access online in an organized library.

- Update on goals and EOnline progress
- Pilot webpage, submission form, etc. being finalized: <https://newh.org/edonline/>
- Next steps communicate initiative to corporate partners, then members
- Discussed challenges in ensuring content remains current
- Boundaries will be developed on content submissions and reviewed by curators
- Organize information in a searchable format (submitters submit their own keywords for incoming content)
- Seeking subject matter experts to assist on an as needed basis
- Archival method will be in place to keep content fresh
- Live filmed sessions will also be accepted; all submissions are reviewed for approval
- Questions: newhedonline@gmail.com

Development/Membership/Programming-Morgan Brodey:

- Keep building membership; shared success stories

- Recruit people that come to events early, vendors must bring a designer with them, member only events, adding membership options to all event ticket options/prices
- Annual sponsorships vs. individual event sponsors (go to vendors and design firms)
- Encourage firms to bring in new members
- Do annual sponsorships ahead of time
- Utilize TopID firms to encourage membership
- Hold a spa education or wellness/exercise class to draw in a different crowd
- Hand out lapsed membership list at board meeting, ask board members to reach out to past-due individuals
- Offer new member events
- Bring in more educational based events
- Offer a mentorship/buddy program; partner up with someone who has been with the chapter for a while
- Market new members at events encouraging them to attend (give new members glow sticks)
- Talk to local colleges get your local educators involved

Development/NEWH Conferences-Monica Meade:

- Meet me in Seattle sticker for badge available; wear it and spark a conversation
- Focused networking small enough to network and talk one-on-one with quality conversations
- Education panel discussions, breakouts, BrandED (more opportunities to meet people)
- Build into chapter 2020 budgets Leadership costs (bring board members, students/scholarship recipients); Vancouver brought two of their TopID along
- Create social media space needles for all of the chapters with the space needle leaving Miami and headed to Seattle; take space needle to events to promote 2021 conference
- President's Dinner, VIP venue's determined; working on excursions
- Helen is working on hashtag
- Discussed panels, possible hotel tour
- Ways to involve students, tap into app', scavenger hunt to meet certain people, give everyone playing cards and create a poker run, create additional engagement for students with professionals
- <https://newh.org/2021-leadership-conference/>

NEWH Ambassadors-Michelle Finn/Matt DeShantz:

- Creating an advisory council to provide business guidance and program evaluation from outside our industry to understand trends, influencers, where we are going, where we should be going and to help us look into the future
- Segments to consider: fashion designers, multi-family, cruise ships, Airbnb, travel groups, technology educators, owners, developers, brands, culinary trend setters, senior lifestyle and potential members what's in it for them
- The idea is to hear from someone who isn't us, how can we understand our customers better
- Outreach to different members/chapters to determine who they know and determine who we can tap into (airlines, fashion, retail)
- Goal is to let others tell us how they see us, what we're missing, where we could be going
- Learn from outside influences, how can we grow and impact others through our mission
- We don't want to do everything the same way continuously the goal would be to expand our outreach and options

NEWH BrandED-Heather Scott:

- <https://newh.org/branded/>
- NEWH BrandED is very popular, demanding and growing
- Trying to visit all chapters before repeating a session
- Struggles getting brand commitments on a timely manner
- Existing contract, re-write to include a schedule commitment
- Debbie working on an outline for future successors
- A lot of questions about BrandED from students (grow student membership and future members)
- BrandED scholarships for students (hospitality management)

Comments-Trisha Poole:

- NEWH BrandED is the new buzz word
- Trademark is complete
- Brand partners are being developed within their benefit
- Some future growth with BrandED might hold the possibility of internships, school competitions, things that might overlap into brands/scholarships
- See handout NEWH BrandED partner literature

NEW BUSINESS | CYNTHIA GUTHRIE

Student Relations Director (chapter boards):

- Add a director for student relations at chapter board level to connect and build additional support for student liaisons
- The position will help to increase scholarship applications, hold more student based events (resume reviews, speed networking, student centric events)
- Utilize students as docents for chapter events
- Review ASID relevant programs and benefits
- Help chapters maintain and build future memberships
- The position is a way to give back to students
- Job description will be provided by Inc. and sent to chapters

- Students are not renewing their membership or not joining as a student member
- Show students why they should stay involved and give them more opportunities to grow

NEWH Legacy Membership-Shelia Lohmiller/Fernando Diaz:

- After an International President left their position they were labeled an honorary member and received free membership
- NEWH is changing honorary title to legacy
- The NEWH Executive Committee has approved the name change to add importance to the title
- Chapters need to vote on all past-presidents or no past-presidents as legacy membership
- You can't put a dollar amount on the amount of time served, what you get out of NEWH is huge
- Past experiences and knowledge can help transition new board members
- NEWH, Inc. gets 50% or \$75 of dues whichever is greater; the chapter would lose half of those dues (for past-president with legacy membership NEWH, Inc. will waive the \$75 or 50% of membership dues)
- It's not a thank-you, it's about honoring the past president and their time on the board
- Idea to have special ribbons or name badges stating Legacy Member
- The individual only receives the legacy membership through the chapter they served in
- Individual must have fulfilled their entire position and the Executive Advisor position in order to receive legacy membership

Closing:

- NEWH, Inc. board member recognition
- Changing of the guard honoring Cindy Guthrie and welcoming 2020 NEWH, Inc. President Christine Tucker

MOTION TO ADD POSITION TO NEWH, INC. BOARD OF DIRECTORS

Date: November 9, 2019

Motion Number: 2

I, Trisha Poole, move to appoint Stacey Olson to the position of Director/Education on the NEWH, Inc. Board.

Motion seconded by: Christine Wasmer

VOTE COUNT:

YEA: 11

NAY: 0

ABSTENTION: 0

STATUS OF MOTION:

Carried:

Defeated:

MOTION TO ADJOURN

Date: November 9, 2019

Motion Number: 3

I, Fernando Diaz, move to adjourn the NEWH, Inc. Board of Directors Meeting at 4:25pm EST.

Motion seconded by: Trisha Poole

VOTE COUNT:

YEA: 11

NAY: 0

ABSTENTION: 0

STATUS OF MOTION:

Carried:

Defeated:

PRESIDENT

CHRISTINE TUCKER

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.

JANUARY 2020:

GOAL 1 STATEMENT:

Work closely in a leadership role with the International Board of Directors as well as the NEWH Inc., office to ensure NEWH remains focused and true to the Mission Statement.

Our Mission statement is; NEWH is the premier networking resource for the hospitality industry, providing scholarships, education, leadership development, recognition of excellence, and business development opportunities.

Encourage input and teamwork from all of our membership welcoming new ideas and initiatives for growth. Remain focused on what is best for NEWH to ensure our continued success in our ongoing initiatives.

GOAL 1 MEASURE

The state of health is an ongoing constant review of our efforts with the Executive Committee. We have two EC Conference Calls each month to report on activities and functions and review any current issues at hand. Quarterly goal updates offer a more formal review as well of NEWH health and status reports from each of our Executive to ensure we are aware of the ongoing business of NEWH.

GOAL 1 TIMING

The start for my role as President is January 1, 2020, with a constant check on health status. There is no end date to this review as this is a function shared with all on the Executive Committee to ensure NEWH is the best in how we operate and function on an ongoing basis of our Team efforts.

GOAL 1 MAJOR MILESTONES

The truest review of our ongoing efforts is reviewed and summarized at the Executive Committee Strategic Planning Event hosted by Milliken with the expertise of Trudy Craven as our facilitator who guides and challenges the EC to ensure we are meeting our goals and developing new ones to continue our growth curve.

GOAL 2 STATEMENT

Work closely with our newest members in Paris and Milan to grow both of these Chapters in membership and successful events.

GOAL 2 MEASURE

The measure of success will be reflected in growth in membership and leadership roles in each geographic region. Successful events hosted in these areas with financial stability will be the key to continued success in these Regions.

GOAL 2 TIMING

The newest International Expansion in Europe started in Oct 2017, with NEWH participating at the HOST Milano Trade Show in Italy. The continued relationship with HOST in 2019 has allowed NEWH to meet key individuals and also become recognized as the premier networking resource. There is no end date as we will continue to support and grow these Chapters and look to expand further, once we feel these Chapters are strong and can maintain their membership and programming operations independently.

GOAL 2 MAJOR MILESTONES

The first milestone for Paris Chapter is happening in at Hotel Scribe in Paris on January 16, 2020. There will be a Tour of recently renovated rooms and Luncheon at the hotel. This event has European sponsorship and key Hospitality guest attending.

The first milestone for Italy chapter is happening at the Salone del Mobile show in April, 2020 with a newh event to be hosted during the show in Milan. This will be sponsored by an Italian vendor, with key hospitality guests invited to introduce newh to these industry leaders.

COMMENTS

I am honored to hold the position of president of NEWH, Inc. I look forward working with all of the membership and engage you to reach out to myself for any input or initiatives you feel would benefit newh as a whole. It is my intention to encourage each of you to a higher level to ensure we as a team build and develop the ongoing business of NEWH, Inc. All of what newh is about our members and thanks to each of you for making a difference and building on our success story.

NEWH is strong and a positive force to be reckoned with and i am proud to be a part of it.

SECRETARY

FERNANDO DIAZ

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

GOAL 1 STATEMENT

Continue to improve the nomination process for the College of Fellows and its guidelines

GOAL 1 MEASURE

GOAL 1 TIMING

GOAL 1 MAJOR MILESTONES

GOAL 2 STATEMENT

Offer support to the South Carolina Regional Group with their

Culinary Event

GOAL 2 MEASURE

Participate on all their planning calls

GOAL 2 TIMING

Already started and ends in October 2020 when the event takes place

GOAL 2 MAJOR MILESTONES

COMMENTS

All Chapters are required to take and maintain minutes of all chapter

board meetings; your minutes are a legal document. All motions should be attached to the minutes. A copy of your minutes must be sent to kathy.coughlin@newh.org.

You are also required to do, and file with the office, a Business Plan. A simple template can be found at the end of the Board Report packet.

Nicole Crawford handles compliance in the NEWH, Inc. Office. Please contact her regarding silent auctions, raffles or other fundraising activities. Some states prohibit these things and others require special permits.

RECEIPT OF MINUTES, ANNUAL BUDGET AND CHAPTER BUSINESS PLAN – 2019

Chapters (min. 6 per year)	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Budget	Business Plan
Arizona	Yes					Yes								
Atlanta	Yes					Yes	Yes							
Chicago	Yes	No Mtg.	Yes											
Dallas	Yes	No Mtg.	Yes	Yes	No Mtg.	Yes	No Mtg.	Yes					Yes	
Houston	No Mtg.	Yes		Yes										
Las Vegas	Yes	Yes	Yes	Yes	No Mtg.	Yes	Yes	No Mtg.	Yes				Yes	
Los Angeles	No Mtg.	Yes			Yes									
New York	Yes		Yes											
North Central	Yes	No Mtg.		Yes		Yes								
Northwest	Yes			Yes										
Rocky Mountain	Yes					Yes								
S. Florida	Yes	No Mtg.		Yes										
San Francisco Bay	Yes				Yes									
Sunshine	Yes	No Mtg.	Yes	Yes		Yes								
Toronto	Yes	Yes	Yes	Yes	Yes	Yes	No Mtg.	Yes	No Mtg.	No Mtg.	Yes	Yes		
UK	Yes	Yes	Yes	Yes	Yes	No Mtg.	Yes	No Mtg.	Yes	Yes	Yes			Yes
Washington, DC	Yes	Yes	Yes	Yes	Yes	Yes							Yes	
Regional Groups (Minutes once a quarter)														
AC/Philadelphia	Yes	No Mtg.	No Mtg.	No Mtg.	Yes	No Mtg.	No Mtg.	No Mtg.	Yes					
Cincinnati	No Mtg.	No Mtg.	Yes		Yes	Yes								
Memphis/Mid-South	Yes	No Mtg.	Yes	Yes	Yes	Yes	No Mtg.	Yes	Yes					
New England	Yes	No Mtg.	Yes	No Mtg.	Yes									
North Carolina	No Mtg.	No Mtg.	No Mtg.	No Mtg.										
Orange County	Yes	No Mtg.	No Mtg.	No Mtg.										
Pittsburgh	No Mtg.	Yes	Yes											
South Carolina	No Mtg.	Yes	No Mtg.	Yes	No Mtg.	No Mtg.	No Mtg.	Yes						
Vancouver	Yes	No Mtg.	Yes	Yes	Yes	Yes	No Mtg.	No Mtg.	Yes					

NEWH Chapter Board Training Schedule

	2018	2019	2020	2021	2022
ARIZONA	WEBINAR	BD TRAIN 12/14/2018	ST PLAN	WEBINAR	OPEN
ATLANTA	BD TRAIN 1/27/2018	ST PLAN 11/2/2019	WEBINAR	OPEN	BD TRAIN
ATLANTIC CITY	BD TRAIN 2/3/2018	WEBINAR 9/17/2019	BD TRAIN / ST PLAN 2/20/2020	OPEN	BD TRAIN
CHICAGO	WEBINAR	BD TRAIN 12/8/2018	ST PLAN	WEBINAR	OPEN
CINCINNATI	WEBINAR	OPEN	BD TRAIN	ST PLAN	WEBINAR
DALLAS	WEBINAR	BD TRAIN 2/22/2019	ST PLAN- 11/23/2019	WEBINAR	OPEN
HOUSTON	WEBINAR	ST PLAN 9/21/2019	OPEN	BD TRAIN	ST PLAN
LAS VEGAS	ST PLAN 6/2/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
LOS ANGELES	WEBINAR	OPEN	BD TRAIN 3/7/2020	ST PLAN	WEBINAR
MEMPHIS	WEBINAR 1/24/2018	BD TRAIN	BD TRAIN/ ST PLAN- 1/11/20	WEBINAR	OPEN
NEW YORK	BD TRAIN 3/3/2018	OPEN	ST PLAN	OPEN	BD TRAIN
NEW ENGLAND	ST PLAN	WEBINAR	BD TRAIN/ ST PLAN	ST PLAN	WEBINAR
NORTH/SOUTH CAROLINA	WEBINAR 1/7/2019	ST PLAN 3/20/2019	BD TRAIN 2/1/2020	WEBINAR	OPEN
NORTH CENTRAL	WEBINAR	BD TRAIN 10/19/2018	ST PLAN 1/18/2020	WEBINAR	OPEN

NORTHWEST	BD TRAIN/ST PLAN 1/13/2018	OPEN	WEBINAR	ST PLAN	BD TRAIN
ORANGE COUNTY	ST PLAN	WEBINAR	BD TRAIN / ST PLAN	ST PLAN	WEBINAR
PITTSBURGH	WEBINAR	BD TRAIN	WEBINAR	WEBINAR	OPEN
ROCKY MOUNTAIN	OPEN	ST PLAN 3/1/2019	BD TRAIN 1/18/2020	WEBINAR	OPEN
SAN FRANCISCO	ST PLAN 10/13/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
SOUTH FLORIDA	WEBINAR	BD TRAIN/ ST PLAN-5/31/19	WEBINAR	OPEN	WEBINAR
SUNSHINE	ST PLAN 7/21/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
TORONTO	BD TRAIN 12/9/2017	ST PLAN 9/28/19	WEBINAR	OPEN	BD TRAIN
UNITED KINGDOM	WEBINAR	BD TRAIN- 6/13/19	OPEN	BD TRAIN	ST PLAN
VANCOUVER	ST PLAN 6/23/2018	WEBINAR	OPEN	BD TRAIN	ST PLAN
WASHINGTON DC	BD TRAIN 12/2/2017	ST PLAN 3/16/2019	WEBINAR	OPEN	BD TRAIN

Board Training	Strategic Planning	Webinar	Board Training / Strategic Planning	Open
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On the OPEN years, chapter may book Trudy or Jena/Diane for extra training.

VP/FINANCE

SANDY BANKS

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

GOAL 1 STATEMENT

Work with NEWH director of Finance to achieve getting all of the check books back to the NEWH Inc. office.

GOAL 1 MEASURE

The check books will be in the office and complete

GOAL 1 TIMING

Start in January. End March

GOAL 1 MAJOR MILESTONES

GOAL 2 STATEMENT

Balance the budget for the first quarter.

GOAL 2 MEASURE

Budget will be balanced

GOAL 2 TIMING

Start January. End March

GOAL 2 MAJOR MILESTONES

COMMENTS

With the help of NEWH, Inc. and Susan, I will do my best to learn the particulars of this position and be of vital support and help.

BANK BALANCES	
account balances as of 12/31/2019	
General	\$ 450,748.81
Scholarship	183,214.44
Cliff Tuttle Scholarship	6,958.82
Ken Schindler Scholarship	-321.60
Money Market (cash reserve fund)	396,943.01
Long Term Reserve Account	355,839.94
Checking Reserve Account	8,241.91
CD	100,000.00
NEWH, Inc. acct in Canada (8/31/17)	CAD 21,805.63
NEWH Canada, Inc.	CAD 117,351.13
NEWH Canada, Inc. Scholarship	CAD 8,013.36
NEWH, Inc. acct. in London	GBP 22,096.23

CHAPTER	Updated Signature Cards 2019	2019 Fundraising Remittance	2019 reconciled Fundraising % Proceeds	Regional Tradeshow Monies transferred to Scholarship Acct in 2019	Fundraising/Donation Monies transferred to Scholarship Acct in 2019	Checking Bal	Date	Scholarship Bal	Date	Mutual Fund	CD
Arizona		2,622.18	68%		6,918.30	21,754.86	12/31/19	16,203.96	12/31/19		
Atlanta		2,294.61	29%		12,464.92	142,767.32	12/31/19	50,050.28	12/31/19		

Chicago	7,432.55	32%	34,814.20	22,221.86	126,456.15	12/31/19	135,086.47	12/31/19		
Dallas	10285.22	47%		41,225.05	100,636.26	12/31/19	100,342.02	12/31/19		
Houston	2041.32	32%		5,422.24	29,493.17	12/31/19	51,018.80	12/31/19		
Las Vegas	15097.52	38%		44,977.18	43,121.50	12/31/19	144,705.01	12/31/19		
Los Angeles Founding				18,903.04	56,767.90	12/31/19	93,263.10	12/31/19		
New York	16765.46	48%		54,512.11	200,161.17	12/31/19	173,732.36	12/31/19		
North Central	1864.91	25%		11,511.90	54,977.67	12/31/19	48,832.94	12/31/19		
Northwest	3387.47	53%	24,742.58	23,171.39	118,353.70	12/31/19	111,431.13	12/31/19		
Rocky Mountain	2535.12	27%	31,693.02	10,099.96	71,071.31	12/31/19	54,510.07	12/31/19		
San Francisco Bay Area	22451.2	52%	13,550.80	58,808.98	79,301.02	12/31/19	269,929.93	12/31/19		
South Florida	6312.82	59%	29,959.12	19,627.33	80,602.81	12/31/19	84,771.58	12/31/19		
Sunshine	3315.50	70%		8,796.73	104,313.91	12/31/19	93,609.01	12/31/19		
Toronto	N/A				28,995.79	12/31/19	16,561.18	12/31/19	27,761.48	12/31/19
United Kingdom	N/A	1049.58	29%	2,728.91	13,345.32	12/31/19	2,471.77	12/31/19		
Washington DC Metro	16905.98	60%		71,959.27	166,734.08	12/31/19	170,328.07	12/31/19		

REGIONAL GROUPS

Atlantic City					25,592.63	12/31/19	8,964.87	12/31/19
Cincinnati					23,990.10	12/31/19	6,550.51	12/31/19
Hawaii					11,929.21	12/31/19	27,243.68	12/31/19
Mid South					1,000.00	12/31/19	4,113.39	12/31/19
New England					7,116.12	12/31/19	13,359.23	12/31/19
North Carolina					10,414.75	12/31/19	13,185.06	12/31/19
Orange County					1,230.65	12/31/19	65,527.63	12/31/19
Pittsburgh					8,735.88	12/31/19	6,215.72	12/31/19
San Diego							19,370.74	12/31/19
Virginia							12,127.74	12/31/19

2020 BUDGET

		INCOME	EXPENSE
President		-	23,125.00
President Elect		-	-
Past President		-	5,500.00
	Founders Circle	-	10,120.00
Executive Adviser		-	12,000.00
Secretary		-	5,135.00
	Board Training	-	29,650.00
Vice President Finance		-	5,350.00
	Fundraising	120,000.00	2,500.00
	Travel / Delegate	-	20,000.00
Vice President/Scholarship		-	16,200.00
	Scholarship	4,000.00	52,300.00
	BrandED	-	24,590.00
	Clifford Tuttle Scholarship	5,000.00	6,064.90
	Elite Expositions	4,980.00	5,390.00
	Green Voice Scholarship	15,000.00	17,180.00
	ICON Scholarship	17,000.00	15,158.48
	ISHP Scholarship	-	-
	Ken Schindler Memorial	-	-
	NEWH Leadership Scholarship	10,000.00	11,000.00
	Vendor Scholarship	35,000.00	39,449.00
	Women Leaders in Hospitality Scholarship	5,000.00	6,229.80
Vice President/Education		-	13,150.00
	Continuing Education	-	4,550.00
	BrandED	155,550.00	87,410.00
	ED Online	-	2,775.00
	Green Voice Education	40,000.00	34,100.00

Mentorship	-	425.00
Women In Business	-	-
VP/Development	-	3,500.00
Membership	430,000.00	203,600.00
NEWH Awards	-	14,925.00
NEWH Conferences	366,000.00	58,700.00
Social Media	-	1,625.00
Administration	3,500.00	1,111,042.50
Corporate Partner Development	750,000.00	50,900.00
Marketing	70,000.00	95,525.00
Tradeshows/USA	-	55,125.00
Tradeshows/Regional	1,096,690.00	781,700.00
NEWH Governing Board Mtg.	-	16,100.00
Website	25,000.00	112,516.00
Publications	-	2,725.00
Reserve Acct.	-	50,000.00
Bank/Credit Card	-	20,000.00
	3,152,720.00	3,027,335.68

2020 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
Bernhardt Hospitality	Patron	2012
Boutique Design Group	Patron	2012
Brintons	Supporting	2010/2016
Delta Faucet Company	Patron	2014
Hospitality Design Group	Patron	2001
Installation Services Group	Patron	2010
Milliken Floors	Patron	1996
Moen House of Rohl	Patron	2012
P/Kaufmann Contract	Patron	2011
Valley Forge Fabrics	Patron	2019
American Atelier, Inc.	Supporting	2011
Arteriors Contract	Supporting	2013
Artline Group	Supporting	2018
Ashley Lighting, Inc.	Supporting	2012
Atlas Masland Contract	Supporting	2001
Crypton + Nanotex	Supporting	2014
Down Etc.	Supporting	2019
Encore Hospitality Carpet	Supporting	2019
Fabric Innovations	Supporting	2011
Fairmont Designs	Supporting	2020
Kimball Hospitality	Supporting	1994/2016
Lily Jack	Supporting	2011
Mandy Li Collection	Supporting	2011
Porcelanosa USA	Supporting	2017
Richloom Contract	Supporting	2013
Sem Fim	Supporting	2013

Serta Simmons Hospitality	Supporting	2005
Séura Incorporated	Supporting	2012
Shaw Hospitality Group	Supporting	1999/2015
Shelby Williams	Supporting	1994/2011
Summer Classics Contract	Supporting	2011
Tarkett	Supporting	2008
Tropitone Furniture Company	Supporting	2012
Vaughn Benz	Supporting	2011
WALTERS	Supporting	2012

FUNDRAISING

KELLY GADDES

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 the Leadership Conference.

GOAL 1 STATEMENT

Successful implementation of the Celebrity Chef event in October 2020.

GOAL 1 MEASURE

The event will be held this October and the goal is to raise 40% above the cost of the event. Right now the budget (cost) is set for \$165,000 for an event of 300 people.

GOAL 1 TIMING

In progress now.

GOAL 1 MAJOR MILESTONES

50% of sponsorships obtained by May of 2020.

GOAL 2 STATEMENT

Creation of a template of the Celebrity Chef event that can be rolled out to other chapters and regional groups. The intent is that this event becomes bi-annual and occurs the years between

GOAL 2 MEASURE

When the template is issued and approved by the board and accessible on the NEWH website.

GOAL 2 TIMING

The template will be started in August once the majority of the planning and preparation has been completed so that we have an accurate assessment of what it took and lessons learned.

GOAL 2 MAJOR MILESTONES

I plan to have a draft for review at the November board meeting.

COMMENTS

The South Carolina Regional group has done an outstanding job volunteering for this initiative and leading the charge. They have been organized and remain enthusiastic about the potential opportunity. The sky's the limit!!

VP/SCHOLARSHIP

NATALIE SHEEDY

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.

GOAL 1 STATEMENT

Review each of the existing NEWH Scholarships and Scholarship schedule prior to the Scholarship Retreat on January 23rd.

GOAL 1 MEASURE

I know that I have achieved the goal when the retreat starts and I have a clear understanding of the existing scholarships and schedule.

GOAL 1 TIMING

Start- now
End- January 23rd

GOAL 1 MAJOR MILESTONES

- 1- Week of get existing scholarship information and schedule from Nicole (January 3 if possible)
- 2- Review information- January 3-January 22

3- Scholarship Retreat- January 23

GOAL 2 STATEMENT

Prepare to run the Quarterly Scholarship Sharing Calls

GOAL 2 MEASURE

When the first call on January 8 is run successfully!

GOAL 2 TIMING

Start- today
End- January 8

GOAL 2 MAJOR MILESTONES

COMMENTS

- 1- Further review what the content of the sharing calls entails
- 2- Develop ways to make the calls more interactive
- 3- Run the first call

SCHOLARSHIP

JENNIFER WELLMAN

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

Create a best practices reference sheet for all scholarship directors to refer to throughout the year.

GOAL 1 MEASURE

I will know I have achieved the goal when I have gotten the best practices sheet to all scholarship directors.

GOAL 1 TIMING

I would like to start this goal after our first NEWH IBOD meeting. I would like to end this goal by mid-march so they can utilize the information for the majority of the year.

GOAL 1 MILESTONE

- Get a list of directors from Nicole
- Start a dialogue through introduction
- Ask about help and what are the tough topics
- Create best practices based on feedback
- Distribute to scholarship directions
- Follow up with questions or suggestions

GOAL 2 STATEMENT – JANUARY 2020

Create an open dialogue so scholarship directors can communicate with each other outside of calls for information when needed

GOAL 2 MEASURE

When the scholarship directors can rely on each to share information with each other and use the group email.

GOAL 2 TIMING

I will start the goal immediately after the new year. I will get emails from Nicole and start to build a group email. the goal will end in the fourth quarter with the last group email communication. I want to send a communication each quarter to check in with everyone.

GOAL 2 MILESTONE

Send welcome email, set schedule for quarterly check in.

COMMENTS

If there are other goals that you have in mind, please let me know. I know in the past it has been about streamlining the application process, but I would like to get everyone communicating and involved.

SCHOLARSHIPS AWARDED BY CHAPTER

Chapter	2019	total # of awards	Total Given
Arizona	6,500.00	125	132,300.00
Atlanta	48,000.00	171	383,365.00
Atlantic City/Philadelphia	-	14	49,500.00
Chicago	60,000.00	142	450,073.73
Cincinnati Region	3,000.00	1	8,000.00
Dallas	30,000.00	193	466,200.00
Hawaii Region	-	4	8,000.00
Houston	20,000.00	138	226,125.00
Las Vegas	55,000.00	172	477,604.92
Los Angeles Founding Chapter	71,000.00	373	898,598.00
Memphis/Mid-South	2,500.00	2	5,000.00
New England Region	10,000.00	39	53,950.00
New York	50,500.00	250	697,000.00
North Carolina Region	-	4	10,000.00
North Central	10,000.00	48	82,000.00
Northwest	35,000.00	61	207,963.64
Orange County Region (Southern Counties)	8,000.00	70	96,950.00
Pittsburgh Region	4,000.00	5	15,000.00
Rocky Mountain	15,000.00	54	137,200.00
San Diego Region	-	3	3,000.00
San Francisco Bay Area	32,000.00	31	172,000.00
South Carolina	2,500.00	1	2,500.00
South Florida	25,000.00	107	181,000.00
Sunshine	20,000.00	83	253,500.00
Toronto	7,500.00	67	CAD 127,513.00
United Kingdom	6,000.00	30	GBP 55,036.88
Vancouver	3,000.00	7	CAD 16,500.00
Virginia	-	8	16,500.00
Washington DC Metropolitan	79,000.00	150	593,300.00
Clifford Tuttle Scholarship	5,000.00	6	30,000.00
Elite Expositions/Cruise Ship Interiors	5,000.00	1	5,000.00

Future Hospitality Leaders Scholarship	-	3	15,000.00
Green Voice Design Competition	15,000.00	5	30,000.00
NEWH BrandED/Hilton	7,500.00	1	7,500.00
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	25	120,000.00
NEWH Ken Schindler Memorial Scholarship	5,000.00	4	20,000.00
NEWH Leadership Scholarship	-	2	15,000.00
NEWH Women Leaders in Hospitality Scholarship Award	10,000.00	10	50,000.00
NEWH Sustainable Design Competition/School	-	9	40,000.00
NEWH Sustainable Design Competition/Student	-	17	75,000.00
NEWH Vendor - American Holtzcraft	-	1	3,000.00
NEWH Vendor - Fabric Innovations Legacy	10,000.00	7	70,000.00
NEWH Vendor – Harvey Nudelman Memorial Scholarship	5,000.00	13	49,500.00
NEWH Vendor – P/Kaufmann	10,000.00	2	20,000.00
NEWH Vendor – Séura	3,000.00	4	12,000.00
NEWH Vendor – Symmons	4,000.00	6	24,000.00
TOTALS	\$ 705,500.00	2471	USD \$ 6,409,524.17

VP/EDUCATION

CHRISTINE WASMER

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

EDONLINE

Continue with 2019 goal regarding creating education resource database library drawing expertise from hospitality community

GOAL 1 MEASURE

Have program ready for implementation by BDNY 2020. (Reference EDonline Chair timeline)

GOAL 1 TIMING

Goal began in January 2019.

- When implemented, supplemental goals will follow such as: establishing implementation goals, creating measurement system to gauge value and areas for improvement.
- Goal will become established program that will require review and maintenance.

GOAL 1 MAJOR MILESTONES

- Continuous content collection.
- Build rotating committee of curators as needed. Appropriate curator per each subject matter areas as content is received.
- Expansion of sub-categories as content is received
- Evaluation of submitted data/content by Director Continuing Education or others as appropriate
- Chapters to beta test format.
- Evaluate beta test feedback and implement changes.
- Survey beta testers with final platform before roll out. (Reference EDonline Chair timeline).

GOAL 2 STATEMENT – JANUARY 2020

GREEN VOICE:

Review, strengthen Green voice initiatives, working with Director Education and Green Voice Committee. To include presentations at tradeshow, chapter level educational programming and review/revisit criteria and structure of the Green Voice Design Competition. (Design Competition goal to include working with VP &

Director Scholarship).

GOAL 2 MEASURE

Establish comprehensive list of subject matter experts to assist in GV presentations

- Identify NEWH members, i.e., TOP ID that can be valuable contributors to GV and sustainable education in EDonline
- Improve advance scheduling of programs with regard to HD and BDNY presentations
- Identify new technology and trends in sustainable and WELL
- New criteria released for GV Design Competition

GOAL 2 TIMING

January 2020 (ongoing since 2019). Establishment of strong committee and process for identifying new subject matter will signify completion of goal and enter new goal making phase.

GOAL 2 MAJOR MILESTONES

March 2020

- review current SME list and compile review of past GV presentations
- Work with Scholarship VP and Director in review of GV Design Competition criteria and FAQ's

May/June 2020

- working with Director Education establish direction and process to contact individuals/organizations helpful to our goals
- Working with Scholarship VP and Director – establish new criteria for two additional types of GV competitions to be alternated year to year. Ultimate goal would be to have four different criteria to be used alternatively. These should be refreshed every three years.

COMMENTS

The GV Design Competition part of this goal should likely be separated out from the GV committee goals.

- If you have any questions, please contact info@newh.org

EDUCATION

STACEY OLSON

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

Enlist the support of a green voice committee to support green voice sessions and greening of chapter meetings.

GOAL 1 MEASURE

Have quarterly meetings with the committee.

GOAL 1 TIMING

The first meeting was held in December 2019. The next meeting is scheduled for January. Meetings will occur throughout the year.

GOAL 1 MAJOR MILESTONES

Establish committee, meet regularly, develop chapter meeting guidelines, review report back from chapter meetings.

GOAL 2 STATEMENT – JANUARY 2020

Elevate green voice session content and NEWH magazine

publications regarding green voice content.

GOAL 2 MEASURE

Deliver final speaker lineup to in January. Develop quarterly articles for magazine through support of the committee.

GOAL 2 TIMING

January – HD expo. June – BDNY. Quarterly: magazine publications.

GOAL 2 MAJOR MILESTONES

Establish committee, meet regularly, confirm green voice speaking lineup for HD expo, brainstorm BDNY lineup, outline magazine talking points.

COMMENTS

Green voice committee members welcome!

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.

GOAL 1 STATEMENT – JANUARY 2020

- Finalize documents/package for NEWH Continuing Education Units
- Design and implement a CEU event at the Chapter level with Rocky Mountain

GOAL 1 MEASURE

- Final packet available for use by Chapters
- Completion of CEU Event for Rocky Mountain Chapter and shared review.

GOAL 1 TIMING

January 2020

GOAL 1 MAJOR MILESTONES

- Steps to Achieve Goals
- Final approvals from VP Education on final documentation, including submission, approval, review and evaluation/assessment forms
- Using the documents and overview submitted in Goal 1 to develop the process for Goal 2 which is the CEU event at the chapter level
- Establish a volunteer planning committee to execute the Chapter Continuing Ed event, community outreach

- Certificate of Completion and Accreditation

GOAL 2 STATEMENT – JANUARY 2020

Long Term Goals for This Position

- Develop “CEU How to” package to distribute to chapters with best practices
- Develop Online CEU program and comprehensive directory

GOAL 2 MEASURE

GOAL 2 TIMING

GOAL 2 MAJOR MILESTONES

COMMENTS

Year to Date Review

- Submittals need to be more timely
- Progress made in direction now it is time to do the CEU

Other

- Executive Board approval
- Accrediting – IDCEC and AIA?

ED ONLINE CHAIR

DALLAS BENTLEY

Job Purpose

- Develop and implement a program for online learning

GOAL 1 STATEMENT – JANUARY 2020

Create education resource database library drawing expertise from hospitality community

GOAL 1 MEASURE

Have program ready for implementation by BDNY 2020.

GOAL 1 TIMING

Goal was started in 2019. Update: Chair Dallas Bentley and his committee is formed. They have created preliminary e-blasts to corporate partners to solicit content. This blast has gone out in December 2019 and slated for two additional e-blasts in January 2020. After content from corporate partners arrives, the content submission form may be adjusted to suit needs of content submitters. E-blasts have also been created but not sent to some other populations (designers, vendor members) as we are waiting for Corporate Partners to

first respond. Another next step is the first beta test of the actual user webpages once some content has been submitted. Some preliminary content is online and laid out, we can begin beta testing with chapters.

GOAL 1 MAJOR MILESTONES

- September-November 2019: Website development: Online form (submissions),
- December 2019 – February 2020: Marketing: Email piece for collection of content from Corporate Partners
- January – March 2020: Website layout with preliminary content, categories
- February 2020: Marketing: targeted materials for (educators, membership, tradeshow)
- March 2020: Eblasts/request for submissions
- March 2020: Communicate new initiative to chapters (build committee members through IBOD breakouts-continuous)

- March 2020: Chapter beta test: North Central, Northwest, San Francisco
- April 2020: Review beta test results with committee
- April 2020: Modify as needed from beta test review
- Continuous collection: Content collection timeline/ amount/grow list of categories
- March/April 2020: Review progress at Milliken
- April/May 2020: Build committee members around received categories
- May-July 2020: Load approved submissions to website- continuous
- Late July 2020: Survey beta testers with final platform
- August – September 2020: Review/modify beta testers feedback
- September 2020: Determine timeline for review process
- November 2020: Final phase
- November 2020 IBOD/NY: Build additional committee members

COMMITTEE TASKS

Committee is divvying up possible membership groups (designers, vendors, brands, etc) to contact via email to solicit content. Committee is also working with INC to establish rules for content usage. Committee Chair and VP Education is working INC to build preliminary site for beta testing with first content submitted.

GOAL 2 STATEMENT – JANUARY 2020

GOAL 2 MEASURE

GOAL 2 TIMING

GOAL 2 MAJOR MILESTONES

COMMENTS

Ongoing challenge will be identifying and curating Content.

Present challenge is generating interest on the part of corporate partners to submit content.

MENTORSHIP CHAIR

STACY COSTA

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

Mentorship – My goal is to increase the Mentorship effort throughout all chapters. I would like to place a network in place that would assist place hospitality professionals with mentors.

GOAL 1 MEASURE

When I have a larger committee of people supporting my efforts and mentoring those in need nationally

GOAL 1 TIMING

- Quarter One – Develop Committee
- Quarter Two – Organize efforts
- Quarter Three – Implement programs
- Quarter Four – Travel to other chapters to meet with other Mentorship committee members

GOAL 1 MAJOR MILESTONES

To have 5 people on my committee nationally

GOAL 2 STATEMENT – JANUARY 2020

Initiate programs to include, but not limited to, Mentorship programs (i.e. mentor an industry professional for the day), mentor placement events, etc.

GOAL 2 MEASURE

When a chapter, other than Atlanta, hosts a true Mentorship event and/or adds a mentorship aspect to a networking event on mentorship

GOAL 2 TIMING

- Quarter One – Develop Committee
- Quarter Two – Organize efforts
- Quarter Three – Implement programs
- Quarter Four – Travel to other chapters to meet with other Mentorship committee members

GOAL 2 MAJOR MILESTONES

A Mentorship event I can travel to and use as an example for other chapters

COMMENTS

When I started as Mentorship Chair, the focus was more on implementing an event. I spent a lot of time working on ensuring proper branding and awareness of the event, but it did not take-off since each chapter had their own type of event they prefer. I have been working closely in the Atlanta chapter to try other mentorship ideas and it seems there is a great need for more resources. I look forward to working with a committee to share ideas and see some of these come to fruition.

VP/DEVELOPMENT

MONICA MEADE

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.

GOAL 1 STATEMENT – JANUARY 2020

Provide guidance and support the development of the 2021 Leadership Conference.

GOAL 1 MEASURE

We will be able to measure the success of the LC after it's deployment in Feb 2021.

GOAL 1 TIMING

We started overall planning in May 2019 and LC will be feb 2021

GOAL 1 MAJOR MILESTONES

Work with the EC and the LC committee to select and commit key note speakers for LC by May 2020.

GOAL 2 STATEMENT – JANUARY 2020

Collaborate with EC and LC committee to design panels and break outs for LC by Sept 2020 and commitments from panelist by Nov 2020.

GOAL 2 MEASURE

I will know this goal is achieved when all the panelists and key note speakers are signed.

GOAL 2 TIMING

Started May 2019 and end of goal is feb 2021

Present list of top 3 key note speakers to EC by April 2020 and follow up with speakers for commitments

GOAL 2 MAJOR MILESTONES

MEMBERSHIP

VANESSA VAUGHAN

Job Purpose

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

GOAL 1 STATEMENT

Improve the resources that communicate the value of NEWH membership to empower local directors and chairs. Freshen membership materials (postcard and brochure) and seek out new narratives that drive membership.

GOAL 1 MEASURE

When membership directors and chairs have fresh tools that are useful to help them communicate the value of membership.

GOAL 1 TIMING

Start in February and finish by September.

GOAL 1 MAJOR MILESTONES

- 1) Ask for feedback on current membership marketing materials and for fresh ideas from local directors and chairs (on first round of discipline calls in March)
- 2) Review other professional organizations' materials for relevant examples of effective pieces. Engage Polly so she knows this project is coming up.
- 3) Consider new or different formats that might be more contemporary and eye catching. (Price out printing / formats)
- 4) Combine feedback on current materials with ideas for new ones, produce a brief for Polly.
- 5) Seek feedback on the brief from NEWH Inc leadership
- 6) Collaborate with Polly on new designs.
- 7) Seek feedback / approval of new designs from NEWH Inc leadership
- 8) Print and distribute.

GOAL 2 STATEMENT

Guide and encourage regional groups & international start-ups to achieve NEWH expansion goals.

GOAL 2 MEASURE

When a routine has been established in each regional group with consistent participation by committee members. (once / quarter, with 80% attendance)

GOAL 2 TIMING

Starting in February, ongoing as we establish more regional groups.

GOAL 2 MAJOR MILESTONES

- 1) Reach out to all regional group committee chairs + connect individually on the phone. Let them know the plan for quarterly calls and that I can be available for any questions they have as they are getting started.
- 2) Establish a schedule for quarterly calls with each regional committee
- 3) Facilitate first quarterly call to go over committee positions, questions anyone has, and set goals for the year.
- 4) Follow up on subsequent quarterly calls to ask how they went, who was in attendance, and ask for meeting minutes from chairs.
- 5) Have a call in September / October for strategic planning going into 2021 to make sure there will be some members remaining with the committee and some new joining.

COMMENTS

I'm looking forward to working with the local chapter directors and chairs to more effectively communicate the value of NEWH and help each chapter and regional group grow and thrive.

MEMBERSHIP REPORT BY CHAPTER

chapter	November 1, 2019	11/1/2019 w/ Students	2020 to date	2020 to date w/ Students	% of Change since November 2019 meeting w/o students	2020 non renewals		2020 new members/ past returning		voting members	non-voting	students
						Students are not reflected						
Arizona	102	148	116	135	14%	6	5.2%	3	2.9%	86	30	19
Atlanta	347	627	349	533	1%	11	3.2%	13	3.7%	236	113	184
Chicago	331	419	291	348	-12%	9	2.7%	6	1.8%	238	53	57
Dallas	391	513	366	453	-6%	21	5.4%	9	2.3%	289	77	87
Houston	122	193	122	175	0%	4	3.3%	8	6.6%	90	32	53
Las Vegas	193	246	175	230	-9%	3	1.6%	5	2.6%	155	20	55
Los Angeles Founding	232	286	211	267	-9%	9	3.9%	9	3.9%	186	25	56
Milano	0	0	5	5		0		4		5	0	0
New York	424	518	369	470	-13%	11	2.6%	19	4.5%	318	51	101
North Central	182	348	117	284	-36%	5	2.7%	5	2.7%	109	8	167
Northwest	239	292	207	262	-13%	11	4.6%	5	2.1%	172	35	55
Paris	4	4	14	14	0%	0	0.0%	8	0.0%	12	2	0
Rocky Mountain	160	235	140	218	-13%	6	3.8%	5	3.1%	124	16	78
San Francisco Bay	224	289	198	268	-12%	3	1.3%	10	4.5%	171	27	70
South Florida	260	321	241	301	-7%	6	2.3%	13	5.0%	220	21	60
Sunshine	227	252	223	249	-2%	7	3.1%	10	4.4%	195	28	26
Toronto	129	158	117	147	-9%	6	4.7%	2	1.6%	99	18	30
United Kingdom	136	156	137	157	1%	4	2.9%	12	8.8%	121	16	20

Washington DC Metro

Atlantic Canada

Atlantic City/Philadelphia

Cincinnati Region

Hawaii Region

Mid-South Region

New England Region

North Carolina Region

Orange County Region

Pittsburgh Region

Regional Members

San Diego Region

South Carolina Region

Vancouver Region

edited 14-January-2020

341	413	318	390	-7%	11	3.2%	17	5.0%	277	41	72
1	1	1	1	0%	0	0.0%	0	0.0%	1	0	0
72	88	69	82	-4%	1	1.4%	2	2.8%	61	8	13
69	164	60	137	-13%	0	0.0%	6	8.7%	50	10	77
4	7	3	3	-25%	0	0.0%	0	0.0%	2	1	0
71	129	62	123	-13%	2	2.8%	5	7.0%	59	3	61
105	138	97	130	-8%	7	6.7%	3	2.9%	80	17	33
83	125	61	103	-27%	4	4.8%	2	2.4%	53	8	42
88	123	72	109	-18%	3	3.4%	3	3.4%	63	9	37
43	52	39	49	-9%	3	7.0%	2	4.7%	36	3	10
37	37	37	37	0%	0	0.0%	7	18.9%	31	4	0
3	3	3	3	0%	0	0.0%	0	0.0%	3	0	0
29	38	29	39	0%	1	3.4%	12	41.4%	26	3	10
96	162	77	143	-20%	2	2.1%	10	10.4%	64	13	66
4745	6485	4326	5865	-9%	156	3.3%	215	5.0%	3634	692	1539

REGIONAL MEMBERSHIP

Regional Areas	2020	2019	2018	2017
Alabama	1	1	1	1
Arkansas	2	2	1	1
Asia/Pacific	2	1	2	3
Idaho	1	1		
Indiana	7	6	5	8

Regional Areas	2020	2019	2018	2017
Michigan	3	4	5	10
Missouri/St. Louis	7	8	4	4
Oklahoma	5	6	3	5
Utah	1	3	3	3
Virginia	2	3	3	2

NEWH CONFERENCES

ALEXANDRA JONES

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

To try and fill in the big shoes of Monica and keep the momentum and excitement going with the Leadership Conference.

GOAL 1 MEASURE

Organization will be key and setting goals with timelines.

GOAL 1 TIMING

Speakers will be presented to the executive committee at the next IBOD/January Orlando.

GOAL 1 MAJOR MILESTONES

meeting with Monica in Orlando to learn what steps need to be taken to ensure a smooth transition.

GOAL 2 STATEMENT – JANUARY 2020

GOAL 2 MEASURE

GOAL 2 TIMING

GOAL 2 MAJOR MILESTONES

SOCIAL MEDIA

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.

GOAL 1 STATEMENT – JANUARY 2020

- Increase exposure for NEWH through IG/Social Media
- Help increase awareness of NEWH Leadership Conference 2021, grow sponsorship and look at ways to market LC to Hospitality Organizations, Hoteliers, Restaurant owners, Travel organizations and other groups
- Work with LC team on Marketing ideas
- Announce NEWH scholarships and scholarship winners
- Grow following of NEWH
- Provide templates for NEWH chapters for NEWH, Inc announcements

GOAL 1 MEASURE

- Increase postings on IG
- Have Chapters get involved with NEWH Inc. IG postings/takeover

GOAL 1 TIMING

Goal will start week of Jan 6 – The goals are ongoing

GOAL 1 MAJOR MILESTONES

Review at the end of each quarter

GOAL 2 STATEMENT – JANUARY 2020

Increase participation and marketing through IG for LC 2021

GOAL 2 MEASURE

Working with NEWH Inc

GOAL 2 TIMING

Goal will start in first quarter 2020 and end at LC 2021

GOAL 2 MAJOR MILESTONES

COMMENTS

VP/INTERNATIONAL RELATIONS – CANADA

TARA WITT

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.

GOAL 1 STATEMENT – JANUARY 2020

Represent the international arm of NEWH to the current chapter and region within Canada.

GOAL 1 MEASURE

Regular attendance of events, open relationship and engagement with both established regions.

GOAL 1 TIMING

Starts January 1st, 2020 and progress will be reviewed and updated quarterly with the executive committee.

GOAL 1 MAJOR MILESTONES

Success in chapter events, strong relationships with board members,

and "farming" supporting membership.

GOAL 2 STATEMENT – JANUARY 2020

Identify and explore viability of new market opportunities throughout Canada.

GOAL 2 MEASURE

Interest generated in Quebec (namely Montreal) from provincial supply members to come together for an NEWH Canada event. Due to language laws in Quebec, NEWH cannot have chapter presence, but due to the high concentration of hospitality professionals, it is in NEWH's best interest to have exposure in the region. By working with supply partners, we can achieve this.

VP/INTERNATIONAL RELATIONS – UNITED KINGDOM

JONATHAN YOUNG

Job Purpose

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

NO GOALS SUBMITTED

PAST PRESIDENT

TRISHA POOLE

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

Explore the potential of a NEWH Advisory Board comprised of leading hospitality executives and what the positive impact would be to the organization.

GOAL 1 MEASURE

When I have presented a scope document to EC identifying key goals to assemble an advisory board.

GOAL 1 TIMING

Start Jan 2019
End March/April 2019 – present at Milliken

GOAL 1 MAJOR MILESTONES

Research other nonprofit and for profit executive level advisory board structures and function.

Nov 2019 – had breakout session with NEWH IBOD Ambassadors to get comments/suggestions for guidelines and demographic to select for Advisory Board.

Finalize scope document for 1st review with Trudy.

GOAL 2 STATEMENT – JANUARY 2020

To gather all materials & information for a Leadership Conference Manual

GOAL 2 MEASURE

When NEWH staff and EC have reviewed and confirm all pertinent information & materials is complete in the manual

GOAL 2 TIMING

April 2019 start
April 2020 end

GOAL 2 MAJOR MILESTONES

First draft presented by LM June 2019 for review
Second draft presented by CG Nov 2019 to Jena for review with further revisions to follow
Third draft to be presented to Jena for comments Feb 2020

COMMENTS

As past president, i will serve and advise our current president chris tucker with any existing or new goals she would like to assign to me. Our discussion and first objective is to get the above goals completed so we can move on to other items where i can focus more attention.

EXECUTIVE ADVISOR

TRISHA POOLE

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

GOAL 1 STATEMENT – JANUARY 2020

Collaborate and guide our creative video company to deliver a high

quality video showcasing NEWH, who we are and what we do for debut at 2021 Leadership Conference.

GOAL 1 MEASURE

When the video is debuted successfully and in budget at the Leadership Conference in Seattle.

GOAL 1 TIMING

Start: January 2020
End: January 2021

GOAL 1 MAJOR MILESTONES

2020 Jan: Call for submissions by NEWH to all chapters and set up Dropbox to share with Interconnected

2020 Mar: Interconnected review of stories and identify 3 finalists by the end of March

2020 Apr: NEWH identifies final feature story candidate with input from Nirvan and creative team

2020 May: SOW and quotes due for final filming of feature story candidate and how it will be debuted at 2021 Leadership Conference in full and short film versions

GOAL 2 STATEMENT – JANUARY 2020

Develop a Brand Partners benefits plan to provide incentive for annual financial commitment to add additional financial security to the success of NEWH brand related programs.

GOAL 2 MEASURE

January 2021 have five NEWH Brand Partners signed up.

GOAL 2 TIMING

Starts: January 2020
Ends: January 2021

GOAL 2 MAJOR MILESTONES

January 2020: Create Brand Partner Agreement identifying partner benefits and marketing collateral with Debbie McKelvey's input; issue to all vendors for sign up for 2020 partnership benefits.

January-December 2020:

1. Continue to market throughout the year if we do not fill all five spots
2. Continue to market the BrandED program on the local level for local support
3. Continue to test and refine Brand Partner benefits
4. Continue to bring new Brands on board to deliver educational programs

GOAL 3 STATEMENT – JANUARY 2020

Continue to refine the BrandED program/process to enhance Brand partnerships with existing and new partnerships. Expand the program into international chapters and regions.

Deliver a BrandED program guideline book for chapter and international events to provide more comprehensive information to chapters and participating brands.

Start: January 2020
End: December 2020

January 2020: Meet with Brand Relations Director, BrandED Chairs and chapter boards that have hosted past BrandED events to determine draft guidelines for the booklet.

January 2020: Meet with ALIS organizers to develop BrandED programs within ALIS conference for 2021; contact Lodging organizers to seek opportunities for BrandED within the Lodging Conference.

January-December 2020:

- Continue to market the BrandED program on the local and international level sponsor and brand support
- Maintain regular contact with Ambassadors and Debbie to confirm program success at the Chapters and provide support as required.

May 2020: Provide draft booklet for review at Board meeting

September 2020: Meet with Lodging organizers to develop BrandED programs at the Lodging Conference 2021.

BRAND RELATIONS

DEBBIE MCKELVEY

Job Purpose

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

GOAL 1 STATEMENT – JANUARY 2020

To have a BrandEd Partner sponsorship level which would include 4 vendors for 2020 with several levels of benefits.

GOAL 1 MEASURE

will be sending out a call for BrandED partners mid-January. Must have for the first event call for BrandED event sponsors for February event.

GOAL 1 TIMING

Mid-January thru end of January.

GOAL 1 MAJOR MILESTONES

GOAL 2 STATEMENT – JANUARY 2020

To have 6 events for 2020.

GOAL 2 MEASURE

Work with additional Brands for our partners to have events.

GOAL 2 TIMING

This is an on-going yearlong project.

GOAL 2 MAJOR MILESTONES

COMMENTS

NEWH MEDIA AMBASSADORS

MICHELLE FINN/STACY RAUEN

Job Purpose

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

NEWH CORPORATE 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

NEWH BRAND AMBASSADORS

TERI UROVSKY / BARRY SULLIVAN

Job Purpose

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

NEWH STAFF

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

2020 BOARDS

Mandatory Discipline Calls – Be sure your entire voting chapter board members participated in a mandatory call for their position. If they have not, please ask them to follow up with the NEWH Inc. office for one-on-one training.

Board Changes - If your board has any changes or new has newly appointed directors or chairs, please be sure to alert the NEWH office as soon as possible so the office can update the database and the new individuals are pulled for conference call invites, important board information, and show upon the website in your board roster.

Quarterly Calls – the quarterly conference call schedule was sent to all board members early-January; the schedule can also be found in the board resources section of the website. The first calls will take place in February. Please **encourage all board members to participate in these calls**. There is a wealth of information shared during these calls and so much is learned when you talk to other chapter board members who share your same position. If you are not attending these calls, you are missing out!

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). The job descriptions are very helpful for those serving on the board, as well as if you are recruiting for an empty board position.

Chapter Business Plan – The business plan is a basic roadmap for your chapter as you plan for this year. Use this in your strategic planning meetings. The business plan is due to the NEWH Inc. office by the end of February.

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

Chapter Budget – All budget templates have been emailed out. Start putting 2020 budget together so they can be reviewed and approved during your next board meeting. Chapters should not be spending any money until there is an approved budget in place. 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. If there are any questions regarding budget dollars, please reach out to Susan Huntington in the INC office.

In house Board Training - Chapters due for in-house board training will be, or have been, notified and dates are being 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

MEMBERSHIP

Dues Renewals – Many members have a due date in January. At the end of January, you may have seen a significant drop in your member numbers if members have not renewed. Be sure to look

over your chapter dues report (which is emailed to all board members). Divvy up names on the report and contact directly those members who have recently lapsed or those whose dues are coming up. Remind them to renew online, and also invite them to your upcoming events. People are much more likely to renew after personal contact than from a reminder email from NEWH, Inc.

You also may notice on the January and February Dues Report a decrease in your student members and an increase in your associate members. Student members who graduated in 2018 will receive a courtesy associate membership in 2019. Now's the time to contact these members to be sure we have their correct contact information!

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

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 in the NEWH office within a couple days of the event. When setting a discount, keep in mind that with discounted memberships, as with all memberships, the NEWH, Inc. portion is \$75.

Attracting New Members / Retaining Members – Are you planning 2020 events that are inviting and intriguing to members and potential members to attend? Remember - 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).

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

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 soon as you have solid 2020 calendar dates for your events, please be sure contact Diane at the NEWH Office to add to your website calendar. Many individuals from other areas plan their travel around other chapter events that they

could attend. These website calendar dates are also the dates pulled to include in the NEWH magazine so please be sure your calendar is correct.

Programming/Fundraising 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. 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 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.).

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

Corporate Partner banner: The 2020 Corporate Partner banner will be shipped to each Chapter President/Regional Steering Committee chair within the next few weeks. The CP banner needs to be at all events.

Raffle: Prior to fundraising or raffle activity, check your local and state laws and regulations-keep your chapter in compliance. Please contact Nicole Crawford at nicole.Crawford@NEWH.org

Sponsorships - For fundraising events or limited tickets events especially it is great to allow NEWH Corporate Partners first chance at sponsorship. Please email info to jena.seibel@newh.org and Jena will email it to the contact list of partners. Ideally, this is sent out a few days prior to it going to general vendors.

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.

2020 Regional Tradeshows – the schedule is as follows: Orlando, FL – January 23, 2020; Dallas, TX – March 31, 2020; Bethesda, MD – April 23, 2020; Atlanta, GA – September 1, 2020; Los Angeles, CA TBA, Houston, TX – fall TBA

SCHOLARSHIP

Scholarship Stories-does your chapter have a scholarship recipient with an amazing life/scholarship story? NEWH is looking for our next scholarship recipient to premier in our 3rd NEWH Scholarship Stories Production. Please submit your referral to nicole.crawford@newh.org prior to **February 1**. Have yet to see the videos? Go to: <https://newh.org/scholarship-stories/>

NEWH is also collecting videos (landscape mode preferred) of students stating how NEWH has helped them achieve their goals, their personal NEWH story/involvement...these can be selfie videos, an interview with a professor/family member, etc. Videos will highlighted through NEWH Scholarship Stories video and 2021 Leadership Conference. This is an ongoing collection however; submissions would be preferred prior to October 15. Questions contact: nicole.crawford@newh.org

NEWH Leadership Conference February 11-13, 2021 (Seattle): Discuss, budget and vote to approve sending students/scholarship recipients (most chapters send 1-2 pending on available funds).

- Chapters can use admin/scholarship funds to cover conference pass, airfare and double occupancy lodging costs (if the chapter has excess funds)
- Watch for early bird deadlines for registration and hotel costs

Build your connections – Schedule school visits, connect with college student groups, hold student/educator events at an easy location for students, post scholarship details on college social media sites or build a committee to assist with growing your student base and scholarship submissions. By interacting and you, create knowledge of NEWH while growing your student base, which leads to future members on your board.

WEBSITE/SOCIAL MEDIA

Social Media Passwords: If your chapter has an Instagram or LinkedIn account, please confirm with Diane in the office that we have your login/password information on file for those accounts. There have been many instances where that information is not being passed on to new board members.

Event Photos/Flickr: If you have event photos for the website, please upload to Flickr and let Diane know so she can link to your website Event Recap section. Flickr instructions are on the website, or contact Diane. Members LOVE to see pictures!

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? 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.

Facebook: Each chapter has their own Facebook page. Please be proactive and keep your FB current with chapter happenings. If you need to add an editor to your page, any current editor can do that – on the Settings/Page Roles section of your chapter Facebook page. The password it asks for is your own personal Facebook password (there is no special password for your NEWH chapter pages).

Instagram: Please see the board resources/marketing section for updated Instagram guidelines.

LinkedIn: Chapters can establish their own LinkedIn account.

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

- Signature cards are in process for the 2020 term. Please be on the look-out for emails from Susan Huntington regarding those. We are not able to fulfill check requests until those are completed and on file with the bank.
- Chapter Events are reimbursed to Chapters by EFT within 30 days of the closing of the event. The Results of Activity Report must be completed and submitted to Susan within 45 days following the event date. These reports are important in order to verify all finances are accounted for upon the close of an event.
- 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.

GoPayment App

- Chapters should use GoPayment to accept credit cards on site for silent auction, raffle, door ticket sales –GoPayment guarantees that funds are received immediately.
- Do not use Go Payment for processing membership dues –

new or renewal. Membership dues need to be sent to Inc.

- A swiper/reader is not needed to process cards. The “scan card” or “key card” features can be used in lieu of a reader. For more information, contact Susan.

QuickBooks Online

Easy and effective way to track your Chapter’s finances up-to-date.

- If you have any questions or concerns on how to utilize QB Online, please contact Susan

Checkbooks

- New for 2020! In an effort to take some stress off the Chapter Treasurer position and stay compliant with federal W-9 and 1099 tax forms, Effective January 2020, all Chapter checkbooks have been received by the Inc office – your cooperation is MUCH appreciated!

Deposits

- Please do not mail cash for deposit to NEWH, Inc. Two people should count the cash for accuracy. Either a personal check or a cashier’s check for the amount of cash can be sent to the INC office.
- Please update your Chapter sponsorship forms to reflect NEWH, Inc.’s mailing address for all checks to be mailed and deposited directly out of the Inc office.

Chapter Financial Reports / Profit and Loss

- Accounting is Cash Basis (Jan - Dec). Meaning revenue and expenses are dated when cash is deposited and expenses are paid out.
- Financial reports are emailed to the Chapter Board after the monthly statement has been reconciled. Please review with your Chapter board.

Chapter Budgets

- 2020 budget development should be in early stages.
- 2021 Leadership Conference travel and registration fees

should be considered in your 2020 budget.

- Regular monitoring the budget will keep you financially stable. These figures should sync with all event budgets. Finances are the responsibility of the entire board – not just the treasurer.
- Scholarship amounts granted in 2020 should come from your fundraising efforts in 2019. Any questions, contact Susan or Nicole.

Chapter Credit Card

- NEWH, Inc. holds a Chapter credit card and should be utilized by Chapters to make deposits, pay invoices, etc. in lieu of using personal accounts. (Request should be made **5 days** prior to the date due). There is no fee to utilize the credit card. 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/EDonline – Nicole Crawford
 - Compliance/Raffles/Auctions in your state: Nicole Crawford
 - Programming/Fundraising – Diane Federwitz; Event RSVPs – Julie Hartmann
 - Regional Tradeshow/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

Rittner Hufford and Shannon Vance, delegates

chartered May 5, 1995

MEMBERSHIP

With new board members we are in the process of catching our new membership Director Dan Lynn up on his roles and responsibilities. Board meeting set for 1/8 we are going to discuss membership incentives. A key aspect of membership we want focus on for 2020 is retention through fun events and involvement with social media. We'd like to have a big push in getting Architects and Designers to join NEWH in 2020. How can we create the drive for them to join and feel the benefits of our organization? (see staff note)

PROGRAMMING

Programming for 2019 ended with our NEWH Honors. For programming at the 1/8 board meeting we will be reviewing plans for 2020 and reviewing the success/ changes of our key events. Hot topics are Wine and Dine for March/April and Honors for December. We will be having a recap of the Honors events with a list of positives and improvement notes.

SCHOLARSHIP

Honors scholarships went great. We will be reviewing and planning for 2020 on 1/8 with new ideas from our new members. We will be focusing on Wine and Dine for attendance and entry increases.

FUNDRAISING

Currently Tammi is focused with the recap of Honors committee team and promoting sponsorship for our Honors event in December 2020 as well as being on the Wine and Dine Committee for 2020.

OTHER CHAPTER HIGHLIGHTS

Honors was a great success. Qualified as a fundraiser and we had more attendees from the previous year. Continue to build on the buzz.

I am going to start with the positive feedback followed with the improvements.

1. Fantastic venue
2. Great appetizers
3. Great turnout
4. Great MC
5. Like the event near Christmas allows people to get dressed up and feel festive.
6. Seats were filled during ceremony keep them
7. Like the screen to project the entries

Improvements:

1. Create a template for designer's submission
2. No packets create an evening for designers to come listen to rules and entry
3. Keep momentum by featuring the winners on social media along with creating an email for committee members to send out now for 2020.

4. Not enough designers were aware ..how can we get the design community aware? Social media etc..
5. Begin sponsorship now so vendors can participate
6. Create a sponsorship map for our events so vendors can put money for both events.
7. More intimate areas
8. More high top tables
9. Email blast to congrats winners. Then send an email saying can't wait till 2020
10. Add xmas lights. Lanterns on path way
11. Dim lights when event starts
12. Music when winners are announced
13. Consistency of space throughout years
14. Feature winners project on screen when announced as winner
15. Have designers have one photo as their feature and we use at site in different areas for people to look at.
16. Tickets to be sent out two weeks before event anything after will be at will call
17. Lanyards made so drink tickets are put in lanyards with name tag
18. How can we say more thanks or sponsorship levels, make napping, stemware, centerpieces, tickets, swag bags?
19. Have map of venue on invite
20. Also put happy hour time along with start time on invite

CHAPTER/REGION GOAL

Get architects and designers more involved in NEWH. We are going to do this by giving them more exposure to the community; their projects, firms etc.

REPORT BACK TO CHAPTER/REGION

I will be moving forward.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

How have other chapters been successful in making designers feel like they are benefiting from NEWH for their career and firm?

Staff Note: Think about the programming and member benefits you are offering – marketing will drive membership, attendance and sponsorship. High quality programs – quality vs quantity – followed by member vs non-member pricing. Think about offering registration to members first, for example if you are offering a tour with limited availability. Include Architects and Designers in panel discussions – offer a TopID panel, member project tours, highlighting members or their projects on Instagram/ Facebook. Highlight a member on social media and your website. A&D likes to give back. Include the member Principals in a review of portfolios of students or new recent graduates - give them a chance to give back as well as have first look at those entering the workforce.

ATLANTA

Tara Hebert & Penny Shelton, delegates

chartered May 5, 1995

MEMBERSHIP

Membership Director is Amy Parry and Brittany Panachida is the membership chair that will be shadowing Amy to take over in 2021.

PROGRAMMING

Connie Lund will be the Programming Director

SCHOLARSHIP

Brian Hew will be scholarship director

FUNDRAISING

Nicole Lijana will remain in the fundraising position

OTHER CHAPTER HIGHLIGHTS

Fundraising was strong this year with a record turnout for the Awards gala. We had an increase in gala net proceeds from 29% in 2018 to 34% in 2019.

CHAPTER/REGION GOAL

- Improve Gala by surveying attendees-possibly hiring a production

director to improve program, consider change of venue and caterer

- Improve golf by targeting hoteliers and developers who may be more avid golfers than designers
- add bowling event to be a membership drive event where lane purchases include new memberships for first time members
- Reposition ownership of golf and gala fundraiser event planning ad programming under VPs instead of directors to better balance workload and place accountability on high visibility positions.

REPORT BACK TO CHAPTER/REGION

I do report on the breakout sessions I sit in on, but I didn't go to BDNY so there was no report from me for that meeting. I am not aware if any other attendees reported back in the chapter.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Right now our goals say it all--will have more info after the board training

ATLANTIC CITY/ PHILADELPHIA REGION

Courtney Elfand, steering committee chair

September 9, 2008

MEMBERSHIP

The AC/Philly chapter has increased membership throughout the fall 2019. The team has made direct connections with designers, vendors, and developers to help increase membership. The most recent event at ROOST – Market East had a high attendance rate and helped to encourage local membership.

PROGRAMMING

The programming team continues to connect with local hotels and event spaces for the 2020 programming of events for AC/Philly NEWH Regional Chapter. Currently we have reached out to have events in Philadelphia local neighborhoods to create a 2020 "Neighborhood Series". The team is actively seeking sponsors for 2020.

SCHOLARSHIP

The scholarship team is working toward advertising our 2020 scholarship. We are working directly with NEWH on protocol on coordination for the award as well as preparing to post in the Winter.

FUNDRAISING

AC/Philly NEWH is working on having a fundraising event in the Fall of 2020. There have been many ideas shared on venue options. The programming team is working toward connecting with point persons at the various locations to better understand the requirements to hold events at these venues. The team will advertise for sponsorship opportunities for this event once it is finalized.

OTHER CHAPTER HIGHLIGHTS

The ROOST – Market East event was successful with high attendance. Many designers, developers, and vendors attended to learn about the hotel. ROOST marketing team and project design director spoke to the group about the design of the space. Guests had the opportunity to have private tours of the hotel rooms.

CHAPTER/REGION GOAL

To continue to grow the chapter and create well attended events. We plan on utilizing social media for advertising as well as direct connections with existing and future members.

REPORT BACK TO CHAPTER/REGION

I have not yet attended the IBOD meetings, but will report back to our chapter after attending the scheduled meeting in January 2020.

CHICAGO

Jenelle Francois & Anne Hiter, delegates

chartered August 12, 1991

MEMBERSHIP

Since our last delegate report we've had 20 new members join. It's been a mix of students, general and business members. We will start preparing very soon for our annual New Members Event that we typically hold in March inviting all new members from the last 12 months together in a smaller setting to get to know each other as well as members of the board. We've had great success with it and can't wait to start planning for it soon. Our Member Monday feature on our Instagram has been a great addition to the chapter as well. We are hoping to continue with this in 2020

PROGRAMMING

Programming didn't hold any new events since our October delegate report. We had a very successful year of events and look forward to planning new ones for 2020. We are anticipating at least 3 programming events next year with a featured event for our Top ID recipients, Restaurant driven event and a Hotel Tour.

SCHOLARSHIP

We had 5 scholarship winners attend our Masquerade Ball in October where we were able to honor them in person. Overall our chapter awarded 11 students \$60,000 worth of scholarships in 2019. With the help of our Student Liaison, we are looking to set up a lunch and learn at one of our local colleges in the new year hoping to introduce NEWH to more students and speak to them about the scholarship and networking opportunities. I think this will be a great opportunity to keep expanding our outreach into the student community as we continue to increase the number of scholarship applicants. In 2019 we had 36 scholarship applications which was a great increase from the 25 in 2018. We are hoping to continue this trend into 2020.

FUNDRAISING

We held our Masquerade Ball on 10/24 at the Bassment. This final fundraiser for 2019 was well attended and a huge success. We raised over \$12,000. We handed out the scholarship awards to those recipients who were able to attend and had them each speak briefly on what the award meant to them. The unfortunate part is that we could not captivate the crowd to hear the awards. The board is brainstorming for next year on how we can better showcase the students and their scholarship winnings. We had a live band play for 1.5 hours that kept the energy up and even some people dancing on the dance floor! Overall great event to close out the 2019 year.

We've already set the date for our annual King Pin bowling event for 2020! This will be held on 4/23 and planning has already begun. It's by far our biggest fundraiser every year and one that our members really look forward to.

OTHER CHAPTER HIGHLIGHTS

Overall we've had a very successful 2019 and the board is excited and energized for 2020! We've made great strides improving our scholarship applicant outreach and increasing the amount of money we are able to give out to students. Our marketing team has also made great strides this year to increase our following and activity on social media. We've been more actively involved in Instagram stories and posts and as a result have seen more of our members and sponsors posting about the events. Member Mondays has been a great addition and we can't wait to continue the growth into 2020.

CHAPTER/REGION GOAL

We will be setting our new goals for the 2020 board at our Board Training Meeting on 1/11

REPORT BACK TO CHAPTER/REGION

Yes, each person who attends the IBOD meeting spends a few minutes reporting back to the board their findings and takeaways during our next monthly meeting. The board is always open to hear what new things are going on among the organization and other chapters. For

example, Member Monday was a take-away from an IBOD meeting this past year that we got started in our Chicago chapter after one of our delegates heard about the success other chapters were having with it.

CINCINNATI REGION

Bimal Patel, steering committee chair

NO REPORT SUBMITTED

DALLAS

Roger Mathis & Elissa Murry, delegates

chartered August 12, 1991

MEMBERSHIP

Membership drive scheduled is scheduled for March. Will highlight NEWH events with images from past events.

PROGRAMMING

Already have in calendar for 4 programming events for the year. First event is scheduled for Feb on Color Trends.

SCHOLARSHIP

Packets were sent late in the year or 2019. Seems that we have a better response as we had way more applicants this year than past years. The committee is set to do a reading review night soon. Face to face interviews are scheduled after the applicants are narrowed down. The dinner is set for April 23

FUNDRAISING

Date set! Sept 25 2020! The team knows they want to continue with the silent auction as well as keep some competition element between design firms. Still working on this.

OTHER CHAPTER HIGHLIGHTS

Student nights and our E3 program are well underway! And we are excited for our Tradeshow coming up March 31

CHAPTER/REGION GOAL

Raise membership to be the largest chapter

REPORT BACK TO CHAPTER/REGION

We are both new delegates, so no reports back have happened.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Best ways to raise funds when the economy seems to be tightening up.

Staff Note: When planning your calendar - focus on quality events vs quantity of events. Stack events together so there are less events to sponsor and one venue, which helps reduce cost (i.e. offering a CEU prior to a hotel tour the same night). Create awareness of sponsorship opportunities for your events as soon as possible – on website and through an email broadcast as soon as sponsor levels are set for events. Look over your pre-budget and adjust based on real costs. If you had the same type of event last year, look at your results of activity report that includes final numbers and see where you may be able to tighten up the budget – was too much spent on food/beverage, venue cost, AV, signage, etc.? Feel free to contact Susan Huntington for ideas on tightening up budget.

HOUSTON

Leena Nancy & Kristin Kubala, delegates

chartered February 17, 1992

NO REPORT SUBMITTED

LAS VEGAS

Dawn Larsen-Garner & Sean Tanner, delegates

chartered March 26, 1991

MEMBERSHIP

Currently we have 244 members.

PROGRAMMING

We had a successful holiday event with high attendance.

SCHOLARSHIP

We are currently gathering handouts and giveaways for our upcoming new year to visit schools with.

FUNDRAISING

Hospo's Awards dinner will be getting under full swing for September

2020.

CHAPTER/REGION GOAL

Reaching out to some different schools and getting more students involved. Especially our scholarship recipients.

REPORT BACK TO CHAPTER/REGION

Yes, I always report and make notes to share with our group locally. It is informative and they appreciate learning the upcoming events INC is doing or has coming up.

LOS ANGELES

Alison Gasser, Natasha Gomez & Melissa Knock, delegates

founded October 1984

MEMBERSHIP

We're currently at 203 general members, 10 education professionals and 52 student members, giving us a total of 274. We currently have 9-chapter level businesses in the LA chapter as well.

PROGRAMMING

JANUARY – 1/26, NETWORKING EVENT – Goat Yoga

FEBRUARY – weekday tbd, NETWORKING EVENT (Valentines or

Professional Practice/Dress to Impress Tutorial)

MARCH – tbd PROGRAMMING EVENT (OPEN)

APRIL – weekend tentative 4/25, TOP ID / SCHOLARSHIP BRUNCH

MAY – tbd EDUCATIONAL EVENT (sketchup or 2nd annual spec-writing workshop) (also discussed potential LA meet-up/ breakout sesh for members during HD EXPO)

JUNE – 6/18 or 6/25 (typically a Thursday every year) BOWLING MEMBERSHIP DRIVE

- JULY – tbd PROGRAMMING EVENT (summer series)
- AUGUST – tbd PROGRAMMING EVENT (summer series)
- SEPTEMBER – tbd PROGRAMMING EVENT (summer series)
- OCTOBER – weekend 10/17, FUNDRAISER (gala) – Met Gala Theme, Location TBD
- NOVEMBER DARK (see you at BDNY!)
- DECEMBER – weekday tentative 12/9 or 12/17, NETWORKING EVENT – Holiday Bad Sweater, Good Deeds donation drive happy hour

SCHOLARSHIP

Currently our Scholarship funds sit at \$88,522.37. Following the success of our Scholarship Brunch in 2019, we plan to replicate this event in 2020, but earlier in the programming to separate it from other large ticket events (i.e. Gala) and allow our members to better plan for needed sponsorship. We are currently targeting April 2020 for this event.

FUNDRAISING

We had some hiccups with our planned fundraising event in 2019 and ultimately had to switch gears and forego the fundraising component, focusing on a hotel tour and networking event. Our goal for 2020 is to learn from last year and allow more time for our members and community to budget and plan for sponsorship opportunities, which will hopefully help remedy some of the issues. We've discussed as a board, and with INC, the idea of a "Friends of NEWH" program that would allow people to "buy in" as sponsors for various large-ticket events at the beginning of the year, thus confirming their ticket and their financial contribution up front and alleviate some of the pressure to raise funds in the weeks/days leading up to the event.

OTHER CHAPTER HIGHLIGHTS

We switched things up and took a new, more engaged and animated approach to our marketing efforts toward the end of 2019. Our social media campaign mixed with flyers were very well received and drew a lot of positive feedback. We saw direct results with new

membership inquiries and purchases.

CHAPTER/REGION GOAL

1. Fundraising & Sponsorships – we are attempting a new concept for our chapter this year and trying to secure chapter level sponsorships for all major events upfront at the beginning of the year. We are hoping this will help our community budget and allocate funds the NEWH events they want to attend in more efficient way for all. We've gotten some good examples from INC and are hoping to introduce this idea to our local chapter.
2. Continue our marketing efforts and engage more with our design community and members to get/keep them excited about what we are doing.

REPORT BACK TO CHAPTER/REGION

Yes, we review and give a summary of what was discussed at the next chapter meeting following the IBOD meeting. The board is interested to hear what was discussed, but no feedback of note to report.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Fundraising & Sponsorships (see above goal)

Engaging our design community more so there is more excitement and support for the NEWH organization in LA

Staff Note: Think about the programming and member benefits you are offering – marketing will drive membership, attendance and sponsorship. High quality programs – quality vs quantity – followed by member vs non-member pricing. Think about offering registration to members first, for example if you are offering a tour with limited availability. Include Architects and Designers in panel discussions – offer a TopID panel, member project tours, highlighting members or their projects on Instagram/ Facebook. Highlight a member on social media and your website. A&D likes to give back. Include the member Principals in a review of portfolios of students or new recent graduates - give them a chance to give back as well as have first look at those entering the workforce.

MID-SOUTH REGION

Courtney Crosby, steering committee chair

MEMBERSHIP

Membership count has remained about the same. Charging event fees for non-members has helped entice members to renew their membership each year. While we are happy for steady membership renewals, our goal for 2020 is to increase membership even further. Some strategies include: hosting events in both Memphis and Nashville as well as hosting an event specifically targeted to students.

There are still a large number of people in Memphis that just aren't familiar with NEWH and we are continuously working to introduce ourselves through quality programs as well as word of mouth.

PROGRAMMING

We avoided the busyness of the holidays and elected to host a tour social in January to award our Top ID awards and recognize our scholarship winner. This event will be held at the Peabody Hotel on Jan 16th.

On Feb 20th, Interface has offered to host a CEU and social hour. We have begun planning a hotel tour of the Curio Central Station in Downtown Memphis this Summer, details TBA.

Since we are making the leap into Nashville this year, we want to make a good first impression with our kick-off event this spring/

summer. Also, our student focused events will be held in both Memphis and Nashville.

SCHOLARSHIP

Hannah McCarley was awarded the 2019 Regional Group Scholarship this past November. We plan to recognize her at our Peabody Hotel Tour and Social on January 16th as well.

FUNDRAISING

N/A

OTHER CHAPTER HIGHLIGHTS

Annual Training and Strategic Planning Session is set for Jan 11th

Increase student membership/involvement – Since our region is widespread geographically (3 states), this year we are assigning a different professional member volunteer to each school/area to make connections with the faculty and students. We also plan to host an event that is focused towards students/student interests.

REPORT BACK TO CHAPTER/REGION

OUR CHAPTER/REGION WOULD LIKE HELP WITH

NEW ENGLAND REGION

Kelly Irvolino, steering committee chair

NO REPORT SUBMITTED

(originally chartered November 4, 1992)

NEW YORK

Laura Carter & Amanda Tomlinson delegates

chartered July 23, 1991

MEMBERSHIP

Anita Khullar back from Maternity coordinated with her membership "temp" (now the 2020 Membership Chair) Kristy Bohne to coordinate the Oktoberfest new member welcome and membership drive at Flatiron Hall. We promoted via the newsletter, social media (Instagram, Facebook, LinkedIn). Our attendees mostly participated in the request of bringing a non-member guest aiding in a more balanced (vendor vs designer) networking event.

PROGRAMMING

Toasty Tuesday events remained strong by the leadership of Levar Jackson and his committee members (5-7 people strong in 2019). September Hotel Hendricks; October Sister City; December Fairfield Inn Springhill Suites. The December Holiday Event was organized with Toys for Tots resulting in a large number of donations of toys. Our members continue to enjoy fun and educational Toasty Tuesdays with informational design tours. If anyone in the NEWH community is working on or has recently worked on a project in NYC that has recently opened or is soon to be released, we would love to show off and talk about your work. Please put us in touch with the owner, GM, F&B, etc.!

SCHOLARSHIP

Kristen Hagen did a wonderful job this year increasing scholarship applications, reviewing applications with a committee team and coordinating the students to attend our Product Runway event to receive their award. One committee member, Josh Kennett will be taking over the position for 2020 and has a great framework for success and can continue to work with 2019 committee members.

FUNDRAISING

With over 31 participating sponsors and over 300 attendees, 2019's Product Runway yielded in raising almost \$90,000 through sponsorship and event ticket sales. Make sure to mark your calendars for Owner's Roundtable on June 3rd 2020 (tentative date) and Product Runway or a similar event on November 8th 2020 (tentative). Our goal from 2018 to 2019 was to exceed and raise \$5,000 more dollars at both Owner's Roundtable as well as Product Runway this year to contribute to our scholarship funds. We successfully met this goal for Owner's Roundtable and were able to meet (and substantially exceed) this goal with Product Runway. Our 2019 to 2020 goal is an overall increase in money raised of \$10,000 from owner's roundtable as well as our Product Runway event.

OTHER CHAPTER HIGHLIGHTS

We have a full board and committee members lined up for 2020 and we are looking forward to a great year ahead.

CHAPTER/REGION GOAL

Working on a strategic plan in January 2020 with a Town Hall event to encourage feedback and committee formation early in the year.

REPORT BACK TO CHAPTER/REGION

First time delegate, look forward to reporting back to the team.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

NYC based projects that are opening in 2020 and where we can hold Toasty Tuesdays and other events.

Staff Note: Conduct a member survey asking what projects are finishing up for this year and if they would be willing to assist with scheduling a tour. Hotels are great tours, but also renovated or newly opened restaurants – ask the Chef / designer/ architect or manager to speak.

NORTH CAROLINA REGION

Benjamin Wells, steering committee chair

NO REPORT SUBMITTED

NORTH CENTRAL

Valentina Castellon & Korrin Howard, delegates

chartered December 11, 2000

PRESIDENT – VALENTINA CASTELLON

Your Role

- Individuals I report to: Jayme Krstich (Past President), Westin Hammerstrom (Executive Advisor) and NEWH Inc. Directors and staff
- Individuals that report to me: Taylor Hoesley (VP Admin), Korrin Howard (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 held our budget meeting for 2020 and anticipate a healthy year.
- We have scheduled our training with Trudy, in late January
- Our closing event went fantastic and we had a great turn out. The more formal event for this occasion has been successful.

VICE PRESIDENT ADMIN – TAYLOR HOESLEY

Your Role

- Individuals I report to: Valentina Castellon (President), Jayme Krstich (Past President) and NEWH Inc. Directors and staff
- Individuals that report to me: Alex (Secretary), Shelly (Treasurer) and Amy Behrendsen (Scholarship)

Position Goals

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

Other Report Items

- We hosted our TopID 2020 and Scholarship 2019 event on 12-11-

19 at our recently opened Canopy Hilton Hotel. The Event was well attended even with the extremely cold weather.

- Our student awareness of NEWH has increased. We have noticed more students attending our events. We give the credit to our Student Liaison Twee Anderson and our social media accounts.
- We help our end of the year board meeting in December. We had all of the 2019 and 2020 Board members attend. We have 4 new members of the board as well as 2 returning members from years past.
- We are excited for 2020!

VICE PRESIDENT DEVELOPMENT – KORRIN HOWARD

Individuals I report to:

- NEWH North Central President Valentina Castellon, Past President Jayme Krstich
- NEWH Inc. Directors and staff

Individuals that report to me: Tiffany Theis (Membership) Kailin Hurinenko (Marketing) Monica Coleman (Fundraising) Lisa Cochran (Programming)

Position Goals

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

Other Report Items.

- Student speed mentoring had low attendance so will be rescheduling for 2020
- Working on the details for student portfolio event in March
- Outreach to students to get involved within our region. Support

them with membership process and how to attend events. Show students how NEWH can be a resource for them as they become professionals.

- Upcoming student event ideas. Work with team on ideas and sponsorship.

MEMBERSHIP – KIM FAITH

Your Role

- Maintain memberships, increase visibility to potential membership, and promote NEWH, Inc.
- Individuals I report to
 - Korrin Lohmann, VP of Development & Valentina Castellon, President
 - NEWH Inc. Directors and staff

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 event was on May 2nd in Minneapolis. The theme was Tacos + Tequila and featured culinary pairings and an art tour. We secured 7 new members at the event.

Current Membership Totals:

- Associate: 59, Business Plus Member: 1, Chapter Business Courtesy Member: 19, Chapter Business Member 12, Chapter Level Business: 5, Chapter Level Business: 1, Corporate Partner Courtesy Member: 5, Education Professional: 18, General: 59, Honorary: 1, Retired: 1, Student: 151.
- Grand Total: 332

SCHOLARSHIP – AMY BEHRENDSEN

Your Role

- Reporting to VP-Admin (Taylor H.)

Goals

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

Budget

- \$10,000.00 Scholarship (one \$4,500, one \$3,500, and one \$2000)
- \$900 Student Portfolio (\$400, \$300, and \$200)

SCHOLARSHIP – Student Design Charette

- The Student Portfolio event was held on March 14th, 2019 at Atmosphere Commercial Interiors. We had a successful event with 14 participants and several professionals to help with the portfolio reviews and judging. Three prizes were awarded to the top portfolio entrants.
- Focusing on the next student event – a design charette - to be held on November 15th. The event will continue to focus on exposing students to industry professionals on a more individual level, but also tie in design practices in real time.
- Continuing to contact educators to promote student enrolment in the Scholarship application process.

SCHOLARSHIP – Scholarship Awards

- We awarded three scholarships this year at the In The Spirit Awards held at Top Golf on December 5th 2018. First place was Gwen Northey from the University of Wisconsin-Stout in the amount of \$3500, Second place was Kendra Bastian from Iowa State University (\$2500), and Third place went to Rachel Springman from the University of Minnesota (\$2000). Again, hoping to increase the number of candidate's in 2019 and present them again at In the Spirit Awards Event on December 10th, 2019.

MARKETING– KAILIN HURINENKO

Individuals I report to:

- NEWH North Central VP of Development, Korrin Howard

Position Goals

- Provide support for all events throughout the year to get sponsorships. Plan the annual fundraiser.
- Email blasts and invites to our members and non-members for upcoming events that are cohesive and professional looking
- Send out reminder email blasts to help turnout at events
- Continue to work with fundraising, programming and memberships to keep our members up to date and involved.

SECRETARY – ALEX WILSON

Your Role

- Individuals I report to: Valentina Castellon (President), Jayme Krstich (Past President), Taylor Hoesley VP of Development and NEWH Inc. Directors and staff

As the NEWH North Central secretary (Alex Wilson) for the 2019 term, I intend to record, document, and organize the chapter activities 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.

Individuals I report to:

- NEWH North Central President Valentina Castellon, Past President Jayme Krstich
- NEWH Inc. Directors and staff

Individuals that report to me: Tiffany Theis (Membership) Kailin Hurinenko (Marketing) Monica Coleman (Fundraising) Lisa Cochran (Programming)

Position Goals

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

Other Report Items

- Student portfolio event in March was very successful. We will reflect on improvements for next year.
- We are excited about our programming and fundraising events this year. Work with both directors to help new ideas for events be successful in 2019.
- Outreach to students to get involved within our region. Support them with membership process and how to attend events. Show students how NEWH can be a resource for them as they become professionals.
- Upcoming student event ideas. Work with team on ideas and sponsorship.

MEMBERSHIP – TIFFANY THEIS

Your Role

- Maintain memberships, increase visibility to potential membership, and promote NEWH, Inc.
- Individuals I report to
 - Korrin Lohmann, VP of Development & Valentina Castellon, President
 - NEWH Inc. Directors and staff

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 event was on May 2nd in Minneapolis. The theme was Tacos + Tequila and featured culinary pairings and an art tour. We secured 7 new members at the event.

Current Membership Totals:

Associate: 60, Business Plus Member: 1, Chapter Business Courtesy Member: 20, Chapter Business Member 10, Chapter Level Business: 4,

Chapter Level Business: 1, Corporate Partner Courtesy Member

FUNDRAISING – MONICA COLEMAN

Individuals I report to:

- NEWH North Central VP of Development, Korrin Howard

Position Goals

- Provide support for all events throughout the year to get sponsorships for the event. Plan the annual fundraiser for 2020. Contact local events spaces and select an event space for fundraiser.

Other Report Items

- Working on gathering all the sponsorship funds from all the year's events
- Assisting the planning committee for our chapter's end of the year event in the spirits.

PROGRAMMING – LISA COCHRAN

Individuals I report to:

- NEWH North Central VP of Development, Korrin Howard
- NEWH Inc. (General Event Coordination, Results of Activity, Alcohol Waivers, etc.)

Position Goals

- Develop each month's event at least two months in advance to coordinate marketing and general event key points. 2019 Kick Off event to be held 1/31; one of two Top ID Tours of the year.
- Work to include Top ID firms within programs – from hosting of event, organizing panels, tour of local projects, etc.
- Develop each event's tasks, time lines and potential sponsors for the year
- Enlist programming committee members as needed for each event
- Develop a Programming package throughout 2019 to help transition change in directors for 2020 and into the future.
- Find and review documents in the Drop Box/Google for ease of access by all board members. Update and develop any missing.
- Assist all board members in event planning as needed; to be a resource for all events.

Position Goals

- Provide support for all events throughout the year to get sponsorships for the event.
- Selected location for the 2020 fundraiser, Brits Pub - will be a garden party with lawn bowling and other activities, currently TBD.

Other Report Items

- Working on gathering all the sponsorship funds from all the years events
- Got help with this role for the 2020 year and working on training her in.
- Assist with the coordination and development of event marketing as needed to ensure timely delivery of sponsorship attainment and event marketing.

TREASURER- SHELLY ROSETT

NORTHWEST

Kelly Groh & Karen Rains, delegates

chartered March 23, 1995

MEMBERSHIP

We have begun pre-planning with our incoming Membership 2020 Chair on special strategies to reach out to lapsed/lapsing members, and looking into new ways to reach and retain student members. We set out the year targeting an overall membership growth (on top of retention) and have exceeded that goal.

PROGRAMMING

We are closing out the year with planning our Spring and Fall tours for 2020. We have dates targeted and have narrowed down the possible selection of properties as well as lining up panel content.

SCHOLARSHIP

Individuals I report to

- NEWH Inc. Board
- VP of Admin – Taylor Hoesley

Position Goals

Ensure chapter is following established NEWH, Inc. policies/structure/financial status

- Be aware of chapter financial status throughout the year.
- Help at events, set up and take down. Fill in gaps where help is needed.
- Gain clarity on sponsorship transactions to be able to report to Board on status
- Provide to President and Directors an account of all the transactions and the financial condition of the chapter at each monthly meeting, to include status of sponsorship payments.

Budget and Financial Responsibilities

- Make sure our chapter stays on 2019 budget
- Work with Sponsorship and Events to make sure all sponsor payments are received

PROGRAMMING – LISA COCHRAN

Individuals I report to:

- NEWH North Central VP of Development, Korrin Howard
- NEWH Inc. (General Event Coordination, Results of Activity, Alcohol Waivers, etc.)

Position Goals

- Develop each month's event at least two months in advance to coordinate marketing and general event key points. 2019 Kick Off event to be held 1/31; one of two Top ID Tours of the year.
- Work to include Top ID firms within programs – from hosting of event, organizing panels, tour of local projects, etc.
- Develop each event's tasks, time lines and potential sponsors for the year
- Enlist programming committee members as needed for each event
- Develop a Programming package throughout 2019 to help transition change in directors for 2020 and into the future.
- Find and review documents in the Drop Box/Google for ease of access by all board members. Update and develop any missing.
- Assist all board members in event planning as needed; to be a resource for all events.
- Assist with the coordination and development of event marketing as needed to ensure timely delivery of sponsorship attainment and event marketing.

Q4 Review

- October Top ID Tour Moxy Downtown Minneapolis. Design by Shea Group. Approx. 50 attendees. \$500 net proceeds
- December In the Spirit Holiday Party and Top ID – Canopy by Hilton – Design by DLR Group. Approx. 80 attendees. Net Profit of \$3858

We are fine tuning and updating our graphics package for 2020. We will hold at giving away \$35,000 again. We have already begun targeting some Eastern WA and Idaho student events for our 2020 submission.

FUNDRAISING

We have successfully hit our goal of beginning outreach for our 2020 Annual Sponsorships early! We have a goal of raising at least \$30,500, in an effort to be able to allocate more of these funds to events (programming and fundraising) throughout the year and therefore relieving specific sponsorship pressure on individual events.

OTHER CHAPTER HIGHLIGHTS

We recently received the ROAR for the Regional Tradeshow and are happy to report it was our best turnout to date! Our chapter really pushed reaching out to a more diverse audience for attendance and it paid off.

We finished up the year with our now annual Membership and TopID appreciation Holiday Gathering. We use this opportunity to invite members and personally reach out and highlight ALL current and past TopID recipients as a way to further grow the Regional value of TopID. We also invite our Gold and Platinum Sponsors as a thank you for their support, added value to the sponsorship (exclusive access to TopID design firms) and as a friendly reminder to continue sponsorship for 2020.

CHAPTER/REGION GOAL

ORANGE COUNTY REGION

Jessica Wasmer Northover, steering committee chair

September 9, 2008

MEMBERSHIP

2019 Membership Roster Summary:

Student membership steadily increased by 4. General decreased by 6 members since September. We are down by 3 members total since October.

2019 Monthly Chapter Dues Report Summary:

We saw a steady decline in general chapter dues as well past member dues since September. In the coming year, I will endeavor to focus on contacting past members to encourage them to renew their membership.

PROGRAMMING

NEWH Orange County- Programing- Jennifer Dorr
December 30, 2019

2019 event Sponsorship Opportunities- Planned

Top ID Event- October 21- Red-O, Newport Beach
Attendee's- 40 Industry Professionals, Manufacturing
Representative's and Students.

Awards Presented to: Hibner Design & Max Michelle Interiors

Sundowner- November 18- Orange Coast Winery
Attendee's- 25 Industry Professionals, Manufacturing
Representative's.

Scholarship Event- December 2- Kimpton Shorebreaker
Attendee's- 40 Industry Professionals, Manufacturing
Representative's and Students.

Awarded 2 Scholarships

Hotel Design Tour- Presidential Suite, Common Areas, Relax Zone
Donated Toy's to " Toy's For Tots"

Ongoing Programing Activities:

Securing Sponsorship dollars- On Going

Review with New Board Members

Opportunities for 2020- Events, Newsletters, Board events.

SCHOLARSHIP

PITTSBURGH REGION

Julie Zanella, steering committee chair

MEMBERSHIP - JENNIFER PREVADE

Focused on increasing designer membership- current overall membership is rep heavy.

PROGRAMMING - HEATHER GIORDANO

Have outlined 4 main events for 2020. The first is already planned and have begun preliminary conversations for our Gala event.

SCHOLARSHIP - HANNAH STRAUCH

2019 had our most applicants without deadline extension. Working

We started out the year with reach Chair seeing a goal. We will formally review and evaluate at our Board Retreat being set for Jan. 25th.

REPORT BACK TO CHAPTER/REGION

Yes! Our board is always excited to send more representatives in order to maximize breakout information.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Finding the best solution for communicating Annual Sponsorship proceed allocation throughout the year.

Staff Note: Send a quick email with a breakdown of what dollar amounts should be allocated to each event to: newh.finance@newh.org Susan and Julie will be happy to help!

- Scholarship applications were received in October and all applicants notified of their status in early November.
- Two scholarships for \$3750 were awarded and winners were honored/presented at the NEWH Orange County Region Scholarship/Holiday dinner in early December.
- Both Students were asked to submit videos for submission to NEWH Inc for consideration.
- The scholarship director will be meeting with both students in January to hear about their upcoming goals and determine who they might begin serving in the local chapter.

FUNDRAISING

N/A

OTHER CHAPTER HIGHLIGHTS

CHAPTER/REGION GOAL

To get ahead on our programming schedule so we can offer more to sponsors.

REPORT BACK TO CHAPTER/REGION

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Sponsorships

Staff Note: Think about the programming and member benefits you are offering – marketing will drive membership, attendance and sponsorship. High quality programs – quality vs quantity – followed by member vs non-member pricing. Think about offering registration to members first, for example if you are offering a tour with limited availability. Include Architects and Designers in panel discussions – offer a TopID panel, member project tours, highlighting members or their projects on Instagram/ Facebook. Highlight a member on social media and your website. A&D likes to give back. Include the member Principals in a review of portfolios of students or new recent graduates - give them a chance to give back as well as have first look at those entering the workforce.

towards establishing student representatives from major schools in the area to increase NEWH participation among students.

FUNDRAISING: N/A

OTHER CHAPTER HIGHLIGHTS

We are working towards establishing student representatives as well as a programming subcommittee to help plan our Gala.

CHAPTER/REGION GOAL

Our goal is to have a yearly sponsorship program instead of finding

sponsors for each event. We will achieve this by sending out our already established sponsorship levels flyers on social media as well as email blasts. We are also going to have designers on the board promote the sponsorship to reps.

REPORT BACK TO CHAPTER/REGION

OUR CHAPTER/REGION WOULD LIKE HELP WITH

ROCKY MOUNTAIN

Kelly Almus & Chelsea Lawrence, delegates

chartered December 2, 1991

GOAL STATUS

MEMBERSHIP

1. Our 2019 membership event was successful and very well attended! This was a 'members only' ticketed hotel tour and rooftop networking event at a new Autograph Collection hotel in Cherry Creek. We originally intended to cap attendance at ~45 guests based on the venue size as well as to create a sense of exclusivity for our members. Thanks to the popularity, we allowed nearly 85 to attend and were able to accommodate by splitting the group into two smaller tour groups, both lead by the local Interior Designer. The more intimate tour size was critical so everyone could hear the details and discussion. We also structured ticket sales so that if a non-member wanted to attend, they could join the chapter (pay the full dues) and then attend the event for free. This was a great incentive and we gained at least 4-5 new members from this tactic.
2. We recently implemented a system for identifying new members with special nametags at our membership events. For this we used the 'stacking' ribbon-type products that are familiar from conferences/tradeshows. We custom ordered these to say 'New Member' and applied them to the pre-made nametags prior to the event. This was successful as it gave new members a sense of being thoughtfully welcomed, and made it easy for all attendees and board members to clearly and easily spot new members within the crowd. However, this will only work for events where we pre-print nametags for our pre-registered guest list so we need to come up with a simple solution for other more casual event types.
3. We hope to expand design, architecture, and purchasing/procurement firm participation and membership through sponsorship opportunities as well as membership benefits directly benefiting these types of professionals.
4. Over the past two years, we've seen some smaller successes in collaborating alongside other local professional organizations (IIDA, ASID, WID, etc.) to join with them in community events, to increase NEWH awareness and membership as well as avoid overlapping and/or duplicate programming for the industry as a whole. We plan to examine these opportunities with strategic planning for 2020 to better understand the value and future goals of these coordinated efforts.
5. We have begun to implement email templates created by our Director of Membership to be able to efficiently outreach to our members, encouraging their attendance and communication and spreading event awareness.

PROGRAMMING

1. Our annual 'end of year' bowling event was strategically moved up earlier into the year as a result of feedback on timing being difficult in early December. We also re-envisioned this event and hosted it at Punch Bowl Social for the first time which allowed us to still have a bowling element, but changed the format so that 'bowlers' did not feel isolated to only spend time at their lane for the whole night which created a much more enjoyable atmosphere. This was well received and we plan to pursue this venue again in 2020.
2. Our summer Regional Tradeshow seemed to be a success and we have received ongoing and very valuable feedback and support towards our chapter as a result. We are very curious to know how other chapters' tradeshows did this year and hope to continue to find ways to improve this for our own.
3. We really struggled to receive a high volume of feedback with a

recent membership survey. Sending the survey to personal contacts certainly helped, but there was still not a critical mass of responses like we had hoped. Eager to know if/how other chapters might be approaching this differently? However, we will utilize what information we did obtain to refine our programming direction to match the interests and needs of our membership base. One area in particular we have received a great deal of feedback on recently, both through the survey and word of mouth, is that our members really are wanting to have more tours!

SCHOLARSHIP

Our board awarded \$15,000 in scholarships in 2019 and aims to award up to \$20,000 in 2020.

One element of our Scholarship process that we really cherish is a round of in-person interviews. We build this into our schedule and through the work of the Director and Committee, identify the top ~5 candidates and schedule a full day of interviews where each student comes in for ~30 minutes. The format is welcoming and allows the students to get to know the Committee and vice-versa. This has been a game changer for us over the years! Committee members feel invested in the process and have the chance to get to know these candidates. And students appreciate the professional development opportunity as well as have an amazing platform to share their story.

We are fortunate to have one of our recent 2019 recipients joining us as an incoming board member, stepping into the role of Scholarship Director for 2020. This has been and continues to be our best source of recruitment for this role.

FUNDRAISING

1. Our Annual Sponsorship Menu has continued to be a very powerful tool for our chapter. It has proven to be a significant contribution both financially, and in terms of keeping our sponsors involved throughout the year. We have continued to refine the package based on the feedback we've received. We released the menu in early Dec '19 (to capitalize on end of year funds).
2. We have refined efforts around dedicated sponsorship outreach with increased and more personalized touch points for our Annual Sponsors throughout the year.
3. We hope to drive increased interest in the Sponsorship Menu by continuing to highlight and celebrate these sponsors in big and creative ways!
4. We have discussed implementing a new location and format for our annual Fundraising event and new time of year in hopes this will drive more attendance. Additionally, have also started to consider re-envisioning our annual Fundraising event altogether but are looking to learn from other chapters before we start from scratch. We see 2020 as a growth year for our chapter in the area of fundraising in hopes of driving higher fundraising targets in future years. We will need help with this!

OTHER CHAPTER HIGHLIGHTS

We have worked to strengthen our chapter's Marketing Team with more dedicated strategic planning around creating a vision for the content and execution over the entire year. This has created more awareness for our chapter and increased efficiencies of marketing, etc. internally.

We have continuing Student Representative on the Board for 2019 who is an incredible advocate and strong voice in driving student interest and involvement.

We had a lot of new interest in board positions for 2020 and are thrilled and highly optimistic with both our continuing and new incoming board members!

CHAPTER/REGION GOAL

One overarching goal we have identified is in the area of Fundraising. We would like to lay the ground work in 2020 for a future large-scale Fundraiser in 2021 with much higher financial targets that appeals to our local demographic and is something unique to our Chapter in order to create a buzz in the industry. We have not clearly defined the steps to achieve this goal yet, but will be doing so at our Training/On-Boarding in January with the incoming Board. Although, we do plan to reach out to several other Chapters' leadership teams to connect on their success stories in the area of fundraising to utilize this great network of resources to generate ideas, refine direction, set an ambitious yet attainable goal, and gather as much feedback as possible.

REPORT BACK TO CHAPTER/REGION

Yes, typically myself or our other delegate reports back to our next Board at the Board Meeting following the IBOD meeting. We coordinate with the President on building in time to the agenda to

run through the high-level overview of the meeting and often pinpoint a couple of takeaways to discuss as a group.

Regarding feedback, when there are highly pertinent and actionable items as a result, the Board is very engaged and responsive. However, I do feel there is a sense of 'unknown' or 'lack of understanding' of what the IBOD Meeting truly is and how it is directly impacting each of our Board Members as an active member of NEWH at the Chapter level.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Identifying new, elevated fundraising goals and a strategic plan to support them. We will be looking for learnings from other chapters, as well as a healthy conversation around how to get to the 'next level' of fundraising. We see potential but would like help strategically planning on how to get there.

Board succession was 'if-y' over the last several months. Fortunately, we had several new board members eager to step up at the last minute. So, although we are now optimistic about the leadership and individuals on the incoming 2020 board, we would like to stay vigilant on these conversations to ensure the longevity and health of the board for future years

SAN FRANCISCO BAY AREA

Terri Metzger & Janine Peluffo, delegates

chartered June 1, 2010

MEMBERSHIP

Healthy membership numbers:

Roster info – based on November 2019

Associate: 35	Corp Partner: 11 -1
Business Plus: 3	Educational Prof: 10
Chapter Bus: 28 + 1	General: 97 + 6
Ch Bus Mem: 11	Green Voice: 1
Ch Lev Bus: 16 +1	Honorary: 3
Ch Top Tier: 1	Student: 57 + 4

Grand Total: 271 + 9

PROGRAMMING

We had a fabulous year-end event, our Holiday Soiree, on Dec 10th at the Janus Et Cie showroom in the Design Center. Two of our annual sponsors were highlighted: Dal Tile and Lewis Mittman. We also acknowledged our board members, and briefly introduced our scholarship recipients, 2 were in attendance from CCSF.

Our next programming event is scheduled for January 21st, a tour.

Our 2020 programming calendar will focus on 4 main events for the year. With our limited bandwidth, we are streamlining and eliminating secondary events.

SCHOLARSHIP

We awarded \$37,500 in scholarships for 2019. (\$7,500 was a carryover from 2018, as one of our recipients was ineligible). 6 students from a range of local schools, and disciplines:

- Asyeli Bolat Hotel Management/Culinary Arts & Hosp. CCSF \$5,500
- Colleen Carreiro Masters: Interior Design Academy of Art \$7,000
- Haley Civello Interior Design SFSU \$5,500
- Mirjana Farys Travel & Tourism CCSF \$7,000
- Nicholas Froelich Interior Design SFSU \$5,500
- Victoria Scarbriel Hosp, Tourism & Event Mgt San Jose State \$7,000

FUNDRAISING

2019: 2 Fundraisers, Wine by Design and the Regional Trade Show. Raised close to \$70K for both events.

2020: Planning 1 Fundraiser "Gala" in March. Plans are well underway with our new board members. Our Fundraising Director has put together a strong committee to support the planning and execution of the event. Looking to increase attendee numbers by moving to a new location; and format to be more of an awards ceremony vibe highlighting scholarship recipients and Top ID.

OTHER CHAPTER HIGHLIGHTS

We have had very good response to our annual sponsorship program for 2020. We have secured commitments from 4 manufacturers, and interest from several others. Goal for 6 Annual Sponsors, at \$3,500 each/year.

CHAPTER/REGION GOAL

We had a very good turnout for our Strategic Planning in November. We have several new Directors, including Programming, Fundraising, Membership.

With both VP positions unfilled, our main goal is to support our president with strong directorship; and continued involvement by the Past President and Exec Advisor.

REPORT BACK TO CHAPTER/REGION:

Yes, our delegates report back during the board meetings.

OUR CHAPTER/REGION WOULD LIKE HELP WITH:

Mentorship / supporting new directors and board members. Inc has always provided great support. We would like to see this continued and streamlining processes where possible, given the board's limited bandwidth.

Staff Note: Thank you! Give us a call – we'd love to brainstorm ideas on how to make things easier and more efficient.

SOUTH CAROLINA REGION

Teri Schell, Steering Committee Chair Elect

MEMBERSHIP

We continue a slow and steady growth in SC. Current membership includes a balance of manufacturers, designers, students and academic professionals.

PROGRAMMING

We finished 2019 with 2 successful CEU's. We tried something unique to encourage people across our region to participate – a Dead Celebrity Pumpkin Carving contest. Entries were by email enabling anyone in our region to participate. We had super support from vendors and look forward to making the pumpkin carving contest an annual event. We hosted our 3rd annual Turkey Bowl membership

drive and had 2 new members join our region as a result.

SCHOLARSHIP

We awarded our 1st scholarship this year.

FUNDRAISING

Our region only had one fundraiser this year, the pumpkin carving contest. We also raised money thru fees for CEUs.

OTHER CHAPTER HIGHLIGHTS

We have been working hard on the inaugural Celebrity Chef event scheduled for Oct. 1, 2020.

As part of the planning for this event we have had the opportunity to meet quite a few "non-traditional" potential members and expand awareness of NEWH and its mission of scholarship, education and

networking.

CHAPTER/REGION GOAL

Continue to expand awareness of NEWH and the advantages offered by membership.

Our plan for 2020 includes enhanced social media presence and a variety of events.

REPORT BACK TO CHAPTER/REGION

Yes. Feedback is always good.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

We would appreciate any advice, suggestions or tips on fundraising, specifically for the Celebrity Chef event.

SOUTH FLORIDA

Anastasia Davis & Gabe Rodriguez, delegates

chartered October 2, 2003

MEMBERSHIP

We have voted to increase our annual membership to \$175 for the year. We are also looking to strategize how to gain more members from the cruise industry, hospitality management and culinary industry.

PROGRAMMING

We are currently working on programming events for the new year this week. We are excited about adding to events this year more educational events such as CEU's blitz, Mingles with a Purpose, Panel discussions on trends and possibly a BrandED event.

SCHOLARSHIP

We have voted and approve \$25,000 in scholarships to be rewarded at this year's Golden Palm Awards. We are also working on providing 1 or 2 other events where we can provide scholarships. More to come as we plan this week for the year.

FUNDRAISING

Our fundraisers are increasing about 10% new proceeds year after year. We plan on hosting again our annual Bowling event and Golden Palms Awards. Our bowling location was changed this past year and increased attendance by about 10 lanes.

OTHER CHAPTER HIGHLIGHTS

We hosted our annual Toy Drive in partnership with IIDA, ASID and AIA. We branded the event as a One Design Community, Gives Back! We raised about 200 toys for 3 organizations. We are looking to unite our community under the "one design community" brand for philanthropy work in our community. We believe this will set an example to our chapters/communities. Our goal is to host about 1 to 3 events per year.

CHAPTER/REGION GOAL

One of our goals this year is to host a panel discussion.

REPORT BACK TO CHAPTER/REGION

This is the first time I will be reporting but Jennifer Delmas (previous delegate) did provide our chapters with highlights as to what transpired. At our board meeting, we did not discuss unfortunately, it was more an informational email.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

How to engage more designers to attend events? How to have events centered more around Hospitality and Culinary in order to increase membership.

Staff Note: Think about the programming and member benefits you are offering – marketing/programming will drive membership, attendance and sponsorship. High quality programs – quality vs quantity – followed by member vs non-member pricing. Think about offering registration to members first, for example if you are offering a tour with limited availability. Include Architects and Designers in panel discussions – offer a TopID panel, member project tours, highlighting members or their projects on Instagram/Facebook. Highlight a member on social media and your website. A&D likes to give back. Include the member Principals in a review of portfolios of students or new recent graduates - give them a chance to give back as well as have first look at those entering the workforce. To increase culinary interest – offer a tour of a renovated or newly opened restaurant – ask the Chef to speak and market the event as such to increase culinary interest.

SUNSHINE

Shana McCullough-Downing & Chris Schafer, delegates

chartered September 1, 1996

MEMBERSHIP

Current Updates on Membership– 252 Total Members – 25 Student, 88 General, 139 Associate/Corporate/Business/Courtesy Members Our Membership Drive will be in March, our membership chair is back for a second year and is hitting the ground running creating a fun and exciting theme for this years Membership drive.

PROGRAMMING

We finished out 2019 with a Toy Drive at M Lounge's newly opened private space. We had such overwhelming success from our members with donating lots and lots of toys for Nathaniel's Hope. When we dropped the toys off the next day, they said we were the largest donation to date from a single organization. The Sunshine Chapter is starting the year out with a bang for 2020! We start with the pre-trade show Sundowner at Cuba Libre in Pointe Orlando on

1/22, the Trade Show is on 1/23. DASH (Designer and Students of Hospitality) and our Top ID Winner Celebration will be on 2/5 at SAK Orlando. The Membership drive will be on 3/3 with the location TBD.

SCHOLARSHIP

We have two new co-chairs for Scholarship this year with lots of plans on visiting our schools and drumming up some great enthusiasm for 2020. We already have dates scheduled with Florida State University and working on the other local schools.

FUNDRAISING

Our annual fundraising event was held on October 18th at 1010 West in Downtown Orlando. The theme was Sunshine Derby and everyone came out dressed up and ready to "bet" on horse races and play some casino table games. Check out all of our pictures on Instagram. For 2020 we are working on two different events for the

chapter and are looking forward to sharing more information once we firm up locations and budgets.

OTHER CHAPTER HIGHLIGHT

For 2020, we are merging in DASH and Top ID Winners for the first time this year. We are looking forward to seeing how successful this event will be.

CHAPTER/REGION GOAL

We will be doing our training in early January and set that goal at that time, but as of the deadline of this report we can report out on 2019 goals: This year we truly had a goal of attracting more students to both become members but also to apply for scholarships. We would have preferred to get a few more applications for the scholarships but we did see quite a few more students attending Sundowners and also become members, or at the very least showing more of an interest. This is something we still need to work on and will definitely

remain a focus for next year. We also wanted to see more submittals for Top ID and we were successful!!

REPORT BACK TO CHAPTER/REGION

In our monthly Board meetings following any IBOD Meeting whoever the delegate/s in attendance were will go over their notes from the meeting in brief, answer any questions and make any major announcements. Our Board is happy to hear the ideas that come from other chapters! We also attach the link to the IBOD Report on the meeting minutes with any notes to highlight.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Getting the Tampa members a bit more involved in Thirsty Thursdays.
Staff Note: Hosting at a very "hot" spot with a designer/architect/chef as the speaker of that new hot spot will drive excitement. Make sure to highlight the speaker on the invite and exactly what he/she will be speaking about – make it exciting and a not-to-be-missed event!

TORONTO

Demi Melissinou & Tara Witt, delegates

chartered November 18, 2004

MEMBERSHIP

For 2019 our Membership grand total was 158 :

Associate Members – 8	General – 45
Business Plus Courtesy Members – 3	Honorary – 3
Chapter Business Courtesy Members – 28	Lodging Business – 1
Chapter Business Members – 9	NEWH Fellow – 1
Chapter Level Business – 15	Retired – 1
Corporate Partner Courtesy Members – 4	Students – 29
Educational Professionals – 11	

Rocio Trujillo from Winsham, our Membership Director in 2019 will continue her great work in 2020 holding two annual membership drives one of which will be held at our annual fundraiser, our golf tournament.

A "flyer-email" was also created with a huge "Will you renew?" across it for those members whose membership has lapsed. In the same flyer we outline the major events of 2020 as a teaser.

PROGRAMMING

Our 2020 Programming outline is the following:

- Jan - Sundowner
- Feb - Top ID Awards at the Fairmont Royal York Hotel (Aiming to sell more than 160 tickets)
- March – BrandED
- April – Sundowner
- May – Roof Garden Party
- June – Room to Room small trade show (Broadview Hotel or Radisson Hotel)
- July – OPEN
- August – Thomson Hotel Tour
- Sep – Golf Tournament
- Oct – Halloween sundowner at El Catrin's at the Distillery District
- Nov – Scholarship Awards at PI Fine Art
- Dec – Gingerbread Challenge (Rent kitchen space, 8 tables, Judges & give to two charities non-perishable food and purchased in stores)

clothing for kids (7-14y old).

SCHOLARSHIP

Terryl Nielsen from Designer Stone Panels, is our new Scholarship Director. Terryl is showing great passion in her new role, constantly coming up with ways to inform faculties of our scholarship opportunities and in general, finding new ways of bringing faculties closer to our organization.

FUNDRAISING

Two fundraiser events will be held in 2020.

- In June we will repeat the much successful event of 2018 of a mini-trade show on a hotel floor followed by a cocktail reception.
- In September our Golf tournament will take place hoping to reach or exceed our last year's proceeds.

CHAPTER HIGHLIGHTS

At the end of 2019 we had two very successful events. On the eve of Halloween our Novotel Hotel Tour had a great turn out and in December our scholarship event, hosted by PI Fine Art, left our three scholarship winners very impressed and all our guests happy. The three scholarship winners will be invited back to our 2020 Top ID event which will be held in the newly renovated Fairmont York Hotel.

WOULD LIKE HELP WITH

The strategic planning session held by Trudy Craven in 2019 was truly very helpful. Similar interactive succession sessions are much needed in the future.

GOAL FOR YEAR

This year we have "new fresh blood" on the board with great good energy and all 2020 board members, new and old, are committed this year to give it their best shot. We are also aiming to get more ownership groups of our industry involved in our events so networking becomes more interesting.

UNITED KINGDOM

Libby Bull & Jonathan Young, delegates

chartered June 12, 2002

MEMBERSHIP

At the end of 2019 we were very excited as we reached our goal of 150 members for our UK chapter. This year we are aiming even higher for 200 members including more corporate members. We had a big drive on membership at the end of the year at a trade event and intend to push more at each event this year. Kevin Swart (Northern Lights) continues as Director of Membership for 2020 along with help from our new Chairs.

We continue to have a very diverse membership made up of suppliers, designers, hoteliers, purchasing agents, and students, and this is reflected in our events which are attracting more people from the industry. We also believe that having so many designers on the Board is helping to make designers more aware of NEWH and more interested in joining and for entering Top-ID.

PROGRAMMING

We ended 2019 with a stand at the Sleep&Eat Show where our students were able to take turns showing their work on easels and discussing their projects and goals with the hospitality community. We used the opportunity to do a membership drive and had a great response of interest.

The events for 2020 are kicking off in January with a hotel tour of the new Standard Hotel in London – we have made this an exclusive “members only” event to encourage membership and to show membership benefits. This will be followed by our Top-ID event in February which always attracts the interior design community. We are also bringing back the Golf Day as an extra event this year.

Our intention for 2020 is to concentrate on a theme of Sustainability wherever possible, climaxing in October with an educational Eco-ED event. We have a new member of the board, Nicola Keenan, who is extremely passionate about sustainability and is planning several events this year with this in mind.

Alison Kells (Ulster Carpets) continues as Director of Events Programming and we are aware that her role can be overwhelming so we are allocating more Chairs to help with events in 2020.

SCHOLARSHIP

Libby Bull our Scholarship Director, continues to drive the scholarships with a real passion. In addition to building relationships with a greater number of design colleges she also looks to keep the relationships with past students who have been awarded scholarships.

For 2020 Libby has stepped up to the role of VP Admin & NEWH Delegate but will still oversee the Scholarships as the students are her passion. We have brought in a new Chair to help Libby with the students and scholarships for 2020; Annette Culhane, who has an interior design background and was teaching interior design for several years and is now back in the hospitality design world. We are excited that Annette will bring a new perspective on students and scholarship opportunities.

FUNDRAISING

We are planning our Annual Fundraiser in June and we are just finalising the location details for the Bloomsbury Hotel which has more space than the location used last year. We will be holding our Round Table event in the afternoon with our Scholarship presentation and networking following it that evening. The Round Table event was a great success and fully sold out last year so we are pleased that we can increase the capacity for this event this year.

Hannah Rogers continues as Director for Fundraising for 2020 where she has already established very good contacts. We are looking for

sponsors for all our events this coming year and we started the drive for sponsorship earlier at the end of 2019 – we realised that many larger companies have already allocated their 2020 spending budgets by November 2019. We have struggled to get sponsors at the latter stages of the year and recent financial uncertainty in the UK has also made it more difficult to get commitment to sponsorship.

OTHER CHAPTER HIGHLIGHTS

The UK chapter has built a strong foundation and a very clear succession plan as the Board has become bigger, and more robust whilst still remaining very diverse. Within the Board we now have 7 interior designers, 3 hoteliers/purchasers, 10 suppliers, and 2 media contributors. All the key positions are filled for 2020 including a new board member Nicola Keenan who is heading up Sustainability.

CHAPTER/REGION GOAL

Making all our events profitable is a big plan for this year. We had a couple of events last year that didn’t make much money and we are on a drive to improve on this and increase our scholarship fund over the next few years. Efficiency in planning and budgeting for each event is key and increasing sponsorship is the main requirement.

REPORT BACK TO CHAPTER/REGION

The board was interested to learn how other boards are dealing with ways to increase membership. There was also interest in ways of recognising new members at events (glo-stick bracelets!) as we currently do colour coding on badges. The Celebrity Chef Event plans in the USA are fascinating – particularly the scale of this event as we find it quite daunting considering our membership size in London.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Paris and Milan are both rearing to go with their own Chapters now. Paris is kicking the year off with a lunch event in January to coincide with Maison & Objet and Milan is looking at events during Salon Del Mobile in April. We are conscious that our members often travel to both Paris and Milan (often for these events or simply for work) so it would be good to see about inviting UK members to events in both places (when suitable) and vice versa – we would like to look at how we can set up some cross pollination between the European chapters.
Staff Note: Members and non-members can sign up to receive invites on areas besides their own chapter. For example, many who do business in the USA and UK currently receive email blasts from both. Encourage those to update their preferences. On the bottom of all broadcast emails, there is a link to ‘update your preferences’ - click there to be added to other chapter invites.

VANCOUVER REGIONAL

James Adamson, steering committee chair

MEMBERSHIP

We were successful in adding a few more members from our last November event. We plan to have a membership drive in February at our first event. Our goal is to increase membership so we can raise the monies each year for our scholarship.

PROGRAMMING

We have a healthy fund and are in the process of planning all our events/budgets for the year. This meeting is set for January 10th.

SCHOLARSHIP

Our Berman Falk Scholarship didn’t receive any applications so we are regrouping and planning to add the design into the curriculum of the schools.

FUNDRAISING

Our November event was the most successful dollar wise in our history and have given us a healthy fund. Our goal is to keep events simple and low cost. We will likely dip into some of these funds for our 10th Annual

event in November.

OTHER CHAPTER HIGHLIGHTS

We are hoping to add a few more members to the board and are having an open house January 10th.

CHAPTER/REGION GOAL

Increase membership. Membership only events and increased communication.

REPORT BACK TO CHAPTER/REGION

Yes, I provided feedback and our board is keen for changes to the TOP ID judging criteria.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

Membership drive ideas

Staff Note: Check out the Board Resources area of the NEWH website! There is a Membership section and a link to Membership Drive ideas – direct link is: <https://www.newh.org/wp-content/uploads/BoardResources/Membership/NEWH->

[ChapterMembershipDriveIdeas.pdf](#) (NOTE: you do need to be logged in to view the Board Resources – use your email address we have on file and the password you created. NEWH Board Resources can be found on the

very bottom of the home page under Resources. If you are unable to login, PLEASE contact the NEWH office to reset you, we want to be sure you have access to all the helpful materials out there).

WASHINGTON DC METROPOLITAN

Jennifer Farris & Monica Meade, delegates

chartered November 6, 1992

MEMBERSHIP

This team's major goal for 2020 is to increase the general membership to 400 members (not including student membership). We are less than 50 members shy of this goal. Additionally, the director of this team, Lauren Mikus, will begin to send out welcome swag in the spirit of hospitality to welcome and engage new members more effectively. We are working on finalizing this plan and funding.

PROGRAMMING

This team's major goal is hosting up to 6 unique experience events, with a special emphasis on "spreading the love" to all parts of our region, including NoVA, Richmond and Baltimore. Tentatively, these events include the National Building Museum, the Tapestry Hotel Tour and the Glenstone Museum. The Maven sponsorships were successful last year in providing solid funding that was appropriately allocated to events throughout the year. This will be critical again this year in support of these events.

SCHOLARSHIP

This team's major goal is to give \$75,000 worth of scholarships this year, in alignment with last year's grants. The team is also working to increase student outreach and planning to release the applications sooner in order to stir a wider applicant pool.

FUNDRAISING

As the golf tournament is our biggest money maker, this team will follow suit with this very successful annual event.

OTHER CHAPTER HIGHLIGHTS

Laurie Woliung is excited to chair the Tradeshow in 2020! Along with her team, she will work to increase attendance and elevate the attendee and vendor experience, emphasizing the value of the tradeshow. The projected income of this event is \$75,000. This includes income from the pre-tradeshow event and/or SOTHIE. Total expenses are projected at \$20,000.

CHAPTER/REGION GOAL

Our chapter plans to revive our monthly newsletter, to be distributed chapter wide; in order to recognize important projects, accomplishments and milestones. The newsletter will be spearheaded by our Hospitality Chair, Emily Perry. This is exciting because the newsletter was very well liked and received in the past, and has been out of commission for a number of years. The chapter is delighted to revamp. The Hospitality Chair will coordinate all with the Marketing Director to ensure a smooth process and great visuals.

REPORT BACK TO CHAPTER/REGION

As this is my first experience as the delegate, I cannot comment from personal experience. However, from what I have seen from my predecessors, there is much interest in the IBOD meetings and feedback is well received.

OUR CHAPTER/REGION WOULD LIKE HELP WITH

TBD!

ADDENDA

MOTION TO APPROVE MINUTES

Date: January 24, 2020

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 ADD POSITION TO NEWH, INC. BOARD OF DIRECTORS

Date: January 24, 2020

Motion Number: 5

I, Trisha Poole, move to appoint Vanessa Vaughan to the position of Director/Membership on the NEWH, Inc. Board.

Motion seconded by: _____

VOTE COUNT:

YEA: _____

NAY: _____

ABSTENTION: _____

STATUS OF MOTION:

Carried:

Defeated:

MOTION TO ADJOURN

Date: May 14, 2019

Motion Number: 8

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 Continuing Education CEU Proposal

NEWH is the premier networking resource for the hospitality industry, providing scholarships, education, leadership development, recognition of excellence and business development opportunities.

Mission

Develop a program of continuing education giving the NEWH membership which will provide opportunities to gain knowledge and skills essential for the professional development required to maintain industry standards.

Objectives

Development of a program for continuing education giving membership access to educational trends through distance and in-class learning from colleagues, industry professionals and educators. This will be accomplished by offering CEU events, and white paper, training, online submissions, videos, as well as other approved formats from membership and industry partners, for those approved for accreditation, as well as those where formal approval is not required.

Guidelines

The Executive Board has determined the parameters and approval process and establishing the committee will be the first step in moving this initiative forward. A call for committee volunteers will be issued for Committee Members no later than November 31, 2019 with a deadline of January 31, 2020.

Committee Member Requirements

The committee should consist of 6-10 members. Roles will include:

- VP Education – oversees this initiative
- Director Continuing Education – serves as Educational Liaison – educator who reviews needs of students. Reaches out to Education SME's and works with education content editor. This Director reports progress to IBOD.
- Committee members committed to the research and expansion to fulfill the objectives outlined.

Committee Responsibilities

The development of the appropriate documents will provide a framework for the development, presentation, measurement and management of the course offerings. These should include the following and will be developed by the committee:

- NEWH Chapter/Regional Group CEU Proposal form - Develop template for course submission (refer to the guidelines published by IDCEC) best practices for submission and approval. To include the following:
 1. Session title
 2. Session time
 3. Session description
 4. Speaker, moderator, panelist
 5. Venue if required
- Course approval requirements
- Course approval forms (2), courses approved for Credit and those non-eligible for credit
- Course review and evaluation forms (2)
- Certificate of completion form
- Instructor Biography to include the following:
 1. Name, title/position/company (exactly how it should appear in marketing material)
 2. Bio 100-word max
 3. High resolution headshot
 4. Email, cell phone, business phone, business-mailing address
- Certificate of completion

NEWH Responsibilities National and Chapter TBD

- Training for Chapter Boards
- Community Outreach
- Best Practices
- Assessment
- Establish method of record and amount of time for access

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 be currently seated on the Board of Directors 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 2020 NEWH Leadership Conference in Seattle, WA. Awardees must be able to attend presentation.

Nomination Information:

Deadline: November 1, 2020

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.

Timeline

- July 1, 2020 – Nominations open
- October 31 – Deadline for candidates to submit nomination packet
- November/December – Jury meets
- January 15 – Fellow recipients informed
- February 2021 – Fellow recipients recognized at the NEWH 2021 Leadership Conference

Nomination Information:

Deadline: October 31, 2020

Nominations will open July 1, 2020. 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 local 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, 2018 to June 30, 2019) 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:

May 6	TopID info sent to chapters/regions. Chapter/Regions are to get the word out to qualifying firms in their area - nominations due July 1. Call for nominations email sent to A&D members.
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!)



REGIONAL TRADESHOWS

		2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	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		279,811.25	55,962.25
Dallas	Income	94,000.00		96,290.00		85,591.00		150,620.00		168,010.00			171,165.00	203,504.00		223,304.00			
	Expense	31,769.38		29,046.13		31,515.83		47,482.16		78,400.11			87,309.94	73,698.85		91,926.49			
	Chapter Percentage	24,959.05		25,155.46		21,039.88		41,255.14		35,843.96			33,542.02	51,922.06		52,671.00			
	NEWH, Inc. profit	37,271.57		42,088.41		33,035.29		61,882.70		53,765.93			50,313.04	77,883.09		79,006.51		435,246.54	54,405.82
Chicago	Income								163,395.00	176,487.50			202,051.00		208,759.00		219,365.00		
	Expense								79,647.36	79,738.20			92,759.23		87,685.69		85,464.23		
	Chapter Percentage								33,499.06	38,699.72			43,716.71		48,429.32		53,560.31		
	NEWH, Inc. profit								50,248.58	58,049.58			65,575.06		72,643.99		80,340.46	326,857.67	65,371.53
Denver	Income							70,395.00		98,970.00		144,681.25			199,195.00		188,068.00		
	Expense							30,887.01		54,149.13		68,258.25			79,958.12		83,835.45		
	Chapter Percentage							15,803.20		17,928.35		30,569.20			47,694.75		41,693.02		
	NEWH, Inc. Profit							23,704.79		26,892.52		45,853.80			71,542.13		62,539.53	230,532.77	46,106.55
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			70,629.64	35,314.82
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		148,308.94	37,077.24
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			205,001.00		
	Expenses													49,667.22			89,733.63		
	Chapter Percentage													26,050.91			46,110.94		
	NEWH, Inc. profit													39,076.37			69,156.43	108,232.80	54,116.40
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		101,210.00		
	Expense					33,943.48		25,648.58		37,492.31		51,147.47			48,327.17		53,965.51		
	Chapter Percentage					10,163.01		14,496.57		18,776.08		18,087.51			19,340.13		22,897.68		
	NEWH, Inc. profit					15,244.51		21,744.85		28,164.11		27,131.27			29,010.20		34,346.51	155,641.45	25,940.24
Northwest	Income				42,197.50		54,120.00		68,090.00		121,495.00			170,832.50		178,244.50		191,570.00	
	Expense				18,510.19		24,749.31		41,506.95		55,024.07			81,215.70		59,022.59		96,406.26	
	Chapter Percentage				9,001.18		11,718.28		10,633.22		26,588.37			35,846.72		47,688.76		38,065.50	
	NEWH, Inc. Profit				14,686.13		17,652.41		15,949.83		39,882.56			53,770.08		71,533.15		57,098.24	270,572.40
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		314,483.92	52,413.99
Pittsburgh	Income													97,947.00					
	Expense													41,038.60					
	Chapter Percentage													22,763.36					
	NEWH, Inc. Profit													34,145.04				34,145.04	34,145.04
San Francisco	Income									113,460.00		141,705.00		155,862.00		156,012.00			
	Expense									67,454.22		69,409.43		101,654.57		103,893.52			
	Chapter Percentage									18,402.31		28,918.23		21,682.97		20,847.39			
	NEWH, Inc. Profit									27,603.47		43,377.34		32,524.46		31,271.09		134,776.36	44,925.45
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		483,788.39	43,980.76

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!

<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"> Types of Membership Member Interest Survey Membership Director Information Membership Drive New Member Welcome Renewal Reminder

Nominations

Chapter Nomination Timeline
Chapter/Region Job Descriptions
Chapter Board Organization Chart
NEWH, Inc. Board of Directors

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

Awards

NEWH Pinnacle Award (formerly known as Recognition of Excellence Award)
NEWH College of Fellows
TopID Awards
NEWH Joyce Johnson Award

NEWH, Inc. Policies & Procedures

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:

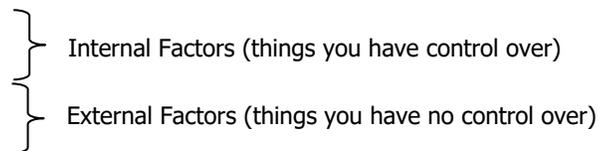
Conduct a SWOT analysis with your board – this is helpful to refer to throughout the year, as well as when conducting strategic planning in future years to gauge how your chapter addressed weaknesses, opportunities, etc.

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.

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

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 | 4. Keep post professional |
| 2. Be consistent with message | 5. Engage your followers |
| 3. Market scheduled events | 6. Drive traffic to website |

Ideas of what to post:

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

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

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

Chapter Guidelines:

- 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.
- Only one password is to be used for Chapter Boards, The password is to be provided to NEWH, Inc. as well.
- 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

2020		
23-Jan	NEWH Regional Tradeshow / ORLANDO	Doubletree by Hilton Orlando at Seaworld
24-Jan	NEWH, Inc. Board of Directors	Doubletree by Hilton Orlando at Seaworld
26-27 Jan	ALIS Law	Residence Inn & Courtyard / LA LIVE
26-30 Jan	2020 Winter Las Vegas Market	World Market Center, Las Vegas, NV
27-29 Jan	ALIS	JW Marriott & Microsoft Theater
27-30 Jan	SURFACES	Mandalay Bay Convention Center
30-31 Jan	2020 ARDA-WIN Meeting	Rosen Centre Hotel, Orlando, FL
3-5 Feb	Saudi Entertainment & Amusement/Design	Riyadh, Saudi Arabia
4-8 Feb	Stockholm Furniture & Light Fair	Stockholm, Sweden
5-7 Feb	DOMOTEX USA	Atlanta, GA
11-13 Feb	BD Winter Forum	Four Seasons, Vail, CO
12-Feb	Design Speaks	Dallas, TX
13-Feb	CityScene	Atlanta, GA
14-Feb	Valentine's Day	
17-Feb	President's Day	
21-23 Feb	Kitchen & Bath Show	Las Vegas, NV
24-25 Feb	Hotel Association of Canada National Conference	Delta Hotels by Marriott Toronto Airport & Conference Ctr.
26-28 Feb	Hospitality Design Summit	JW Marriott Cancun Resort & Spa
2-4 Mar	International Hotel Investment Forum	InterContinental, Berlin, Germany
3-5 Mar	The Foodservice Show/The Professional Kitchen Show	ExCeL London
3-5 Mar	Interiors & Tabletop Show/Hotel, Restaurant & Catering	ExCeL London
4-6 Mar	HI DESIGN MEA	Kempinski, Dead Sea, Jordan
8-9 Mar	The Female Empowerment Edition	Los Angeles
8-10 Mar	London Design Week	Design Centre Chelsea Harbour, London
9-12 Mar	International Furniture Fair Singapore	Singapore
10-Mar	Purim	
11-14 Mar	Design Shanghai	
12-Mar	AHEAD Asia 2020	Andaz Singapore
12-13 Mar	HICAP Asia Pacific	Grand Hyatt Singapore
12-16 Mar	All Aboard	Fort Lauderdale to Cozumel
17-Mar	St. Patrick's Day	
17-18 Mar	Independent Hotel Show	Amsterdam RAI, Amsterdam, NL
18-20 Mar	Hunter Conference	Atlanta Marriott Marquis, Atlanta, GA
24-26 Mar	DOMOTEX asia/CHINAFLOOR	Shanghai PR China
24-27 Mar	Indian Gaming Tradeshow & Convention	San Diego Convention Center, San Diego, CA
25-28 Mar	HOTEC Asia	Intercontinental Hanoi Westlake, Vietnam
29-31 Mar	Healthtac East	Trump National Doral, Miami, FL
30 Mar - 1 Apr	Nightclub & Bar Show	Las Vegas Convention Center
31-Mar	Dallas Regional Tradeshow	Hyatt Regency, Dallas, TX
31 Mar-2 Apr	The Hotel Show Saudi Arabia	Jehhah, Saudi Arabia
3-Apr	CityScene	Los Angeles, CA
5-8 Apr	HotelPoint 2020	Westin Kierland Resort & Spa, Scottsdale, AZ
6-10 Apr	High Point Market	High Point, NC
8-16 Apr	Passover	
12-Apr	Easter	
13-16 Apr	AAHOA Convention & Tradeshow	Orlando, FL
15-16 Apr	Hawaii Hotel & Restaurant Show	Hawaii Convention Center
20-23 Apr	Coverings '20	Ernest N. Morial Convention Center, New Orleans, LA
20-24 Apr	Hostelco 2020	Fira Barcelona Gran Via – L'Hospitalet de Llobregat
21-23 Apr	HITEC Europe 2020	Convention Center of Palma, Palma, Spain
21-26 Apr	Salone del Mobile.Milano	Milamp Fairgrounds, Milano, Italia
23-Apr	Bethesda Regional Tradeshow	Bethesda North Marriott Hotel & Conference Center
25-Apr	Design Talks	San Francisco, CA

25-28 Apr	Environments for Aging	Louisville, KY
25-29 Apr	High Point Market	Market at the Point, High Point, North Carolina
26-29	Milliken Experience	Milliken Campus, Spartanburg, NC
27-28 Apr	Hotel Summit 2020!	Five Lakes Resort, Colchester
1-May	CityScene	Washington DC
3-7 May	ARDA World 2020 Annual Convention & Expo	The Diplomat Resort, Hollywood, FL
3-May	NEWH Founder's Circle	
4-May	NEWH, Inc. Board of Directors Meeting	
4-6 May	Meet the Money	Los Angeles, CA
5-7 May	HD Expo & Conference	Mandalay Bay Convention Center, Las Vegas, NV
5-7 May	LIGHTFAIR International	Las Vegas Convention Center, Las Vegas, NV
10-May	Mother's Day	
11-12 May	Caribbean Hotel & Resort Investment Summit (CHRIS)	Seminole Hard Rock Hotel & Casino
12-14 May	ULI Spring Meeting	Metro Toronto Convention Centre, Toronto, ON Canada
14-16 May	AIA Conference on Architecture 2020	Los Angeles Convention Center, Los Angeles, CA
16-19 May	National Restaurant Association Show	McCormick Place, Chicago, IL
17-20 May	International Contemporary Furniture Fair	Jacob Javitz Center, New York, NY
18-20 May	Track Days	Colorado Springs, CO
19-21 May	Clerkenwell Design Week	London
20-May	HD Siteseeing	New York, NY
20-22 May	HOLA	Miami, FL
25-May	Memorial Day	
31 May - 2 Jun	BITAC Independent	The Mirage, Las Vegas, NV
31 May-2 Jun	Int'l Hospitality Industry Investment Conference	New York Marriott Marquis, New York, NY
3-Jun	HD Awards	Cipriani, 25 Broadway, New York
3-Jun	Stay Boutique Live, the Investment Edition	New York City
7-9 Jun	Boutique Design Match	El San Juan Hotel, Puerto Rico
8-10 Jun	NeoCon	Merchandise Mart, Chicago, IL
9-11 Jun	Global Shop	McCormick Place, Chicago, IL
10-11 Jun	HD Next Gen Conference	
10-20 Jun	HI Design Europe	RIU Plaza Espana Hotel, Madrid, Spain
14-17 Jun	HOTEC Operations	Ritz Carlton South Beach, Miami, FL
15-18 Jun	HITEC San Antonio	Henry B. Gonzalez Convention Center, San Antonio, TX
16-17 Jun	Cruise Ship Interiors Expo	Miami Beach Convention Center
16-18 Jun	EXPHORE	Centro Nacional De Convenciones, Heredia, Costa Rica
16-19 Jun	HOTEC Middle East	Al Bustan Palace, Muscat, Oman
17-18 Jun	Wave of the Future	
21-Jun	Father's Day	
21-23 Jun	Senior Lifestyle Design Match	Portland, Maine
21-23 Jun	Hotel & Hospitality Show	Johannesburg, South Africa
24-25 Jun	ForWard: Women Advancing Hospitality	Hilton Chicago
28-30 Jun	HOTEC Design 2020	JW Marriott Miami Turnberry Resort & Spa, Aventura, FL
4-Jul	Independence Day	
13-16 Jul	DOMOTEX Turkey	Middle East Fair Center - Gaziantep, Turkey
22-24 Jul	BD Summer Forum	Hotel Villagio, Yountville, CA
26-30 Jul	2020 Summer Las Vegas Market	
Aug	Los Angeles Regional Tradeshow	
9-11 Aug	Western Foodservice & Hospitality Expo	Anaheim Convention Center
12-14 Aug	HICAP	Sofitel Sydney Darling Harbour
16-18 Aug	HealthTAC-Senior/Assisted Living West	La Cantera Resort & Spa, San Antonio, TX
23-26 Aug	AHLEF Golf Classic	The Broadmoor, Colorado Springs, CO
Sep	Paris Design Week	Paris et Île-de-France - 75 Paris
Sep	HD Elevate	
1-Sep	Atlanta Regional Tradeshow	Cobb Galleria Centre, Atlanta, GA

4-8 Sep	MaisonObjet Paris	
7-Sep	Labor Day	
16-18 Sep	Grounded by Design	Mohonk Mountain House, New Paltz, NY
18-20 Sep	Rosh Hashana	
21-24 Sep	The Lodging Conference	JW Marriott Phoenix Desert Ridge Resort & Spa
23-25 Sep	HIDESIGN Americas	
27-28 Sep	Yom Kipper	
Oct	BD Fall Forum	Louisville, KY
Oct	HIDesign Asia	
Oct	Women in Design	
1-4 Oct	Interior Design Show	Vancouver Convention Centre West
5-8 Oct	Global Gaming Expo (G2E)	Sands Expo Center, Las Vegas, NV
13-16 Oct	HOTEC Europe	Rixos Libertas Dubrovnik, Croatia
19-23 Oct	High Point Market	High Point, NC
22-25 Oct	westedge DESIGN FAIR	The Barker Hanger, Santa Monica, CA
Nov	AHEAD MEA	Caesars Palace Bluwaters, Dubai, UAE
Nov	AHEAD Europe	Battersea Evolution, London, UK
7-8 Nov	NEWH EC Strategic Wrap	Javitz Convention Center
7-Nov	NEWH, Inc. Board of Directors Meeting	Javitz Convention Center
7-10 Nov	Health Design Expo & Conference	Music City Center, Nashville, TN
8-9 Nov	BD ny	Jacob Javitz Convention Center, New York, NY
8-9 Nov	HX: The Hotel Experience	Jacob Javitz Convention Center, New York, NY
9-Nov	Gold Key Awards	
10-Nov	Platinum Circle	
17-18 Nov	SLEEP + EAT	Olympia, London
26-Nov	Thanksgiving	
3-6 Dec	Art Basel in America	Miami Beach Convention Center, Miami, FL
6-8 Dec	Healthtac Food & Beverage	Reunion Resort, Orlando, FL
10-18 Dec	Hanukkah	
25-Dec	Christmas	

Jun 2016

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

NEWH BOARD OF DIRECTORS MOTION FORM

Date: January 24, 2020

Motion Number:

I, _____

Motion seconded by: _____

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

Notes on discussion: