

## Chapter President / Past President Call

### Discussion Notes

Wednesday, February 12, 2020

Invited participants:

Chapter Presidents, Chapter Past Presidents, Steering Chairs

#### Reminders...

- Check the Calendar of important dates/deadlines - <https://www.newh.org/wp-content/uploads/BoardResources/GeneralResources/2020-NEWH-Calendar-Dates-for-Chapters.pdf>. This link has been sent to all board members. Please check for updates throughout the year!
- TopID – watch for updates – information will be sent to chapters/regions in April. Reminder, when planning the TopID recognition event, be sure it will be an event with good participation – and remember to reach out to Hubbardton Forge and invite them to attend (ask Diane in the NEWH office to put you in touch with Stacey O'Rourke from Hubbardton Forge)
- Remind your board members to use the Board Resources on the website! Contact office if a login reset is needed
- Fundraising events: be sure fundraising events are budgeted to meet the target net proceeds (40-50%)

#### Reminder - Board of Directors Listing

Look on your chapter/regional page board of directors listing – is everyone listed? Does each board member have a photo and bio? You can send pictures or bio updates directly to [newh.membership@newh.org](mailto:newh.membership@newh.org). (Note, if someone is not listed on the website, it's either because we do not have your current board listing or the person has not paid their dues. Please contact the NEWH office.)

If you have an open position on your board, your board members can vote to appoint a member to fill that spot (please be sure the person you are appointing is a current member). If you have any changes to your board throughout the year, please let the NEWH office know as soon as possible.

#### Quarterly Discipline Calls... A Thing of the Past! Read on...

In order to make the quarterly discipline calls more beneficial to our board members, we are in the process of revamping and revitalizing the calls to address current topics of interest.

##### **What is in the works...**

We will be offering 3-4 **Think Tank Sessions** throughout the year to discuss a specific topic (i.e. how to get designers more involved in your chapter/region; how to attract new members/show member value; sponsorship benefits/menus; how to attract/service student members, etc.). Think Tank facilitators will be comprised of select NEWH, Inc. directors, chapter/regional board members, and NEWH staff.

A schedule of the Think Tank Sessions for the year is being developed and will be emailed to chapter presidents and steering committee chairs by the end of February.

##### **What does this mean to me as a board member?**

Each president/steering chair will assign at least one board member to represent their chapter/region to participate in each Think Tank Session. The chapter/regional board member representative will be tasked

with calling into the Think Tank Session, listening/taking notes, and reporting back to their board members the highlights of the Think Tank Session.

Any other interested board members can participate/call-in to the Think Tank session, but the chapter/regional representative will be the person responsible for taking the information learned back to their board members.

### **How does this affect me today?**

**Please disregard the quarterly discipline call scheduled previously emailed** and stay tuned for some exciting stuff!

## **Chapter Idea Sharing**

**Atlanta** - Time commitment is always an issue with board members – they try to make sure people are replying whether they will or will not be attending a meeting. They are also making sure that voting members are attending the meetings, and making it convenient for them to attend board meetings, so a quorum can be met.

### *Suggestions:*

If someone cannot attend a meeting, be sure there is a report submitted so other board members are aware of what is happening.

Northwest has central meeting spot for Seattle and for Portland – they take advantage of calling in – where a group of people can connect with another group of people – they try to make it a priority to be in a room with at least one other person, they have had success with this. They had a board retreat in January and had their executive committee lay out what they expect from their board members. They decided, for an hour after each board meeting throughout the year, their EC has committed to stay an hour after the board meeting to help other board members and any committees who are meeting after the general board meeting – to be available to them. Stay tuned to see if this works!

UK – started year off with a full calendar of board meeting dates – they are spread out and try to do East/West London meetings to balance it out. They do still miss people at meetings, but more so the chairs and not directors. They do try to get a list of all items to be discussed so people know what they need to contribute to the meeting agenda and what will be discussed.

Use the Parking Lot during board meetings to keep your meetings on task – however, discuss/save these parking lot ideas/issues for after the board meeting – so people can be heard after the general board meeting but will know they'll have a chance to talk in a small group after the meeting to flush out things mentioned face to face. San Francisco has tried this as well and it's worked well for them.

Atlanta did have board training in January and laid out board meeting calendar with dates/locations – but now are finding since it's middle of January already, they feel a sense of urgency to work on early year events that are coming up very fast. It becomes a wait and hurry up type thing – so they are finding they are already behind. They have heard that other chapters plan for their year and plan March to March – or February to February instead of January to December. This helps for early events in the year, they have already started being planned and in process, rather than throwing a new board into a hurry up and plan an event for Jan/Feb...

UK is doing this – they are planning an event for January next year in order to have a jump on next year's events. They also have board members on committees for each event in order to have it spread out among them.

Northwest – takes a small piece/area each year to organize, so it’s broken up into smaller steps. This has been successful for them.

Washington DC has had success with having their first event of the year a membership drive – it’s not super complex to plan, and is a good way to get the new team activated and fall into their roles. It also gives people motivation to join at the beginning of the year. Last year they did a themed masquerade at a venue in DC – a fun event to get people out, had a panel of business networking. This year they are doing Palentine event – with a panel discussing interesting topics.

Rocky Mountain determined a time and place for a majority – one date/time didn’t work for all members, but they are doing it for half the year at one place/time, and the other half of the year they are changing the day and location.

Houston – is sending the agenda out a week before the meeting and asking for any additions that need to be made to the agenda so everyone is prepared when they come to the meeting.

South Florida – with their board meeting location (they are very spread out) – to be fair, they change locations every other month for their board meetings.

*Question to group: Do you have events in January?*

Those that had strategic planning in January – put off their first event until February-March. It depends on your board time constraints. Many chapters are finding success with doing 4-5 very high-quality events and one fundraiser. Some chapters have had success in having planning/strategic planning early (Oct-Nov) so they are hitting the ground running once January hits.

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

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