

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
Chapter 399
BOARD OF DIRECTORS MEETING

AGENDA
August 27, 2009

CALL TO ORDER:

The August 27th meeting of Chapter #399 of the National Association of Women in Construction will please come to order. (*rap gavel once*)

QUORUM: Madame Secretary, how many members and guests have signed in? (Secretary reports) (*more than half - if you have 11 board members, you need 6 – if you have 10, you need 6. For a general meeting, a quorum is 1/3 of total membership*)

Thank you – with ____ members and ____ guests, a quorum is established.

BOARD PROCEDURES: (*Small Board rules are on website with handbooks*)

If there are no objections, this meeting will be conducted as a small board. (PAUSE) Hearing no objections, we will follow the Small Board Procedures as previously handed out. (*Operating under Small Board rules can be decided at the first meeting of the NAWIC year for the entire year. If your chapter does this, you simply remind the members that you are conducting the meeting as a Small Board.*)

MINUTES:

The secretary's minutes were printed in the July newsletter. Are there any questions or corrections?

(*if none*) Hearing none they are approved as written.

(*if corrections*) The secretary will make the corrections and they stand approved as corrected.

TREASURER'S REPORT:

PROBLEM A – (*Treasurer please open and distribute to the BOD*)

The treasurer's report has been handed out. Are there any questions or corrections?

(*if none*) Hearing none, the treasurer's report is approved as presented and will be filed subject to audit.

(*if corrections*) The treasurer's report is approved as corrected and will be filed subject to audit.

CORRESPONDENCE:

Madame Secretary, is there any correspondence? (*Secretary presents any letters or cards that have been sent to the chapter*)

Thank you, Madame Secretary. Correspondence needing further action will be taken care of under new business; the rest will be filed.

COMMITTEE REPORTS:

Are there reports for the following committees?

Block Kids - (*After each report ask if there are any questions*)

Nominating - **PROBLEM B** – (*Chapter Member #1 please open and read*)

Professional Education –

WIC Week –

Are there any other committee reports?

UNFINISHED BUSINESS: Is there any unfinished business? *(If you have NO unfinished business, move directly into New Business)*

NEW BUSINESS:

Is there any new business?

PROBLEM #C – *(Director (1) please open and read)*

PROBLEM #D – *(Chapter Member #2 please open and read)*

PROBLEM #E – *(The Vice President please open and bring it up)*

Is there any further new business?

ANNOUNCEMENTS:

Are there any announcements?

Just a reminder that APC will be October 19 and 20th in North County. Be sure to get your registrations in.

ADJOURNMENT:

Is there any further business to come before the board? This meeting adjourned at 6:30 pm.

PROBLEM B – It is the August Board meeting. You are the Nominating Committee Chair:

“Madame President, as Chairman of the Nominating committee, I would like to report that Susie Q, who was elected in June to serve as chapter Treasurer called and told me that she is moving to Texas, where her husband has been transferred. What are we going to do?”

PROBLEM C:

DIRECTOR (1):

“Madame President, it has been brought to my attention that Janey Sue, our Corresponding Secretary, has not been to a board meeting the last 4 months. I think we need to replace her tonight!”

PROBLEM D:

Chapter member #2:

“You know, we’ve been meeting at this hotel for over 3 years and the neighborhood has really changed. A few of us got together and went over to the new Luxury Hotel and told them that we wanted to start having our meetings there! I make a motion that we change to the new venue.”

PROBLEM E:

Vice-President to open and bring up

“Madame President, I’ve been thinking about some stuff that we are supposed to do every year, and I don’t think that our chapter needs to do this. For example, these new SOX policies, I don’t think that they apply to NAWIC and I do not want our chapter to have to follow them. They are always trying to tell us what to do and I’m tired of it.”

History of Chapter #399

Total number of members: 38

Number of delegates for convention: 4

Answer Sheet for Leadership Training

Problem A: Treasurer's Report

- Expenses for General Meeting are too high ~ perhaps the chapter needs to raise the cost of their dinner meetings ~ what is the expense for speakers (maybe a little high) chapters should try and find speakers who do not charge for their time (suggestions: utilize members and their companies, public officials, etc)
- Golf tournament ~ chapter made a lot of money, they need to make sure that they are in line with the percentage of money raised from outside sources vs members (or the proceeds could go to scholarship funds)
- Convention registration ~ question why so many members are being paid to go and is this all that will be paid for (what about hotels, travel and meals)(chapters do not have to pay for their members to attend convention if the chapter cannot afford it!)
- President's expenses ~ NEVER reimburse without back-up
- Donation to Assemblywoman Bell ~ CAN NOT donate to political causes or people
- Not a lot of money left for the remainder of the year
- If only one copy is run off: each member of the Board should get their own copy to review ~ don't expect members to share copies
- Others?

Problem B: Nominating Committee Chair

- Two solutions:
 - A special election can be held to elect a new Treasurer only before the installation of the new Board
 - Wait until after the newly elected Board is installed and have the Board fill the position as per the Affiliated Chapter Bylaws

Problem C: Corresponding Secretary

- The Board can replace that night if they agree that the Corresponding Secretary has been absent for four meetings and the action would be in the best interest of the chapter ~ refer to Affiliated Bylaws for Chapters, Article V, § 3 for procedures
- If this is the first time that this has been brought up, perhaps the President should call the Corresponding Secretary to inquire as to why she has been absent and then report to the next Board meeting

Problem D: New Meeting Location

- Since this is a chapter member, she doesn't have the authority to make this decision and then bind the chapter
- The President should thank the member for her input and explain that as a chapter member, she should not speak for the chapter with the new meeting location and perhaps put her on a committee to look into changing locations
- The President should instruct the Secretary to write a letter to the location and explain that the member who had contacted them did not have the authority to speak on behalf of the chapter (I would suggest sending the letter Certified Mail, Return Receipt to protect the chapter)

- The Board should discuss any ramifications of changing locations (currently under contract with current meeting location; perhaps there is no reason to change, only 1 member unhappy; new location might be of benefit to the chapter, etc.) and the President appoint a committee to look into possibilities of moving the meeting location

Problem E: SOX Policies

- President should explain to the Vice-President that the SOX policies (or any other type of instructions from the national NAWIC Office) are important for the chapters to follow to ensure compliance with regulations and IRS guidelines
- Should Vice-President (or any other Board Member) refuse to sign the policies on an annual basis, they should be removed from the Board