

DRAFT Chapter Cabinet Minutes

February 8, 2013

1. Call to order

Debbie Schachter, Chapter Cabinet Chair, called the meeting to order at 1:26pm.

2. Introduction of cabinet officers

3. Approval of agenda

Drea Douglas, Southern California chapter president, moved to approve the agenda.

Jill Blaemers, San Diego chapter president-elect, seconded.

Agenda was approved unanimously.

4. Approval of minutes from the July meeting

Anne Hengehold, Illinois chapter president, moved to approve the July minutes.

Kim Silk, Toronto chapter president, seconded.

Debbie asked for any corrections to the July minutes. There being none, the minutes were approved unanimously.

5. Report of the Chair

Debbie discussed having read the chapter annual reports and gave a summation of them:

a. State of the Chapters

Leadership -

- 66% of chapters expressed having trouble finding leaders.
- Only 28% of chapters provide leadership training - Debbie expressed a hope to have webinars to help out with this.
- Significant numbers of leaders who are not members - Debbie stressed again that they need to be members.
- 70% of chapters have practice manuals, which helps with recruitment.
- Only 1/3 of chapters submit financials monthly to HQ - this process is required for IRS. Debbie stressed that this is absolutely essential.

Planning -

- 52% of chapters have a strategic plan.
- 70% of chapters conduct member surveys, which is good news (Debbie reminded that the chapter leaders need to report back to membership).
- 28% of chapters have fundraising campaigns.
- 68% of chapters have a budget (Debbie strongly suggested that every chapter needs one).

Programming/Member participation -

- 20-40% of each chapter's membership attend events. Possible geographic issue.
- 57% have a recruitment plan.
- 56% have a member retention plan (e.g., follow up on lapsed members, make people feel valued).
- 60% of chapters have an award (which is good for retention).

2012 had a lot to celebrate - we know what to focus on for 2013.

Unit allotments - your chapter needs to complete documentation before receiving its allotment! Review the Leadership Center which has information and templates for your use. Contact your Board liaison or Linda Broussard or Debbie if you need help in 2013. There were a few chapters that didn't comply last year and were helped out but we can't keep doing it because it looks bad on our audit.

Debbie stressed communication methods between chapters and HQ: leadership institute at annual, plus direct contact with unit's liaison, Linda or Debbie.

b. Presentation to Past Chair

Debbie recognized the contribution of the past chair and presented a gift to Ulla de Stricker, Past Chapter Cabinet Chair.

In response, Ulla made some brief comments: 2012 was the start of leadership webinars in response to leadership summit last year (and acknowledged Ann Koopman, Division Cabinet Chair, as the spearhead). There were six total webinars. We plan to continue tradition - 2013 will have more planning. Schedule to be presented at joint cabinet meeting.

c. Awards to units for membership increase

- Total number increase

o Illinois (certificate accepted by Lorene Kennard, Illinois chapter).

o New York were the runners-up in this category - certificate accepted by Moy McIntosh, New York chapter president.

- Greatest percentage increase

- o Sub-Saharan, not in attendance
- o South Carolina runners up, not in attendance

6. Old business

a. Highlights of 2012 Chapter Chair report

- Ulla de Stricker highlighted the successful webinar series
- The question of what is the role of cabinets was raised in 2012. Ulla noted chapter leaders evidenced little appetite for changing the structure as it currently stands
- Liaison is the first person you should think of and they will redirect if appropriate. Cabinet chairs look at the chapters as a group. Every unit should be clear about who is their liaison. If not, ask!
- Striking success rate of virtual programming at the chapter level. Ulla thinks this shows much promise.
- Annual reports show a lot of commonalities. The best thing to do with the information is to share ideas and make successes benefit all chapters, not just one.

7. Referrals from the Board

Kama Siegel, Chapter Cabinet Chair-Elect, brought a board referral about membership retention and recruitment. Debbie and Kama request that any Chapters that have had success in retention and recruitment share their stories. Please send an e-mail to Kama if you have a story to share: kamasue@gmail.com

8. New business

There was no new business.

9. Announcements

- Barbara Fullerton, Texas chapter president, thanks us for the webinar series and is also looking forward to chapter wiki.
- Drea Douglas wants to know if we can set up an informal listserv as an alternate to leadership listserv for "goofy little issues" (asked her fellow attendees to contact her if they are interested).
- Moy McIntosh suggests a "virtual pub quiz" as a vehicle to promote interaction within the chapters and competition/friendship with other chapters, suggests calling it "May Madness." Any chapter can join, have multiple teams. Possibly have an event at annual to announce winners (asked her fellow attendees to contact her if they are interested in participating).

10. Adjournment

James Manasco, Kentucky chapter president, moved for adjournment.

Kim Silk, Toronto chapter president, seconded.

Meeting adjourned at 1:55pm.