



February 5, 2024

Attendance -

Raegan, Tina, Patti, Ruthann, Karen, Stephanie, Jessica

First motion to start the meeting: Tina

Second motion: Raegan

Agenda

1. President's Report - Patti

➤ Approve meeting minutes from: 1/8/2024

1st__Jessica__ 2nd_Ruthann__ Status_approved__

1. Membership meeting attendance

- a. people need to be here for planning
- b. raegan and jessica to take over social media and newsletter

1st __tina 2nd ruthann Status __approved__

2. Discuss local chambers

- a. **Rockford Chamber - NO**
- b. **Parks Chamber - YES**
- c. **Belvidere - YES**
- d. **Roscoe - YES**

3. Review By-Laws

- a. Raegan to update and share in a google doc
- b. 1st_ruthann__ 2nd__jessica_ Status__passed__

4. New attorney needed - Jessica to reach out

5. Must remove Jaclyn from accounts

- a. 1st__ 2nd__ Status__

➤ Next Meeting: **3/4/2024 ZOOM - RSVP on website**

2. Vice President's Report - Tina

- a. Website updates
 - i. Using RSVP
 - 1. Tina to double check the calendar times (not set for all day)
 - ii. add SUBSCRIBE button to website - working on it.
 - iii. adding FB and LinkedIn links to site
- b. Canceling GoDaddy extras
- c. Scholarship Updates - all payments have been made.
- d. Constant Contact
 - i. WOTM and Beth Mead are active. All others have been deactivated.
 - 1. Motion to remove Constant Contact 1st___ 2nd___ Status___
- e. WOTM credit card
 - i. 1st___ 2nd___ Status___

3. Treasurer's Report - Jen

- a. Verbal report for monthly and annual financials: waiting on December bank statements.
- b. 2024 budget
- c. Start bringing bank statements from previous (most recent) month to each meeting
- d. bring bills due for current month to each meeting
- e. Use treasurer.wotm@gmail.com for invoices
- f. Submit and Review financial report 1st____ 2nd____ Status___

4. Events Update - Jessica

- a. Will reach out to Alex Gary about Midway Village
- b. Scholarship dinner: Feb. 29th at Embassy Suites
- c. Panelists
 - i. Questions for panelists
 - 1. Send questions to Jessica
 - ii. Tina to MC
 - iii. Raegan to reach out to Andre to be a panelist
- d. Raffle baskets
 - i. 23 asks. 1 NO/22 potential
- e. Raegan to reach out to PhotosByKristen for pro bono photos. Dinner on us!
- f. Centerpieces, one needed by the end of the week (Patti)
 - i. 20pcs minimum
- g. Sponsorship PUSH
 - i. M3, FMA, FNBO all sponsors so far
- h. Jessica will start bringing quotes for events etc.. to each meeting.

- i. Event quote \$15,357.60 assuming 200 people or \$80/person

- 5. Newsletter Update - Raegan / Jessica / Tina will post on website
 - a. Report on this month's newsletter content

- 6. Social Media Update - Raegan / Jessica
 - a. Report on this month's social media schedule
 - i. Include schedule for promoting upcoming events - See calendar for event dates.
 - b. Must create updated membership flyers

- 7. Membership Update - Becca + Stephanie
 - a. Report on new members
 - b. Discuss next steps for collecting membership dues.
 - i. Continue to reach out for membership dues.
 - c. Report on efforts to recruit new members
 - d. Create a list of members who just come to events and another for committee members.

- 8. Any Other Business

Motion to end the meeting: Tina

2nd motion: Raegan Ruthann Stephanie