



January 8, 2024

Attendance -

Patti
Tina
Jessica
Becca
Raegan
Jennifer
Stephanie

First motion to start the meeting: jessica

Second motion: tina

Agenda

1. President's Report - Patti

➤ Approve meeting minutes from: 1/8/2024

1st___jen___ 2nd___jessica___ Status___approved___

➤ Review/Approve annual calendar (meetings & events) (See Below)

1st___ruthann___ 2nd___becca___ Status___approved___

➤ Recommendations

➤ Roles 1st___jessica___ 2nd___tina___ Status___approved___

➤ Chamber Events 1st___Jessica___ 2nd___Jennifer___ Status___Table

1. Jen to reach out to each chamber and gather information

a. Chambers to join

- i. **Rockford Chamber - NO**
- ii. **Parks Chamber - MAYBE**
- iii. **Belvidere - MAYBE**
- iv. **Roscoe - MAYBE**

‣ Review By-Laws 1st _____ 2nd _____ Status__ Table

‣ PW Updates - new emails to direct the proper information, invoices, questions/concerns. -pws given to respective roles. **ISSUE WITH EMAILS - TABELING FOR NOW**

president.wotm@gmail.com

vicepresident.wotm@gmail.com

treasurer.wotm@gmail.com

secretary.wotm@gmail.com

membership.wotm@gmail.com

scholarship.wotm@gmail.com

2. Vote on the structure for the year's meetings:
 - a. How many in-person meetings? ____6____ Online? ____6____
1st_jen_ 2nd_ruthan__ Status__approved__

➤ Next Meeting: 2-5-2024 @ **5:30 PM** Location: **Fastenal - 5800 Industrial Ave. Loves Park 61111**

3. Vice President's Report - Tina
 - a. website - most committee meetings are posted. send tina pictures. update promotional flyers, more transparency, use QR -Table
 - b. add SUBSCRIBE button to website
 - c. September meeting date to change from Monday to Tuesday (raegan update calendar)
4. Treasurer's Report - Jen
 - a. Verbal report for monthly and annual financials: waiting on December bank statements.
 - b. Submit and Review financial report 1st__ruthann__ 2nd tina__ Status__approved__
5. Events Update - Jessica + group
 - a. Report on upcoming events
 - Scholarship dinner: Feb. 29th at Embassy Suites - Exhibition Room. Doors open at 5, speakers at 6. 4-5 person panel of people in the mfg industry (spotlight each panelist)
 - give recommendations to Jessica.
 - possible panelists: Ruthhann to speak with people at Collins, Bob from SSI, Raegan will speak with Leadership from Fastenal, Patti will speak with Dr. Spearman at RVC
 - November 21st at 5pm, Annual membership dinner at Lino's
 - Lunch and Learns, breakfast or luncheons
 - b. Determine everyone's roles to assist
 - laurie miller to help with golf outing
 - Everyone must get involved with asking for donations/raffle baskets. (2 baskets per person)

- get together to donate misc items to build a basket (from WOTM?)
- Patti send out emails to push for bigger donors

ask for help when needed, communication is key!

6. Newsletter Update - Peter
 - a. Report on this month's newsletter content
 - b. January should include summary of where 2023 scholarship money was awarded
 - c. January should include introduction of new executive committee roles
 - i. Contact Peter with any new and exciting information to be added to the newsletter.
 - ii. get list of past scholarship winners to spotlight in newsletter or on website
 1. interview past winners for social medias
7. Social Media Update - Shandi
 - a. Report on this month's social media schedule
 - i. Include schedule for promoting upcoming events - See calendar for event dates.
8. Membership Update - Becca + Stephanie
 - a. Report on new members - Meeting this week to receive updates on the role of Membership Co-Chairs
 - b. Report on efforts to recruit new members
 - c. interview new executive committee - article, on site or newsletter
 - d. MEN - let's not forget to invite men to join
9. Scholarships Update - Tina
 - a. Report on upcoming scholarship actions
 - b. Report on efforts to recruit applicants
 - i. Robotics: No updates at this time - invite to events
 - ii. WOTM Scholarships - Applications are open now
 1. Deadlines: February 1st, 2024 is the deadline, 2 step process must be completed by that day.
 2. Amounts: General Scholarship (4) \$1,000, Tell us why you are going into manufacturing and how it will impact the area. (2) \$2,000 Ruthann Gaston Need to complete a statement as part of the application process regarding what they intend to do with their education.
 3. applications are reviewed blind. We do not see names/ethnicities/ages/genders
 4. Fairs
 5. Sponsor CFNIL.org 90 Scholarships available \$250,000 in scholarships were issued in 2023.
10. Establish 2024 goals
 - a. 2023:
 - i. Provide more value to our members via connections and educational opportunities
 - ii. 25K to our scholarships
 - iii. Make it more well known that members can ask for sponsorship for training - Ruthann has a document from prior goals. Ruthann will provide the outlined document for review of the committee. (Tie this to a goal)
11. Establish 2024 budget: Jen will work on this.

- a. 2023:
 - i. Increase membership = increase revenue
 - 1. Push social media with benefits
 - 2. Benefits of WOTM doc

12. Any Other Business

- a. Midway Village manufacturing gallery
 - i. Alex Gary is looking to revamp
 - ii. Asked if we would be interested in hosting a tour/event to gather manufacturers to start the conversation to update this gallery - Jessica Greenberg will coordinate with Alex Gary for this event.

Motion to end the meeting: Ruthann Gaston

2nd motion: Tina Cantrell

2024 Calendar

Schedule Manufacturing Tours. Last year Mar, May, and Sept

Educational Events? Last year Ops Sisters Mar, Apr, May

Additional Networking Events? Manufacturing Celebration in Oct was a success

January

- Board of Directors Annual Meeting - January 8th @ 4:00 - 4:40 PM (Zoom)
- Jan 8 - Monthly Committee Night - January 8th @ 5:00 PM (Zoom)
<https://calendar.google.com/calendar/u/0/r/eventedit/NHRsbTNhOHVwYjQ0Z2UzZjU5OGYyaGFkdGUgcGF0cmlijaWEubGF3cmVuY2VAaGFybGVtMTlyLm9yZW>
- Send out 2024 Robotics Sponsorship Letters
 - <https://docs.google.com/document/d/1obdDf75mUpCObs3O-thZTINhF3M2B8sVyjHTtMtuC94/edit>

February

- Feb 1 - CFNIL Scholarship Application Deadline
- Feb 5 - Monthly Committee Night - **Fastenal - 5800 Industrial Ave. Loves Park 61111**
- Annual Fundraising Dinner - **Date & Location TBD**

March

- Mar 4 - Monthly Committee Night - **Location TBD**
- **Mar 31?** - Robotics scholarship deadline. Determine our sponsorship level

April

- Apr 1 - Monthly Committee Night - **Location TBD**

May

- May 6 - Monthly Committee Night - **Location TBD**

June

- June 3 - Monthly Committee Night - **Location TBD**

July

- July 1 - Monthly Committee Night - **Location TBD**
- Golf Shack Event - **Date TBD**
- R2OC Robotics Event - **Date TBD**

August

- Aug 5 - Monthly Committee Night - **Location TBD**
- Annual Golf Outing - **Date & Location TBD**

September

- Sept 2 - Monthly Committee Night - **Location TBD**
- RAEDC Midwest Aerospace Conference - **Date TBD** - booth?

October

- Oct 1 - Membership Push & Membership renewal Invoicing
- Oct 7 - Monthly Committee Night - **Location TBD**

- Manufacturing Day Celebration Event - **Date & Location TBD**
- MFG Expo October 24 - **Date & Location TBD** - need a representative

November

- Nov 4 - Monthly Committee Night - **Location TBD**
- Submit Paperwork to the Community Foundation of Northern IL with Scholarship checks (This may occur in December but the exec committee needs to vote)
- Treasurer to organize end of year financials report & suggest following year budget for BOD meeting
- Membership Appreciation Dinner - **Date & Location TBD**

December

- Community Foundation Scholarship Fair - **Date & Location TBD** - Sponsor and send representatives
- CFNIL Check to be submitted by end of year
- No committee night