

**NAWIC Houston Chapter #3
November General Meeting Minutes
November 8, 2011**

Location HESS Club, 5430 Westheimer Road, Houston

Call to Order 6:03 pm

Adjournment 7:50 pm

President Beckye Manzel called the October General Membership meeting of NAWIC Houston Chapter #3 to order.

Invocation/Pledge

Sandy Field provided the invocation and led the membership in the NAWIC pledge: **As material for the Construction of our Building, I pledge the agility of my hands, the ability of my mind and the integrity of my heart.**

Welcome/Introductions

Introduction of officers:

President – Beckye Manzel

VP – Cathy McDow

Recording Secretary – Norma Lacey

Treasurer – Laurie Jimenez

Corres. Sec. – Rose Dailing

Directors – Debbie Martin (absent), Sharon Whitley (absent),
Linda Schneider, and Cheryl Colson

Immediate Past President – Jody Richwine

Parliamentarian – Sandy Field

See attachment for list of attendees and guests.

Quorum Determined

Required: 13 In attendance: 13 members (10 guests)

Dinner

Members and guests introduced themselves followed by dinner.

Program

Debra Bruce with Lawyer-Coach

Cathy McDow introduced Ms. Bruce, who presented on time management. A few highlights of her presentation were some web sites she recommends for time management: www.Toodledo.com; www.rememberthemilk.com; www.todoist.com; and www.evernote.com. She highly recommended Evernote as it syncs with your computer, you can take content from the web and paste it to Evernote and you can also put photos on it. Prioritizing is critical – identify the top three things you need to do today – it gives you a sense of success when you achieve those three items; more items sets you up for failure if you can't achieve them. You need to learn to delegate – train your subordinates instead of just doing it yourself because you think that's easier in the long run. You can access articles on delegation from her website, www.lawyer-coach.com.

Previous meeting minutes The meeting minutes had been approved by the Board of Directors and are available upon request.

Business Meeting

President's Report:

President Beckye Manzel spoke about the Annual Planning Conference ("APC") which was attended by 4 members of the Chapter and strongly encouraged everyone to attend at least one NAWIC conference/forum each year. Houston is sponsoring the next Regional Forum April 13-15, 2012 and that would be an especially good event to attend as the cost would be lower since there would be no travel expenses.

President Manzel advised that the Board is reviewing the guidelines and standing rules of the Chapter and asked that if anyone has any questions to please contact her or any other Board Member prior to the November 29 Board meeting.

President Manzel had several announcements: the November newsletter is online and copies were available on the table; the Chapter website has been redesigned and is fabulous – everyone was encouraged to go online and check it out; the 2011-12 budget was presented for approval at the October Board meeting and is available on request.

President Manzel explained how the Chapter is charged for each dinner that is ordered for the meetings and that from now on, anyone not attending the meeting that has RSVP'd, will be charged for the dinner unless they contact Cathy McDow no later than 10:00 am on the Monday before the General Meeting. She urged everyone to utilize PayPal.

Vice President's Report:

Vice President McDow had no information requiring a report.

Treasurer's Report:

Treasurer Laurie Jimenez advised the Membership of the income from items sold at APC (hammers, t-shirts and 50/50 raffle). The Chapter raised over \$500.00.

Corresponding Secretary's Report:

Secretary Rose Dailing had no information requiring a report.

Committee Reports:

Membership Report:

Membership Chair Cathy McDow announced that the Chapter currently had 28 members renewed. She reminded the members of the contests the Chapter is holding to gain membership and invited and encouraged the guests to attend the Chapter's Holiday meeting December 13.

Social:

Colleen Armstrong and Linda Schneider are chairing the Social Committee and announced general plans for the Holiday social on December 13. There will be appetizers and a cash bar, an ornament exchange and white elephant exchange. The plans are being finalized and everyone will receive an invitation.

Ways & Means Report:

President Manzel reminded the members to contact Sharon Whitley to place ads in the Chapter Newsletter.

Carol Lawson thanked everyone for their purchases of the evening and encouraged everyone to bring items for the December holiday meeting.

Block Kids:

Jody Richwine explained Block Kids for the guests present and advised that the event will be held on February 18, 2012. She encouraged members and guests to volunteer to help at the event and also to be thinking about items to include in the children's goody bags.

Forum 2012:

Chairperson Beckye Manzel stressed to everyone that we really need to work on obtaining sponsorships. She advised that some of the workshops being considered are Social Media: How to Use it Effectively; Fundraising for the Chapters; and a Public Speaking Workshop, The Keynote Speaker is Harris County District Attorney Pat Lykos and Houston Mayor Annise Parker may also be speaking at Forum.

Task Force for Regional Elections:

Sandy Field announced that she is a member of the Task Force directed to discuss the current and possible changes to election of Regional Directors. After general discussion, the membership advised Ms. Field that they felt the one vote per member is how the elections should be held. Ms. Field asked everyone to feel free to contact her with suggestions regarding the matter.

Old Business

Audit Committee Members Cathy McDow, Debbie Moyer and Cheryl Colson are working on the audit and will be presenting their report at the November 29 Board Meeting.

President Manzel advised that the Chapter is in need of sponsors and encouraged the membership to investigate possible sponsors, which will be recognized at the Industry Appreciation Meeting in March, 2012.

New Business

President Manzel thanked everyone for the generous canned food donations for the Houston Food Bank. She advised she planned to take the food to the Food Bank that Thursday and encouraged anyone wishing to join her. She hoped that she might be able to have a photograph taken and of the donations to place in the local publications.

President Manzel informed the Membership of the Northwest Assistance Ministries toy collection for children that otherwise will not have a Christmas gift. Beckye ran out of bags to hand out as numerous members took bags to fill for the children.

Norma Lacey presented the Chapter's Strategic Plan to the membership and Beckye Manzel and Sandy Field explained NEF certificate courses and the online testing capability.

Announcements

Texas Conference for Women November 17. The Chapter is a sponsor and everyone was encouraged to attend.

Board Meeting – November 29 at the Sheraton Brookhollow –

December meeting – December 13, 2011 at the HESS Club – Holiday Social.

First Service Project: Houston Food Bank – everyone encouraged to take a bag and bring with food to November General Meeting.

Submitted by: Norma M. Lacey, Recording Secretary

Approved:  _____, Beckye Manzel President