

NAWIC South Central Region – Mock Board Meeting

Cast of Characters

President – Peggy Harthcock

President Elect – Jaime White

Vice President – kari Wirth

Secretary – Lauri Mullenax

Treasurer – Erin Adkins-Oury

Director 1 – Megan Greenland

Director 2 – Lori Donnelly

Parliamentarian – Peggy Williams

Guest (Committee Chair) – Courtney Baker

Narrator – Jennifer VanBreda

Narrator All characters in this mock board meetings are fictional. Portions of this story may be based on true events. No NAWIC members were harmed in the creating of this mock board meeting, but a few may need a drink after this presentation.

Scene Board members gather around the meeting table, standing and chatting about their weekend fun and drama

- Parliamentarian is seated waiting for the President to call the meeting to order, scowling in her directing tapping at her watch.

- President sees the Parliamentarian and rolls her eyes.

President Ok ladies, let's get this meeting going. Are you all ready?

Narrator STOP – this is not the way to call a meeting to order. Let's rewind and try this again

President Ladies, please take your seats. It is now 10:00am on the November 9, we have a quorum of our board members in attendance, so the board meeting of the BEST CHAPTER EVER, Chapter #1000 will come to order <wrap gavel>.

Parliamentarian *Whispers to President* Just a reminder we are conducting our meetings as a small board.

Narrator STOP – Explain small board vs large board procedures

Operations Manual, Section F on Committees, page F-63 has small board notes

If your bylaws say that “meetings shall be run according to *Robert’s Rules of Order Newly Revised*, latest edition,” and your board has 12 or fewer members, you are fully entitled to use Robert’s special rules for small boards. We also have found that small board rules may be useful for slightly larger boards too, up to about 20 people. All that is necessary is for the board to adopt the rules it finds useful.

Robert’s Rules special rules for small boards

- **Members are required to obtain the floor before making motions or speaking, which they can do while seated.** YES, we think this is a good idea, and of course many boards today remain seated during their discussion.
- **Motions need not be seconded.** NO, we prefer that a second be required for any motion. Before a proposal takes up a group’s time, there should be at least two people who want to talk about it.
- **There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.** YES, provided that the rule that everyone has a chance to speak once before anyone may speak twice is strictly enforced.
- **Informal discussion of a subject is permitted while no motion is pending.** YES, though it’s useful to ask for a motion just as soon as the chair senses that the group is ready to formulate one.
- **Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion’s having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.** YES, provided that someone, eventually, states in clear terms what is about to be voted on.
- **The chairman need not rise while putting questions to the vote.** YES.
- **The chairman can speak in discussion without rising or leaving the chair; and, subject to rule or custom within the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.** YES, as far as discussion goes. We suggest that boards adopt a rule that the chair debates after others have spoken and votes last. This allows her to summarize discussion to remain more impartial. NO for making motions. We believe it is always better for the chair not to propose motions, because of the human tendency to show undue deference to the leader of a group.

President We do have a guest at our meeting today. (Committee chair) please observe the meeting as a guest until we get to your report.

Let's begin with the review and approval of last month board meeting & general meeting minutes. The minutes from last month meetings were emailed to everyone prior to the meeting, but you have a copies here to review as well. Take a moment to verify the details are accurate.

- All ladies review the notes silently.

Guest I don't have a copy! Why don't I have a copy? I need to see a copy now!

Narrator STOP – The president will need to address the guest and explain why she doesn't get a copy, and settle the unruly member in a professional manner.

President (Committee Chair), until the board approves the minutes, they are not available for the membership. Once these are approved, you can have a copy.

Guest Oh, I didn't know that. Thank you Madam President

President Are there any additions or corrections to the minutes?

- Vice President raises her hand to be recognized by the president

President Yes Vice President?

Vice President I'm noted as attending the board meeting but I was not there

Narrator STOP – This happens a lot. Small things are missed, typos occur. We can do a few things here. Depending on the amount of corrections needed, the minutes can be re-typed and presented at the next board meeting, or the correction can be made on the secretaries copy, initialed & dated, and still be approved at this board meeting. This is OK per the secretary's handbook located on the NAWIC national website.

President Madam Secretary, please note this correction on your copy of the minutes. Are there any other correction or additions?

Director 1 I don't think the speakers topic noted here is correct. Didn't he talk about the building on the east side, when it was really the west side, and we didn't know how long he talked, and none of the questions we asked are noted here? We

had some great food right?! Why didn't anyone note what we had for dinner, was that chicken or steak, I can't remember what was that?

- o Board Members start talking about the dinner

Narrator STOP – Does this happen in your board meeting? Do you lose control and get off topic? As chapter president, you need to stay in control of your meeting. Stay on point and on topic. You should have a clear agenda prepared and ready to follow. Use this and your gavel to keep things moving. The gavel is your friend.

President WRAP GAVEL – Ladies we are way off topic. Madam Parliamentarian, what details need to be noted in the minutes?

Parliamentarian In the Secretary's Manual, page 9, there are details there noting that only action items need to be noted. For a more details rules and requirements, we can look at Roberts Rules, which I have here with me, as I always do, along with a copy of the NAWIC Operations Manual and all handbooks NAWIC has put together for us.

President Thank you Parliamentarian. There is no need to go into that detail now, but it would be great for us as board members to know Roberts Rules. Per the reference of the secretary's manual, we do not need the details Director 1 was asking about.

Are there any other correction or additions? <PAUSE>

Hearing none, the board meeting minutes of (month, date) are approved as corrected

Narrator STOP – At this point, the Secretary will pass her copy of the minutes to the president to sign and then file into the chapter's records.

QUIZ – How long does the chapter need to keep the minutes?

ANSWER – 7 years

President Correspondence has been passed. If you would like to discuss anything that is being passed, please make note to bring it up during new business.

- Secretary grabs a card that was sent to the chapter

Secretary OMG, did you see this cute card that the new National President sent us about how awesome we are? That's the best thing ever! She's so sweet and nice and pretty and I want to be just like her. She has the cutest dogs and a great boat and her husband ... wow he's good looking

President Secretary, I asked that all comments about correspondence be addressed under our new business section. And this is not appropriate talk for our business meeting. Please free feel to brag about our NAWIC National President after we adjourn

Narrator STOP – Not that any of that isn't completely true about our new National President, but this type of conversation should be held for after the board meeting has adjourned, this is not NAWIC business. The president was right to stop the comments.

President We will now move on to the report of the officers. Treasurer, do you have any reports to submit for review?

Treasurer Thank you madam president. I balanced our account and have a report of deposits and withdrawals for the board to review. We had money come in from National for new members and they have been noted on these reports. I am missing some receipts for the mixer event we had last month. I will need copies of these for our records.

Vice President Madam President, why do we need a receipt when we used the chapter debit card. Doesn't it just show up on the bank statement?

Narrator STOP - Explain
Per the Treasurers handbook, the receipts are used to check against the bank statements to verify the activity. The treasurer needs these filed away for the annual audit as well. These details are all in the Treasures handbook.

 QUIZ – How long are treasurer records supposed to be kept?
ANSWER – 5 years as a minimum, per treasurer hand book

President We will request these receipts and have them to you before the next board meeting
Are there any other questions about the treasurer's report? *(Pause for a moment)* If not, the report will be filed for audit. Secretary, please use your copy for our chapter records.

Narrator STOP – Why is there no motion for approval? Explain

At each meeting the president may ask for a "treasurer's report."
This report may consist of a statement of the cash balance on hand. Such a report requires no action by the assembly but should be placed on file for audit. For further information, consult Robert's Rules of Order Newly Revised

- President Are there any bills to be presented to the Board for approval?
- President Elect Madam President I have a reimbursement request for my attendance of NAWIC SCR Forum.
- President Treasurer, please write a check to cover this cost
- Narrator STOP – Before the president can authorize the reimbursement, the board should review this expense report and ensure it's filled out correctly and that all the requests are budgeted items.
QUIZ – did you know there is a sample reimbursement form on the NAWIC national Website? Do you know where it is located?
ANSWER – See the Treasurers handbook, page 40. You can create your own for your chapter, but be sure you have all the required fields on your form.
- Treasurer madam President, the reimbursement form is not filled out correctly. President Elec is asking for full reimbursement of expense and per our guidelines, we only cover her registration. And our chapter guidelines also require a report to be attached to the request before we reimburse the member for attendance. I cannot issue a check until we meet the chapter's requirements.
- President Elect Im the president elect, I should get reimbursed for all my expenses just like the President does. Just write me a check. You know I was there. I'll write a report next week.
- Narrator STOP – We have 2 items to discuss. One, what is the role of the president elect? Two, why does she think she deserves the same "perks" as the president?

Pause for discussion and explanation

The President Elect position is one of learning and preparing. Per the NAWIC Operations Manual, Section C, Article 11, Section 6, the president elect will attending all meetings of the board of directors, acquaint herself with the duties of the president and perform other duties as the president assigns her.

The president elect may assume since she is the next president, she gets all the same perks as the president. This may or may not be the case. This is why each chapter needs to review their guidelines.

Does this scenario happen in your chapter? Do you bend the rules occasionally to keep moving forward? At this point, if the chapter president is unsure, she needs to consult her parliamentarian who can recite the chapter guidelines if needed.

President Parliamentarian, can you remind us why we have chapter rules and guidelines and read the section on event fund reimbursements?

Parliamentarian Gladly madam president. We have chapter guidelines to keep things in order. Without guidelines, the board may come into areas where they do not know what to do, or change the way they do things for each member. These are meant to be guides on how we function as a chapter, from small things, like how we correspond with our members, to how we reimburse our members for events. Chapter standing Rules, come down from National for 1-6, the others are rules that we as a board must stick to throughout our year, until the new board reviews and revises.

President Elect Ok, I'll have the report at the next board meeting <rolls eyes>

President Are there any other bills to be presented to the Board for approval?

Treasurer Madam President, I guess you should know that I purchased some software for PR/Marketing committee and charged the chapter credit card. Its not a big deal, it was \$100 and we made so much money on our fund raising event. This software will help us make some really cool flyers.

Narrator STOP – The chapter credit or debit cards should never be used by any chapter member to make purchases for unauthorized or unbudgeted items. This could be a messy situation for this President to solve. Lets see how she handles this.

President Treasurer, I have a few questions. Who requested the purchase of this software and was it budgeted?

Treasurer The PR/Marketing chair asked me to purchase it for her. The committee has a budget of \$500 to spend on their committee. Did this need to be approved even though there was a budget line for this committee?

Narrator STOP – Again, a tricky situation. Each chapter handles this a bit differently. Some chapters give their committees a budget and they get to spend that

budget how they see fit. Other chapters what to know where the committee money is being spent and on what to ensure it's really NAWIC and committee specific. Let's see if this is written in the chapter guidelines anywhere on how committees can spend their allocated funds.

President Parliamentarian, can you check our guidelines to make sure we note that the committee gets to spend their allocated budget on items they desire without board approval?

Parliamentarian Madam President, there are no rules in place at this time.

President Madam Secretary, let's make a note to handle this under new business and address getting some new guidelines in place to ensure we know how our money is being spent. Treasurer, at this time, since the PR/Marketing committee has a \$500 line item in the budget, this expense does not need board approval, and falls within the committee's budget. Please note this in your records.

President Are there any other bills to be presented to the Board for approval?

Secretary We do have a bill for \$60 for our storage unit that needs to be paid. Since all of our memorabilia is stored here, I believe we need to pay this unless we are moving all of our stuff to your house?

President Do I have a motion for the approval to pay the storage unit bill in the amount of \$60?

Director 2 I move that the bill for the storage unit for next month be paid

Narrator STOP – Remember early on we announced we were handling this as a small board, so no second is needed per Roberts Rules.

President The question before you is on the approval of the bill for the storage unit as presented, all those in favor say aye, <pause> those opposed nay <pause>, The ayes have it, Madame Treasurer would you please pay the approved storage unit bill.

President Do any of other officers have any reports to present?

None? Ok, let's move on to standing committee reports. Do any standing committee chairs have reports for us today?

Narrator STOP –
Quiz - What are the standing committees?
Answer – Membership, Finance, Programs, Education & Projects (old PD&E, new PEP)

Vice President Madam President, since you appointed me as committee coordinator, I have asked all the committee chairs to send me reports if they could not attend the board meetings

Narrator STOP – So what does a Vice President really do?
Per the NAWIC Operations Manual, the Vice President fills in if the President cannot attend meetings or perform her duties. Many get confused with a president elect in play. The VP steps in, not the president elect.

Many chapters have started to follow the national board outline having the VP help the committee’s stay on track. This is not a required duty, but try to give your VP something to do, they really do need a job, and most of the time, are quite qualified to handle some things, not like a president can handle, but you know, they are just a Vice President.

Vice President Our PEP chair is here as a guest. I’d like her to present her report herself.

Narrator STOP – What is the Program and Education Committee?

There is an entire handbook all about our PEP committee. Guess where it is? On the NAWIC National Website!! This committee is responsible for the membership programs and education. Dinner meeting speakers, job site tours, etc... This committee will work with the president to make her visions for the year come true.

The committee chair does not have free reign in regards to what to do and who will speak. The committee chairs should always consult the president on their ideas and decisions.

Guest Thank you! I just wanted to share some great news about some upcoming speakers we have and outings. Next month we have a local news anchor coming in to talk with us about how she dealt with harassment in the workplace. The following month, we have one of our members teaching us about solar energy and she has a craft project to for us using solar power. I also have us booked at painting with a twist in the evening next month, and I

am working on a home depot DIY date for us to all go in and build a planter box.

President This sounds great! Can you please give the secretary a copy of your report for the records? You may stay for the remainder of the meeting or you step out. We truly appreciate all you are doing for your NAWIC chapter.

Narrator STOP – why would the committee chair supply a report? That’s simple, to help out our poor secretary who is over there scribbling away trying to write down everything that was said, dates, times and descriptions. Again, not a NAWIC requirement, but can you all help a sister out? And how nice was it of the president to say thank you? Those two words go long way. Don’t be scared of them, lets use them a few more times today.

Vice President The finance committee would like to remind the board that a mid-year audit was not completed. This is not required, but they wanted to note this, and let the board know that they completed a review of the books informally and found no errors.

Narrator STOP – What is the Finance Committee and what do they do?
The Finance committee is the Treasurer and her reports. It’s a committee of one. The Treasurers handbook covers everything the treasurer and her committee of one is responsible for. It’s a lot of work, be nice to your treasurers. They may like you more if you buy them shiny or sweet things occasionally.

Did you know about the mid year audit? No, well its not a requirement, but it is a good idea to have someone review the books to ensure they are up to date and accurate. It will make the end of year audit that much easier.

Quiz – Do you know what the Audit Committee does and how its formed?
Answer – The audit committee reviews the chapters accounting records. This must be done at least annually to close out the year. Some chapters do this more often, and that is ok. The audit committee is appointed by the outgoing president. Its her year being audited, she appoints the committee. The committee should be at a minimum 2 members of the chapter. This does not mean board members, its any member. There are guidelines to follow for a chapter audit in the Treasurers handbook.

Vice President The membership committee reports that we have 3 new members this month!

Narrator STOP – What does the membership committee do?
Yep, you guessed it, there is a membership committee handbook. The goal of the membership committee is to increase membership. The membership committee can work with other committees to accomplish this.

Quiz – How often does national send out reports?
Answer – 2 times a month

Are you adding those new members to your contact list?

Vice President Madam President, since you appointed the President Elect as Strategic plan Chair, Id like her to provide that report

Narrator STOP – What is the Strategic Planning Committee & what do they do?
The strategic planning committee helps to develop a plan and a pathway to meet the goals of the president for the short term (her year) and into the future 3 to 5 years down the road. Setting up goals for the year and how to meet them.

President Elect I have started setting up some goals that I would like to have met for next year. I am waiting on the National Boards strategic plan to be released so I can align our chapter goals with the incoming National boards goals.

President That’s a great plan! Please let us know when you will have your committee meetings on this.

Lets move on to our special committee reports.

Narrator STOP – Special Committees? What the heck are those? Basically these are the committees that the president feels she wants to have. These are not required by National to be filled at the Regional or Chapter level. There is a whole section in the operations manual about committees. Section F.

Vice President I have a few more to review with board. We have PR & Marketing, WIC Week, Block Kids & Scholarship

Narrator STOP – How many committees do you have to have in your chapter? Why do you really have all of these committee? Can you combine some of them and get a team to work on things? Incoming presidents should really think about

this. Does everyone need to be a chair, or are some members better working in teams? Co-chairs are ok and sometimes needed to lessen the burden.

Vice President PR & Marketing is working with all the other committees to make sure all the events they have plans are being published on our website and social media
WIC Week is already planning for the first week in March to have some great events
Blocks Kids is working on collecting items for the back backs we are donating to the kids
Scholarship has been reaching out to local colleges to let them know about our chapter scholarship that is handled through NFSF.

Narrator STOP –the President appoints the chairs for ALL of her committees each year. The chairs are her choice, no one else gets to tell her who is chairing her committees, unless it written in the chapter guidelines or standing rules. She can remove committees and create new ones for her year. She can also change the guidelines with her new board to take chair designations out of the guidelines.

QUIZ – Is the president the chair of any committee?

ANSWER – No. But she is a member of all committee and should be included in ALL committee plans.

Vice President That is all the reports I have. Madam Secretary, here are copies of all the reports for your records.

President Thank you. Lets move on to unfinished business. Is there any unfinished business that we need to address tonight?

Narrator STOP – What is unfinished business?

Unfinished business is items that were not completed at the last board meeting due to needing more information, more time, or more help. These items stay on the agenda until resolved or deleted.

President Hearing none, we will move on to new business. Is there any new business that needs to be brought to the attention of the board?

President Elect Yes. I have been asked by the national board to serve as co-chair on the National Membership committee next year.

Narrator STOP – while we truly love that our president elect will be serving in this role, this is not chapter business and should not be brought up during the meeting.

President Madam President elect, this is great news. Congratulations. Madam Secretary, there is no need to note this in our chapter minutes since it does not affect our chapter.

Is there any new business relating to our chapter that needs to be discussed tonight?

Director 2 Since we want to host the next region event, should we put a committee together to come up with a theme and a fun bid presentation?

President Yes! Are there any volunteers from the board that want to head up that committee?

Director 2 I will volunteer to head up this committee.

President Thank you Director 2. Is there any other new business to be brought before the board tonight? Hearing none, we will move on to announcements.

Reminder about our holiday dinner on December 18th.

Any other announcements? Hearing none, this meeting is adjourned at 11:00am.

<wrap gavel>

Narrator Thank you all for your time today. We all hope you learned something and have some new things to take back to your chapters. Just a reminder that no NAWIC members were harmed during this mock board meeting, but I believe drinks are in order at dinner.