



**Mission of Women's Council of Realtors®**

We are a network of successful REALTORS®,  
advancing women as business leaders in  
the industry and in the communities we serve.

**April 5, 2022**

Call to Order

Roll Call:

In Person:

Zoom:

Guests:

Approval of Minutes from March 2022:

Consent Agenda:

**Presidents Report: Michele Brown**

- Event Coordinator resigns, Crystal Halsted is interested in stepping in. I will meet her for coffee to discuss very soon.
- WCR Canva
- Platinum and Gold 30 second video or photo video of their business.
- 4:01 at Roadhouse or plans for Awards and Recognition to our SP.
- SP event's if asked to collaborate, how do we want to rotate board members to join those events.
- Outline of HGTV Event
- All Membership and SP that attends board meetings must be on the agenda to attend meeting.

**President Elect Report: Jen Valente**

- Remove Tammy from signature line/facebook as admin.
- Michele to write a letter to membership explaining a change in the board.
- Potential board members for 2023
  - Danielle, Jen L., Holly from Consumers, Jessalyn, Cherish Paska (I'll talk to her again before our meeting)
- Michele is supposed to send out an email to the membership to see if anyone wants to run for a board position
  - Set a date for completion.
- Verify vote for 2023 executive board should be completed in May 2022.
- Once voting is complete in May Jen will have a pre planning meeting. Ideally, everything would be on the calendar before January.
- The board needs clarification on announcing to membership board meetings and times. The five-day announcement prior to a board meeting to membership where membership does not

have a vote. The meetings are currently not open to membership via zoom. When and were are we announcing it..

- Orientation Planning Update:
  - Cookies have been ordered and Maggie paid for them and has the invoice for her records
  - I'm helping to create a member slide show w/Jen taking the questions from the interview doc. \*I can show everyone at the meeting/Jen is adding music and then it will be posted on SM.
- Verify calendar of events is updated...a couple events have been removed/discuss.

### **First Vice President Report: Danielle Pojar**

### **Treasurer's Report: Maggie Harma**

- Axe throwing was \$316.68 over budget due to food and drinks.
- \$260 worth of cookies for membership orientation.
- I am proposing that we take \$500 from each president and president elect travel funds for a total of \$1,000 to be moved into our "misc" line item on the budget. They currently have a budget of \$3,240 each for travel. There is a separate line item for Leadership 360. So far this year, Jen has not used any of her travel budget. Michele has used \$314.62.
- Revised Travel Budget 2022 for President/President Elect - \$2,240 of which \$1,925.38 remains uncommitted
- Revised Misc. Budget 2022 - \$1,000 of which \$423.32 remains uncommitted
- Bank balances as of 2/28 were \$7,163.34 savings and \$10,074.18 checking for a total of \$17,237.52. March statement has not yet produced.
- Most of what is on our books for March was Strategic partner income, Realtor income, deposit for Tiger's bus trip (tickets and bus), and deposit for December Chicago bus trip.
- Jaime Flees has agreed to be our event sponsor for \$250 for April event. We will take a loss on the event since the board voted to make this a free event. I won't know the total until we get closer so we know how much lunch will cost.
- I am proposing that we put the loss again in our MISC line item in the budget.
- I have created our Bill highway account. There is a training on April 7<sup>th</sup> that I would STRONGLY suggest all board members sign up for. At this point, I do not recommend using Bill highway for anything other than the National Dues. Any "new" software always has kinks and I want to see what other organizations like and dislike about it before we commit to utilizing it to its fullest capacity.
- I have been in contact with Trey Junkins to do our taxes. Nonprofits have until May 15<sup>th</sup>. He is getting through April deadline for personal tax returns before he starts on ours. He will send me a quote once he has had a chance to review. We have budgeted \$225 for tax preparation.

## Membership Report: Jennifer Lane:

- Google Contacts has been updated. Please use 2022 Members or Strategic Partners. You may also select levels such as Bronze, Gold...
- -New Template Emails have been set up to welcome Strategic Partners, next up will be the member welcome
- -Presidents Welcome was set up but is not being used
- -New Strategic Partner Tracking form was created and is on the shared drive.
- -Jen V and I set up quarterly posts for SP's
- -Jen V and I are working on a Member Spotlight post that will incorporate their Interview Questions
- -Slide Show from State/National is being updated for our Membership Event
- -Working on Event invites for HGTV and Membership. Survey Monkey was \$100 for the year. I am trying Sign Up Genius but need to upload the contacts.
- -Membership Event outline has been distributed for review. (Jen and I will finalize so copies can be provided)

## Program Director Report:

### Items in yellow need additional planning.

## 2022 Women's Council Southwestern Calendar of Events

13-Apr	<b>EVENT #2: MISISON FOCUS</b> Lunch and Learn Panel "Let's Talk HGTV" Colors, Trends, How to Spruce Up for the Spring Market. Location: Girls Scouts Conference Room
21-Apr	<b>EVENT: Membership Orientation</b> Light Breakfast Location: HBA Conference Room Time: 8:30 AM - 10 AM
28-Apr	<b>EVENT #3: Collaboration/CON-ED</b> Kellogg Community CU - Katie Fuller (MSHDA Training) 3 PM - 5 PM Jac's - Portage location
4-May	<b>May Coffee Hour</b> 7:30 - 9 AM Union Coffee House 115 E Front St, Buchanan MI 49107
23-Jun	<b>4:01 Annual Roadhouse Gathering</b>
1-Sep	<b>FUNDRAISER: Detroit Tigers Bus Trip</b>

3-Sep	<p align="center"><b>TAILGATE PARTY</b>  Join us to watch WMU vs MSU  Monelli's Italian Grill &amp; Sports Bar  (Everyone is Welcome to Join)</p>
October TBD	<p align="center"><b>EVENT #4 : National Speaker</b></p>
15-Oct	<p align="center"><b>Wine Tasting Event</b>  Union Pier Area  Round Barn and St Julian Winery</p>
10-Nov	<p align="center"><b>HOLIDAY 4:01</b>  Holiday Raffle Baskets Event  All Strategic Partners are welcome to bring a basket to raffle!  Place - TBD</p>
November - TBD	<p align="center"><b>COMMUNITY FOCUSED:</b> Bell Ringing with Salvation Army</p>
8-Dec	<p align="center"><b>FUNDRAISER:</b> Annual Chicago Bus Trip</p>

**Meeting Adjourned:**

