



2024 Officers of the Governing Board & 2025 Incoming Board

19 November 2024 | 1:00 PM | Coldwell Banker Realty | In Person

ATTENDEES Robin Bunting | Tracy Peoples | Pamela Robichaud | ErinAnn Beebe | Traci Clow | Dayna Feher | Linda Millikin | Deardiss Richey

I. President Robin Bunting | Call to Order

A. Review of commitment policies for 2025

1. Commitment needed to attend and be present in meetings
2. Commitment to time to dedicate to job description
3. Accurate Minutes need to be taken and follow standing rules

B. Introductions of Attendees

C. Review of Micro-Site Membership List

1. How to Access
2. What to do with the Membership List
 - a) Check membership list monthly at least
 - b) Who is outdating and contact
 - c) Report monthly at meetings
 - d) After network meetings, get attendance list and contact any who are not members

D. Meeting Called to Order at 3:09 pm

II. Governing Board Reports

A. First Vice-President | Missy Graver

1. In Missy's absence, Robin Bunting submitted for review and approval of the minutes from 10/10/2024.
2. Motion to Approve | Linda Millikin
3. Seconded | Pamela Robichaud
4. All in favor | None opposed

B. President | Robin Bunting

1. Network Certification
 - a) Robin Bunting to present Plaque at Installation Dinner
2. Passing the Baton
 - a) 2025 Board Attendance Expectations
 - (1) Discussed at the beginning of the meeting.
 - (2) Details found under “President Robin Bunting | Call to Order”
 - b) Job Descriptions
 - (1) ErinAnn Beebe to work on revising and updating the job descriptions for 2025.
 - (2) Traci Clow to assist where needed
 - c) Review Network Standards / By-Laws / Network Affiliation Agreement
 - (1) ErinAnn Beebe to work on 2025 updates as needed.

C. Treasurer | Pamela Robichaud

1. Current Funds
 - a) Operating Account | \$5,425.45
 - b) Savings Account | \$30,202.57
 - c) BillHighway | \$35,627.00
2. Budget for 2025 done and ready to be voted on at December meeting
 - a) \$10,000 budgeted for Speakers
 - b) \$10,000 more budgeted than 2024 budget due to extra board member going to Annual Meeting in Houston
 - c) Planned for \$30,000 in fundraising for 2025
 - d) \$21,000 budgeted for strategic partners (same as 2024)
 - e) Members Recruiting - Budget matches 2024 numbers

III. Installation Dinner - Victoria's - November 20, 2024 - 5:00pm to 8:00pm

A. Board Members to arrive by 4:00pm to set up

B. Awards, Photographer Placement, Cape Gazette

1. Awards have arrived and are in Pamela Robichaud's possession. She will bring them to the venue.
2. Photographer Placement to be determined upon arrival. Sign up sheet to schedule and time photos provided.

3. Press Release with Photos to be submitted to Cape Gazette and Coastal Point newspapers.

- a) Social Media posting as well

C. Victoria's Audio Visual Check

1. Check batteries on arrival
2. Move Microphone so the podium is free for notes.

D. Who will sell 50/50 tickets at the registration table?

1. Traci Clow volunteered
2. Flyer to be drafted by Traci Clow

E. Tracy Peoples and Dee Richey to work the registration renewal table.

1. Joining/Renewing Incentive - Coupon for Event
 - a) Board agreed to offer a free luncheon coupon
 - b) Traci Clow to design a "check" that can be filled out with a spot for a code.

F. Sue Sisson to administer the Oaths

G. Entrepreneur, Strategic Partner, Member, and Rising Star of the Year

1. All award winners and presenters have confirmed attendance

H. Floor open to other suggestions or needed items for Installation

1. Program had one name correction that needs to be corrected prior to printing
2. "Save the Date" insert to be added for January, February, and March events.

IV. Open Discussion | Ideas and/or Projects

A. Linda Millikin requested ideas or suggestions for new Speakers/Events for 2025

1. Pamela Robichaud suggested the American Heart Association Heart Ball as a good fundraiser for 2025
 - a) Could be held at the Hyatt in Dewey with food provided by Rusty Rudder.
2. Dayna Feher suggested using Rusty Rudder during off season as they are closed to the public and offer the space for free.
3. Board Members agree that the events need to be changed up and not do the same event year after year (i.e. Bras for a Cause)

B. Strategic Partnership

1. Table top flyers are not effective. Flyers should be put at each place setting or a banner in place at every event announcing the Strategic Partners.
2. Ways to Increase Interest in Events and give more value to Strategic Partners
 - a) Finalize meetings for 2025 early in January so its easier for Strategic Partners to budget
 - b) Quarterly Emails to Membership detailing Strategic Partners
 - c) Programs for all events thanking the Strategic Partners.
 - (1) Also add invitation for membership as an insert
 - d) Recognize Strategic Partners who are in attendance at events
 - e) Send Out program to send cards to Strategic Partners and new Members quarterly. Dayna Feher volunteered to take ownership of this task.

C. Each Board Member should have a “team” of two to three people to assist with tasks and events.

1. The term “Team” to be used instead of “Committee”
2. 2025 Board to discuss at December or January meeting

D. Increase Social Media presence via Facebook, Instagram and/or TikTok

1. Board Members agree that increased social media presence, if done correctly, could increase new Members by reaching more demographics.
2. Sussex Network does have a Facebook account, but no Instagram or TikTok.

E. Use Sussex Network’s Gmail Account

1. Set up document and calendar management that would be available to all members and future members without being one individual’s account.
2. There is a gmail account already in place for a generic info email but it’s not used.

V. Action Items for Board Members

A. Dayna Feher

1. Send Orientation Package and Welcome Letter for new Members along with other Membership Recruitment materials to 2025 Board Members for review and revision.

B. ErinAnn Beebe

1. Sussex Network Gmail Account login information
2. Sussex Network Facebook Account log in information

C. Traci Clow

1. Installation Program - Correct misspelled name and resend it to Pamela Robichaud for printing.
2. Installation Program - Design Save the Date insert and send it to Pamela Robichaud for printing.
3. Membership Incentive Coupon - Design coupon and send it to Pamela Robichaud for printing.
4. 50/50 Raffle Flyer - Design and print

VI. Adjournment

- A. Robin Bunting thanked Board Members for their service during her term as President and said she would be an Ambassador for 2025. She offered her institutional knowledge if needed.
- B. Meeting Adjourned at 3:45 pm