The Meeting was called to order at 6:30 p.m. by Link Constance Fitzpatrick Smith, Western Area Director.

Roll Call by Link Janice White, Western Area Recording Secretary. A quorum was confirmed. All participants were asked to forward a copy of their reports to Link Janice White.

The Agenda was adopted as presented. Moved by Marcia Walker. The Motion passed.

The Minutes from the October 14, 2011 Western Area Executive Council Meeting were approved as corrected.

The following Reports were presented:

- Link Constance Smith reviewed:
  - Building Fund Final Payment was due at the end of November, 2011. (We experienced a loss of approximately 100 members)
  - 1:5 obligation – extensive requests for exemptions have been received and responded to.
  - 65th Anniversary Celebration was a true success.
  - Strategic Plans are due.
  - Chapter Surveys have been sent to each chapter.
  - 190 candidates submitted for membership.
  - Denton County Interest Group will be the 56th Chapter in the Western Area. New Chapter to be installed June 9, 2012 with 34 members.
  - “Western Area Times” will be published on a monthly basis beginning with the new year.
  - “The Chain” is being published every 3 months.

- Link Jacqueline Howard, Western Area Vice-President of Membership reported:
  - National Activity:
    - Building Assessment
    - 1:5 Attendance
    - By-Laws 1-4 --- No fees for Alumna Members
    - Membership Manual is being updated
    - Working on 2 hour collaborative workshop for National Assembly
Chapter Activity:

- 10 chapters near membership ceiling
- 37 chapter’s membership in mid-range
- 8 chapter’s membership under 25 members
- 39 resignations
- 45 forfeitures
- 26 Alumna
- 15 New Platinum
- 3 New 50 year members
- 67 members have not yet registered for National Assembly and meet their 1:5 obligation.

Link Roxann Chargois, Western Area Treasurer reported:

- $76K Combined Cash Balance
- $29K Operating Balance
  - $13K for Area Breakfast, 473 attendees expected
  - $4K for Audit
  - $2K Operating
  - $10K for Operating September 2012 forward
- $30K Program Funds Balance
  - $10K AARP Encumbered
  - $5K – Project Alert
- $14K WA Conference Account
  - $10K from BP
  - $4K encumbered for Area Breakfast
- Financial Handbook being revised by National Treasurer and will be reviewed at our Leadership Summit.

Link Vivian Ryan, Western Area Nominating Committee Chairperson reported:

- Working on electronic applications for candidates
- Candidates limited to one piece of literature per candidate – ( has been sent to Chapter Presidents)
- Working on Workshop for National Assembly in Orlando called “I Run For Office”.

Link Barbra Ruffin-Boston, Immediate Past Area Director and National Programming Director reported:

- Programs at National Assembly in Orlando will begin on Wednesday, June 27, 2012.
- On display – Programs, chapter exhibits, facet exhibits, numerous partners and vendors will be present.
- G.E. is underwriting an Invitation Only Reception for National, Area and Program Teams from 1:30 to 3:30 p.m.
- Friday is Program Day. Major Initiatives will be available in Workshops.
- Approximately 3,000 Links are registered.
- Luncheon at National Assembly will recognize chapters with awards across 5 facet awards.
Friday night will be the “Thank You” Party hosted by our National President.

Link Margot Copeland’s focus is: “Reducing Disparity across populations within our Communities”.

Link H. Diane Scott, Program Chairperson reported:
- “Strategies to empower program STEPS”
- Over $2M spent within the Western Area.
- 88 non-duplicated programs submitted.
- 34 Chapter Umbrella Programs.
- HBCU = $137,000. Given this year.

Link Marguerite Toliver, Chair, Ethics and Standards reported:
- Working with National to develop FAQ’s and additional Training Packages.

Link Theresa Lyons, Chair, Legislative Issues and Public Affairs reported:
- “Meet with your Legislators” – encourage chapters.
- There will be a panel of 5 Legislators at our Leadership Summit.
- “Get Out The Vote” Toolkit is available on the Website.
- In Texas – Links Day at the Capital will be held in February 2013… this will be a 3 day event.

Link Lorna Hankins, Chair, Communications and Public Relations reported:
- Produced and Distributed Western Area Directory.
- Will publish daily activities at the National Assembly.

Link Alice Davis, Technology Chair reported:
- New Member Process totally on-line beginning in September 2012.
- Western Area Website has been updated.
- Website ID: WA Links – Password: Westernarea54

Link Marcia Walker, Chair, Awards and Recognition reported:
- Links T-Shirts – originally 17 ordered, 10 additional have been ordered.
- Open to suggestions for: Awards and/or recognition for next year’s Area Conference.

Link Karen Grays, Chair, Conference and Event Planning reported:
- Working on plans for the 2012 Leadership Summit in Houston, TX.
- Working on plans for the 2013 Western Area Conference in Houston, TX.

Link Wendy Phynes, Chair, Protocol and Courtesy reported:
- Working with Interest Group of Greater Denton County Area in preparation for New Chapter Induction.

Link Marsha Webb, Chair, Rituals reported:
- Working with National Team to update The Rituals Manual.
- Each chapter should have everything required for Links Rituals and Ceremonies. (see new manual)
- “And This I Promise” workshop will be a presentation of the table settings for Links’ events.

Link Eloise Pinckney, Chair, Archives and History reported:
Received the memoirs of Link Mary Sutherland.

“Legacy Keeper” Report due to Area Archivist by May 15th of each year. This report is Mandatory … Chapter Archivist should read new guidelines.

This year received 52 out of 55 chapters.

Official name of Chapter position is: “Archivist”.

Providing Table Wrap for new chapter.

Link Deborah Beavers-Watford, Chair Strategic Planning Committee reported:

Chapter Strategic Plans were due on 1/31/2012. As of this date, 45 chapters have completed their plans. Names of chapters without plans will be given to Area Directors for assistance.

Additional Webinar will be held on: 6/3/2012 at 2:00 pm.

Cascading Goals information being updated into tool so it will be available at the National Assembly. This tracking tool will be distributed at the National Assembly.

August is plan for Webinar for new chapter officers and new members. September we will track chapter progress.

Check Area Website for Area Strategic Plan.

Link Constance, Area Director, summarized the following:

Leadership Summit – Sept 14th thru 16th, 2012, Westin Oaks Hotel in Houston, TX. (Tentative Agenda)

Friday – 9/14/2012  Start time is: 3:00 p.m. Theme: “Seizing the Moment to Align:

- Bonds of Friendship
- Effective Leadership
- Effective Operational Process

Saturday – 9/15/2012  Relaxed Attire  First, Zumba Class, Breakfast

- 1st Workshop 9:00 a.m. led by Stephanie Powell Jones
- Lunch
- Afternoon Breakout Sessions 2:00 – 4:00 p.m.
  - 1st = Transformational Programming
  - 2nd = Fiscal Responsibility led by Link Roxann Chargois & Link Jan White
  - 3rd = Technology & Resources
  - 4th = Branding and Fund Development

We are trying to keep the registration under $200.00 p/person if possible. More Info to come forward as we finalize the details.

National Assembly 2012 in Orlando, FL:

Western Area Breakfast will begin at 7:00 a.m.
Western Area Hospitality Suite / Reception begins at 9:00 p.m.
“Stretching a $ and Making It Holler”

9/9/2012
Area Conference 2013:

- Theme: “Reaching for the Stars” (Texas is the Lone Star State)
- 7 Chapters in the Houston Cluster will come together to sponsor.
- Our Charity is: “College Prep Academy for Girls located in the 3rd Ward, Houston, TX
- Our next meeting will be held at The Leadership Summit 2012 – September 13th.

Meeting Adjourned at 7:50 p.m.

Janice L. White
Western Area Recording Secretary

Amended items indicated in “green”.

9/9/2012