Western Area Executive Council Meeting  
Friday, October 14, 2011  
Houston, Texas


The Meeting was called to order at 8:15 a.m. by Link Constance Fitzpatrick Smith, Western Area Director.

The Agenda was adopted as amended to move the Financial Secretary’s Report to Saturday. Moved by Link Charlotte Mead Ned.

The following Reports were presented:

- Link Constance Smith reviewed:
  - The Western Area Executive Committee
    - Elected Officers
    - Program Coordinator
    - Parliamentarian
    - Financial Secretary
  - The Western Area Executive Council
    - All other Committee Chairs and Program Members

- Calendar Items:
  - National Assembly – Orlando, Florida 6/27/2012 thru 7/1/2012 Rosen Shingle Creek Hotel
  - Western Area Leadership Summit – Houston, Texas 9/20/2012 thru 9/23/2012 - Karen Grays, Chair

- Ensure that Western Area Committees reflect Generational Diversity with both age and geography by January 2012. Report to Link Constance Smith. Responsible: Western Area Committee Chairs.
  - 2012/2013 – Showcase chapters who have achieved generational diversity.

- September 2012 – Focus Leadership Workshops on diversity needs.
  - Skills form used in Workshops.
  - Responsible: Link Jacqueline Howard, Area Vice Director.

- Encourage all Western Area Chapters to recruit candidates 45 years of age and younger.
Encourage Chapters to nominate their members 45 years of age and younger for Scott Hawkins Institute.

- Develop Mentor / Mentee Training Workshops to be held at the Western Area Conference.
  - Develop Mentor Bank and house on the Western Area Website. Responsible: Programming
  - Highlight Mentors / Mentees in feature articles and / or acknowledgement at the Western Area Conference and Leadership Summit.
  - Develop criteria for Mentor Pin. Responsible: Area Director, Vice Director and Treasurer.
  - Goal is: Chapter with 85% participation.

- Develop a Computer Lab for “How to Use” Area Website.

- Western Area Conference Calls:
  - Call In #: 661-673-8600
  - Host Access Code: 337902*
  - Participant Access Code: 337902#
  - Capacity: 95
  - Schedule of availability: will be maintained by Janice White, Western Area Recording Secretary.

- Communication Hierarchy:
  - Email
  - Telephone (Be sure to leave Telephone # first)
  - U.S. Mail

- Protocol:
  - Use current Logo
  - Hierarchy – 1) Chapter, 2) Area, 3) National
  - Area Director – No Surprises; keep AD informed
  - U.S. Mail – Do not use “Link” in the title.

- “Membership Matters”, Link Jacqueline Howard: – Items being worked:
  - Alumna Request Form
  - 3rd Year Leave of Absence Form
  - Platinum Member Form
  - Exit/ Resignation Form
  - Revising Membership Manual

- Western Area Membership Status:
  - Active 1998
  - New 130
  - Platinum 14
  - Plat/Alumnae 70
• Alumna 437
• Affiliate 2
• Leave of Absence 64
• Resigned 327
• Chapters Less than 25 Members – 8

“SNAP, CRACKLE, POP”

☞ **Nominating Committee**: Link Vivian Hambrick Ryan, Chair: – Many changes coming….
☞ Election filing with Signature
☞ Campaign Literature to be distributed via the Website -1 article per candidate.
☞ Eliminate or reduce the candidate’s filing fee.
☞ Ensure a full slate of officers is presented

☞ **Programs**: - Link H. Diane Scott
☞ Introduced a new concept called “STEPS”
☞ Introduced the individual program chairs and they demonstrated how they are working to create umbrella programs in their respective facets.

☞ **Services To Youth** ---Link Argentina James
☞ STEM – Initiative initiated in the Western Area and is now a National Initiative.
☞ Grew out of the 2008 Western Area Breakfast in Seattle, WA.
☞ We need to understand the difference between “Initiative” and a “Signature Program.”
☞ Mentors – Are we tracking what our Mentees are doing?
☞ Also help the students with “how to interview” and” how to present themselves”.
☞ “ K thru 16” IS THE GOAL TO REACH!

☞ **Parliamentarian** – Link Johnnie Brown Swift
☞ The Roll is to be an “Advisor” to the Chapter Presidents on governing documents.

☞ **Financial Secretary**’s Report: - Link Cora Robinson
☞ Distributed and Reviewed the 2011/2012 Budget
☞ The Budget was accepted as presented

☞ **Treasurer Report**: Link Roxann Thomas Chargois
☞ Ensure – Treasurer to Treasurer in passing all pertinent information
☞ Alignment – with Area re: budgets and all financial matters
☞ National Assembly: Western Area will reimburse the following:
  • Air Fare - $350.00
  • Hotel - $178.00 per night divided by 2. (Wednesday – Sunday)

9/9/2012
• Registration – To Be Determined

 dez Motion: Western Area should consider implementing a tiered registration for the 2013 Western Area Conference…Details to be worked out by appropriate parties. Submitted by: Link Viner Manfoot-Greene…The motion passed.

Meeting Adjourned 3:00 P.M.

Janice L. White,  
Western Area Recording Secretary

Note: Items indicated in Green are corrections to original minutes. 5/24/2012