

San Antonio Women's Chamber of Commerce
Board of Director's Meeting
Institute of Texan Cultures
February 4, 2019

Board Members In Attendance: Dr. Yvonne Katz, Stacey Isenberg, Sarah Becher, Rebecca Hughes, Nicole Ross, Dr. Sandra Neubert, Casey Annunzio, Tammy Calton, Asia Ciaravino, Karen Dayle-Van Buskirk, Ilene Devlin, Angelica Docog, Belinda Gavallos, Amy Gonzalez, Mona Helmy, , Francy Leal, Diane Polanco, Francesca Rattray, Debra Reece, Reilly Smolinsky, Cindy Taylor, and Kristi Wyatt

Board Members Absent: Dr. Susan Blackwood, Adrienne Cox, Zina Guerra, Juanita Sepulveda, Barbie Scharf-Zeldes, Lori Johnson, and Kristen Villarreal

Pledge

All board members recited the pledge.

Executive Director's Report

Dr. Katz announced that the Transformational Leadership program began last week. The dates and speaker names were read for the January through June Transformational Leadership events. All SAWCC members are welcome to attend the spotlight portion of the program at no cost.

The SAWCC Foundation is getting started, which will produce the Gala and scholarships. Debra Reece has been selected as the first Foundation director. The SAWCC now has two paid staff members for the chamber and one for the Foundation.

Dr. Katz recognized Cindy Taylor, Adrienne Cox, and Angelica Docog for their election to the San Antonio Women's Hall of Fame. They will be inducted on March 23, 2019.

Secretary's Report

The January 7, 2019, minutes were submitted by e-mail to the board members. All of the 2019 board member locations have been set except for December. Any ideas can be submitted to Ilene.

ACTION: Sandra Neubert moved and Angelica Docog seconded a motion to accept the minutes as presented. The motion passed.

Treasurer's Report

Francy Leal distributed Profit and Loss, Balance Sheet, and Budget vs. Actual reports for 2018. The reports were discussed, with recommendations underway for improvements for 2019 on certain line items.

A three-year CD for \$20,128.52 is maturing on February 18, 2019. Nicole Ross will check on the current CD rates at IBC and Jefferson Bank.

ACTION: Cindy Taylor moved and Amy Gonzalez seconded a motion to renew the CD for three years, pending the determination of the bank with the best CD rate. The motion passed.

Committee Reports

- **Communications**

Kristi Wyatt reported that she is working on a communications strategic plan. The committee will meet next week to discuss social media, a member survey, data gathering, a website review, and the preparation of the overall strategic plan. The draft plan is projected to be ready by early February, the surveys developed in mid-February, the surveys deployed and data gathered in late February, the survey results in early March, and beginning to develop a strategic plan by mid-March.

Rebecca Hughes distributed a 2019 Constant Contact Communications Deadlines list. All committee chairs should submit any website announcement materials by the dates indicated to give Rebecca time to get the information online.

- **Smart Women Series**

Diane Polanco stated that the next series date was planned by the committee as February 28, but some communications had listed February 27. After discussion, it was decided to keep the Thursday, February 28, date. Listings on the SAWCC website will be corrected and e-mails will be sent to those already registered for the event noting the change in date.

A food sponsor is needed for the March event. The basic cost is around \$300.

- **Transformational Leadership Development Series**

Angelica Docog said the first session was held January 31, 2019. The group of 25 women were of mixed ages and backgrounds. The speaker, Lee Cusenbary, General Counsel and Chief Legal Office of Mission Pharmacal, talked on “Ethical Leadership in Corporations.”

- **Bloomberg Business Program**

Sarah Becher stated the committee will meet on February 6 to discuss potential topics for the program. The first Bloomberg session is in April.

Dr. Katz urged everyone to encourage friends and company leaders to have people attend the program series. The flyer is on the SAWCC website, and sign up begins on March 8. Corporate sponsors receive a varying number of attendee slots for the Bloomberg series. Nonmembers pay slightly more than members to attend the lunchtime meetings.

- **Golf Tournament**

Cindy Taylor reported that the SAWCC Golf Tournament will be held May 13 at the Republic Golf Course. A \$5,000 sponsorship has been received from CPS Energy, \$2,500 from Frost Bank, and \$1,000 from Jefferson Bank. All board members were urged to donate 175 items for the goody bags to be distributed to tournament participants. Cindy Taylor can pick up items, or Angelica Docog offered to collect them at the Institute of Texan Cultures ahead of the April SAWCC Board meeting to be held there. Outreach to new and past corporations is ongoing. The Sonterra Country Club course would like the

event to be held there in 2020. Diane Polanco offered to sponsor a massage chair at the tournament.

Dr. Katz noted that the tournament sells out every year. All board members are required to field one golf team. Individual players are \$140 each, with a team costing \$560.

- **Gala**

Debra Reece reported that the committee is working with Valero on contracts and refined processes for the 2019 Gala. Benefits and sponsorship packages will be provided at a later date. Valero will again have some construction underway during the event, so options are being considered. Debra is working with Dr. Katz on the Spirit of Courage award to a female military member. Also, Debra is working to get USAA as a Gala or Golf sponsor. Possible emcees were discussed.

Several board members raised issues with items for which they won the bid at the Silent Auction in 2018. Give Back Auctions has been unresponsive or very late in delivering items, plus some items had questionable authenticity. Discussion was held on various other auction companies or methods of handling the Silent Auction for 2019. The committee will review options.

- **POWERhour! Luncheons**

Angelica Docog announced that Renee Watson from the Small Business and Entrepreneurship Department, Bexar County, will be the speaker on February 6 at the Old San Francisco Restaurant. Already 71 people have registered. Gen. Sue Turner will conduct the installation of SAWCC Board of Directors. A number of guests are attending.

- **Mixer**

Amy Gonzalez and Reilly Smolinsky noted the Fiesta Mixer is scheduled for April 3. The Institute of Texan Cultures has an exhibit about Fiesta that will open on April 5 and has offered to share their event space and catering with us. Holding the SAWCC event at 5:00 before the regular ITC opening was discussed. An inquiry was made about the possibility of the exhibit being ready early in order to hold the Fiesta Mixer on the original date of April 3. Angelica has said that is not possible, so the option has been left up to the committee to have further discussions with Angelica and change the date to April 5 if necessary. Other possible locations and food providers were reviewed.

- **Membership**

Belinda Gavallos announced that the committee held a summit last week. They will do more corporate outreach, including commercial property management companies and the Ft. Sam contact list. An idea was raised to ask corporations that do not want to join the SAWCC to pay for membership for 10 college students. Several new members have joined, and other members have renewed. Belinda distributed a Membership Statistics – January 2019 list.

At the POWERhour! Luncheon on February 6, two representatives from Biolife will be present. This plasma donation company based in Madison, Wisconsin, is opening an office in San Antonio in April with 40–50 employees. Belinda urged members to meet and greet the representatives. Also, Daniel Vasquez, San Antonio Missions, will attend as a new small business member; however, Belinda has urged him to join as a corporate member and send his employees to events. All board members should act as greeters or table hosts for the meeting.

Belinda urged all board members to submit names to her of organizations that they feel are interesting and should be a part of the SAWCC or do combined projects with the chamber.

- **New Board Member Orientation**

Dr. Neubert reported that the New Board Member Orientation and Training was held January 24, at Dr. Katz's home. The evening was a chance for new board members to meet and receive training on their duties and the SAWCC online resources.

Debra Reece was asked her reflections on the event. She felt it was a good presentation, much better than receiving a mailed-out packet of information. Rebecca and Dr. Neubert walked the members through the online educational material.

The new board members are to study the online bylaws and duties within 30–60 days of joining the board. Also, they can order business cards online.

- **Charity of Choice**

Asia Ciaravino asked for clarification on procedures and past information on the selection process. She is setting up a committee meeting. Rebecca said she would send her the timeline and information from last year's nominations.

- **Mentorship Program**

Karen Dayle-Van Buskirk reported that the committee met last week. They are planning an event in conjunction with the YWCA for International Women's History Month in March. They need a guest speaker for the event. Also, ideas for highlights include various cultural groups having food tastings. A budget of around \$1,000 would be needed for the food tastings.

An event with women veterans who want to start or are in business may be planned for Ft. Sam or Port San Antonio. That could cover business operations and tax procedures. Rebecca Hughes stated that Adrienne Cox had offered Port San Antonio to host the event.

A program involving STEM could have women engineers, medical experts, and architects. The date is to be determined.

Karen recommended that the SAWCC establish a Directory of Member Skills. That way, members needing assistance could search the directory for possible mentors for a particular situation.

Krisi Wyatt noted that Forbes magazine has a Mentorship Online program whereby professionals offer office hours to answer e-mailed questions on business topics. The SAWCC could establish a similar mentorship option.

Tables at college fairs and updating the SAWCC website content were discussed.

Other Business

Rebecca Hughes asked for feedback on sending the minutes and agenda in e-mails prior to each board meeting, as was done for the February event. Everyone agreed that the process worked well. Board members still need to log in and register for each board meeting so a food count can be taken. She also welcomed general website feedback.

Mona Helmy announced that the San Antonio Manufacturers Association will hold a trade show on May 19. The 10' x 10' booth normally goes for \$450, but she might be able to get SAWCC a booth for free, if desired.

Adjourned: 12:59 p.m.

Respectfully Submitted,

Ilene W. Devlin, Secretary