

Columbia (MD) Chapter
The Links Incorporated
August 30, 2017
Executive Committee Meeting
Conference Call
Draft Meeting Minutes

Adoption of the Agenda

The agenda for the meeting was adopted and the meeting convened at 8:00 p.m. via conference call. The roll call revealed 13 members of the Executive Committee were present, thus establishing a quorum. The following members participated: Links Lenaye Lawyer, Allyson Owens, Rochelle Michaux-Conway, Wanda Nelson, Vivian Lawyer, Shanna Travis, Greta Gardner, Rhonda Ricks, Veronica Morrow, Lisa Cooper-Lucas, Tanya Hannibal-Sellers, Grayce Simmons, Myra Smith, Carol Ann Smith, Diana Smith, Diane Martin, and Shavon Arline-Bradley.

Review of the Minutes of May Meeting

The Minutes for the May meeting were presented.

Correspondence

No correspondence was shared with the Executive Committee

President's Report

Link Lenaye Lawyer shared the information listed below:

- Fundraising and membership committees worked diligently this summer
- Upcoming events and conferences were mentioned:
 - 41st National Leadership Conference
 - Links Leadership, October 26 – 27, 2017
 - Public Issues Forum, September 21, 2017
 - Links Legislative Forum, September 22, 2017Registration is open for these upcoming forums.

Vice President's Report

Link Rochelle Michaux-Conway shared the following information:

- Membership committee convened, August 20, 2017
- Members' requests:
 - Link Yvette Rooks – sabbatical for the 2017-2018 year
 - Link Leila Potts Campbell-leave of absence, 2017-2018 year, health concerns

The Membership Committee voted to move the requests of these members to the Executive Committee. Link Rochelle moved on behalf of the Membership Committee that the Executive Committee recommend to the Columbia (MD) Chapter to grant these attendance requests for the aforementioned members. The motion was second by Link Vivian Lawyer.

Favor -7

Oppose – 0

Abstention – 1

- Link Loyce Pickett – transferred to Tucson, AZ chapter
- Link Avolon Moses requested dual status
- Link Zola Boone is working to identify Platinum status members

Chapter voted for new member intake, voting for new member candidates in the Fall and forms are due September 25, 2017 at midnight. Candidate names to be presented at the October Chapter Meeting.

Financial Secretary's Report

Link Vivian Lawyer report of funds received is delineated below:

- The report encompassed monies collected for the months of May, June, and July 2017.
- Month of May, 2017, \$14,864 (Jazz Brunch Assessments)
- Month of June, 2017, \$500 Jazz Brunch assessments - \$300 tickets = \$800
- Month of July, 2017, \$19,250.00
- Funds were transmitted to treasurer
- National Dues refunded to Link Loyce Pickett

Treasurer's Report

Link Cestaine Glover reported that she is attempting to access electronic files from M & T Bank and that she is accessing *QuickBooks*. Additionally, the Finance Committee will convene, September 5, 2017. She further stated, that it is imperative that members follow accounting procedures as per Internal Revenue Service (IRS) guidelines.

Audit Committee

Link Wanda Nelson shared that the audit was completed as per guidelines as of June 29, 2017. The purpose of the audit was to analyze and assess the risk potential. The committee convened quarterly and identified 22 recommendations which should be followed as per the National Audit Committee. The audit report was submitted.

Parliamentarian's/Bylaws Committee

Link Carol Ann Smith reported an outstanding matter:

To vote on a correction to the newly adopted Bylaws as this was deferred due to a lack of a quorum at the May, 2017 chapter meeting. Additionally, the May meeting minutes need approval.

Fundraising Committee

Link Shanna Travis shared the information noted below:

- 2017 Fundraising Committee working diligently on our signature event
- Monthly meetings convened, venue and artist secured, and 1 more deposit is to be paid to the venue and artist
- Team working to secure vendors, 15/20 spaces reserved
- September 12, 2017, committee will tour venue
- The next meeting will convene at Link Lenaye's home to develop the program

- Social media posting schedule shared with Chapter members at the May meeting, we desire for members to collectively leverage their social media postings to publicize the Jazz Brunch

Strategic Planning Committee

Link Shavon Bradley report is delineated below:

- Committee convened Monday, August 28, 2017, discussed lessons learned
- Focus is on integrating programs to ensure work with each facet chair, goal is to identify one person to serve on facet committee
- Work to provide technical assistance
- Document activities to yield progression
- Brand of the Links should be made public showcasing the progressive value of programs to the community
- Support to be provided to program chairs
- Retreat, Spring 2018
- Will upload progress toward our goals to ensure alignment to National Programs

Technology Committee

Link Diana Smith's report is listed below.

- Technology Committee convened, August 17, 2017
- Plan to fix the calendar published on the website
- Discussed community connections, desire to add events of organizations via our website
- Links in the Spotlight section on the website
- Pages on the website need updating
- Requesting members help with keeping pages updated (Chapter Officers' page and Membership page should be updated) Link Rochelle Michaux-Conway to provide updated membership roster
- Share upcoming events with Link Diana Smith
- Committee is developing Standard Operating Procedures (SOP)

Service to Youth

Link Diane Martin's report is listed below:

- Meeting convened, June 2017, via conference call
- Acknowledged Link Shanna Travis for her leadership, commitment, curriculum development of the For Girls Only Program. Link Shanna is stepping down as chairman of the program.
- New chairman is needed
- Link sisters presented scholarships
- Scholarship committee convened and one student selected to receive \$2500 (student to attend UMES in the Fall); no Howard Community College applicants
- Twenty-six MESA students finished second place in the competition

National Trends

Link Greta Gardner stated there was no report. However, she shared her actions, thoughts and commentary with respect to Madame President's expectations which are conveyed below:

- Met with Link Grayce for transition and to obtain a sense of the work
- Will examine concerns in Howard County with respect to Black Women, maternal health, and Rock Baby
- Consideration for an assessment of needs and how National Trends could contribute and make a difference

The Arts

Link Lisa Cooper-Lucas' report is below:

- Moving forward with Peabody Concert 2018
- This will be the 30th Peabody Concert and will plan an amazing event
- Recruiting for committee members
- Peabody is very excited to create summer workshops with funding for students and other Links chapters could nominate students
- Supporting students at Jeffers Hill Elementary School- art project
- Goal to convene monthly conference calls with strategic planning for continuity across all facets
- Date for Peabody Concert to be shared at Chapter meeting

Health and Human Services

Links Rhonda Ricks stated, no report

International Trends and Services

Link Allyson Owens stated no report, however, the following information was shared with the Executive Committee.

- ITS meeting will convene, Tuesday, September 26, 2017, Nordstrom Café , 6:30 PM
- Partners in Progress dates – March 22 and 23, 2018, St. Croix
- Dates are locked in with Lutheran Services
- The dates will be shared at September Chapter meeting

New Business

Suggested language: Add to the September 2017 Meeting Agenda, review of the April 2017 Chapter meeting minutes as the minutes were not approved in May 2017 as a quorum was not established.

Joys and Concerns

Please pray for those impacted by Hurricane Harvey in Houston and New Orleans.

Meeting adjourned: 9:30 PM

Next Meeting: Link Lenaye's Home

Reminder to RSVP to Link Tanya Sellars-Hannibal for Chapter Meetings as we convene at Seasons 52 by Tuesday prior to each meeting.

DRAFT