

Welcome!



January 2017



CONNECTIONS | CAREERS | COMMUNITY

EWI's Core Foundation

Mission:

Executive Women International (EWI) brings together key individuals from diverse businesses for the purpose of: promoting member firms, enhancing personal and professional development, and encouraging community involvement.

Vision:

To be a global women's organization of 5,000 engaged members empowering others for positive change.

Values:

Integrity | Excellence | Respect | Collaboration

2016-2017 Officers & Directors

President

Dawn Truman
J. P. Weigand & Sons, Inc.

Vice President

Tami Barker
The Hyatt Regency, Wichita

Secretary

De Nelson
City of Wichita

Treasurer

Davna Gould
HealthCore Clinic

Fundraising

Mallory Minor
Star Lumber & Supply Company

Membership

Lisa Capps
Envision

Communications

Karen Smith
Westar Energy, Inc.

Sergeant-at-Arms

Debbie Pfingsten
Meritrust Credit Union

Programs

Jan Baggett
Wichita Chamber of Commerce

Director-at-Large

Teresa Arthur
Commerce Bank

Advisor

Tracy Lucas
High Touch Technologies



President –
Dawn Truman



2016-2017 Officers & Directors

Committee Chairs:

Advisory – Tracy Lucas
Fundraising – Mallory Minor
Parliamentarian – Marcia Miller
Nominating – Tami Barker
Communications – Karen Smith
Conference – Tami Barker
Website – Pam Dinwiddie

Strategic Planning – Tami Barker
Historian – Theresa Hogan
Scholarship/ASIST – Jeanetta Bolin
Scholarship/EWIST – Stacy Guinn/Nancy Umholtz
Sergeant-At-Arms – Debbie Pfingsten
Membership – Lisa Capps

Some History . . .

Executive Women International was established in California in 1938 when Lucille Johnson Perkins recognized the importance of and potential for an association of key women who work with their executives to promote their firms and improve their community. On April 29th of that year, Articles of Incorporation were filed with the State of California under the name of Executives' Secretaries, Inc. In May 1939, the Los Angeles business community recognized the value of such an organization, that city's chapter was chartered, and EWI was on its way.



Since then, additional cities throughout the United States, Canada and Europe have joined, forming a prestigious and exclusive organization of key firms and individuals. The organization achieved its "international" status when the first Canadian chapter was chartered in Calgary, Alberta in August 1964. During the 30th Annual Meeting of the corporation in 1977, the organization's name was changed to Executive Women International. This change reflected the international expansion of the organization and recognized the changing roles of women in business along with the diverse careers held by its representatives.

Over 1,600 companies and 2,100 representatives are members of EWI today in 75 Chapters located in major cities in the U.S., Canada, and Europe. EWI is the premier organization for networking and leadership development for today's business professionals and their firms.

About Us . . .

The Wichita Chapter of EWI was chartered on January 5, 1970 with Mary Williams from The Coleman Company being the first president. Many of the charter firms still maintain their membership in EWI. These firms include: Associated Integrated Marketing, Berry Companies, Inc., Cessna Aircraft Company, Murfin Drilling Company, Inc., and Westar Energy, Inc.

The chapter has supported EWI programs throughout our 45-year history. We support the **Adult Students in Scholastic Transition (ASIST)**, which awards a scholarship to an adult at a transitional point in their life.

The **Executive Women International Scholarship Program (EWISP)** scholarship is awarded to a high school senior to assist with costs associated with college.

Events and Meetings . . .

Reading Rally promotes literacy among grade school children and since 2003 the Wichita Chapter has held our event at Colvin Elementary.

Regular Monthly Chapter meetings are typically held on the 3rd Wednesday of the month. The format varies but generally includes a speaker on subjects that are educational, motivational, inspirational, or address current issues facing our community.



Business meetings are held at least three times a year. Committee reports are given and matters requiring a vote are brought before the membership. Most Board of Director positions hold a one-year office term and are installed at the October meeting.

Firm Night provides a forum for a member firm to highlight their business and provide an educational update to the membership on the firm. The firm that elects to host a firm night is given a budget based on the chapter monthly fee and number of attendees. Expenses outside of that budget are the expense of the firm hosting the event. Bring your Executive, Spouse or Guest!

Continued . . .

Executive Night is typically held in August and allows the current president to recap the activities for their term and honor our firms/executives. EWISP and ASIST scholarships are presented at Executive Night. Biggest meeting of the year – bring your Executive, Spouse or Guest – dress up night!



Fundraising Meeting is a mandatory meeting – every firm pays for this meeting, but attendance is not required. The Wichita Chapter typically has two fundraiser events per year, such as Trivia Night - very fun!

Lunch Bunch and Wine & Dine Is an optional social event scheduled by the social committee. This event is a more intimate setting where members can get better acquainted and is usually held over lunch or in the evening.

LCAM stands for Leadership Conference and Annual Meeting. To join the Academy of Leadership (AOL) Alumni you must complete four Academy of Leadership courses provided by the EWI Corporate office. These courses can be acquired through LCAM. LCAM and AOL is an optional professional development opportunity for the representative.



KEEP INFORMED ABOUT OUR CHAPTER AND UPCOMING EVENTS AND MEETINGS BY READING THE EWI CONNECT! IT'S FOUND ON OUR WEBSITE AT WWW.EWIWICHITA.ORG UNDER THE CONNECTIONS TAB!

What's on the Website?

- **Home** – President Welcome Page
- **Connections** – Chapter Newsletter, Roster, Calendar, Committees, Past President listing, board listing
- **Careers** – Chapter documents, Webinars, Professional Development, Academy of Leadership (AOL)
- **Community** – Scholarships, Reading Rally, Other community philanthropy
- **About** – Member benefits, joining EWI, Sponsorship Opportunities, Officers, Executive Advisory Board, Past Presidents

Roster Information

Firms are represented on the website through the Firm Name, Representative Name and Executive Name. They can be found by accessing the Connections tab. For security purposes, Representative and Executive are protected by members only and will need a login and password to access the information.

Other Information requiring a login and password

Committees in the Connections tab

All information listed in the Careers tab

EWI Meeting Attendance Requirements by Firm and Representative . . .

- ❖ Each member firm is encouraged to be represented by a Representative or an Executive at seven (7) meetings within the chapter year.
- ❖ A Representative should attend a minimum of six (6) meetings during the chapter year. Some meetings are monetarily mandatory whether you attend or not; payment is necessary at these meetings. If you do not RSVP, hence not attending, you will receive a statement of any monies due.
- ❖ The two (2) meetings a year that are mandatory are:
 - Spring Fundraising Event
 - Fundraising firm luncheons or other event
- ❖ Each month, representatives are expected to submit an RSVP for that month's meeting letting the Sergeant at Arms know if the representative **IS** attending or **NOT** attending. This is essential for record keeping and end of year metrics. Please do not email the Sergeant at Arms, unless the website is down.
- ❖ To RSVP to monthly meetings, access the website, click on the [Connections](#) menu, then [Chapter Calendar](#). Click on the monthly meeting located on the calendar. Complete all necessary steps.
- ❖ Representatives are also responsible for RSVPing for their executives and any guests (such as significant others) that they may wish to bring. Please name your guests or executives in the [Comments](#) section of the RSVP form on the website.
- ❖ Payment options are on the website when you RSVP to the monthly meeting. You may choose to pay by check, credit card, or credit account. Credit account is for representatives who have prepaid for some or all of the monthly meetings with their membership dues at the beginning of the year.
- ❖ RSVPs are due by the Friday before the monthly meeting. You must also cancel by Friday, 6 p.m., of the week prior to the meeting to receive credit if already paid. If you do not cancel, it is considered a "no show" and you will be charged for the meeting. The Chapter pays for the number of people submitted, whether they attend or not.

Taken from EWI Chapter Standing Rules

Article V Membership

A Chapter will consist of an association of non-competing businesses, governmental agencies, non-profit enterprises or associations actively engaged in the conduct of business which meet all requirements of the Corporation and the Chapter (“Member Firms”).

Classes of Membership

1. Member Firm.

A member firm shall be a business, governmental agency, non-profit enterprise or association actively engaged in the conduct of business and admitted to membership by the Chapter. Member firms shall be classified in accordance with the standardized classification system outlined in the Corporation’s procedures.

- (1) Each member firm shall appoint a minimum of one (1) representative and may appoint up to two additional representatives upon the payment of the appropriate dues for each additional representative.
- (2) No individual shall serve as a representative for more than one (1) member firm. The representative may not transfer representative status to another firm.

Chapter Bylaws Adopted at September 13, 2014 Annual Meeting Representative status shall cease immediately and without action of the Chapter upon termination of employment with a member firm.

2. Individual.

An Individual Member will be an individual employee of a business that is not a member firm of the chapter. An Individual Member shall not promote said business. An Individual Member will be posted to the chapter following the same procedures potential firms follow.

3. Chapter Alumni

An Individual Member that meets at least one of the following criteria:

- 1) A member firm representative, with good standing retires from the firm and want to continue in EWI
- 2) A member firm representative who has served as Chapter President and is no longer employed by the firm when they served as President and want to continue in EWI
- 3) A member representative that is granted Chapter Alumni status by a board voting process based on special meritorious service above and beyond the call of duty to the Chapter.

This membership class is an honorary title only and does not carry with it any rights and privileges or obligations. It was adopted by the Wichita Chapter after the definition of the Life Member language from the EWI Corporate office was modified in September 2014 which stated that Life Members were eligible to incur annual fees. Wichita Chapter Life Members were thus grandfathered into this classification to avoid the penalty of excessive annual fees.

4. Transitional Member.

The Board may grant Transitional membership to an individual not otherwise qualified for membership, who has been a Representative in good standing and who has become unemployed due to elimination of job position, mergers, acquisitions or other legitimate business reasons. Transitional membership will be in effect until such member will resume full time employment, but in no case will this membership extend for a period of more than one (1) year. A Transitional Member will have no voting rights and will not serve as an Officer or Director. A Transitional Member may attend all membership meetings and functions. Eligibility of the prospective Transitional Member will be determined by the Chapter Board, subject to the approval of the Chapter. Transitional Members will not be subject to assessment.

The Sustaining Membership is not a classification that was adopted by the Wichita Chapter.

Section 2. Application for Membership

- A. Member Firm. A firm proposed for membership will submit its application to the Chapter for approval in accordance with Corporate and Chapter Bylaws, Corporate and Chapter procedures, and Standing Rules of the Chapter. Recognition by the Chapter and the Corporation of the firm as a Member Firm will be official upon receipt of the completed application and all required fees and assessments by the Corporation at its business office, and upon meeting the requirements of the Corporate and Chapter Bylaws, Corporate and Chapter procedures, and Standing Rules of the Chapter.
- B. Other Membership. Individuals seeking membership under any of the special classifications set forth at Article V, Section 1.B., above will do so according to procedures and terms and conditions as required by the Chapter. Membership recognition will be official upon receipt of the completed application and any required fees and assessments by the Corporation at its business office, and upon meeting the requirements of the Corporate and Chapter Bylaws, Corporate and Chapter procedures, and Standing Rules of the Chapter.



EWI Treasury and Budget . . .

The EWI budget is for the operating year of October 1 – September 30, while the reporting periods are calendar year accounting January – December. When budgets are submitted to the board in August, much depends on the number of renewing firms and how much the fundraising groups can contribute to meeting the budget income streams – information that is unknown for many months after the budget is in place. Most of the committee work culminates late in the year events. By example: Reading Rally, Executive Night and LCAM happen late in the September-October timeframe.

Treasury for EWI Wichita is a two-tiered process. Most of the income and expenses flow through the operating accounts of the chapter and are available for use by all committees within our framework. Additionally, our chapter chose many years ago to separate and safeguard the 501(c)3 funds dedicated to our Business/Career/Development Program in an endowed fund. Since the IRS has recognized the BCDP program as a charity, funds that are held under that umbrella can only be used for recognized philanthropic expenditures – like our EWISP and ASSIT scholarship, Reading Rally, and donations to other 501(c)3 charities. Within the BCDP program we have established an endowment for our scholarship program. This established a minimum \$40,000 investment balance. This further restricts the use of BCDP funds to only that balance over \$40,000.

Committees

The Chapter President assigns representatives to serve on one or more committees.

- **Budget:**
Prepares the Chapter budget and submits it to the board for their approval. Following board approval, the budget is presented to the membership for their approval. The Chapter treasurer serves as chairman of the Budget Committee, which includes the vice president/president-elect and a least 1 other representative.
- **Courtesy:**
Chapter Representatives notify the Chapter President of representatives/executives/alumni that have “various life changing occasions.” The Chapter President notifies the membership and the Courtesy Committee is responsible for following these guidelines for the recommended observed occasions.
- **Fundraising:**
The Fundraising Committee is responsible for raising funds to support the chapter, travel and philanthropic endeavors.
- **Hospitality:**
Members of this committee are assigned to prepare and distribute name badges at chapter meetings. This committee also greets members before Chapter meetings.
- **Membership:**
The Membership Committee researches prospective firms, distributes information, performs follow-up and gathers applications for all approved members.
- **Nominating:**
One of the responsibilities of this committee is to select and propose delegates and alternates to the Annual Meeting and also prepares a slate of officers and directors to serve on the Board of Directors for the coming year.
- **Program:**
The primary responsibility of this committee is to plan innovative, informative programs and selects meeting locations, menus and assigning a representative to deliver the invocation each month.
- **Retention/Orientation:**
This committee has the responsibility for the orientation of all new representatives, along with the task of keeping representatives interested and excited about EWI.

- **Scholarship Selection & Investment:**
This Committee has the responsibility to oversee the BCDP funds.
- **ASIST (Adult Students in Scholastic Transition):**
The committee provides applications to local agencies, i.e. educational providers and social services agencies, to identify potential ASIST candidates.
- **EWISP (Executive Women International Scholarship Program):**
EWISP is open to qualifying high school seniors. Students are nominated by their schools to participate in the scholarship competition. Judges select winning students based on their needs, scholastic achievement, leadership qualities, good citizenship and extra-curricular activities.
- **Strategic Planning:**
Reviews and revises the Strategic Plan, every 2 years if needed, for EWI of Wichita.

Benefits for You ~

- Provides an opportunity for representatives to enhance effectiveness to their firms through association and exchange of ideas with the Chapter's prestigious member firms.
- Extends the opportunity for personal growth and development of leadership skills through participation in the Chapter's activities and by taking an active role in the Chapter's Board of Directors.
- Allows opportunities for serving in the community through the philanthropy initiatives such as those of literacy and educational advancement scholarships for EWISP and ASIST individuals.
- A mentor(s) has been assigned to you to help you become familiar and comfortable with the Wichita Chapter. Your mentor will be contacting you soon!
- Welcome to our EWI family! We are a member centric organization.



A Message from the President ~

EWI of Wichita is a strong chapter with firms that represent the local community in a powerful way. As president of the term year, 2016-2017, the leadership's goal is to focus on the EWI mission of Careers, Connections and Community using 4 complementary elements: Improving representative/board/executive engagement by building better tools for communication, increasing attendance at chapter meetings, focusing on programs that are meaningful to the membership, improving our operating and B/C/DP accounts for sustainability today and into the future.



Dawn Truman
Wichita Chapter President