



NATIONAL COUNCIL OF NEGRO WOMEN
INLAND EMPIRE SECTION
Executive Board Meeting
Thursday, September 22, 2016

CALL TO ORDER

The Executive Board meeting of the Inland Empire Section was called to order at 5:48 PM by 1st Vice President (and President-elect) Milele Robertson, who filled in for Section President Melody “Anye” Riley.

DISCUSSION ITEMS

Protocol of Installation of New Officers

Treasurer Gwendolyn Heard Nelson explained the protocols for installation. VP Robertson stated that Member Deborah Robertson will install the new officers. The ceremony will include recognition of outgoing officers and individual acknowledgment and collective swearing-in of incoming officers. Both Bethune Center Executive Director Beverly Powell and Member (Recording Secretary-elect) Lisha Smith will look for language for the swearing-in portion of the installation.

Transition of Officers

Recording Secretary Lois Carson provided Lisha with a notebook that contains the history of the Section and the Bethune Center, year-end reports, and minutes from September 2014 through May 2016.

Duties of the Correspondent Secretary may be shared as responsibilities will be added, including the creation and maintenance of a Section website and electronic newsletter. Other duties will entail sending out meeting notifications, and keeping the group email list current. The task of picking up mail is typically shared with Treasurer Heard Nelson.

Milele had already updated 1st Vice President-elect Jernine Williams about the position’s duties, which mainly focus on the Section’s programs, including but not limited to the following annual events: blood drive donations during the Dr. Martin Luther King, Jr. holiday weekend, the City of Rialto’s State of Women in March, and the Section’s Spring Tea. Responsibilities will also include securing program speakers and coordinating theater events. Millie also expressed interest in our Section hosting a “Black Rose” type affair.

Gwendolyn provided the 2nd Vice President’s report in Gloria Chichester’s absence. She stated that there are less than 15 members who have not responded to multiple emails alerting them that their annual dues are (over)due. The Board Members agreed to the recommendation to send out one last ask to those who have been unresponsive. If they choose not to reply their names will be dropped from membership.

Bethune Height Recognition Luncheon

Service Project: Gwendolyn explained that during the luncheon each Section will make a brief one-slide presentation on the community service project its members will host/hold on Saturday, February 4, 2017. Milele spoke about a possible partnership with Life Transition to feed the homeless. The organization does a special outreach during Thanksgiving called Operation Gobble. However, in thinking of the February 4th date for the Section's outreach Lois suggested that our project involve giving toiletry items to the homeless. Milele will reconnect with her contact at Life Transition to see if we can partner and give out toiletry packages in February and still participate in Operation Gobble in November. Board Members also agreed to think of an appropriate name for our outreach project.

Dress Attire: Gwendolyn and Lois shared that last year the IE Section members wore navy blue and gold, either a dress or suit, to the luncheon. The Board Members agreed with wearing the same colors in October. Milele will have buttons made for each member to wear the day of the luncheon. Our Section has sold all of its assigned 20 luncheon tickets and we have requested an additional six (6) tickets.

Milele would like all IE Section members to arrive 30 minutes before the start of the luncheon, to take a group photo. To date Members understand the luncheon is to begin at 11AM, however, she will confirm the start time based upon last year's delayed start time.

IE Section Program Ad: Milele shared that our Section has exceeded its required placements of two (2) ads for the luncheon program. We have successfully secured one (1) Section ad and two (2) community ads.

Establish Committees and Chairs

Milele recommended that the IE Section form committees that align NCNW's national programs, covering the areas of: legislation, health and safety, and education. After some discussions the Board Members agreed with the formation of the three committees and the inclusion of a Bylaws Committee as well. Lisha agreed to chair the Legislative Committee and Jernine will chair the Education Committee. Milele will reach out to other members to consider chairing the Health & Safety and Bylaws committees.

Program Annual Fund Letter

Lois distributed copies of the draft program annual fund letter. After review of the letter one change was suggested. With the Members agreement on the letter as edited, the discussion then focused on consideration of increasing the IE Section's local dues to \$71, thereby giving the chapter more resources to be more active in the community. Given discussions on raising the national dues from \$30 to \$50, IE Section dues, if approved, could increase from \$61 to \$101, up to \$121. Increasing the dues will be put on the agenda for an upcoming general meeting.

Bethune Center

Executive Director Powell reported that the move to the new location at 141 S. Riverside, Rialto is progressing. Some items are still in storage; but once most of them are moved to the new offices, she will look for a smaller storage unit to reduce costs.

A new interim Executive Director may be coming on board soon. Ms. Angela Sims is shadowing Beverly on Thursdays to learn about the Center and the Executive Director's duties. The Center still needs someone with grant writing experience.

Monthly membership meetings will be held at the new offices provided by the City of Rialto. The site will be known as the Rialto-Bethune Resource Center. At this time only the Executive Director will have the key and access code for the building. The offices will be open tentatively 8 AM to 5 PM Monday through Thursday and 10 AM to 2 PM on Friday.

Other Business

Milele shared that our Section will be hosting the first Southern California Area Section rotating meetings on Saturday, Oct. 1, 2016, from 11 AM-2 PM. She has extended invitations to Executive Board members to attend. Milele shared the idea of rotating the Area Sections meetings when the Section Presidents met in July.

Our Section received an invitation from the Metro Sun of Arizona Section to attend its conference of teaching to be held May 5-7, 2017, in Tempe, AZ. At Lois's request, Milele read the letter to the Board Members. The item was informational only.

Adjournment

The meeting was adjourned at 7:18 PM.

Minutes Prepared by Lisha B. Smith