

**WOMEN LEADING GOVERNMENT  
DELAWARE CHAPTER  
BUSINESS MEETING  
February 8, 2017 at 11:30 a.m.  
Duncan Center, Dover DE**

**AGENDA**

1. Dues & Lunch Fees
2. Updates from Committees
  - a. Communications – Christine Crouch
  - b. Meetings – Mary Ellen Gray
  - c. By-laws – Devan Stewart
3. Lunch
4. Speaker Debbie Pfiel, Senior Planner, KCI
5. Adjournment

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*Date | time* 2/8/2017 11:30 AM | *Meeting called to order by* President Terry Tieman

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## Approval of Minutes

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There were no prior meeting minutes needing approval.

## Meeting Minutes

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The meeting of the Women Leading Government – DE Chapter was called to order by President Terry Tieman at 11:30 a.m. at the Duncan Center in Dover Delaware. Terry introduced the guest speaker Debbie Pfiel noting she would be speaking to the group after lunch and all regular order of business would be handled prior to lunch.

Discussion was had with regard to dues and lunch fees. It was suggested that annual membership dues would be \$20 per person. Lunch costs were set at \$15 per person for members and \$20 per person for non-members. It was noted that with the initial dues, the organization will be able to establish a checking account to pay for educational speakers and their lunches. Dolores Slatcher made the motion to approve setting the annual dues at \$20/person and lunch fees at \$15/members; \$20/non-members. Carol Houck seconded the motion, with all present voting in favor.

## Committee Reports

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- Communications – Christine Couch
  - Christine advised the committee had discussed several items. She agreed to send out meeting reminders and agendas for upcoming meetings. She asked that everyone ensure their information was correct on the master email list. She noted she would also email out the minutes prior to upcoming meetings for approval. The committee did have a discussion regarding website hosted by ICMA but it was unsure if ICMA would allow that; California is currently the only one who does. It was discussed about the potential use of Facebook and Social Media. Anne Marie Townshend agreed to reach out to Rita to see if a website was an option for us.
- Bylaws – Devan Stewart
  - Devan noted the group has been using Google Docs to look at the bylaws of some the other groups and that they were recommending to scale them back some to tailor to Delaware's needs. They are still working on them and will have more at a future date. They also would like to make the mission statement Delaware specific.

Terry noted she had been asked if an individual who is not working in government, but has dealings with or works closely with government agencies would be allowed to participate in the group. It was noted that we want to grow and nurture higher levels of public service and suggest writing language around it in the bylaws.

- Meetings – Mary Ellen Gray
  - Mary Ellen noted that a regular meeting schedule needed to be established, as well as a schedule of guest speakers. Discussions were had regarding quarterly or bi-monthly meetings. Many were of the

opinion that quarterly meetings work but are not as effective. Anne Marie made a motion to hold the meeting on a bi-monthly basis on the 4<sup>th</sup> Wednesdays of the month. Devan Stewart seconded the motion with all voting in favor. It was noted that all meetings will continue to be held in Dover, as it was a central location, unless it was a special meeting requiring a location change. The executive committee/steering committees will meet bi-monthly opposite the larger group. Mary Ellen asked that if anyone had suggestions regarding speakers or topics to send them to her.

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## Announcements

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No Additional Announcements were made

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## Adjournment and Next Meeting

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The meeting was adjourned to for lunch and reconvened for a presentation from Debbie Pfiel at 12:30pm. The meeting adjourned following the presentation, with the next meeting being set for Wednesday, March 22<sup>nd</sup> at 11:30 am in the Duncan Center – Dover, DE.