

*Advancing Women in Transportation*  
Greater Dallas/Fort Worth Chapter

2006

*Annual Report*

**Women, like men, should try to  
do the impossible. And when  
they fail, their failure should  
be a challenge to others.**

*- Amelia Earhart*

# WTS Mission

The Greater Dallas/Fort Worth (D/FW) Chapter of WTS provides opportunities for networking, professional development, and leadership for women in all fields of transportation.

WTS fosters the exchange of ideas among professionals and education in local, regional, state and national transportation issues in an effort to put our members on the forefront of industry change.

Advancing Women in Transportation. Advancing Women in Transportation. Advancing Women in Transportation.



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The Greater Dallas/Fort Worth Chapter of WTS was incorporated in 1989. Membership has continued to increase steadily through a variety of programs and professional development seminars, as well as through recognition of outstanding achievement through awards and scholarship programs. Past Presidents include the following: Wanda Schafer(1990-91),Michelle Saye(1992), Rose Anderson (1993), Nancy Johnson (1994-95), Wilma Smith (1996-97), Cheri Bush (1998-99), Kay Shelton (2000-01), Janice Crow (2002-03), and Sandy Wesch-Schultz (2004-05).

# Letter from the President



## Christie Jestis

I would like to take this opportunity to thank our members for their continued interest in participating in and expanding the Greater Dallas/Fort Worth Chapter of the Women's Transportation Seminar (WTS). Over the last year, the Chapter has continued to offer excellent programs and initiatives that provided professional development opportunities to our members. Our Chapter Board of Directors has experienced several ups and downs this year, but has maintained the consistency and integrity of Chapter goals and objectives.

Beginning in March 2006 and extending throughout the year, the Chapter Board led a strategic planning initiative in which we reviewed our existing programs with an introspective and critical eye to determine how we would like to grow and improve as a Chapter. The following ideas resulted from that effort and have proceeded toward implementation:

- ♦ Grow our individual membership and corporate partnership – We have set goals to raise membership levels over the next year, specifically by increasing the value of memberships. In addition, now that the 2006 Conference is over, we have initiated the annual corporate partnership drive. Our goal is to increase the number of corporate partners and encourage them to upgrade their partnership levels when possible.
- ♦ Raise the caliber of speakers at WTS Chapter events – One of our main goals during this two-year term is to attract even higher level speakers than we have seen to date.
- ♦ Research and initiate an Advisory Board – Many other WTS chapters in the nation have initiated Advisory Boards. These boards consist of former Chapter presidents and high level community leaders that have an interest in advancing women in transportation. We have researched the existing Advisory Boards across the nation and are now in the beginning phases of creating one for this Chapter.
- ♦ Determine future of Chapter HOME Funds – Four years ago, the Chapter initiated the Annual Golf Tournaments to raise money to Help Our Members Enroll (HOME) in the 2006 WTS Conference. Now that the conference is over, and we have significant funding remaining in the HOME Fund, we will to determine the best way to spend these funds.
- ♦ Creation of Diversity Series and Award – Along with the WTS International Office, we are working to expand our participation in diversity activities and events. As a first step in this direction, we commenced a Diversity Series with the first workshop in the series held in October 2006. In addition, the Chapter Board of Directors recently voted to initiate our first diversity award that will be awarded for the first time next March.

We have accomplished a great deal this year, none of which would have been possible without the support and leadership of a dedicated Board of Directors, Committee Chairs, Members, and Corporate Partners. Thank you for contributing your time and energy. You are the Chapter's greatest strength.

Christie Jestis, Greater Dallas/Fort Worth Chapter President



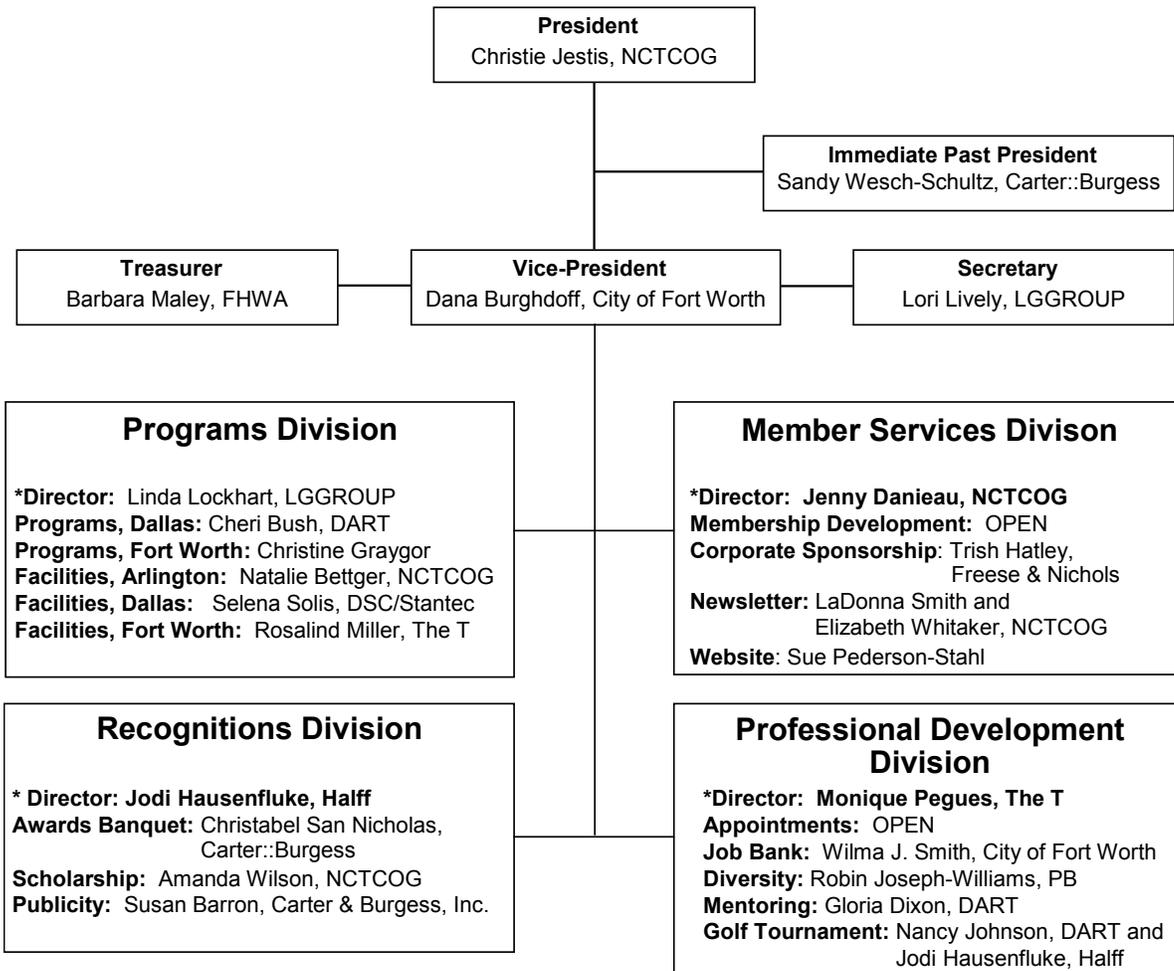
Christie Jestis with  
Immediate Past President  
Sandy Wesch-Schultz

# Board of Directors

## Membership and Structure



Four officers and four directors are elected by the general WTS membership to serve a two year term. Each director then appoints committee chairpersons within their division.



# Our Day in the Spotlight



**WTS**

**International Conference**

**May 16-20, 2006**

**Report from our Co-Chairs:  
Wilma Smith and Cheri Bush**

The greater Dallas/Fort Worth Chapter of WTS was honored to host our fellow member and transportation professionals at the 2006 WTS Annual Conference for the first time in Texas. The Dallas/Fort Worth area is known for its innovation, entrepreneurship in many areas, including transportation. Coupled with Texas hospitality, we had everything needed for a first-rate conference. The opening night reception at Gilley's where participants were encouraged to wear western wear and had the opportunity to ride the mechanical bull was a hit and set the tone for the rest of the conference.

Our conference theme was "Find Your Solutions". Our program had exciting and innovative technical sessions that touched on all major modes of transportation involved in "Moving People and Goods; Moving Forward; and Moving Up." The tracks contained things that were of interest to all participants. The tracks included topics such as "Getting Regional Rail on Track", "Environmental Solutions for Complex Projects or Facilities", and "Find Your Team! Successful Teaming and Meaningful WBE/DBE Participation." In addition to the core tracks, we offered special leadership seminars such as Carl Selinger's, "Stuff You Don't Learn in Engineering School" and an international diversity workshop and fair, which featured a diverse range of local and regional vendors. For the Plenary Sessions, speakers included John Beckman, "Bringing New Orleans Back", Cathy Bonner and Kandace O'Keefe Mathis, "The Women's Museum: An Institution for the Future", and Bonnie Dunbar, Ph.D., Former NASA Astronaut and President of the Museum of Flight.

In addition to our exciting sessions, we offered a range of technical tours. Participants had the opportunity to tour nationally recognized transit-oriented developments along DART's growing light rail system, visit the Burlington Northern Santa Fe Railway network Operations Control Center in Fort Worth, experience the new and modern International Terminal D and Skylink system at DFW Airport, and go underground to see first hand the North Texas Tollway Authority's Toll Collection and ITS Command Center. We followed that up with fantastic "Friday Fun" tours (i.e., The Women's Museum at historic Fair Park, a tour of downtown Dallas and its latest round of revitalization efforts, a downtown Fort Worth tour with a little stockyard transportation history, or a fitness trek along the Katy Trail.)

We received many great compliments such as, "This was the best conference" from the international board, members who had attended several conferences, and members and non-members attending their first conference.

**Overall Financial Impact:** The Greater Dallas/Fort Worth Chapter produced the conference well within budget. The local fundraising efforts resulted in the Chapter and International splitting approximately \$15,000.

## CONFERENCE VOLUNTEERS:

Rosalind Miller - Velina Willis - Laura Stuart - LaDonna Smith - Sharon Hines - Phonepraseuth Aun - Julie Griffin - Barbara Maley - Diane Gollhofer - Karen Atkins-Milton - Deanna Garcia - Monique Pegues - Jenny Danieau - Mary Orozco - Jenelle Romero - Pat Vidaurri - Tammy Hoelscher - Anuj Patel - Brenda Mowen - Wanda Schafer - Shannon Blackwell - Amber Majefski - Aruna Birakayala - Shannon Blackwell - Dana Burghdoff - Sharon Hines - Jacqueline Carter - John Hoppie - Angela Berry Roberson - Jen Henerson - Julie Griffin - Brenda Mowen - Pat Vidaurri - Sue Pederson-Stahl - Mary Roblee - Christy Jestis - Kay Shelton - Lori Lively - Jodi Hausenfluke

# Board Annual Reports



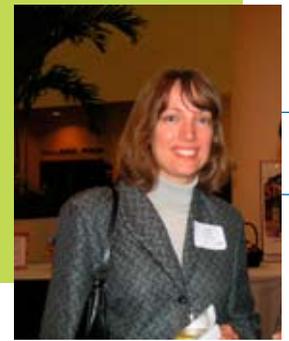
## Christie Jestis, President

- ♦ Introduced the new Board of Directors at December Annual Membership meeting and organized the first meeting of the 2006-2007 Board of Directors (December 2005 – January 2006)
- ♦ Attended the WTS Chapter Management Training in St. Louis, Missouri with Jenny Danieau (February 2006). We learned a lot from this experience and provided the information we collected to other Board Members and Committee Chairs at the Strategic Planning Retreat in March 2006.
- ♦ Participated in monthly Presidents' and Regional Conference Calls gathering ideas from other chapters and filtering down information from the International Office (All Year)
- ♦ Coordinated with Recognitions Division on organization of the Annual Awards Banquet (March 2006)
- ♦ Organized, attended, and led Chapter Board Retreat with Barbara Maley (outgoing Treasurer), developed orientation packets for new Board members, as well.
- ♦ Coordinated with Barbara Maley and Sandy Wesch-Schulze, along with several interested candidates, regarding open Treasurer position.
- ♦ Attended multiple 2006 Conference Planning meetings, organized technical tours for 2006 Conference, in coordination with Monica Malone and Kay Shelton, and coordinated creation of volunteer webpage for the 2006 Conference with NCTCOG web designer (Thanks to Jenny Danieau for keeping it updated.)
- ♦ Attended multiple WTS events such as monthly luncheons, WTS Golf Workshops, book club, Annual Awards Banquet, etc.
- ♦ Provided comments on budget format, along with 2006 and 2007 Budget Requests to Barbara Maley and later to Karen Adkins-Milton.
- ♦ Drafted President's Letters for Chapter newsletters and provided comments on final drafts of each newsletter
- ♦ Organized notes from Board Retreat into a strategic plan document
- ♦ Submitted quarterly reports to the WTS International Board
- ♦ Attended 2006 WTS International Conference (May 2006)
- ♦ Finalized thank you letters for those individuals that helped out with the technical tours at the conference.
- ♦ Helped Nancy Johnson and Wanda Schafer stuff goodie bags for the golf tournament and attended reception portion of Golf Tournament (September 2006)
- ♦ Responded to information requests, welcomed new chapter members, etc. throughout the year.



Monique Pegus, Wendy, Christie Jestis, Deanna Garcia and Wilma Smith

# Board Annual Reports



## Dana Burghdoff, Vice- President

### Detailed Activity Report:

Over the past term, I have performed certain duties as assigned by the President and Chapter Board, including the following:

- presiding in the absence of the President
- participating in Chapter Board Retreat and Chapter Board Meetings
- updating the Chapter Strategic Plan
- preparing a proposal to create a Chapter Advisory Board and identifying potential members

Overall Financial Impact: None

### Potential Ideas for 2007:

- Assist new Advisory Board membership chair with implementation of the Advisory Board.
- Update the Strategic Plan.

Potential Financial Needs: None.

# Board Annual Reports



## Barbara Maley, Treasurer

### Detailed Activity Report:

- 2005 Chapter IRS Form 990 submitted to WTS International
- 2005 Chapter Financial Statement
- 2006 Annual Conference Support
- 2006 Chapter checks/deposits e.g., dues, luncheons
- 2006 Chapter financial summaries, ad hoc basis
- 2006 Chapter Financial Statement
- 2006 HOME Fund/High Yield Savings investment
- 2006 Treasurer Monthly and Annual Reports

### Overall Financial Impact (through August 2006):

- Checking Account: \$ 40,589.60 (thru September 2006)
- HOME Fund/High Yield Savings: \$ 14,808.12 (thru September 2006)
- WTS Scholarship Fund, International: \$ 9,293.57 (thru June 2006)

### Potential Ideas for 2007:

- Chapter Budget with input from Board and Directors
- Chapter Contribution to WTS Scholarship Fund, International for CY 2005

Potential Financial Needs: Continued In-Kind contributions (e.g., printing, mailing, monthly meeting space and monthly Chapter Board conference calls)

# Board Annual Reports



## Lori Lively, Secretary

The regular duties of the WTS Chapter Secretary include preparing meeting agendas and minutes, scheduling and announcing board meetings and completing the annual report. Other activities completed in 2006 include the following:

- Prepared agendas and board reports for monthly WTS Board of Directors meetings
- Maintained WTS Board of Directors and Division roster and mailing list and coordinated that information with Margaret Mullins, WTS Interational
- Initiated re-order of WTS letterhead for WTS Board of Directors and Committee use and secured a supply of generic letterhead for Golf Tournament fundraising use
- Assisted with the Annual Conference silent auction
- Served as Co-Chairperson of Annual Conference Programs Committee with Kay Shelton
- Created printed program for Annual Awards Banquet held in March 2006
- Collected and documented correspondence sent by WTS Board of Directors and Committee Chairpersons
- Solicited donation of 4 conference calls to be used for WTS Board of Directors meetings
- Began monthly luncheon meeting attendee roster records research and storage
- Coordinated donations for Scholarship Raffle fundraisers at monthly luncheons in October and December
- Assisted Programs Director, Linda Lockhart, with coordination of the 2006 Annual Holiday Party



Linda Lockhart and  
Lori Lively at 2006  
Holiday Party

# Board Annual Reports



## Linda Lockhart, Programs

The programs and facilities personnel worked hard to produce high quality monthly luncheon programs for our members. Each month's program is listed below, along with pertinent information about the program.

Date	Location	Speaker and Topic	# present	spent/deposit
1-18-06	Fort Worth	Jeff Johnson, Toastmasters Don't Just Talk, Speak!		\$365/\$375
2-17-06	Dallas	Repealing the Wright Amendment View from Southwest Airlines		--/\$130
3-25-06	Arlington	Annual Awards Banquet Keynote Address by Karen Burchfield, General Director of Grain Operations, BNSF		
4-21-06	Fort Worth	Transportation in the Entertainment District of Arlington Mike Hasler, Graham and Associates		
5-19-06	No Luncheon	International Conference		
June	No Luncheon	summer break		
July	No Luncheon	summer break		
August	No Luncheon	summer break		
9-19-06	Dallas	Driving Change: NTTA Where We've Been, Where We're Going Donna Huerta, Public Information Officer		\$378/\$640
10-19-06	Dallas	Diversity Luncheon Paul Winkelblech, NCTCOG Deborah Jasper, PB Arcilia Acosta, CARCON Industries & Construction Dr. Paula Johnson, NLD Consulting and Development	62-64	\$201/\$640
11-16-06	Fort Worth	FHWA anniversary - Al Alonzo, Assistant Administrator, Texas Division	18	\$315/\$670
12-12-06	Arlington	Holiday Party and Annual Membership Drive	39	/\$670

Not all of the attendance and financial data was available at the time of this report. This lack of data demonstrated a need for more oversight and a greater adherence to the policies and procedures for volunteers in this division. A standard RSVP and sign-in sheet has been developed to address these issues.

# Board Annual Reports



**Monique Pegues,**

## Professional Development

### *Detailed Activity Report*

In response to interest expressed by the membership in the annual survey, the Professional Development Division initiated a new effort this year to provide etiquette classes and basic golf training for members. The purpose of the training was to not only prepare WTS members to participate in the Chapter annual tournament, but also to equip members with the basic skills to use golf to strengthen professional relationships and increase business success.

Golf Etiquette 101 was graciously hosted and sponsored at the home WTS member Joyce Flatt on February 26, 2006. At this initial lesson, members were provided instruction on golf course dos and don'ts, attire, basic golf swings, introduced to a golf pro, and more. Subsequent sessions were held at Bear Creek Golf Course with a golf pro on the following days:

- ♦ March 19, 2006 – 20 attendees
- ♦ April 23, 2006
- ♦ May 7, 2006
- ♦ July 16, 2006 – 4 attendees

### Potential Ideas for 2007

The goal of the Professional Development Division for 2007 is to better provide excellence in professional development to Chapter members. The professional development committee plans to schedule regular committee meetings and develop a schedule of events tailored to meet the professional development needs identified by members. The committee hopes to expand the size of the committee and seek input from membership through the annual chapter survey.

### Other potential ideas include:

- ♦ WTS “member only” events
- ♦ Breakfast Professional Development events
- ♦ Develop a Professional Development lecture series or workshop
- ♦ Set a quarterly schedule for Professional Development events

# Board Annual Reports



## Professional Development

### STANDING COMMITTEE REPORTS



Deanna Garcia and Nancy Johnson

#### *Golf Tournament—Nancy Johnson, Committee Chair*

Coordinated Annual Greater D/FW Chapter Golf Tournament

The Chapter hosted its fourth Golf Tournament on \_\_\_\_\_(date)\_\_\_\_\_ at Bear Creek Golf Course. Prepared and mailed golf tournament registration and sponsorship letters to 150 firms. Coordinated volunteers to solicit the tournament, sponsors, goodie bag items and door prizes for raffle.

Volunteers met to stuff goodie bags prior to tournament.

Deposited sponsorship contributions to Chapter Treasurer, purchased tournament prizes and tournament supplies.

Submitted golf team pairings to Bear Creek Golf pro prior to the tournament date. 90 players were registered for the 2006 tournament.

Coordinated dinner reception and award of prizes at conclusion of tournament.

Volunteers assisted in selling raffle tickets, mulligan tickets, driving water carts, and hosting reception for approximately 100 attendees.

Potential Ideas for 2007:

Seek new golf course to entice more participation throughout the north central Texas region.

Solicit additional sponsorships/participation.

Expand volunteers needed for soliciting tournament



#### *Job Bank Committee – Wilma Smith, Committee Chair*

Detailed Activity Report

In 2006, the Job Bank Committee continued the effort to share jobs with the interested WTS members. Companies were asked to submit information on openings to be posted on the website. With the help of the Website Chair, Diane Tapps, 17 jobs were posted on the website. Members were able to contact the chair to get additional information or to seek information regarding various openings. We also provided information on other websites to assist our members and transferring members with job/employment information.

Potential Ideas for 2007

The Job Bank Committee plans to conduct an outreach to contact major employers in the Metroplex to obtain information on vacancies. The process will begin by contacting our corporate sponsors and potential sponsors. Members will be asked to provide for HR reps from their perspective companies. Also, ask members that are seeking or may be interested in new jobs to submit their resumes so that they can be notified when vacancies match their credentials.

# Board Annual Reports



## Professional Development

### STANDING COMMITTEE REPORTS

#### *Diversity—Robin Joseph-Williams, Committee Chair*

This year the Dallas/Fort Worth Chapter Diversity Committee began to collect data on WTS International's Diversity Mission and practices. As part of this data collection process, the Diversity Chair obtained the WTS Diversity Manual and presentation provided at the 2005 WTS Leadership Training Conference. In addition, the Diversity Chair interviewed other Diversity Chairs from the Chicago, Washington D.C., and Greater New York about their experiences with diversity and the nature of their diversity activities.

A second activity accomplished this year included hosting a Diversity Luncheon on October 19th at the Frontiers of Flight Museum in Dallas. This event was sponsored by the Dallas Area Rapid Transit (DART) Diversity and Economic Opportunity Department, and was catered by Celebration Restaurant. WTS paid for additional lunches due to higher than anticipated attendance. More than 60 members and non-members were in attendance and four speakers and a moderator were featured at the event to discuss various aspects of "diversity in the workplace". Members from the Dallas and Fort Worth Chapters of the Conference of Minority Transportation Officials (COMTO) were invited to attend. Speakers included:

- ♦ Paul Winkelblech, Economic Planner with the Research and Information Services (RIS) Department at the North Central Texas Council of Governments;
- ♦ Deborah Jasper, Human Resources Manager for the Central Region of PB and the corporate Equal Employment Opportunity Officer serving as a member of the company's Diversity Oversight Committee;
- ♦ Arcilia Acosta, President and CEO of CARCON Industries & Construction specializing in commercial, institutional, and transportation construction; and
- ♦ Dr. Pamela Johnson, Author, and international speaker, educator, and trainer in multicultural leadership.

The moderator for this event was Linda Valdez Thompson, Executive Vice President, Administration and Diversity at DFW International Airport.

A third accomplishment achieved during the 2006 year was the approval by the WTS Board of the Rosa Parks Diversity Award, which would be granted to a recipient in the Dallas/Fort Worth region. The Diversity Award would incorporate criteria developed by WTS International and the first award would be issued at the annual awards banquet in the Spring of 2007.

Finally, the Diversity Committee will submit some potential survey questions to be incorporated in the annual Chapter Survey.

Due to the generous sponsorship by DART, a majority of Diversity luncheon expenses were off-set. The chapter yielded approximately \$310.00 due to the additional costs of lunches covered by the Chapter. Money collected from luncheon attendees will be directed toward future activities of the DFW Chapter Diversity Committee.

We anticipate an additional \$80.00 expense to cover the costs of a Diversity Award.



Members enjoying the Annual Holiday Party

# Board Annual Reports



## Professional Development

### STANDING COMMITTEE REPORTS

Potential Ideas for Next Year:

- 1) Expand the size of the Diversity Committee
- 2) Coordinate with the Membership Committee to work on membership outreach efforts
- 3) Participate in a joint event with COMTO, or other engineering or planning organization
- 4) Participate in WTS International Diversity Committee conference calls

Potential Financial Needs:

Approximately \$30.00 for letterhead and postage, \$75 for Diversity Award, \$600.00 for joint event.

#### ***Book Club—Lara Rodriguez, Committee Chair***

The WTS book club has been dissolved due to lack of participation.

#### ***Mentoring—Gloria Dixon, Committee Chair***

Committee goal for 2007 is to potentially develop a Chapter Mentoring Program.

#### ***Appointments—Chair position currently vacant***

# Board Annual Reports



## Jenny Danieau, Member Services

### *Member Services Committee*

Detailed Activity Report:

At the start of this year, the member services committee focused on receiving information from members through our 2006 Membership Surveys. From this report we learned what events attracted membership and what services in particular members enjoy most. It was through these surveys that we learned what individuals may be interested in becoming more involved through participating on committees, especially for our annual conference which was held in Dallas this past year. All of the responses were condensed and brought before the Board for recommendations of events.

In April 2006, a new chair position was added to the member services committee to assist the director in administrative duties as well as coming up with methods to creatively boost membership. This position was filled briefly, but now remains vacant.

The automated system created in 2005 has been used to review and update membership files received from the International Office each month. Included in this system is a membership database which houses multiple mailing lists for ease in contacting members of upcoming events and activities.

Each month, the WTS E-News was emailed out to both Chapter Members as well as interested parties throughout the metroplex. These emails included upcoming events, activities, opportunities, and recognitions. In May 2006, a new chapter email address was developed to allow members the opportunity to communicate job openings, comments and concerns to the Board of Directors. This email address is maintained by the member services committee.

Overall Financial Impact: Please refer to Treasurer's Report.

Potential Ideas for 2007:

1. Compile results of 2007 Membership Survey
2. Offer incentives for nonmembers to join

Potential Financial Needs: \$150 for lunches and \$90 for prize drawings for business cards (both recruiting tools).

# Board Annual Reports



## Member Services

### STANDING COMMITTEE REPORTS

#### *Corporate Partnership – Tricia Hatley, Committee Chair*

Detailed Activity Report:

Due to our chapter being the host for the 2006 annual conference, our corporate partnerships were put on hold. We are restarting these beginning January 2007.

Overall Financial Impact: See Treasurer's Report

#### *Newsletter Committee – Jennifer Henderson, Committee Chair*

Detailed Activity Report:

In early March, Jennifer Henderson graciously volunteered to take on the position as Newsletter Chair. In early May we had the release of our first quarterly newsletter, which has been delayed due to the transition.

Overall Financial Impact: See Treasurer's Report

#### *Website Committee – Sue Pederson-Stahl, Committee Chair*

Detailed Activity Report:

This position has just been filled after remaining vacant since May 2006. There have been continued updates on the job bank and events.

Overall Financial Impact: See Treasurer's Report

#### *Membership Development Committee – Vacant, Committee Chair*

Detailed Activity Report: Nothing to report.



Volunteer Recruitment Poster

# Board Annual Reports



Patricia Varela, Tash Williams, Niyayonda Bowens (l to r)

## Jodi Hausenfluke, Recognitions

## Recognitions

### STANDING COMMITTEE REPORTS

#### *Awards Banquet Committee – Christabel SanNicolas, Committee Chair*

Detailed Activity Report:

The 2006 WTS Annual Awards Banquet was held on March 30, 2006, at the Wyndham Arlington Hotel. Approximately 150 guests attended, and 12 corporate tables were purchased. Keynote Speaker was Ms. Karen Burchfield, BNSF General Director of Grain Operations. Honored WTS Award Recipients included: Christie Jestis, Member of the Year; Nancy Amos, Woman of the Year; and DART, Employer of the Year. Both Scholarship winners, Jeana Booker and Rong Lou were in attendance and were recognized at the banquet.



Table at Annual Awards Banquet - March 30, 2006

<i>Sale Item</i>	<i>Sale Amount</i>
12 Event Sponsors @ \$1000.00 per table	\$12,000.00
15 Member Individual Tickets @ \$50.00	\$750.00
6 Non-Member Individual Tickets @ \$60.00	\$360.00
2 Extra Tables for Event Sponsors @ 600.00 per table	\$1200.00
8 Comp Seats	\$0.00
<b>Total Sales</b>	<b>\$14,310.00</b>

<i>Expense Item</i>	<i>Expense Amount</i>
Dinner, Cocktail Hour and Audio/Visual	\$7676.01
Awards and Speaker Gift	\$250.00
Event Sponsor Recognition Plaques	\$126.07
<b>Total Expenses</b>	<b>\$8,052.08</b>

*Variance* **\$6,257.92**

# Board Annual Reports



## Recognitions

### STANDING COMMITTEE REPORTS



Amanda Wilson, Scholarship Committee Chairperson

Potential ideas for 2007:

- 1) Develop a banquet planning guide.
- 2) Since 2007 will be a milestone year, develop a “theme” for the banquet.
- 3) Identify location by October/November for Board’s consent.
- 4) Identify keynote speaker and two alternates by October/November for Board’s consent. This will allow the Recognitions Director and/or Award Banquet Chair to contact the speaker for commitment.
- 5) Identify Award Banquet date by October/November.
- 6) Identify budget by November/December to allow time to determine cost per ticket to occur by January.
- 7) Mail invitations by early/mid-February to allow for sufficient time for firms/agencies to determine if they can be an Event Sponsor. This will also allow time for the Corporate Partnerships Chair to make follow-up calls for interest.

Potential Financial Needs:

Financial needs will be comparable to the previous year, with room for inflation.



### *Scholarships Committee – Amanda Wilson, Committee Chair*

Detailed Activity Report:

Potential Financial Needs:

2006 Scholarship Winners:  
Rong Luo and Jeana Booker