

Called to order: 10:17 am

Attendance: Kristin Michel Rodriguez, Doris Barber, Ayda Sanver, Barbara Freedenburg, Gurvinder Ravery, Miriam Paska, Ellen Davis, Jamie Hamelburg, Cathy Bamji

Secretary's Report & Board work conducted between meetings (Cathy)

- December meeting minutes were approved
- New member information circulated and members approved

Treasurer's Report (Barbara)

- WBO in good standing and solvent.
- Concluded Wild Apricot best option for maintaining membership.
- Committee Budgets to be drafted.

Mastermind Update (Doris)

- Signup sheet to be distributed at today's general meeting.
- Kickoff schedule for mid-to-late February – one 6-month, in-person group and one virtual working group (virtual groups may be delineated by business life cycle)
- Will be rolled out over time to leverage learning

Committee Reports:**Membership (Ellen)**

- 3 new members voted in today (prior to this vote we had 94 members)

Communications (Ayda)

Reviewed Communications Report: We are getting a great open rate on our emails.

Programs (Gurvinder)

- Reviewed list of planned programs from now through November '19
- **May meeting:** Discussed and approved using a rotating charity-located meeting.
- **Incentive Package:** Approved speaker incentive package. Pursuing alternative for panel presentations.
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Publicity (Laura)

- Jan 27, **Women's Legislative Briefing;** Universities at Shady Grove, Building II
 - Event is 11am – 5:45pm, all registered are welcome to attend all day.
- **March co-networking with Rockville Chamber.**
Unconfirmed at this time. Currently looking for location
- Waiting to hear from WSSC for date for Women/Small/Minority Business Event

New Business

1. **Assign Web Master Responsibilities within the Board**
2. **Explore need/desire for additional event for this** (perhaps partner with another organization).

Adjourned: 11:30 am