

**Opening:** @10:05 am

**Attendance:** Doris Barber, Jamie Kent Hamelburg, Ellen Davis, Gurvinder Ravery, Sharon Bourke, Erika Linthicum, Claire McDonald, Laura Rhode, Kristin Michel Rodriguez

**President's Report:**

- **Power Conference** - Last month, Kristin reported that she had met with other members of the consortium and informed them that WBO would not be the sole signer of the agreement with the hosting hotel. The group decided to host "mini conferences" in 2020 and go back to the full Power Conference in 2021.

**Vice President's Report:**

- **Masterminds** - About 8 people have expressed interest in Mastermind groups. People are interested in both virtual and in-person groups; will try to accommodate. Board discussed the importance of participants understanding the time commitment involved. Ideally, would like each group to have a minimum of 4 people, 5 to 6 preferable.
- Doris reminded everyone that the WBO website now has a small business calendar that members can add events to.

**Secretary's Report:**

- October minutes approved.

**Treasurer's Report:**

- Erika now has all required access and privileges for WBO accounts.
- Full Treasurer's report and supporting bank statements submitted to the Board prior to meeting.
- Accounts are solvent and in good standing.
- Discussion about creating committee level budgets.

**At-Large Report:**

- Sharon will debut our new mailbox today; she explained that it's not only for feedback cards but also testimonials and member feedback in general.

**Committee Reports:**

**Membership**

- Board approved one new member.
- Working to resolve Member Works access issues for Ellen.

**Communications**

- No report; chair absent.

**Programs**

- Working to resolve various logistical issues with luncheon venue. Beginning this month, beverage table will be set up; next month, a menu card will also be added to each table. A gluten-free option is now available for selection at registration.
- Board discussed ways to highlight the contributions of lunch sponsors, such as featuring on the WBO homepage and identifying all of the year's sponsors at the member appreciation luncheon in January.
- WBO website is now set up to accept registrations for the December non-profit luncheon. Each non-profit will receive 1/3 of a 6 foot table and 45 seconds to speak. Their cost for the luncheon will be \$30.
- Program Committee will meet next month to discuss future events and luncheons.

**Publicity**

- WBO is no longer sponsoring programs through the Maryland Women Business Center; the organizations have different goals.
- WBO will host a joint event with the Rockville Chamber of Commerce (RCC) in March.
- WBO will not be sponsoring the Women's Legislative briefing this year.

- Laura is in contact with other Chambers of Commerce to explore partnerships/joint events.

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**New Business**

- Board will focus on strategic planning/setting long-term goals for WBO.

**Old Business**

**Adjourned:** 11:26 a.m.