



**POTOMAC VALLEY SECTION**  
**NATIONAL COUNCIL OF NEGRO WOMEN, INC.**

Executive Committee Meeting Minutes  
The People's Community Baptist Church, Room 106  
Wednesday, September 5, 2018

**Call to Order:** Carolyn Lloyd called the meeting to order at 7:05 pm. Chaplain, Deborah Keaton opened the meeting with an inspirational prayer.

**Members Present:**

Carolyn Lloyd  
Joan Simms  
Karen Swain  
Deborah Keaton  
Wanda Middleton  
Effie Macklin  
Dorothy Morgan Quelch  
Kimberly Y. Campbell  
Janis Nix  
Nicole Adolph (on the phone)  
Kimberly Hall Macedo  
Charlotte Crutchfield  
Renee Key  
Genie Gordon  
Marietta James

**President's Greetings and Vision for the New Program Year**

Carolyn Lloyd welcomed everyone to the first meeting of the 2018-19 program year and commended the Section for all of their hard work and accomplishments. She indicated that the Section needs to do more to publicize and be acknowledged for our service projects and community outreach. President Lloyd recommended that we present our projects to the Section using more visuals at meetings, expand the Publicity Committee, produce a monthly newsletter and market our activities to the local community. In order for PVS to be successful, we need to hold two successful revenue generating fundraisers each year. Also, PVS needs to focus on increasing our membership and attracting younger members. She proposed that we offer an incentive for bringing in new members. For members who bring in three new members, who pay their dues, the member's Section dues will be paid for the year. Anyone who brings in five or more people who pay their dues will have both their National and Section dues paid in full for the upcoming year.

The Executive Committee discussed the need for all new members to serve on a committee and purchase at least one ticket for all fund raising events.

### **Agenda Topics**

1. Swearing-in and Photo of Executive Committee - At the PVS General Membership Meeting, Carol James will Swear-in the remaining four elected officers (Nicole Adolph, Deborah Keaton, Audrey Sturdivant, and Karen Swain). All Executive Committee members are asked to wear all black and their NCNW shawl for a photo after the meeting.
2. Final Report of the Black & White Gala – Karen Swain reported that the event earned \$8,000 from ticket sales, silent auction, 50/50 raffle and souvenir book ads. She handed over the photo book from the event for the PVS historical files.
3. Plans for the Fall Fundraiser – Wanda Middleton, new Chair of the Ways & Means Committee presented to the Executive Committee a written package of fundraising activities that included the contract and projected budget for the Black & White Gala planned for June 14, 2019 at the Rockville Hilton and two options for the 2018 fall fundraiser. Option 1 – Luncheon at the Patuxent Greens Golf Course, proposed date November 10. Option 2 – Odyssey Brunch Cruise.
  - a. Carolyn introduced another option – An All Red Holiday Luncheon at TPCBC in early December.
  - b. Kim Campbell suggested honoring female veterans since November 10<sup>th</sup> is Veterans Day weekend.
  - c. The Committee discussed and weighed all of the options and decided that the Luncheon at the Patuxent Greens Golf Course and the All Red Holiday Luncheon at TPCBC were the two viable options.
  - d. Karen Swain motioned that Ways & Means take these two options and make the decision and go forward with arranging for the end-of-year fundraiser. Renee Key seconded the motion. Executive committee members voted to approve.
4. Membership Recruitment Incentive – Carolyn asked the Committee if they would approve her incentive recommendation that for members who recruit three people, who pay their dues, the member's Section dues will be paid for the year. Anyone who recruits five or more people who pay their dues will have both their National and Section dues paid in full for the upcoming year. Deborah Keaton motioned that we approve the recruitment incentives. Karen Swain seconded. Executive committee members voted to approve.
5. Bethune-Height Recognition Program (BHRP) – Joan Simms reported that the Bethune-Height Recognition Program Awards Luncheon is scheduled for Saturday, October 20, 2018 at 12 noon at Martins Crosswinds in Greenbelt, MD. PVS has ten new NCNW Life members

and four Achievers that will be honored at the BHRP luncheon. Two tables for 10 people each have already been purchased for these 14 PVS members. There are six tickets available to fill the two tables.

Joan noted that the October 20<sup>th</sup> BHRP luncheon date conflicts with our October PVS General Membership Meeting. Carolyn stated that she recommends that we move the meeting to October 27<sup>th</sup> and that she will contact Rochelle about the availability of the Norwood Center on the 27<sup>th</sup>.

NCNW Life and Legacy Life Members are voting members at the NCNW 58<sup>th</sup> National Convention legislative assembly coming up on November 9-11, 2018 at the Grand Hyatt in Washington, DC.

6. Committee Chair Vacancies

- a. Amenities – Thelma Toler has agreed to co-chair
- b. Health – Kim Campbell has spoken with Vivian Malloy and Lanada Williams about chairing of co-chairing.
- c. Social Outreach – No success in identifying co-chairs. In the interim, Joan Simms is identifying project coordinators for the upcoming Social Outreach programs and projects.

7. PVS Budget for 2018-19 – Carolyn distributed the 2016-17 PVS budget. After some discussion, she requested that all committee chairs update their budgets for program year 2018-19 and submit it to her.

8. Call to Action Special Project – Joan Simms reported that in response to a Call to Action by National NCNW to support Voter registration, education and getting voters to the polls, she is coordinating a special project to get seniors to Early Voting. PVS is arranging to use TPCBS buses to transport seniors of four to six local senior centers to the Mid-County Community Recreation Center for Early Voting on October 25, 26, 29 and 30. PVS will partner with Legislative Affairs Committee and TPCBC Social Action Ministry in this effort.

9. Clearance Sale of PVS 20<sup>th</sup> Anniversary T-shirts and Bracelets – At the General Membership Meeting on September 15<sup>th</sup>, the Historian will sell the remaining 20<sup>th</sup> Anniversary T-shirts and bracelets for half-price to generate funds for PVS.

**Adjournment** - Closing prayer was offered by Chaplain Deborah Keaton. President Lloyd adjourned the meeting at 9:05 pm.

Respectfully Submitted,

Joan Simms, Acting  
Recording Secretary

/s/  
Carolyn Lloyd  
President