

**William Glasser Institute Southeast, Inc. Annual Regional Meeting
Hampton Inn Meeting Room
Bermuda Run, North Carolina**

**November 11, 2018
11:05 a.m. – 12:45 p.m.**

Regional Meeting Minutes

- I. Vice-chair Wendall Walker welcomed participants
 - i. Chair Willa Casstevens served as acting secretary
 - ii. Attendees: Brenda (Dee) Barber, Chair Willa Casstevens, Member-at-Large Gloria Smith Cisse, Diane Gossen, Nancy Herrick, Virginia Herring, Wonhee Kang, Mary Charlene Kelly, Barbara Shaw-Dorso, and Vice-chair Wendall Walker
 - iii. A quorum of WGI-SE board was in attendance
- II. The Annual Meeting agenda was unanimously approved by meeting participants
- III. The attached 2018 Board Meeting minutes were unanimously approved by the quorum of WGI-SE board present
- IV. Treasurer Steve Hammond had reported to the board that WGI-SE, Inc. is solvent and an ongoing operation. Willa relayed details below in Steve's absence:
 - i. The October 31, 2018 bank statement balance is \$10,243.40
 - ii. Several checks for conference expenses are outstanding
 - iii. Eventbrite will issue \$1,304.11 payment to WGI-SE, Inc. on November 15th for conference registrations
 - iv. WGI-SE anticipates receipt of a check from WGI-US, amount unknown
- V. WGI-US Board Representative Shana O'Boyle was unable to attend and her written report is appended below; WGI Representative Nancy Herrick provided a summary on WGI-US marketing efforts in Shana's absence
- VI. WGI Representative Nancy Herrick's report:
 - a. The international conference in Bogota, Colombia was a huge success, and the next international conference will be in Croatia in 2022; the 2024 conference will be near Tokyo, Japan.
 - b. The next WGI-US conference will be in 2019 in Seattle, USA.
 - c. The international board is restructuring its current model from 13 regions with 15 representatives (including 2 Canadian and 3 American reps.), due to CT/RT growth in some countries and decline in others. Any country or any group that meets criteria will have one representative on the international board. This will increase membership overall, and reduce the number of members from North America. The large board will then elect an executive board to conduct its business. The restructuring is in process and WGI is soliciting ongoing input on the process. WGI's aim is for the inaugural restructured board can meet initially in January 2020.
 - d. This restructuring will support diverse realms of CT/RT implementation, while maintaining CT/RT content and branding consistency.
 - e. WGI has an endowment fund that Nancy initially handled, and it continues to make money. The endowment fund has approximately US\$130,000 that cannot be touched; its interest can be used as needed. WGI checking and saving accounts also have positive balances. WGI reimburses board member expenses for attending the annual in-person board meeting.
 - f. Program development and membership drives have been extremely successful following the annual board meetings.
- VII. Wendall provided an update on the region's corporate status: William Glasser Institute Southeast, Inc. is now incorporated and registered in North Carolina, and a federally approved non-profit with 501(c)(3) Status, and will need to file state and federal taxes annually to maintain corporate status
 - a. The WGI-SE, Inc. website is now located at: <https://wglasserse.com/>
 - b. The WGI-SE, Inc. email address is now: wgiseregion@gmail.com
- VIII. Fundraising opportunities:
 - a. Nancy Herrick suggested
 - i. The one-day Take Charge of Your Life program can be taught by certified instructors, and regional instructors could volunteer to send a small percentage of fees to WGI-SE, Inc., in addition to the 10% requested for the WGI endowment. Certification through WGI costs \$10 (the kit costs \$140, but all material can be downloaded at no cost).

- ii. GoFundMe could be used to raise money for specific causes, such as scholarships.
 - b. Gloria Smith Cisse suggested seeking grants, now WGI-SE is a non-profit
- IX. Scholarships were discussed at the 2017 Annual Meeting, and we have the application paperwork from past years. Currently, Gloria Smith Cisse, Nancy Herrick, and Joseph and Sheila Dixon are conducting CT/RT training in the region. Wendall motioned and Gloria seconded that WGI-SE offer four \$250 scholarships per year, and publicize through the WGI-US membership list as well as the WGI-SE website; colleges and universities could also publicize the opportunity to faculty and students; recipients need to reside in the WGI-US southeast region, and are encouraged to take the training in this region. Motion unanimously approved.
- X. Secretary Charlotte Wellen resigned from the board. The WGI-SE Board would like to thank Charlotte for her many contributions to regional work, and also appreciates her long-time service in Dr. Glasser's work, which includes the digital conference she put on, her work at Murray School in Charlottesville, VA, and her consistent modeling of Choice Theory!
- XI. Election schedule review:
 - i. Per WGI-SE Bylaws Article VIII, Section B: the present treasurer serves one more year, and chair, vice-chair and member-at-large serve three more years
 - ii. The position of secretary is vacant with Charlotte's resignation; per Bylaws Article VIII, Section D, the board is to appoint someone to this position. We have one nomination: Gloria nominated Mary Charlene Kelly, who accepted the nomination, and was appointed.
- XII. The WGI-SE Board would like to thank the entire 2018 Planning Committee, led by Member-at-Large Gloria Smith Cisse, with committee members Nancy Herrick and Steve Leatherwood – we appreciate all your work on the regional conference and annual meeting!
 - i. Gloria will chair the committee again for next year's conference and annual meeting that will take place in Macon, GA
 - ii. Rob Richardson, Rachel Kaney, Nancy Herrick, Steve Leatherwood, Mary Charlene Kelly, and Virginia Herring have volunteered for the 2019 Planning Committee!
 - iii. Dates to be announced, with a September date preferred
- XIII. New business
 - i. Willa suggested providing out-of-state board members attending the annual regional meeting an amount to help cover costs, and lengthy discussion ensued
 - ii. Nancy Herrick motioned and Virginia Herring seconded that all board members attending the annual regional meeting should receive a stipend of \$100 per board member. Motion unanimously approved.
- IX. Gloria motioned and Virginia seconded adjourning the meeting; motion was unanimously approved and the meeting adjourned at 12:45 p.m.

Appended report from WGI-US Regional Representative Shana O'Boyle:

- WGI US has been working on providing a new, dynamic website which offers courses to the general public online and in person. We are beginning a donation drive to support the project. It will help us truly "teach the world choice theory."
- All of the details can be found and reviewed in the minutes on the WGI US site. It is exciting work and crucial to the future of WGI. There are many folks who have worked hard on getting this new site, as well as products and services offered, up and running.

**William Glasser Institute Southeast, Inc. Board Meeting
Hampton Inn Boardroom
Bermuda Run, North Carolina**

**November 9, 2018
7:50 – 9:40 p.m.**

Board Meeting Minutes

Quorum present: Gloria Smith Cisse, Steve Hammond, Wendall Walker, Willa Casstevens

Absent: Charlotte Wellen

- I. Vice-chair Wendall welcomed everyone, and chaired the meeting; Willa served as secretary in Charlotte’s absence; agenda approved as written
- II. Treasurer report – Steve Hammond – BB&T statement provided for reference; we are solvent and an ongoing operation
- III. WGI-US Board Representative report – Shana O’Boyle will provide this to Steve, who will share it with the board
- IV. Corporate Status update: William Glasser Institute Southeast, Inc. is now incorporated and registered in North Carolina
 - a. 501(c)(3) Status: WGI-SE, Inc. is now a federally approved non-profit
 - i. Willa will update the State of North Carolina incorporation to reflect the now federally approved non-profit status; the board unanimously approved her using H&R Block (Block Advisors) to assist with this, which will involve a fee
 - ii. Board unanimously approved having the treasurer & chair accessing the BB&T account electronically; Willa to follow-up and arrange this with BB&T
 - iii. State and Federal tax filing: Federal taxes can be submitted using the electronic “postcard”; state taxes will need to be completed as well; the Board unanimously approved using H&B Block (Block Advisors) to file taxes in 2019
 - b. Website: <https://wglasserse.com/>
 - i. The board approved keeping the Wordpress website and its host
 1. Willa paid the initial annual fees and the board approved reimbursement for start-up expenses (website & host, etc.) – she will determine the amount and submit receipts to the treasurer for reimbursement
 2. The board determined it needs a debit card, to be used for ongoing website related expenses; Willa is to follow-up with BB&T to obtain to cards (one for chair & one for treasurer)
 3. The board asked Willa to locate any documented out-of-pocket expenses associated with incorporation and submit these to the treasurer for reimbursement
 4. The board made a commitment to require hard copy receipts going forward in consideration of newly acquired 501(c)(3) status
 - ii. Managing the website to date has been done with an unpaid family member’s assistance and the board approved \$250 as an honorarium / thank-you for the work; chair abstained from voting on this issue
 - iii. Eventbrite was used to handle registration for the fall conference; there is a small charge involved, but the process seemed to go smoothly and meshed well with the Wordpress website – the board gave a vote of confidence to continue to use this platform as needed
 - c. Email address: wgiseregion@gmail.com ; the board recommended the secretary and chair both have access to this account
 - d. It is vital that WGI SE, Inc. file taxes regularly to avoid losing corporate status; as noted above, the board unanimously approved H&R Block (Block Advisors) assisting with taxes in the future. Note: If WGI SE, Inc. loses corporate status, all funds in WGI SE, Inc.’s bank account become property of WGI-US
 - e. Fundraising Opportunity – Steve has offered to assist with this – to be further discussed at annual meeting Sunday / tabled

- f. Discussion & follow-up on scholarship recommendations from the 2017 Annual Meeting in Raleigh, North Carolina – the board is in favor of judicious use of scholarships – this is to be further discussed at annual meeting Sunday / tabled
- V. The board recognizes secretary Charlotte Wellen’s contributions to the board and her resignation, & appreciates her long-time service to Dr. Glasser’s work, including the digital conference she put on, her work at Murray School in Charlottesville, VA, and her consistent modeling of Choice Theory, as well as her work on the regional board
- a. Steve suggested cut-glass vase such as his school gives at retirement; board unanimously approved him to follow-up and purchase item for gifting; Willa will ask Charlotte for her new address and timing on relocation and provide Steve with this information
 - b. In addition, board requested that the chair write to WGI-US Kim Olver and ask WGI-US to recognize Charlotte at the national level
- VI. Discussion on elections:
- a. Per WGI-SE Bylaws Article VIII, Section B: treasurer serves one more year; and the chair, vice-chair, and member-at-large, serve three more years
 - b. The position of secretary is vacant with Charlotte’s resignation; per Bylaws Article VIII, Section D, the board is to appoint someone to this position; nominations will be requested at the annual meeting on Sunday
- VII. Annual Regional Meeting: Wendall will chair the meeting on Sunday November 9, 2018 and Willa will serve as acting secretary
- VIII. Regional conference planning:
- a. Thank-you to the 2018 Planning Committee led by Member-at-Large Gloria Smith Cisse!
 - b. Gloria thanked Nancy Herrick and Steve Leatherwood for their work on the 2018 Planning Committee
 - c. Report on lessons learned this year/recommendations for next event
 - i. Gloria will document tasks and timing involved for future reference
 - ii. Gloria will chair the committee again for next year’s conference and annual meeting that will take place in Macon, GA
 - d. Financial summary – Willa provided conference cost estimates for the board’s review