



Michigan Chapter Board of Directors

MEETING NOTES

“DRAFT #1”

April 16, 2014

McCamly Plaza, Battle Creek, MI

Members Present (a quorum was present)

Nick Hussein
Laurie Nickson
Nate Melvin

Michelle Milligan
Andy Silver
Amanda Toy
Chris Ward

Members Absent (excused)

Diane Dick

Members Absent (unexcused)

Sarah Jarous

Others Present

Kami Smith

- I. Milligan called the meeting to order at 9:05am.
The Bill of Rights was read by the Board.

II. Decisions Made

- 1- February Minutes: Board approved.
- 2- Consent Agenda: Move Education from consent agenda to Discussion agenda. Board approved.
- 3- Financial Report: Sponsorships and AEC registrations were higher than expected. 3/31/14 checking balance \$26,784.60; savings \$12,039.46. Board approved March's financial report.
- 4- Honors/Awards (Milligan): Kami Smith is our new board member and won a Chapter scholarship for this year's NEC. She signed up for the CGMP course during the National AEC. She's asking for her NEC scholarship funding to be transferred to the CGMP course. MiSGMP will pay for additional overnights necessary for her to attend the CGMP course. Kami will pay for course fees and once she passes the course, MiSGMP would reimburse her fees. Board approved.

III. Action Items / Delegated Tasks

- 1- Milligan: Add AEC moving around regionally within Michigan to the next agenda.
- 2- Silver/Ward: AEC - draft a regional conference rotation for the board to review.
- 3- Silver/Ward: Education - will send out the RFP for monthly meetings.
- 4- Silver: to send out a reminders on Road Rally.
- 5- Nickson: explore having another live auction giveaway for the silent auction with CVBs.
- 6- Melvin: to draft criteria for “Advertising of other organization's events” for board review at the retreat.
- 7- Hussein: Michigan Meeting Expo (5/8/14) to find a volunteer to work the SGMP booth (Kristine Taylor, Mandy F or Andrea J.)

Previous Assignments

- 1- Milligan- Add to Board Retreat Meeting –
 - a. FB posts by non-committee members.
 - b. Discussion about limiting how often they can receive a scholarship to AEC and NEC.
 - c. CMP/ CGMP/GMS proctored exam
 - d. Host Sponsor vs meeting sponsor
 - e. Advertising of other organization's events:
 - f. 25th Anniversary
 - g. New goals and objectives

- h. Committee roles and responsibilities
- i. Retention / "sorry we missed you" email
- 2- Milligan/Melvin/Silver: To research "unverified addresses" for credit card charges.
- 3- Business Plan: Reviewed plan and highlighted areas to focus on: Membership: Hussein will develop a template to send to monthly meeting Guests for feedback and include benefits of membership – by January 10, send to guests from December's meeting. Need to provide hand-written notes to new members or guests.
- 4- Milligan: SGMP will share their annual calendar with MSAE, Destination Michigan, Michigan Meetings and Events, and MPI and request that each of the other organizations do the same.
- 5- Milligan: Explore bonding Treasurer and President.
- 6- Silver will look into Google analytics. 11/13 Silver signed up and is beginning to research.

IV. **Reports / Announcements / Discussion**

- 1- AEC (Silver/Ward): Received 15 proposals for AEC 2015. Discussion about the AEC rotating regionally in a pre-determined schedule. Add exhibit tables for future discussion.
- 2- Communication (Jarous): Newsletter will go out right after NEC. Should include summaries from scholarship winners, any NEC awards that Michigan may win, highlight Silent Auction and Live Action trip. Sarah will assist with the next 2 newsletters. Still looking for someone to take the lead on the newsletter project.
- 3- Community Service (Toy): Discussion about tying a service project to a future event. Lansing would be preferred location; or tie to the beginning of AEC.
- 4- Membership (Hussein): 81 planners 70 suppliers; 4 retirees; 155 total. 53.6% ratio. The committee is reaching out to potential drops, writing letters, etc.
- 5- Special Events (Nickson): Road Rally is May 21 in Flint. Discussion about another live auction giveaway for the silent auction with CVBs.
- 6- Chapter Business Plan: On target with plan.
- 7- UEP Event (6/6/14) MiSGMP is planning to exhibit. Debbie K, Nick H, Leslie T.(maybe Amanda T) will attend. Hussein will coordinate.
- 8- Michigan Meeting Expo (5/8/14) The Event falls during the NEC. We'd need to find a volunteer to work the booth.

V. **National Update**

- 1- POY/COY were submitted.
- 2- NEC: Meals NOT included during the conference will be covered by the Board.
Meal per diems \$8.75 breakfast and lunch; \$20.50 dinner. Meals during travel are included.
Overnights: Reviewed board members overnights.
CGMP: Milligan and Smith will both be taking the course.
Fund Raising Call: Discussion about donations for NEC.

Board Retreat Discussion: Retreat will be from 8:30am – 5:00pm at Laurie Nickson's office.

Round Table: Reviewed survey results from the AEC (days of the week to hold meetings, CMP/CGMP interest..)

Next Meeting: During NEC on Tuesday evening.

Meeting adjourned: 11:20am

(Minutes prepared by Chris Ward)