



**MiSGMP Board of Directors Meeting**

**December 14, 2016 – Radisson Lansing at the Capitol**

**Members Present** (a quorum was present)

Laurie Nickson, President	Diane Dick, 1 <sup>st</sup> Vice President
Leonard LaFrance, 2 <sup>nd</sup> Vice President	Annette Pepper, Secretary
Stacy Yerby, Treasurer	Tammy Novak, Director
Chris Ward, Director	

**Absent**

Debbie Kopkau, Past President

**Agenda**

Welcome	L. Nickson
Laurie Nickson called the meeting to order at 9:16am	
Establishment of a Quorum	L. Nickson
Bill of Rights	Board Members
Approval of Consent Agenda	L. Nickson
Approval of November 2016 Board Meeting Minutes Correction: live auction, not love auction	
Committee Reports Received, Report Only	
Annual Education Conference	C. Ward
Communication/Social Media	L. LaFrance
Community Service	A. Pepper
Education	A. Pepper
Special Events	L. Nickson
Committee Reports, Nothing to Report	
Honors and Awards	D. Kopkau
Financial Reports	
Review of Financials	S. Yerby

<b>BANK BALANCES</b>	<b>10/31/16</b>	<b>11/30/16</b>
Checking	\$25,912.90	\$25,302.25
Other	\$12,057.90	\$12,058.39

Review of Income/Expenses	S. Yerby
Review of Bank Statement	S. Yerby
Review of Bills to Pay	S. Yerby
Check Register Sign-off	D. Kopkau

## Committee Reports, Discussion/Action Needed

### Advertising/Sponsorships

D. Dick

- Discussion regarding payment from Ann Arbor Holiday Inn – payment made including discount though commitment not made by deadline of October 1, 2016. As a courtesy, we will accept the payment received as payment in full. For FY17, will send an email clarifying that the discount is only applicable if advertising/sponsorship commitment is made prior to October 1, 2017 and that payment can be made after October 1, 2017.

GMS Certificate

D. Kopkau

- GMS pins will be distributed to those who earned their GMS certificate.

### Marketing

S. Yerby

- Stacy requested guidelines for the marketing committee so they can be shared with the committee. Discussion about possible items to order and take to trade shows to help promote MiSGMP.
  - Stacy to investigate the popular 'keyboard' calendars which we ordered/distributed for 2015 to our members and at trade shows.

### Membership

T. Novak

- Committee met to discuss assignments for contacting/calling the at-risk members and lapsed members, and follow-up with new members.
- Establish an ambassador program. Requested 5-10 minutes to talk briefly at each membership meeting about the ambassador program. Achieve 10% or 10 people to be a part of the ambassador program to greet new members at meetings, introduce them to other members and to sit with them during lunch and meeting to make them feel welcome and encourage participation.
- Developing two informational webinars – 101 for Planners and 101 for Suppliers – to highlight benefits of MiSGMP membership. New membership committee members: Amanda Peppo and Karalee McKinstry.
- Discussed ordering name badge ribbons for the ambassador, board member, new member, presenter and sponsor. Chris Ward to investigate.

### Nominations and Elections

L. Nickson for D. Kopkau

- Accepted Nate Melvin's resignation due to change of jobs.
- Discussion about potential supplier members to fill board vacancy. Agreed to goal of filling vacancy with a CVB member. Laurie to contact Heidi Schmitt first, and, if Heidi is unable to serve, to approach other CVB members as prioritized by the board.

### Registration

D. Dick

- Discussion regarding monthly door prizes. Confirmed earlier decision that we will no longer sell door prize raffle tickets or give away door prizes pursuant to Michigan gaming laws. Board believes it is critical that as the Michigan Chapter of the Society of Government Meeting Professionals adhere to state law.
- Investigate having representative from Michigan's Charitable Gaming division to provide an education session for our members.
- Chris Ward to investigate and secure license for the wine wall at AEC.
- Continue to have members not register for monthly meetings and 'walk-in' – this creates issues with the facility's F&B department.
  - Board decided to change the registration policy and close registration the Friday prior to the monthly meeting. Anyone who has not registered by Friday and wants to attend must contact Annette Pepper to see if s/he can be accommodated.
  - Language encouraging members to register by deadline will be more emphatic.

Scholarships

S. Yerby

- No report. Guidelines to be ready for board to review at January meeting.

2016-2017 MiSGMP Chapter Operations Plan

L. Nickson/Board Members

- Add the National Treasurer is speaking at the January MiSGMP Educational Program.
- Add purchasing ribbons for several categories including ambassador, board member, new member, presenter and sponsor.

National Update

L. Nickson

- 12/15/16 - SGMP Quarterly Chapter Leader Call. Thursday, December 15, 2016; 3:00-4:00 pm. Phone Number: 641-715-3580; Code: 967936. Laurie and Leonard to participate.
- Carolyn Wooten is now the SGMP liaison for MiSGMP, she and Laurie have communicated by phone.
- Requested has requested a list from National identifying any/all MiSGMP members who are serving on national committees or task forces. Laurie is serving on the JLS task force. Nick Stratton has been asked to serve on the AEC 2018 and beyond task force.

**Other**

Next Board Meeting – January 18, 2017, 9:00–11:15 am; Lansing Center

Meeting Adjourned at 10:55am.

Respectfully submitted,  
Annette Pepper, Secretary