



MICHIGAN CHAPTER SGMP
BOARD OF DIRECTORS MEETING

(Draft) MEETING NOTES
December 17, 2014

Lansing Association Board of Realtors

Lansing, MI

Members Present (a quorum was present)

Michelle Milligan
Laurie Nickson
Nick Hussein
Nate Melvin
Aimee George

Diane Dick
Chris Ward
Amanda Toy
Debbie Kopkau

Members Absent (excused)

Members Absent (unexcused)

Milligan called the meeting to order at 9:09 a.m. A quorum was present.

Welcome Aimee George, new board member replacing Kami Smith who resigned.

The Bill of Rights was read by Michelle Milligan, President.

Consent Agenda: See Below

Approval of the consent agenda including:

Minutes from November 19, 2014
Community Service
Education
Honors/Awards
Registration/Raffle
Special Events

Honors & Awards was moved down to regular agenda to discuss NEC Scholarship Form.

Action Items-Delegated Tasks

Nate Melvin will reach out to Tax Preparers to discuss our taxes and fees.
Debbie Kopkau will get white paper from David Hulings.
Michelle Milligan will follow-up with Mary Zuccherro on recap of November presenter.
Michelle Milligan will remind Anissa Damon about taking pictures and emailing them to Michelle for newsletter and website.
Debbie Kopkau will create article on value of serving on a committee.
Michelle Milligan will reach out to Bethany of MMPI regarding working together for common cause.
Nick Hussein will look up chapter policy on including membership fee in AEC Registration cost.
Debbie Kopkau will create CGMP and GMS Groups for emailing and correspondence.
Debbie Kopkau will manage renewal and follow-up of GMS members
Michelle Milligan will make adjustment to Scholarship Form and post to web.
Nick Hussein will check with Sound Productions regarding 3 month rental of Gobo Projector.
Debbie Kopkau will check with Lansing Center/Radisson on whether they have a Gobo projector or will allow one to be used.
Nate Melvin will explore LCD projector version for Gobo (MiAEYC will buy it).

Advertising - Diane Dick

Discussion was held on when the deadlines would be for items for newsletter, i.e. ads, articles, planner/supplier spotlights, etc. Board would like a combination of promoting for the next quarter as well as a recap of the past quarter. Consideration of timetable for National Awards was given.

Nate and Diane will review all advertising for 2015 to ensure all is correct. Nate will add Diane back on to receiving any receipts when an ad or sponsorship is purchased. A quick review of the excel spreadsheet looked correct, but Diane will get with Nate and double-check.

Treasurer's Report – Nate Melvin

Nate went through the income received in November, which included Holiday Inn Ann Arbor 2014 advertising payments of \$990.00; Mt. Pleasant Comfort Inn Sponsorship of \$200.00; Mt. Pleasant and Calhoun County Monthly Meeting Sponsorship of \$200.00; November Registration Income of \$575.00; \$40.00 Silent Auction Payment; Interest income of 46 cents; which put the chapter up approximately \$2,000 for the month.

Expenses for the month were \$40.00 in Paymentech; \$260.00 in Events to Rent for November Program; \$35 in printing and \$100.00 in website maintenance. This left the chapter up \$1,500.00 for the month.

Checking balance = \$20,872.54

Savings balance = \$12,045.91

Discussion was held on totals. Also a discussion was held on note from National regarding tax preparation services. Michigan is the only chapter to ever pay taxes on Advertising income. That cost the chapter an additional \$1,000 plus an additional \$1,100.00 in tax preparation. The board discussed options. Can we find out rules on advertising and the threshold? Do we have any say or input into using a Michigan company for tax preparation? Discussion was held on having a conversation of tax preparers on how to save money in future years. It was also suggested that we could ask Peggy Pirhonen about tax issues since she worked in that department for years.

Communications/Social Media – Michelle Milligan

A lot of discussion was held on Communication from chapter. Discussion was held on emails sent from website so as not to saturate members. Does one person need to be identified for all emails?

Discussion was held on when newsletter should be distributed. Also discussion was held on National Deadlines for Communications for Awards. We must have a newsletter every 90 days. Amanda recommended the new action begin now in Quarter 1 and then New Process begin in Quarter 2 – July.

New deadlines for Newsletters for 2015 are:

March 1, 2015

June 1, 2015

September 1, 2015

December 1, 2015

There are still a few items needed for the final 2014 newsletter. Theresa Randleman was supposed to write up a summary of November meeting and Mary Zucchero was to do promotion on speaker. Chris Ward and Debbie Kopkau are to get information from speakers. Communication committee will get people for recap.

Who will be doing the communications? One person? Do we split it up? Amanda will send out Monday morning know before you go (will include drawing wording). Debbie will send two weeks out and Wednesday prior (will include drawing wording). This will keep consistent message.

We also need to remember to send out Facebook post regarding upcoming meeting.

Newsletter will be ready for proofing on 12/22. It will go out before end of year. In 2015 we would like to list donations of door prizes listed in Newsletter to recognize sponsors and those who donate. Diane and Mary Estrada will set up a process. We will add the Bill of Rights to each newsletter.

Other items to include are the value of serving on a committee. Debbie Kopkau will create.

Discussion was held on whether or not to offer SGMP member rate to AEC for MMPI Planners. Board decided that was fine and then suppliers would come at regular guest rate. Complimentary overnights would only be for SGMP members.

It was also discussed to possibly include membership cost into AEC Registration cost. It would need to be approved by National ahead of time and be specifically for AEC the board believes, but Nick will check into it.

GMS – Debbie Kopkau

Debbie will create a group in StarChapter for those working on GMS or CGMP. Then we can easily email CGMP or GMS Group. Michelle will create name of the group. Debbie will put select individuals in groups. Those completed or in process. All information on GMS is in Dropbox –

CGMP – two people are registered to-date. Reach out to the 11 who signed up to make sure they still are on board for CGMP session in February. Also send out another email.

Honors and Awards – Amanda Toy

Have received the revised Chapter NEC Scholarship Form, Michelle will update with our information and post to the web and send out to all members. Our decision on who receives scholarships will be made on February 13, 2015 at Board Meeting. Board Members are already approved for NEC.

Nominations for National Board are open.

Anniversary items – Amanda Toy

Budget is \$500 for 25th Anniversary items. Wallet holders will cost approximately \$450.00. Monitor calendars are approximately \$1.25 and Static Cling decals are \$1.05. Micro cloths are a minimum order of 250. Discussion was held on how the items would be used.

Thank you for being a member letter will be sent with yearly calendar with meeting dates highlighted.

Cell phone wallet and static cling decals will be handed out at AEC. We will wait on Micro Cloth for next year.

Discussion was also held on Gobo. We can either rent a machine or purchase one. One with 25th Anniversary Logo and one with regular logo.

Education – Debbie Kopkau/Chris Ward

Finalizing dates and awaiting June and July locations. Discussion was held on Brody Hall at MSU; Stadium Club at MSU. Also having Meet Detroit be the sponsor of July meeting was discussed. Discussion was also held on Bay City DoubleTree as sponsor of June meeting.

Membership – Nick Hussein

Host With The Most – will announce the winner at AEC in March. The host is a current member and brings in the most guests to get a chance of winning an iPad. Discussion was held on logistics of paying for guest planner. We may have them pay up front and then when qualified, receive a voucher for another meeting.

Suppliers will pay for their own and they can pay for planners until qualified. Announcement and details will be coming soon.

The Membership Committee is working on increasing and retaining members. New members are Tammy Lott and Lillie Rapajele (rejoined).

Revenue Share is \$225. We are at a 50/50 ratio – we need planners to protect us from a freeze.

69 planners; 69 suppliers 138 total 50.0%.

Nick reviewed the At Risk; 60 Day Out and Drops.

OTHER:

National Membership Committee – Debbie Kopkau and Laurie Nickson reported on the National Membership Committee Phone Call.

Laurie Nickson and Diane Dick talked about ways to make archiving pages easier for those renewing designations such as CGMP and CMP or GMS certificate. They will work on creating a document which can be housed on the website.

Another 25th Anniversary call will be set soon.

Discussion on the MiSGMP Business Plan – March/May/July board meeting times. A DOODLE will be sent to members.

Discussion was held on NEC and registration and flights.

Meeting was adjourned at 11:43 a.m.

--Respectfully submitted

Diane Dick, CMP