



**Michigan Chapter Board of Directors**

**MEETING NOTES  
"DRAFT #1"  
January 15, 2014  
Lansing Center, Lansing, MI**

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

Mandy Flutur  
Nick Hussein  
Sarah Jarous  
Nate Melvin

Michelle Milligan  
Andy Silver  
Chris Ward

**Members Absent (excused)**

Diane Dick  
Laurie Nickson (called in for her committee report)

**Members Absent (unexcused)**

N/A

**Others Present**

N/A

- I. Milligan called the meeting to order at 9:39am.  
The Bill of Rights was read by the Board.

**II. Decisions Made**

- 1- Minutes: Approved
- 2- Agenda: The Consent Agenda consisting of Advertising/Marketing, Community Service, and Technology was approved; Education and Special Events Reports were moved to the discussion agenda. Approved.
- 3- Financial: (Melvin) December revenue share was \$1,339.50. National audit expenses were paid. Checking balance was \$13,507.76; End of calendar year: Savings \$12,036.50. The Board should look at overall SGMP budget status at next meeting. Report approved.
- 4- Special Events: 2014 Road Rally will be in Flint; 2015 Road Rally in Mt. Pleasant.

**III. Action Items / Delegated Tasks**

- 1- Milligan- add to February Meeting - Education: Need clarification of what is included in the \$500 monthly meeting sponsorship. Sponsorships/hosting will be reviewed at the next meeting (refer to the policy manual).
- 2- Milligan: According to National By-Laws, because Mandy's role on the SGMP Board is done as of today. President Milligan will send out a survey to suppliers asking for interest in filling the Board position.

**Previous Assignments**

- 1- Community Service: (Flutur) Choose an organization from within our SGMP membership. Send an email out to the membership asking if they have charities at their own organization. (1/15 not done)
- 2- Business Plan: Reviewed plan and highlighted areas to focus on: Education: Silver will put program flyer on the website. 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. (1/15 not done)
- 3- 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.
- 4- Milligan/Jarous: Forward press release on supplier and planner of the year.
- 5- Milligan: Explore bonding Treasurer and President.
- 6- Silver will look into Google analytics. 11/13 Silver signed up and is beginning to research.

- 7- Hussein, Dick and Nickson will pursue proctored exam for GMS.
- 8- CGMP Discussion: Survey the membership to see which certified program they would prefer: CGMP or CMP.
- 9- CMP Discussion: National indicated that Michigan can move forward with a CMP study group. Nickson/Ward/Dick will explore.

IV. **Reports / Announcements / Discussion**

- 1- Communication/Social Media: (Jarous) Working on newsletter. Amy George from Shanty Creek is a new communication committee member.
- 2- AEC: Conference call took place. The theme is "Game On." Ann Arbor/Ypsilanti CVBs are hosting a tour of the Big House on March 26. Mary Jane Mapes is confirmed as a keynote presenter. Topic areas are: Social Media Management, Excel and Word tips. Sponsorships for AEC \$6,850. Last year's AEC: Park Place says we owe them \$1,200. Confusion around GR Hospitality Suite. These costs would come out of 2014's budget. Planner registration fee will have to increase this year. Try to recruit UEP planners to attend the AEC.
- 3- Membership: (Hussein) 2 new planners members; ratio: 73 planners / 69 suppliers; 3 retirees; 145 members; 51.4%.
- 4- Honor and Awards: (Milligan) Chapter-sponsored NEC scholarship deadline will be March 1, 2014.
- 5- MSAE: President Milligan did have a conversation with Ed Woods. SGMP can have a workshop at the OrgPro event. Nick is developing a Fundraiser workshop. Ed will discuss MSAE promoting SGMP events with their staff and get back to us.
- 6- Community Services (Flutur) NAMI will be the charity for this quarter.
- 7- Event and Industry Day (1/28/14 at the Kellogg Center): Silver/ Melvin/Dick will attend. Milligan will find out if we need to register. We will distribute flyers at today's meeting; an email promoting Event and Industry Day was sent out this week. We are still waiting for our funding from the 2013 event.
- 8- GMS/CMP/CGMP Updates: no report.

V. **National Update**

- 1- National is working on 2 projects that they would like Chapter input on. When you receive the email, please reply with your answers to Milligan and she will reply on behalf of the board.
- 2- NEC: All overnights have been made for all board members (minus Silver because of his scholarship). Arriving on Monday and departing on Friday.

Next meeting will be February 19, 2014 at 9:00am the Radisson Hotel, Lansing.

Meeting adjourned at 11:30am.

(Minutes prepared by Chris Ward)