



**MICHIGAN CHAPTER SGMP**  
**BOARD OF DIRECTORS MEETING**

**(Draft) MEETING NOTES**  
**January 21, 2015**

**Lansing Center**

**Lansing, MI**

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

Michelle Milligan  
Nick Hussein  
Nate Melvin  
Aimee George

Chris Ward  
Amanda Toy  
Debbie Kopkau

**Members Absent (excused)**

Laurie Nickson (joined at 10 am via conference call)  
Diane Dick

**Members Absent (unexcused)**

---

Milligan called the meeting to order at 9:40 a.m. A quorum was present.

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

Consent Agenda: See Below

**Approval of the consent agenda including:**

Approval of Minutes from December 17, 2014  
Included Committee Reports  
Community Service  
Special Events

**Action Items-Delegated Tasks**

- Amanda Toy will follow-up with Julie Pingston to see what she may know about the chapter at its founding.
- Wine wall is sponsored by Lansing CVB. Amanda will invite everyone to donate wine. It must be Michigan based. Also her group will need to buy the top notch wine.

- Michelle will reach out to Brenda at National to see how she would like to have the registration form as required by National. She may just have her login to see our registration as well as share a PDF copy of the registration.
- Laurie will send out AEC exhibitors next week.
- Michelle will pull the form for NEC scholarship to make sure we are following the requirements.
- Amanda to put together an AEC scholarship for February meeting.
- Update Monthly Meeting RFP to include properties 100 miles from Lansing and coordinate the sending of this with sponsorship bundles. Expected to send by August 1.
- Nate Melvin will reach out to Tax Preparers to discuss our taxes and fees. **Completed**
- Debbie Kopkau will get white paper from David Hulings.
- Michelle Milligan will remind Anissa Damon about taking pictures and emailing them to Michelle for newsletter and website. **Completed**
- Debbie Kopkau will create article on value of serving on a committee. **Completed**
- 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. **Completed**
- Debbie Kopkau will create CGMP and GMS Groups for emailing and correspondence. **Completed**
- Debbie Kopkau will manage renewal and follow-up of GMS members
- Michelle Milligan will make adjustment to Scholarship Form and post to web. **Completed**
- Nick Hussein will check with Sound Productions regarding 3 month rental of Gobo Projector. **Completed**
- Debbie Kopkau will check with Lansing Center/Radisson on whether they have a Gobo projector or will allow one to be used. **Completed**
- Nate Melvin will explore LCD projector version for Gobo (MiAEYC will buy it). **Completed**

### Treasurer's Report – Nate Melvin

Revenue total of \$5,227.84 was made up of the following: Detroit CVB paid their special sponsorship/advertising bundle of \$3000; \$965 was received for registration; \$91.50 from SGMP donation for silent auction; monthly raffle income for November and December was \$345; interest in savings was .54; and revenue share of \$250.

Expenses total of \$3,456.08 were made up of the following: \$31.64 in Paymentech charges; \$898 to the IRS for the additional sponsorship revenue; \$350 for tax preparation; \$250 for meeting room rental and \$1,508.02 for December's meeting; \$100 for StarChapter; and \$288.40 for board air travel for NEC for M. Milligan and N. Melvin.

Nate is checking with the tax preparer on what we need to do in the future to avoid the taxes. Initial discussion indicated that if funds are raised by volunteers than we may not have to pay taxes. Nate will following up with tax preparers.

Checking balance = \$ 25,033.67

Savings balance = \$ 12,046.91

We have only spent 12% of our budget for the 6 months. We have collected 42% of our revenue.

## **Advertising - Michelle Milligan on behalf of Diane Dick**

Need a new side bar for Experience GR. Ann Arbor may be a scheduled side bar. Diane is working with Ann Arbor.

## **AEC update – Chris Ward**

The program is at the printer and is being picked up today for distribution. Discussion took place on 25<sup>th</sup> anniversary dinner. Past presidents will come up and give a brief history of the chapter over the years.

\$8300 is committed for sponsorship. \$3000 has been paid.

Wine wall is sponsored by Lansing CVB. Amanda will invite everyone to donate wine. It must be Michigan based. Amanda will need to get a count so we know how many bottles of wine we will have to sell. We will add to the registration and limit the number. Michelle has the bags. Some of the properties included overnights or other goodies in the bag. Amanda will need to purchase the higher end bottle of wine for the wine wall.

Membership dues with AEC registration. Rates - \$75 member/nonmember rate \$130 (includes qualified membership for one year) and supplier member/\$150 nonmember supplier \$250. If a nonmember planner qualifies for membership then they can also receive a comp room from CVB. The nonmember planner fee with membership for one year inclusion needs to be approved by National.

Include this information on the AEC registration to qualify attendees to be eligible for SGMP membership.

1. You must plan at least one meeting which has at least one government (local, state, federal) attendee.
2. Or the majority of your membership is comprised of government employees.

Laurie will be working with Chris on AEC exhibitors.

## **Communications/Social Media – Michelle Milligan**

A facebook post was completed on Monday to advertise for the January meeting.

Leonard LaFrance will continue to do our monthly recaps.

Subject matter for next newsletter:

New CGMPs  
Member directory  
Third board tidbit  
Results of membership drive  
Webinar program – meeting burner  
Recap on 25<sup>th</sup> anniversary/AEC  
Committees

## Member Spotlights

Article from a Generation Y member and a Baby Boomer and what their expectation of hotels and meetings are. Aimee will be following up with members for completion of this article.

Deadline is March 1. We will keep the newsletter open until after AEC to include highlights of that event.

## **GMS/CGMP – Debbie Kopkau**

CGMP. We have 8 people registered. Need two more. We will announce at this meeting. We have one GMS this month – Anisa Mazuca. Michelle will give out certificate at today's meeting.

## **Honors and Awards – Amanda Toy**

Scholarships for NEC had two different dates. We have five people who are interested. The deadline is February 13. We will have them ready to review for February board meeting.

There should be a point system. Michelle will check on National requirements.

A scholarship form used in past years will be created for AEC. There is a point system for awarding.

Michelle, Diane and Amanda are the scholarship committee and will make recommendations to the full board at the February meeting for NEC and AEC.

## **Anniversary items – Amanda Toy**

We have a press release in draft form for the 25<sup>th</sup> Anniversary. Greater Lansing CVB will be sending it out for us. We will want to make sure MSAE, MMPI and industry magazines receive the press release.

Our person, John Rosendahl, is not working due to health issues. We could find another vendor so we can get our trinkets for February and March.

All the past awards will be displayed today. Lansing CVB will be storing the Chapter's historical information, such as past awards.

## **Education – Debbie Kopkau/Chris Ward**

All dates and locations are finalized except for July. Discussion was held on Brody Hall at MSU; Stadium Club at MSU. DoubleTree Bay City is the sponsor for the June meeting. Also Detroit is the sponsor of July meeting.

Update Monthly Meeting RFP to include properties 100 miles from Lansing and coordinate the sending of this with sponsorship bundles. Expected to send by August 1.

## **Membership – Nick Hussein**

We have 71 planners and 66 suppliers and 4 retirees/students giving us a total of 141 members and a 51.8% ratio having 1.8 % more planners than suppliers.

New members are:

Angie D'Amico Holiday Inn Big Rapids  
Becky Search Michigan State Housing and Development Authority  
Sue Ryskamp MAPT  
Lillie Rapelje MSBO

Kate Goodall –had two memberships. Bev Garchow – Midland HI – closing.  
Denise Cook – MSU may renew. Barb from Adoba may renew.

Sarah Miller – Event Garde – will not be renewing

Sheila Smith has transferred to a student membership

Brian Lovelette is no longer working and will not be renewing

Cindi Shell is a guest this month and may become a member - replacing Kami Smith.

Allegra Fort/Shelby DoubleTree will not be renewing.

Nick would like to talk about membership drive during the meeting today. There is an iPad air as a prize.

### **Technology:**

Every page was touched this month. Need to clean up AEC registration with final details.  
New imports will need to adjust the file before importing. Need to remove the “new” before importing –  
Use New member template – January 2015 template. We also need to move addresses to line 1.

### **Chapter Business Plan:**

Aimee will be working on video testimonies. Need to get with a couple of new planners and suppliers to get testimonies for the Website. What do you see as the benefits of SGMP? Brenda Haight from Boyne would be willing. Leonard LaFrance is another person.

### **Other:**

Board meeting for March 18 will be at 2 pm.

Next meeting is February 18 at 9 am at Radisson Lansing.

Meeting was adjourned at 11:26 a.m.

Respectfully submitted,

Debbie Kopkau, MBA, CAE, CMP