



Michigan Chapter Board of Directors

**MEETING NOTES
"DRAFT #1"
July 21, 2013
Holiday Inn West Michigan**

Members Present (a quorum was present)

Diane Dick
Mandy Flutur
Sarah Jarous
Nate Melvin

Michelle Milligan
Laurie Nickson
Andy Silver
Chris Ward

Members Absent (excused)

Nick Hussein (calling in his report)

Members Absent (unexcused)

N/A

Others Present

N/A

I. Milligan called the meeting to order at 7:15pm. The Bill of Rights was read by the Board.

II. Decisions Made

- 1- Minutes: The Board approved the June 12, 2013 minutes.
- 2- Agenda: Certification and Education and Website was moved to discussion and the Consent Agenda was approved.
- 3- Financial: The Board approved the June financials.
- 4- Financial: 2013-14 Budget: Several revisions took place and the Board approved the revised 2013-2014 budget.

III. Action Items / Delegated Tasks

- 1- Code of Ethics was signed by all Board members.
- 2- Financial: The Board approved the Treasurer to transfer funds from savings to checking as necessary but to notify the President of any actions.

Previous Assignments:

- 3- Milligan: Add Chris Ward as co-chair for AEC.
- 4- Milligan: Add MSAE Partnership to agenda for August Board meeting.
- 5- Nickson: Have Special Events committee review criteria for site selection for awards banquet.
- 6- Milligan: Explore bonding Treasurer and President.

IV. Reports / Announcements / Discussion

- 1- Financial: \$712.50 revenue share; bank balance end of June \$4,422.36 checking and \$12,030.39 in savings.
- 2- 2013/14 Bundle Update: Slight revisions to AEC; develop a "gold" sponsorship bundle similar to GR/Lansing bundle and send to suppliers by August 1st.
- 3- AEC: March 26-28 at Eagle Crest Marriott Ypsilanti.
- 4- Communication/Social Media: Continue to send alerts to Sarah. Newsletter deadlines: Out to membership August 13. Need silent auction, sponsorship bundling, road rally recap, national awards; awards of the year.
- 5- Honors/Awards: Planner/Supplier of the Year deadline: September 1st
- 6- Membership: 69 planners, 64 suppliers = 51.9%. Hussein went to UEP town hall meeting last week. UEP is looking for direction and guidance from SGMP on how to form their own organization. The Board suggests that we ask UEP to submit questions to SGMP and we'll respond.
- 7- Special Events: Road Rally tomorrow.

- 8- Certification: Reports are in progress. Members will have access to their attendance thru the history in StarChapter. Will be completed by the end of September.
- 9- Education: RFP for monthly programs will go out this week. September is emergency best practices; October is a CVB event; November TBD; December: Jonathan Edison. Hold road rally in May with an educational program. Eliminate May from Monthly RFP. NO July monthly program.
- 10- Technology: Still working on website with StarChapter.
- 11- Business Chapter Plan: On target
- 12- Board Duties Cheat Sheet: No report
- 13- Round Table: No report

IV. MISGMP Policy & Procedure Manual Update

Tabled

VI. National Update

1. 2013-2015 Calendar: Starting in August there is a new report for educational monthly programs. Financial is on target.
2. JLM in September: Increased travel cost due to Reno location.
3. President wrote the letters to National regarding secondary membership and GMS grandfathering. National indicated that the grandfathering issue would not be discussed at the National Board meeting in July.

Next meeting on August 21 at 11:00am at Eagle Crest in East Lansing.

Meeting Adjourned at 10:25pm.

(Minutes prepared by Chris Ward)