



Michigan Chapter Board of Directors

MEETING NOTES

"DRAFT #1"

March 26, 2014

Marriott at Eagle Crest, Ypsilanti, MI

Members Present (a quorum was present)

Diane Dick
Nick Hussein
Sarah Jarous
Laurie Nickson
Nate Melvin

Michelle Milligan
Andy Silver
Amanda Toy
Chris Ward

Members Absent (excused)

N/A

Members Absent (unexcused)

N/A

Others Present

N/A

- I. Milligan called the meeting to order at 2:28pm.
The Bill of Rights was read by the Board.

II. Decisions Made

- 1- February Minutes: Approved with 1 revision: For the NEC Laurie Nickson's organization is paying for her *airfare* not her conference registration.
- 2- Consent Agenda: Advertising/marketing, AEC, Communication/Social Media, Education, Honor and Awards, Special Events, Technology was approved.
- 3- Financial Report: Sponsorship payments have been coming in strong. 2/28/14 Checking \$17,045.61; Savings \$12,028.44. Board approved February's financial report.
- 4- MSAE: No response from Ed Woods from MSAE on the reciprocal advertising. Approved: MiSGMP will endorse the 2014 OrgPro (as long as there is no financial obligation).

III. Action Items / Delegated Tasks

- 1- Milligan/Melvin/Silver: To research "unverified addresses" for credit card charges.
- 2- Milligan: Board Retreat June 30th - discussion host sponsorship policy, 25th anniversary, committee roles, sorry we missed you emails, retention, CGMP

Previous Assignments

- 1- Milligan- Add to Board Retreat Meeting –
 - a. FB posts by non-committee members.
 - b. Discussion about limiting how often they can receive a scholarship to AEC and NEC.
 - c. CMP/ CGMP/GMS proctored exam
- 2- Business Plan: Reviewed plan and highlighted areas to focus on: 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: Explore bonding Treasurer and President.
- 5- Silver will look into Google analytics. 11/13 Silver signed up and is beginning to research.

IV. **Reports / Announcements / Discussion**

- 1- AEC (Silver/Ward): Record-breaking attendance! We received higher sponsorships and registrations than anticipated.
- 2- GMS: Milligan is reviewing the current list to see who needs to renew their GMS. Emails will be sent to those individuals.
- 3- Membership: Hussein indicated that no one has met the criteria for the membership drive. Ratios: 75 suppliers / 68 planners = 52.4%
- 4- Chapter Business Plan: Currently on target; board members should review the plan to be prepared for the Board Retreat.
- 5- Event/Industry Day Payment: Still have not received payment. Milligan has reached out to Jerri.
- 6- GMS/CMP/CGMP Updates: Thank you Diane for inputting all the previous attendee's records. Hussein/Dick/Nickson/Kopkau meeting: The group met and recommended that Michigan focus on the GMS certification. Debbie Denyer reached out to discuss future collaboration for CMP study group.
- 7- Dropbox Account: Milligan created a MiSGMP Dropbox account for editable documents. This will be beneficial user name: info@misgmp.org. Password shared at meeting with Board members.

V. **National Update**

- 1- POY/COY Applications due 3/28. Milligan is submitting COY. Silver/Ward will work on POY immediately.
- 2- National NEC: The Board agreed that we will offer a scholarship for Milligan to attend the 2014 CGMP training this May. MiSGMP will cover the registration fee and extra overnights to attend the training.

Next Meeting: April 16 at 9:00am at the McCamly Plaza Hotel, Battle Creek

Meeting adjourned 4:04pm.

(Minutes prepared by Chris Ward)