



Michigan Chapter Board of Directors

MEETING NOTES

"DRAFT #1"

May 6, 2014

Hilton, at NEC, Portland, Oregon

Members Present (a quorum was present)

Diane Dick
Nick Hussein
Sarah Jarous
Laurie Nickson
Nate Melvin

Michelle Milligan
Amanda Toy
Chris Ward
Andy Silver

Members Absent (excused)

Members Absent (unexcused)

Others Present

Kami Smith

I. Milligan called the meeting to order at 3:55pm.
The Bill of Rights was read by the Board.

II. Decisions Made

- 1- April Minutes: Board approved.
- 2- Consent Agenda: Board approved.
- 3- Financial Report: Review of income and expenses. Everything is tracking on target. Board approved April's financial report.

III. Action Items / Delegated Tasks

Previous Assignments

- 1- Milligan: Add AEC regional conference to the next agenda.
- 2- Silver/Ward: AEC - draft a regional conference rotation for the board to review.
- 3- Silver/Ward: Education - will send out the RFP for monthly meetings.
- 4- Nickson: explore having another live auction giveaway for the silent auction with CVBs.
- 5- Melvin: to draft criteria for "Advertising of other organization's events" for board review at the retreat.
- 6- 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
 - d. Host Sponsor vs meeting sponsor
 - e. Advertising of other organization's events:
 - f. 25th Anniversary
 - g. New goals and objectives
 - h. Committee roles and responsibilities
 - i. Retention / "sorry we missed you" email
- 7- Milligan/Melvin/Silver: To research "unverified addresses" for credit card charges.
- 8- 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.

- 9- 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.
- 10- Milligan: Explore bonding Treasurer and President.
- 11- Silver will look into Google analytics. 11/13 Silver signed up and is beginning to research.

IV. **Reports / Announcements / Discussion**

- 1- AEC (Silver/Ward): Top 3 locations have been selected.
- 2- Communication (Jarous): Please send any NEC photos to Sarah immediately following the conference.
- 3- Membership (Hussein): 154 members with a 54.% ratio. 17 new members to date. Reviewed at risk members and drops.
- 4- Special Events (Nickson): Road Rally – send out invitations for the optional auto plant tour to everyone who signed up for the Road Rally. Need more planners; Board members will be making calls to planners.
- 5- Chapter Business Plan: On target with plan.

V. **National Update**

- 1- Congratulations to Kami Smith and Michelle Milligan on successfully passing their CGMP.

Board Retreat Discussion: Retreat will be from 8:30am – 5:00pm at Laurie Nickson's office.

Round Table: NA

Next Meeting: June 18, 2014 at MSU Union.

Meeting adjourned: 4:30pm

(Minutes prepared by Chris Ward)