



Board of Directors Meeting

FEBRUARY 17, 2016 – RADISSON, LANSING

Members Present (a quorum was present)

Laurie Nickson, President	Diane Dick, 1st Vice President
Nick Hussein, 2 nd Vice President	Aimee George, Director
Amanda Toy, Director	Chris Ward, Director
Nate Melvin, Treasurer	Annette Pepper, Secretary

Excused:

Debbie Kopkau, Past President

Welcome L. Nickson

Laurie Nickson called the meeting to order at 9:05am. A quorum was present.

Bill of Rights Board Members

Approval of Consent Agenda L. Nickson

Committee Reports Received, Report Only

Advertising/Sponsorships	D. Dick
Communication/Social Media	A. George
Education	D. Kopkau
Registration/Door Prizes	D. Dick
Technology	N. Melvin

Committee Report Received, Nothing to Report

Honors and Awards A. Pepper

Financial Reports

Review of Financials N. Melvin

BANK BALANCES	12/31/2015	1/31/2016
Checking	\$24,040.67	\$27,382.54
Savings	\$12,052.89	\$12,053.37

Review of Income/Expenses	N. Melvin
Review of Bank Statement	N. Melvin
Review of Bills to Pay	N. Melvin
Check Register Sign-off	D. Kopkau

Committee Reports, Discussion/Action Needed

Annual Education Conference

C. Ward

- Draft of brochure was distributed.
 - o Review of fees
 - o Add one day rate for members and non-members
 - o Sponsorships left:
 - 2 Hospitality suites
 - Wine Wall
 - Thursday Banquet
 - Reception
 - Send off break

Community Service

A. Toy

- Kristina from Ele's Place at today's meeting to give info about Ele's Place and to thank members for donations.
- Next quarter, EVE

GMS Certificate

L. Nickson

- Awarding GMS Certificate to Patti Ingleson today
- Review and update offerings list to be sure all competencies are offered within a 2-year cycle. Facility's topic to be presented in July.
- Determine if ethics class needs to be offered before fall 2016. If so, possibly offer before/after AEC or as a 'stand alone' outside of a monthly meeting.

Marketing

A. Toy

- Distributing new MiSGMP business cards at today's membership meetings for members to use as a recruitment tool. Current members – for each person recruited who mentions the current member's name, the current member's name will be entered into a drawing. The drawing winner will have breakfast, for up to 20 people, delivered to her/his place of employment. Anticipated drawing – December 2016.

Membership

N. Hussein

- 1 Renewal
- \$325 received today
- Working on phone calls for renewals.

Nominations and Elections

D. Kopkau

- All current board members, with the exception of Amanda Toy, intend to run for a board position and will submit the required nomination forms to Debbie by March 1.
- Discussion to possibly change Director at Large to Director Planner/Director Supplier; tabled.
- An announcement will be made at today's membership meeting and an email will be sent to all members today about Nominations and Elections, including a Nomination form with the due date of March 1, 2016.

Scholarship

N. Melvin

- Scholarship committee has been recruited. Conference call was on 2/16/16.
- Received 5 applications for NEC, 6 for AEC.

NEC:

- Brenda Haight (lodging and registration), Nick Stratton (full), Char Alexander (full), Mary Estrada (full), Sheila Smith (student, not eligible).
- Scholarship Committee recommends funding 4 eligible applicants.
- Approved.
- Nate to notify scholarship applicants by March 1, 2016.

AEC:

- Carly Palmer (full), Char Alexander (full), Mary Estrada (full), Janice Harvey (overnights), Shelly Long (registration), Sheila Smith (student, not eligible).
- Carly (tentative), Char (yes), Janice (tentative), Shelly (yes), Mary (yes)
- Carly and Janice will be required to submit documentation that their employers will not cover the cost of housing.
- Scholarship Committee recommends funding 5 eligible applicants. Funding for Carly and Janice will be based on documentation submitted.
- Approved.
- Nate to notify scholarship applicants by March 1, 2016.

Discussion about national's policy that students are not eligible for scholarships. MiSGMP would like to see criteria put in place to qualify for a student membership. Also, to revisit policy regarding student scholarships – believe offering student scholarships for students meeting established criteria would be a way to grow membership. Laurie to share these thoughts with Garland Preddy.

Special Events – Road Rally

L. Nickson

- Is there a need to limit the number of sponsor cars given that sponsors must recruit planners to ride in their cars? Decided no but Laurie to contact Experience GR to determine deadline for sponsor car registration.
- MiSGMP to create a list of interested planners to share with car sponsors to facilitate 'filling' the sponsor cars.

2015-2016 Chapter Business Plan Update

All Board Members

National Update

SGMP Staff Update: Kelly Harris, Membership Communications Manager
Laurie sent announcement email to all board members prior to meeting.

L. Nickson

NEC

L. Nickson/N. Melvin

- MiSGMP Board Travel Guidelines
 - o Draft guidelines were distributed, discussed and revised. Final document to be distributed to board at or before March board meeting.
- Auction Donation
 - o \$150 is budgeted for MiSGMP donation to NEC auction. Preference is that items are not brought to NEC but that donors supply a photo, description, etc. for display. Donor responsible for delivery of item to winning bidder. Laurie to research possible auction items and report back to board. SGMP Award Applications
- Education Committee responsible for completing the program award application.
- Communication Committee responsible for completing the communication award application.
- Applications due to Laurie prior to submission; timeline TBD.

National Membership Committee Call – Nick will participate.

- February 18, 2016 @ 2 PM EST

Other Items

All Board Members

Global Meetings Industry Day, 4/14/16

L. Nickson

- Laurie will register AEC on Global Meetings Industry Day website.

MSAE Collaboration

L. Nickson

- Diane and Laurie met with Stephanie Wohlfert to explore partnering/collaboration.
- MSAE sent an email proposing MSAE pay MiSGMP \$500 for a membership and for specific advertising.

- After discussion, it was decided to have Laurie respond to the email as follows:
 - No money paid to MiSGMP by MSAE.
 - MiSGMP requests MSAE pay for at least one planner staff member to become a member of SGMP.
 - Laurie to meet with Stephanie and/or Edward to determine a mutually agreeable timeline for reciprocal promotion of events
 - MiSGMP will promote ORGPRO, the CMP Summit, the Meeting Planning Conference, and the CMP Prep Courses via emails to our membership as long as none of the events are in direct conflict with MiSGMP event dates.
 - MSAE will promote MiSGMP's Annual Education Conference, the Road Rally, and the Annual Awards Banquet and Auction as long as none of the events are in direct conflict with MSAE event dates.
 - Additional promotions to be negotiated.
 - Each association will put the other's logo on the association website with a live link.
 - MSAE will offer the MSAE member rate to MiSGMP members for all MSAE functions.

UEP Vendor Showcase, 2/3/16, Ann Arbor

N. Hussein

- Well attended – MiSGMP give-aways needed to promote membership to potential members.

Meeting adjourned at 11:39am

Next Meeting

March 16, 2016, 9-11:15 am, Greater Lansing Association of Realtors

Respectfully submitted,
Annette Pepper, CMP