



**Board of Directors Meeting**

JANUARY 20, 2016 – LANSING CENTER

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

Laurie Nickson, President	Nick Hussein, 2 <sup>nd</sup> Vice President
Aimee George, Director	Nate Melvin, Treasurer
Annette Pepper, Secretary	Debbie Kopkau, Past President

Excused:

Diane Dick, 1 <sup>st</sup> Vice President	Amanda Toy, Director
Chris Ward, Director	

Welcome	L. Nickson
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Laurie Nickson called the meeting to order at 9:20 am. A quorum was present.

Bill of Rights	Board Members
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Approval of Consent Agenda	L. Nickson
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Approval of December Board Meeting Minutes as presented

Approval of Consent Agenda	L. Nickson
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**Committee Reports Received, Report Only**

Advertising/Sponsorships	D. Dick
Education	D. Kopkau
GMS Certificate	D. Kopkau
Membership	N. Hussein
Registration/Door Prizes	D. Dick
Scholarships	N. Melvin
Special Events	L. Nickson

**Committee Report Received, Nothing to Report**

Honors and Awards	A. Pepper
Financial Reports	N. Melvin
Review of Financials	N. Melvin

<b>BANK BALANCES</b>	<b>11/30/2015</b>	<b>12/31/2015</b>
Checking	\$25,796.12	\$24,040.67
Savings	\$12,052.38	\$12,052.89

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

Financials accepted as presented

### **Committee Reports, Discussion/Action Needed**

Annual Education Conference L. Nickson  
Chris Ward anticipates having a draft of the AEC next week to be sent to the board for review.

### **Community Service**

Ele's Place – wish list to be highlighted at today's meeting. L. Nickson

### **Marketing**

MiSGMP Promo Business Card A. Toy

- As we're now in our 26th year, remove the reference to 25 years.
- Change MI SGMP to MiSGMP

Bullet revision suggestions:

- (Expanded?) Networking opportunities between Meeting Professionals and Hotel and Convention & Visitor Bureau (Personnel? Staff?)
- Monthly, low-cost education sessions
- At bottom:
- Questions? Visit [www.MiSGMP.org](http://www.MiSGMP.org)
- Join online today at [www.SGMP.org](http://www.SGMP.org)
- Give out to potential SGMP members

### **Communications**

A. George

- December newsletter sent out
- A separate email was sent regarding the community service event.
- Timeline for next newsletter
  - o March 15, 2016 for all stories that will go into the issue
  - o Send out and distribute by March 30, 2016.
  - o GMS information for next newsletter, recaps, highlight AEC.
- Email MiSGMP scholarship information for AEC and NEC
- Monthly meeting participant list to be sent out with "Know Before You Go"; no longer printed for distribution at meeting

### **Nominations and Elections**

D. Kopkau

Board FAQs

- Waiting for Rob Coffman to respond. Once the timeline has been revised Nate Melvin will communicate to the Board.
- Handout FAQ's to people interested in running the board.

### **Education**

L. Nickson  
Annette Pepper has agreed to be the Education Committee chair effective July 1, 2016.

## Technology

N. Melvin

- Chapter honorees page – designations (CGMP, CMP etc.) listed as of award date; not updated
- Cleaning up of website; archiving info not current

## 2015-2016 Chapter Business Plan Update

All Board Members

## National Update

### NEC

L. Nickson/N. Melvin

- MiSGMP Board travel policies for NEC being revised; draft to be reviewed at February board meeting.
- Clarification – MiSGMP financially supports the attendance of all current board members. Financial support of 'new' board members elected for 2016-2018 is dependent upon funding and will be determined by the current board.

### National Membership Committee Call

L. Nickson

January 21, 2016 @ 2 PM EST – Nick to participate

### Texas Lone Star Capital Chapter Letter

L. Nickson

- Review of letter. National SGMP Board to discuss at upcoming national board meeting.

## Other Items

All Board Members

### Global Meetings Industry Day, 4/14/16

L. Nickson

- Researching further; date coincides with our AEC.

### Halo Showcase, 8/17/16

L. Nickson

- Laurie met with John Rosendahl to review information regarding Halo Showcase.
  - o Halo will continue to supply meeting room space for MiSGMP meeting, and admittance to the showcase including lunch. Halo will no longer cover the cost of breakfast for MiSGMP or provide MiSGMP specific tote bags.

## CMP, preferred provider program

N. Melvin

- To register to be a preferred provider to allow members to be pre-approved for CMP continuing education. Cost is \$350 for our programs to be preapproved. To investigate further and revisit.

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

- Nick to attend.

## Hospitality Program at MSU

L. Nickson

Laurie reached out; no response.

## Next Meeting

February 17, 2016, 9-11:15 am, Radisson, Lansing

Meeting adjourned at 11:15am

Respectfully submitted,  
Annette Pepper, CMP