



**MICHIGAN CHAPTER SGMP BOARD OF DIRECTORS MEETING**

**Meeting Minutes – July 15, 2015**

**9:00–11:00 a.m., Room 26, Breslin Center, East Lansing**

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

Laurie Nickson, President

Nick Hussein, 2<sup>nd</sup> Vice President

Annette Pepper, Secretary

Debbie Kopkau, Past President

Diane Dick, 1<sup>st</sup> Vice President

Nate Melvin, Treasurer

Aimee George, Director

**Excused**

Amanda Toy, Director; Chris Ward, Director

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Laurie Nickson called the meeting to order at 9:13 a.m. A quorum was present.

Laurie Nickson read the Bill of Rights.

Approval of consent agenda as follows:

- June 29, 2015 Board meeting minutes
- Committee Reports: GMS Certificate, Registration/Raffle, Special Events

**Financial Reports – Nate Melvin**

May Financials:

Checking: \$14810.05

Savings: \$12049.35

June Financials:

Checking: \$14613.03

Savings: \$12049.87

End of the year Bank Balances	5/31/2015	6/30/2015
Checking	\$14,810.05	\$14,613.03
Savings	\$12,049.35	\$12,049.87

Income for the year: \$60,114.81; percent of budgeted: 102.83%

Expenses for the year: \$53,660.85; percent of budgeted: 78.81%

The financials were approved as presented.

**Committee Reports Needing Discussion/Action and/or not included in Consent Agenda**

**Advertising Sponsorship – Diane Dick**

- Working on the information on the flyer. Flyer will go out to board for review/editing. To be sent it out to all members on August 1, 2015.
- Changes on banner ads change to 3 months, 6 months, and 9 months.
- Discussion on timing of deadline of October 1, 2015 to coordinate with the Education RFP deadline of August 15, 2015. Deadlines to remain as August 15 for monthly meeting RFP and October 1 for advertising.
- Discussion about adding field for sponsor to indicate preference of month sponsored.

**Annual Education Conference** – Chris Ward; report by Laurie Nickson

The AEC RFP is in process. The RFP is for 2016 and 2017 with the targeted geographic area identified by year.

**Communication/Social Media** – Aimee George

- Aimee George and Nate Melvin to review and revise the communication policies, to include a policy on the use of photographs. Board to review the revised policies at the August meeting.

**Community Service** – Amanda Toy; report by Annette Pepper

- Capital Area Humane Society is this quarter's charity. A list was emailed to members regarding items needed; monetary contributions also accepted/appreciated.
- Annette to develop a survey to be distributed to MiSGMP members asking about charities/community service projects supports through their workplace that they would like MiSGMP to consider supporting.

**Education** – Debbie Kopkau

- Adam White – December 2015, still negotiating fee; topic selected is leadership
- Made changes to RFP. RFP to be sent out to members August 1, 2015 in conjunction with sponsorship and advertising.
- One page for upcoming events to be distributed at today's meeting.
- August event not finalized, proposed topic is LinkedIn – confirming with presenter. Halo will sponsor August event at no charge to our members or guests.
- November speaker confirmed. Suggestion to move CVB event to October. Nate suggested skipping the CVB event for 2015, board approved pending discussion with CVBs.

**Honors and Awards** – Annette Pepper

- Reach out to Kristina Baxendale to give out award to Supplier of the Year Award.
- Survey to be sent out tomorrow.
- Ballot to be emailed after August 19<sup>th</sup> MiSGMP meeting.

**Marketing** – Amanda Toy

- No report

**Membership** – Nick Hussein

- 2 new members
- Still 3.6% over on our planner side
- Received \$275 from memberships in May 2015
- At risk: 6 members – two not to renew
- Committee to meet to discuss strategies for recruiting new members and retaining current members

**Nominations** – Debbie Kopkau

- No report

**Scholarships** – Nate Melvin

- No report
- Guidelines and policies to be written by Laurie and Nate to be discussed at a later date.

**Technology/Website** – Nate Melvin

- No report

**Budget** – Nate Melvin

- Review of budget developed at June's board retreat.
- Asked National if raffle wording should change to door prize; no response.
- Change the wording from silent auction to annual action

Budget was approved as presented.

**Chapter Business Plan – Laurie Nickson**

- Review of chapter business plan developed at June's board retreat.
- Beginning next month, chapter business plan will be annotated with progress to date.

**National Update – Laurie Nickson**

- Laurie submitted a 2016 NEC presentation proposal for *Slip and Fall: A Case of Personal Injury and Hotel Liability*
- For the 2016 NEC, \$200 maximum is the honoraria for a presentation/s by a SGMP member. For the 2015 NEC SGMP presenters also received complimentary conference registration and 2 nights of housing.
- There was discussion about this change and the fact that non-exhibitor supplier board members do not receive discounted conference registration. Laurie will send an email, on behalf of MiSGMP, to Maggie McGowan, SGMP President and Garland Preddy, SGMP Education and Training Director, about these issues, and will copy Michelle Milligan and Andy Silver on the email.

**Other**

**Next Meeting**

August 6, 2015, 9:30–11:30 a.m., MASB Board Room, MELG Building, 1001 Centennial Way, Lansing

Meeting adjourned at 11:00 a.m.

Respectfully submitted, Annette Pepper, CMP