



**MICHIGAN CHAPTER SGMP BOARD OF DIRECTORS MEETING**

**Meeting Minutes – August 6, 2015**

**9:00–11:00 a.m., MASB Board Room, MELG Building, 1001 Centennial Way, Lansing.**

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

Laurie Nickson, President

Nate Melvin, Treasurer

Aimee George, Director, On Phone

Debbie Kopkau, Past President

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

Annette Pepper, Secretary

Chris Ward, Director

**Excused**

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

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Laurie Nickson called the meeting to order at 9:35am. A quorum was present.

Laurie Nickson read the Bill of Rights.

Approval of consent agenda:

- July 15, 2015 Board meeting minutes
- Scholarships
- Special Events
- Technology

Approval of July 2015 with corrections.

**Financial Reports – Nate Melvin**

July Financials:

Raffle income: \$161.00

Income for July \$1,131.51

Expenses for July \$477.10

Bank Balances	6/30/2015	7/31/2015
Checking	\$14,575.63	\$15,266.93
Other	\$12,049.87	\$12,050.38

The financials approved as presented.

**Committee Reports Needing Discussion/Action or Pulled/Not Included in Consent Agenda**

**Advertising Sponsorship –Nate Melvin for Diane Dick**

- Advertising bundle was emailed to membership

**Annual Education Conference – Chris Ward**

- Recommend that the AEC be April 14-15, 2016 (Thursday and Friday) at the Four Point Sheraton, Kalamazoo. Approved
- Responses for 2017 will be reviewed by the committee and a recommendation given to the Board.
- A supplier questioned the state of Michigan per diem rate being given to non-state employees for overnight accommodations. It was decided that a MiSGMP overnight rate be established that is in compliance with the state government rate.
- In the future the AEC RFP will be distributed to CVB members 1 week prior to sending it to member properties.

**Education – Debbie Kopkau**

- August – LinkedIn
- Inquiries have gone out for the rest of the year.
- The finalized list of all education programs from October 2015 to June 2016 will be presented at September board meeting for review; due to National by September 15.

**GMS Certificate – Debbie Kopkau**

- Notification of expiration of GMS Certification has gone out.
- Leslie Thompson and Matt Tomlinson renewed
- Char Alexander to be awarded GMS at August MiSGMP meeting

**Technology – Nate Melvin**

- Update links on website – remove quick links out of date or do not work.

**Communication/Social Media – Aimee George**

- Getting videos on website.
- Social Media Policy and Procedures– to given out and reviewed at the September Board Meeting.
- Timeline for email notifications – to be given out and reviewed at the September Board Meeting.

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

- Capital Area Humane Society for this quarter.
- 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.

**Honors and Awards – Annette Pepper**

- Kristina Baxendale confirmed.
- Survey was sent on July 21, 2015. A reminder was sent on July 30, 2015.
- 20 Nominations were received.
- All nominations will be on ballot with exceptions of those who have won it in the past 5 years.
- Ballots to go to Nate.
- Ballot to be emailed by Aimee George on August 10, 2015 – reminder to vote on August 19, 2015 - deadline August 24, 2015.

**Marketing – Amanda Toy**

- No report

**Membership – Nick Hussein**

- Waiting for National to update

**Nominations – Debbie Kopkau**

- No report

**Registrations Door Prizes – Diane Dick**

- No door prizes for August and September.

**2015-2016 Chapter Business Plan – All**

- Posted on the chapter website.
- Slip and fall submitted to National for NEC.

**National Update – Laurie Nickson**

- Chapter Fundraising Auction – directly competes with MiSGMP Annual Auction. Will donate any auction items that are not bid on with consent of the donor.

**Other Items:**

Memo re: NEC 2016 – Laurie Nickson

- Laurie is waiting for response from National

**MiSGMP Contracts – Laurie Nickson**

- According to SGMP Policy Manual: The Chapter President is to sign all chapter contracts. If the president is not available, the 1<sup>st</sup> Vice President signs the contract. If the amount of the contract is \$5,000 or more then it must be submitted to the chapter's National Board liaison.
- Develop a basic speaker contract to be reviewed at the September board meeting. Presenters receiving over \$600 honorarium will receive a W-9 form.
- Upload all contracts to the MiSGMP Drop Box Folder.

**MMPI/MiSGMP Partnership for Michigan Event Industry Day – Laurie Nickson**

- The partnership will continue with MiSGMP promoting the event and receiving compensation for the attendance of MiSGMP members as outlined in the agreement.

**Next Meeting:**

September 9, 2015, Time 12:00 pm, Crowne Plaza Lansing West

Meeting adjourned at 11:30am

Respectfully submitted, Annette Pepper, CMP