



**Michigan Chapter Board of Directors**

**MEETING NOTES**

**"DRAFT #1"**

**October 16, 2013**

**Springhill Suites, Lansing, MI**

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

Diane Dick  
Mandy Flutur  
Nick Hussein  
Sarah Jarous  
Nate Melvin

Michelle Milligan  
Laurie Nickson  
Andy Silver  
Chris Ward

**Members Absent (excused)**

N/A

**Members Absent (unexcused)**

N/A

**Others Present**

Debra Kilpatrick, National Secretary SGMP

- I. Milligan called the meeting to order at 9:00am. President Milligan welcomed National SGMP Regional Liaison Debra Kilpatrick. The Bill of Rights was read by the Board.

**II. Decisions Made**

- 1- Minutes: The Board approved the September 18, 2013 minutes.
- 2- Agenda: Special Events Report was added to the Discussion Agenda. Consent Agenda was accepted and approved.
- 3- Financial: Sponsorship bundles continue to come in. \$2,000 check was sent out to secure Michael Caruso for December's monthly program and an additional \$1,000 for 1 future program or maybe AEC 2014. Savings balances \$12,033.48; checking \$4,452.87 Approved financials.
- 4- Membership: End of September \$486 revenue share check; membership drive: 4 new members so far; announce again today. 51.1 ratio. 140 members; 3 other; Membership flyers distributed in several State of Michigan buildings. The retention committee is reaching out to at-risk and 90 day out members. Hand-written notes are going out as well. Approved: Update MiSGMP policy that a non-member guest can attend 2 meetings at the non-member rate; then you have to become a member. Silver – update the website. Board members should seek out "guests" to discuss SGMP. The retention committee will contact those on our membership who have never attended a meeting, or have only attended 1 or 2 meetings.
- 5- Community Service: For the December program, Kellogg won't allow us to use our own bartender for the fundraiser. We won't do this fundraiser for this December. December Program: Ward to check to see if we can move the December program back to regular time (note: yes, time has been changed to 12:00pm lunch and 1:00pm program).
- 6- Special Events: Road Rally RFP going out to committee (May 19 or 21). Because the National Auction is the exact time of our Silent Auction, we felt that we would be taking funds from our own auction. August program: John Rosendahl (HALO), very open to having a combined speaker for the August program; he will assist in negotiating a golf scramble for SGMP at Eagle Eye. The SGMP Board Silent Auction contribution will be an adult Michigan-based beverage basket.
- 7- Honors/Awards: Honors/Awards: Reviewed planner and supplier of the year nominations. Supplier of the Year Top 3: Mandy Flutur, Nate Nelvin, Mary Zucchero; Planner of the Year Top 3: Michelle Milligan, Andy Silver, Kristen Taylor; Voting Period: Oct 17th - Oct 31st.

**III. Action Items / Delegated Tasks**

- 1- Silver: Extend another complimentary year to website preferred vendors on the website.
- 2- Flutur: Supplier and Planner of the Year Awards will be ordered from PaceSetters.

- 3- Dick: Need to change our monthly raffle prize language to “door prize.”

#### **Previous Assignments:**

- 1- Milligan: Explore bonding Treasurer and President.
- 2- Silver will look into Google analytics.
- 3- Hussein, Dick and Nickson will pursue proctored exam for GMS.
- 4- CGMP Discussion: Survey the membership regarding desire for CGMP class in Michigan.
- 5- CMP Discussion: National indicated that Michigan can move forward with a CMP study group. Nickson/Ward/Dick will explore.
- 6- Nickson: Have Special Events committee review criteria for site selection for awards banquet.

#### **IV. Reports / Announcements / Discussion**

- 1- Advertising/Sponsorship: Decided to delay the possibility of an outside raffle.
- 2- Communication/Social Media: Newsletter to go out first full week of November.
- 3- Destination Michigan Showcase (11/6/13): Chris, Andy, Mandy and Sarah are registered for the event to promote SGMP.
- 4- Event and Industry Day (1/28/14 at the Kellogg Center): Mark your calendar. Milligan will contact Jerry about our participation.
- 5- Roundtable: National Education Conference: Laurie booked her flight at \$460 (her organization is paying). Remember that board members are required to purchase insurance on all flights. If board members can get a rate of under \$500 for travel, please book now. Conference dates: Tuesday, May 6, 2014 - Thursday, May 8, 2014.
- 6- Roundtable: Mandy put her 2 week notice in at Webers. Per MiSGMP by-laws: must resign from the board within 90 days if she is unable to locate a new position that is eligible for membership.
- 7- Chapter Business Plan: Reviewed plan; all looks good.
- 8- MSAE: No update.
- 9- Policy Manual Review (pages 9-15). No updates.

#### **V. National Update**

- 1- Staffing Changes: Mark will be Director of Meetings and Operations.
- 2- News from Debra Kilpatrick: During this difficult economic time, National has downsized the staff and having current staff wearing several hats. New By-laws will be coming out for a vote. There will be substantial clarifications to National Policy and Procedures Manual – that will be coming out soon.
- 3- National update regarding membership for 2nd staff from a CVB: It is thought that this may be coming out in early 2014 “Enterprise Membership” – a 2nd membership from the same organization at a reduced rate. Shelly Mann has resigned as National 2nd Vice President.

Next meeting will be the Awards Banquet and Silent Auction on November 20 at 1:00pm at the Comfort Inn, Mt Pleasant, Michigan.

November Meeting Schedule:  
Board meeting: 1:00pm-3:30pm  
Program 4:00pm - -5:15pm  
Cash bar 5:15-6:15  
Dinner 6:15pm  
7:00pm - 7:30pm awards

Meeting adjourned at 11:15am

Meeting Adjourned at 11:18am.

(Minutes prepared by Chris Ward)