



**MICHIGAN CHAPTER SGMP
BOARD OF DIRECTORS MEETING**

**Draft MEETING NOTES
September 18, 2014**

Crowne Plaza West, Lansing

Members Present (a quorum was present)

Michelle Milligan
Laurie Nickson
Nick Hussein
Nate Melvin
Kami Smith

Diane Dick
Chris Ward
Amanda Toy
Debbie Kopkau

Members Absent (excused)

Members Absent (unexcused)

Milligan called the meeting to order at 1:10 p.m. A quorum was present.

The Bill of Rights was read by Michelle Milligan, President.

Consent Agenda: Debbie Kopkau asked to have Education Report moved out of consent agenda for discussion.

Approval of consent agenda including:

Minutes from August 20, 2014

Community Service Committee Report

Registration/Raffle Report

Technology Committee Report

Action Items / Delegated Tasks

- 1- Hussein, development of templates for Sorry we missed you and guest emails to send from website
- 2- Milligan, add old board reports to website
- 3- Kopkau, add GMS applications to member profiles
- 4- Milligan, add GMS/Core Competency to Headline
- 5- Milligan, Send 2015 dates to MMPI, MSAE
- 6- Board Members video testimony for website

Treasurers Report Received

Nate reviewed the Financial Statement and bank account information. At the end of August there was \$11,059.58 in the checking account and \$12,044.43 in the savings account. Nate was going to confirm with National if the actual deadline for reporting was the end of August or August 15, there seemed to be a question on the actual date.

Nate reported on the Treasurer's Conference Call. – Nate shared with others on the call some of the things the Michigan Chapter does to help with budget. i.e. wine wall, charging for monthly meetings, silent auction, etc.

Mark from the Rocky Mountain Chapter discussed a Gift Card Program through Krogers. Spendings on the card are tracked and their chapter gets a percentage. The board discussed this and decided to get more information before proceeding.

Nate also brought up a New By-Law that caps the amount of a check that can be written by the Treasurer without board consent and it is \$1,500. It was \$500. Michigan Chapter already has a process in place that is capped at \$500. The Board decided to keep the Chapter's cap \$500.. Nate will reach out to Brett for clarification on whether this is also for speakers, etc. that have already been approved by the board through budgeting.

Advertising Report – Diane Dick

Diane distributed excel spreadsheets detailing what has been sold to-date on the Bundle Packages. To-date: \$13,310.00 has been sold via bundles. The board also discussed which months are still available for sponsorship sales. There are two monthly meetings left to sell. Diane will firm up the excel form and change the form to indicate which month goes with which sponsorship. The forms can then be put on line for updating. Michelle will look at the existing form to see if it can be put on the site without changing it to a PDF.

Diane will send AEC Sponsorship Excel Sheet to Leslie Thompson.

AEC Report – Chris Ward

The committee had a conference call and they have a wide variety of topics to decide on for sessions. Chris discussed the topic for Rob Coffman – possibly ethics or a National Update. Michael Caruso will speak as he has already been paid. A Save the Date is being drafted. The committee is confirming the entertainment. Chris will make sure the CVB evening before the conference festivities is not a FAM.

Question of FAM was addressed and Michelle read SGMP policy.

Discussion was held on having founder Steve Bower at the conference and picking up his cost. It was decided to offer him a speaker fee to attend which would cover his travel expenses. Past board members will be invited to the dinner at no cost. If they want to attend the entire conference, the cost of the dinner would be deducted from the conference fee.

GMS/CGMP Programs – Debbie Kopkau

Garland approved the February 10-13, 2015 date for the CGMP offering. The space has been booked at Laurie Nickson's office. Discussion was held on offering scholarships for the CGMP. A maximum of 20 people will be accepted. It was discussed that whatever amount is decided upon for scholarship should be the same for each person wanting to apply.

Information on the CGMP needs to be put in the newsletter. If needed, we will reach out to other states for attendance. If we do not have the 10 needed by December 1, the program will be opened to other states.

Michelle is still working on configuration of website and meeting attendance. The Core Competency can be added to the Headline field than it will show up the on different reports which can be provided to members when they ask for attendance records for renewals of GMS, CMP or CGMP. This can be put in at the same time a meeting is set up. Ones that do not have it in there can be gone back into and added. "This program qualifies for XX Core Competency".

Supervisor information still needs to be added. Discussion was held on the GMS Application.

Laurie thought it would be nice to ask Garland to have dinner with the Board when she is here. The Board Members agreed.

Honors and Awards – Amanda Toy

Amanda reported everything is ready and that Nate Melvin and Michelle Milligan will present awards tonight.

Next year it is hoped to have a sponsor for awards and then have the sponsor present. Offer to suppliers and promote in the Newsletter.

Discussion was held on other possible awards. Nick Hussein discussed the Path Finder Award. This can be given to a person who helped guide you through your career. Committee would take submissions and pick one. The Board really liked the idea.

Membership Report – Nick Hussein

The committee is working on Retention and Recruitment. The committee called or emailed the at risk members and 60-day out members. A recruiting event is being planned for January. Planners = 79; Suppliers = 68; ratio of members = 147, 53.7%. \$225 received from National for revenue sharing.

Nick will develop a template letter for guests and Sorry we missed you.

Special Events – Laurie Nickson

Discussion was held on Silent Auction to be held this evening and assignment of Board member duties.

25th Anniversary – Amanda Toy

Amanda reiterated what has been done to-date on the 25th Anniversary Celebration. She is still awaiting some information. Kristina Baxendale is still getting pricing. Andy has historical books. A timeline will be made for the last 25 years. Mary Estrada and Andy would be good to speak to since they have been around for a long time as far as history. At the auction there will be a listing of 25 things for attendees to write on. i.e. 25 things I like about being a planner; a supplier, etc.

Community Service – Amanda Toy

Shoes are still be accepted for charity. Next quarter's charity is the Grand Blanc Police in conjunction with Flint & Genesee. They collect teddy bears and give to children involved in domestic cases. This will be the charity for the next 3 months.

Marketing – Amanda Toy

Amanda is working with John Rosenthal on getting example calendars and window clings. She hopes to have by next meeting.

Education – Debbie Kopkau

Discussion on programs scheduled for the year.

Communications – Kami Smith

Created a schedule for upcoming newsletters. Current newsletter will go out by the end of the week and will include information on the Silent Auction.

Chapter Business Plan – Michelle Milligan

Michelle thanked board members for filling out their section of the business plan. Discussion was held on what has already been completed on plan. Plan will be posted on website.

Other Items:

Michelle reported on her presentation to Kentucky.

Discussion on video testimony from members. Attendees could take their own and send them in if it would make them more comfortable. Michelle will mention it today and we will shoot for January/February/March. Laurie has a video camera if needed.

In the interest of time, Message Blocks Information will be tabled until next month's meeting.

National Updates:

Discussion on Region 3 conference call.

Informed the Board of Kim Kowal's resignation from National.

Next Meeting is October 14th 2pm in Mt. Pleasant.

Meeting Adjourned 3:15 p.m.

--Respectfully Submitted by Diane Dick, CMP, GMS