



Board of Directors Meeting – Meeting Minutes

SEPTEMBER 14, 2016 – CROWNE PLAZA WEST, LANSING

Members Present (a quorum was present)

Laurie Nickson, President
Nate Melvin, 2nd Vice President
Tammy Lott, Director
Stacy Yerby, Treasurer
Debbie Kopkau, Past President

Diane Dick, 1st Vice President
Leonard LaFrance, Director
Chris Ward, Director
Annette Pepper, Secretary

Welcome

Laurie Nickson called the meeting to order at 12:10pm.

L. Nickson

Establishment of a Quorum

A quorum was present

L. Nickson

Bill of Rights

Board Members

Approval of Consent Agenda

- Approval of August 2016 Board Meeting Minutes as presented.

L. Nickson

Committee Reports Received, Report Only

- Communication/Social Media
- Community Service
- Education - **PULLED**
- Honors and Awards
- Membership

L. LaFrance
A. Pepper
A. Pepper
D. Kopkau
T. Lott

Committee Reports, Nothing to Report

Annual Education Conference
Nominations

C. Ward
D. Kopkau

Financial Reports

BANK BALANCES	7/31/16	8/31/16
Checking	\$18,597.13	\$18,958.79
Other	\$12,056.36	\$12,056.90

Review of Financials

N. Melvin

- Great Wolf Lodge in Traverse City reached out regarding purchase of membership list. They purchased membership list for \$500.

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

Committee Reports, Discussion/Action Needed

Advertising/Sponsorships

D. Dick

- Boyne – registration at AEC
- Greater Lansing CVB – Big Mac - Sold Out
- Detroit CVB – Great Lakes – Sold Out
- Ann Arbor CVB/Bay City DoubleTree – Lighthouse
- Radisson Kalamazoo/Radisson Lansing/Fetzer Center - Mitten

GMS Certificate

D. Kopkau

- The committee worked on cleaning up GMS on StarChapter. There are still a few to go,
- Vicki Gotts using JotForm to see how members could fill out the information and go into a database. Still needs some work with Vicki to see how this is helpful.
- MiSGMP received approval to create pins from National SGMP.
- Two new people joined the GMS program: Carly Palmer and Larisa Draves.
- Future plans is to send members that a year out of their certificate expiring to renew.

Marketing

L. LaFrance

No report.

Registration/Door Prizes

D. Dick

- No door prizes this month because of the auction.
- Registration is at 67 for today's meeting.

Scholarships

N. Melvin

No report.

Special Events

L. Nickson

- All items for auction and logistics for auction are set.
- Formalize checkout procedures and assignments for tonight's auction.
- Committee Plans Conduct auction and auction follow up.
- Committee Goal for tonight: bid often, bid high!

Education

A. Pepper

- RFP sent out to all convention and visitors bureau within 100 miles of Lansing. After today's meeting the RFP will be sent out the entire MiSGMP membership to allow any bids to be sent in by September 30, 2016.

Meetings with confirmed speakers:

- October 19, 2016, Victor or Victim? How to Lead during Times of Turmoil and Change, Competency: Leadership
- November 16, 2016, Active Shooters: How Do Your People Respond?, Competency: Logistics
- December 14, 2016, The Effective Leader: Busting the Myths, Building the Culture. Competency: Leadership
- January 18, 2017, Unlocking the Secrets to Why Hotels Are Rejecting My Business, Competency: Financial/Contract Management
- April 19, 2017 Balancing Personal vs. Professional Branding, Competency: Education/Programming
- June 21, 2017, A Case of ADA Compliance, Competency: Logistics

Presenters to be confirmed:

- February 15, 2016, How Social Media Can Increase Your Event's Attendance, Participation and Sales, Competency: How Social Media Can Increase Your Event's Attendance, Participation and Sales, Competency: Education/Programming
- May 24, 2016, Multi-cultural Protocol: Everyone Matters, Competency: Education/Programming.

2016-2017 MiSGMP Chapter Operations Plan

Review and get any changes or additions to the 2016-2017 Chapter Business plan back by next meeting, October 19, 2016.

L. Nickson/Board Members

National Update

Review of changes to the National SGMP Board. Membership to be sent out with updates by the end of September.

L. Nickson

Other

MMPI MiSGMP MEID 2016 Partnership

L. Nickson

The Meeting Professionals International, Michigan Chapter (aka MMPI) 2016 Michigan Event Industry Day being held on Wednesday, September 28, 2016 at the Soaring Eagle Casino & Hotel. Any of the MiSGMP Board Members able to provide support for a exhibit table to promote membership.

Next Board Meeting – October 19, 9:00am, Mt. Pleasant Comfort Inn

Meeting Adjourned at 2:45pm.

Respectfully submitted, Annette Pepper, Secretary, CMP