



MEETING PROFESSIONALS INTERNATIONAL KANSAS CITY CHAPTER (KCMPI) BOARD OF DIRECTORS MEETING

**April 21, 2010
Conference Call**

The meeting was called to order by Michelle Lizak, CMP, President, at 8:36 AM. A quorum was on the call. The agenda is attached as Exhibit #1.

KUDOS! GO TEAM! CHEERS! WAY TO GO!

Fundraising Committee - Lynne Fleenor, Shari Hockenbery, CMP and all the volunteers who have worked with Levy/Sprint Center to raise almost \$10,000.

PEC Committee & Shana Hoy - For the successful education conference. Michelle continues to receive compliments on the conference.

Membership Committee – The March Dine Around was a great event.

Newsletter Committee – Deb Sweeten for stepping in and taking over. Her first issue was released and looks great!

Kara Brady - For gathering in-kind information for all the events.

Leadership Committee – For the volunteer recognition event and membership reception.

Membership Committee - For reaching the new member campaign goal. They have won an award from HQ. Our chapter was one of three chapters that received a reward and was recognized in the MPI Chapter Leadership Newsletter.

Votes Taken:

On a motion by Danielle Jodts, second by Tricia Clement, the March board minutes were approved as written.

Actions Agreed Upon:

None

By-Laws:

None

Policies:

None

E-Vote:

None

Financial Report:

A revised budget as of April 6, 2010 was uploaded to the f-files.

Account balances as of March 31, 2010:

- US Bank Reserve Fund	\$339.01
- US Bank Checking Account	\$3,267.44
- US Bank Money Market Account	\$105,489.77
- Outstanding Invoices	<u>\$165.00</u>
Total:	\$109,261.22

Leader of the Quarter Nominations:

Deb Arbo for her work on PEC. Deb joined the PEC Committee at the last minute and worked on-site covering any last minute details. This allowed the committee more time to enjoy the programming. Deb made a difference in PEC by being involved in the on-site portion of the program.

Deb Sweeten for her work on the newsletter. Deb picked up and ran with the newsletter when Maria Davis had to step down. Deb has been proactive in looking for future articles and setting timelines.

ACTIONS REQUESTED BY COMMITTEES:

President:

The Membership Committee met their goal for the New Member Campaign. MPI HQ has given us the opportunity to select our award. We have two weeks from the announcement to select our award and it must be redeemed within 6 months of the selection. Michelle will send the awards options for e-vote selection. The awards are:

40 free webinars

Additional complimentary platinum speaker – we would cover travel expenses

Complimentary conference registration for WEC

3 complimentary membership renewals

10% discount for global training

There was discussion of the awards with the membership renewal being the favorite. The webinars and platinum speaker was discussed along with the 6 months redemption requirement. If we choose the complimentary membership renewals and they have to be redeemed in 6 months how will we structure implementation? It's a membership based prize and we should reward our members. There was a suggestion to make it an award for leaders of the quarter. Discussed moving the membership scholarships we currently have in place out and spread the 3 around making a total of 5 membership renewals.

Metrics

Michelle participated in a conference call with Holly Dotson. We are getting close to our goals and may have opportunity to receive other rewards.

Our chapter satisfaction survey goal was to increase to 8.25 and we came in at 8.3.

Website is another area where we could make our incentive we at 79%. Everyone needs to go to the website, click around, close out and revisit multiple times so we can reach our goal.

Financially we are in a good position. Our goal was to have a surplus of \$1600 we are on track to reach that goal.

Membership looks like we will not make that goal based on the loss of members at the beginning of the year. We have played catch up all year.

Attendance and education events are on track to meet the goal.

Our volunteer benchmark will include the Levy volunteers so we were able to add those participating and bumped our numbers up. When we add the PEC and golf volunteers we should make our goal.

Board Slate for 2010-2011

MPI requires the slate be Board approved and was sent for a vote to be in compliance.

Hand Over Documents

Hand over documents are due to Michelle & Shana, Monday, May 3rd. That will give them time to get them to the new Board members. Michelle will send last year's documents as an example.

Templates for documents used should be uploaded to the e-files in your area folder.

Leadership Training Dates

Click on the link in the e-mail from Michelle to take you to the MPI Training Calendar. Check the training dates for your content area and share them with your chairs.

Past President Council Report

Met in April to discuss the state of the chapter and make some suggestions. They submitted a report that Michelle will send out. Please take their suggestions into consideration when planning for 2010-2011.

How can we reengage members & planners?

Possibly reduce program fees for planners.

Consider doing the programs the same day each month.

Offer 8 education programs a year.

Increase the Job Bank opportunities.

Can we make the ballot more user friendly by including a photo and bio of the nominees?

Build connection between new members and seasoned members.

Proposed planning the January education program.

60 SECOND UPDATES

Monthly Programs

Met March 30th to brainstorm the education calendar for next year. The education committee met again April 20 to discuss the education calendar. They are waiting for the RFP to go out so they can begin planning. The 2009-2010 programs are completed.

Member Care/Job Bank/Scholarship

No report

Student/Satellite Membership

No report

PEC

Shana Hoy reported the Westin did a great job. Lacey Spallitta did a great job of getting sponsors and exhibitors. There are a couple of payments still to be made. There was a wrap up conference call with discussion of the attendees not participating and still claiming the CEU's. Next year consider implementing a CEU tracking system. There were some meals that weren't participated in. The program is too long, discussion of a one day program. PEC 2011 will be moving forward with Angela Jenness as the chair. The current direction is "education day at the K" including a baseball game after the event making it education with social. PEC would need to be in a baseball month which may impact the education calendar.

Marketing

Phil reported there will be a letter coming from Naylor soon for the directory advertising. There will be a new contract coming for the newsletter soon.

Leadership Development

No report

Strategic Alliance

Kara Brady reported the auction sponsors received has been entered. There are auction sponsorship information missing. The PEC and Dine Around sponsors have been entered. Need to get any sponsorship information on the golf tournament.

Golf

Janice McClain and Cheryle reported we have 36 golfers and 7 holes sponsors confirmed. There was discussion on the lack of registrations. We need to approach the venue and see what can be done and if they will work with us. Janice will get with Jenny Forsythe & Carolyn Sterbenz to discuss the options. A separate invitation for the reception will be sent out.

Other

Upcoming Dates:

KCMPI Annual Golf Tournament, May 13
KCMPI Annual Meeting and Awards Banquet, June 18
Field 2 Table, September 23 – exciting entertainment

Reminders:

Post all meetings and e-blast to the Google calendar
Copy Cheryle Grinter, Chapter Administrator, kcmpi@kcmpi.org on all e-mails that pertain to operations.

Michelle Lizak, CMP, President, adjourned the meeting at 9:46 AM

On Conference Call:

Members Present

Michelle Lizak, CMP, President
Phil Allemang, CAS, Director Marketing & PR
Tricia Clement, CMP Director Monthly Programs
Kara Brady, Director Strategic Alliance
Shana Hoy, Director Special Education

Karen Hoch, President Elect
Janice McClain, CMP, Director Special Events
Danielle Jodts, Director Leadership

Members Absent

Lori Turec, VP Communication
Andrea Foulkes, Director Student & Satellite Membership
Vickie Brawley, Immediate Past President
Lorie Scott, CMP, VP of Finance
Andrea Bauer, Director Member Care
Dan Veglahn, CMP, CTS, VP Education
Andrea Cowsar, VP Membership

Non-Members Present:

Cheryle Grinter, Chapter Administrator



Meetings...drive change
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- I. **Call to Order**
- II. **KUDOS! GO TEAM! CHEERS! WAY TO GO!**
- III. **Review/Approve Minutes**
- IV. **Financial Report (Lorie Scott, CMP)**
- V. **Actions Requested by Committees:**
 - President (Michelle Lizak, CMP)
 - Metrics to date for 2009-2010
 - Board Slate for 2010-2011
 - Handover documents due to Michelle by
 - Leadership Training Dates for MPI
 - <http://www.mpiweb.org/Community/Leadership/Education/LeadershipTraining.aspx>
 - Past President Council Report
 - Past President Council Report (Inge Hafkemeyer, CMM or Michelle Lizak, CMP)
- VI. **60 Second Committee Report Highlights**
 - Monthly Programs (Tricia Clement, CMP)
 - Member Care/Job Bank/Scholarship (Andrea Brack)
 - Student/Satellite Membership (Andrea Foulkes)
 - PEC (Shana Hoy)
 - Marketing (Phil Allemang)
 - Leadership Development (Danielle Jodts)
 - Strategic Alliance (Kara Brady)
 - Golf (Janice McClain)
 - Other
- VII. **Other Business**
 - UPCOMING EVENTS REMINDER:
 - KCMPI Annual Golf Tournament – May 13
 - KCMPI Annual Meeting and Awards Banquet – June 18
 - GENERAL REMINDERS:
 - Post all meetings and e-blasts to the Google calendar
 - Copy Cheryle Grinter, Chapter Administrator (kcmpi@kcmpi.org) in all emails that pertain to operations.
- VIII. **Adjourn**

Committee Reports Included: Chapter Administrator; Director-Special Education

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