



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

**July 22, 2009  
Kansas City, Kansas**

The meeting was called to order by Michelle Lizak, CMP, President, at 8:40 AM. A quorum was present; the agenda is attached as Exhibit #1.

### **Votes Taken:**

On a motion by Lorie Scott, CMP second by Vickie Brawley, the May board minutes were approved as written.

On a motion by Karen Hoch, second by Lorie Scott, CMP the 2009-2010 Budget, draft 6 v4 was approved.

On a motion by Andrea Cowsar, second by Danielle Jodts, the revised 2009-2010 Organizational Chart was approved.

On a motion by Diane Wolfe, CMP second by Andrea Cowsar, the revised Strategic Alliance ROI was approved as submitted.

On a motion by Andrea Cowsar, second by Lorie Scott, CMP it was approved to accept Discover cards as a payment method beginning with the September 2009 program.

On a motion by Phil Allemang, second by Vickie Brawley, it was approved to expand the credit return capabilities through Authorize.Net to 365 days.

On a motion by Lorie Scott, second by Danielle Jodts, it was approved to accept the 2010 PEC registration fees as presented.

On a motion by Shana Hoy, second by Andrea Brack, it was approved to offer the Education Program Season Pass for the 5 education programs for \$150.

### **E-Votes Taken Between Board Of Directors Meetings:**

None

### **Actions Agreed Upon:**

Cheryle Grinter, Lorie Scott, CMP, Dan Veglahn, CMP and Shana Hoy will discuss the 2010 PEC refund policy and submit to the Board for review by August 27<sup>th</sup>.

Vickie Brawley will begin to identify Governance committee members.

### **By-Laws:**

Michelle Lizak, CMP discussed the revision of the by-laws based on the current MPI by-laws, recommendations from our CBM and changes needs based on the audit committee's recommendations. The review of the by-laws was tabled until the September board meeting.

### **Policies:**

None

### **Other Items:**

#### **Financial Report**

A profit & loss yearly comparison report through June 30, 2009 was distributed.

Account balances as of June 30, 2009:

|                                |                    |
|--------------------------------|--------------------|
| - Commerce Merchant Account    | \$867.27           |
| - US Bank Reserve Fund         | \$339.01           |
| - US Bank Checking Account     | \$2,665.95         |
| - US Bank Money Market Account | \$79,804.68        |
| - Outstanding Invoices         | <u>\$505.00</u>    |
| <b>Total:</b>                  | <b>\$84,181.91</b> |

### **COMMITTEE REPORTS**

#### **Finance**

Lorie Scott, CMP reported a \$4,959.00 deficit for 2008-2009.

The 2009-2010 budget was open for discussion. Lorie pointed out the account numbers will be changing and upon approval a revised copy of the budget, with new account numbers, will be distributed and placed in the e-files.

Lorie Scott, CMP discussed the revised Strategic Alliance, ROI and questions submitted to the Strategic Alliance committee.

#### **Audit Committee**

Diane Wolfe, CMP, KDW, Inc Committee Chair reported the Audit Committee consists of Jeanne Burris, Overland Park CVB; and Jill Quinn, Economic Development Corporation. The committee met and submitted their audit letter with recommendations. There was discussion of the committee's comments regarding zero dollars spent on marketing and branding to bring in more attendance or membership to bring in additional income. The committee questions what can be done to increase revenues.

The Audit Committee recommended:

- Quarterly review of the financial reports
- Using classification in Quick Books
- Subaccounts for travel
- Posting budget quarterly for membership transparency
- Recruiting the 10-11 VP of Finance to serve on the audit committee

Lorie thanked the Audit Committee for the detailed approach to the budget.

There was discussion of the scholarship awards.

### **Chapter Administrator**

Cheryle Grinter presented the acceptance of Discover cards as a payment form. The Discover card processing fee is the same as MasterCard and Visa. When the gateway was changed to Authorize.Net the setup included Discover cards. There will be no additional setup fees to begin accepting Discover.

Cheryle presented the standard return policy through Authorize.Net is 90 days. To expand the return policy, the Gateway Request for Expanded Credit-Return Capabilities form must be completed and submitted. The form includes an Acknowledgement and Assumption of Risk clause. The assumption of risk was discussed.

### **Committee Highlights**

#### **Programs**

Tricia Clement, CMP presented the education program season pass. A pass can be purchase for a fee of \$30 each, \$150 for the 5 education programs – September, October, November, January and February. When you purchase the season pass you will receive a discount code. The pass is non-refundable, substitutions will be allowed if the person registers but cannot attend.

#### **KCMPI PEC**

Shana Hoy presented the proposed pricing structure for PEC 2010.

#### **Exhibitors:**

Exhibitors \$700

Luncheon \$500

Combo \$950

#### **Attendees:**

Regular \$185

Late \$200

Student \$50

#### **Leadership**

Danielle Jodts shared the Committee Members roster that will be in the e-files in the Leadership folder.

Danielle presented the Leader of the Quarter program. Recipients will be recognized in the newsletter, website with an e-mail sent to their employer. A certificate will be sent to the member. They will also be recognized at the awards banquet. Every quarter nominations will be requested, board members are excluded. The nominees will be voted on by the Board.

The leadership breakfast is slated for May to be further discussed at the September board meeting.

#### **Leader of the Quarter Nominations**

**Diane Wolfe, CMP** – Chair Finance Committee, stepped up to the plate at the last minute to get the audit committee together. She is a former VP of Finance and brought her expertise to the task.

**Maria Davis** – Chair Newsletter, came on board and has been doing this for a year. She is not local and came forward to see how she could be involved remotely. She's good with deadlines and has been handling the newsletter alone.

**Jenny Forsythe** – Membership Committee, volunteered for additional tasks within the membership committee. She has stepped up to co-chair the golf tournament and is the newsletter liaison for membership

The Board will vote for the first Leader of the Quarter nominees by e-vote.

## **60 Second Updates:**

### **Programs**

Tricia Clement, CMP reported the 09-10 program calendar is laid out. Venues for the Holiday Party and February program are still needed. Some of the times are tentative. Coordinating with marketing on producing a programs brochure, target to have available at August 13<sup>th</sup> reception.

### **Member Care**

Andrea Brack reported the 8/13 membership reception is at Rival's Bar & Grill at the Kauffman Stadium. Registration is open with the new fee structure. A member who brings a potential member attends free. If you want to attend alone the cost is \$10. The next committee meeting is 8/5, 3:30 PM at Starlight.

Andrea also reported the Job Bank & Scholarship committees have new chairs.

### **Student/Satellite Membership**

Andrea Foulkes will be contacting JCCC, KU, K-State, College of the Ozarks and CMSU regarding job fairs and opportunities to make presentations to their classes.

We have been contacted by Wichita and the Lake of the Ozarks regarding hosting a satellite meeting.

### **PEC**

Shana Hoy reported Lacey Spallitta, CMP is the PEC Strategic Alliance co-chair for 2010. A co-chair is still needed. The Westin contract has been signed. Overland Limo has donated speaker transfers. The next committee meeting is July 28<sup>th</sup> at the Westin to develop a theme and subcommittees.

### **Marketing**

Phil Allemang reported the newsletter still needs a co-chair. The directory is within a couple of days of being on schedule and will go to print the first part of September.

The marketing forms will be updated for 2009-2010.

### **Leadership**

Danielle Jodts reported there are five chair positions open at this time. The Committee Member list will be updated with committee members updates from the TSR's and saved in e-files under Leadership.

## **Strategic Alliance**

Kara Brady reported she is working on getting the contracts signed for the monthly programs. Work continues to secure the venues and address last minute requests.

## **Golf**

Karen Hoch reported the committee is in the planning process. RFP has been submitted to Strategic Alliance for review and will be distributed to golf courses shortly. Targeting the two middle weeks in May for dates.

## **Other**

Our chapter is in discussion with MPI HQ to be involved with MPI pilot program for websites. Karen & Michelle are working with MPI to see if the costs can be made affordable to the chapter.

Be sure to update the Google calendar with any event dates and e-blast dates.

## **Upcoming Dates:**

PCMA/KCMPI joint event July 23<sup>rd</sup>, Sheraton Overland Park  
KCMPI Membership Reception August 13<sup>th</sup>, Rival's Bar at Kauffman Stadium.  
Field 2 Table, September 24<sup>th</sup>, Wolfe Farm  
The next Board meeting September 2<sup>nd</sup> with location to be determined.

Michelle Lizak, CMP, President, adjourned the meeting at 10:27 AM

## **Attendance**

### **Members Present**

Michelle Lizak, CMP, President  
Vickie Brawley, Immediate President  
Karen Hoch, President Elect  
Lorie Scott, CMP, VP of Finance  
Phil Allemang, Director Marketing & PR  
Danielle Jodts, Director Leadership  
Andrea Foulkes, Director Student & Satellite Membership  
Tricia Clement, CMP Director Monthly Programs  
Kara Brady, Director Strategic Alliance  
Andrea Brack, Director Member Care  
Dan Veglahn, CMP, CTS, VP Education  
Andrea Cowsar, VP Membership  
Shana Hoy, Director Special Education  
Lori Turec, VP Communication  
Diane Wolfe, CMP Finance Chair  
Bill Hartnett, Chair Strategic Alliance

### **Members Absent**

Janice McClain, CMP, Director Special Events

### **Non-Members Present**

Cheryle Grinter, Chapter Administrator



Meetings...drive change  
Join the (r)evolution



- I. **Call to Order**
- II. **Review/Approve Minutes**
- III. **Financial Report**
  - Discuss how review will be handled for 09-10 budget
- IV. **Review Old Business Action Items**
  - Approval of 09-10 Budget
  - Review and Discuss Minimum By-Law Changes
    - Discuss Effect on Term Changes for VPs
    - Board to vote at September Board meeting
  - Approval of 09-10 Organizational Chart
  - Review and Approve 09-10 ROI for Strategic Alliance
- V. **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)
- VI. **Actions Requested by Committees:**
  - *Chapter Administrator (Cheryle Grinter)*
    - *Discover Card (vote request)*
    - *Authorize.net refund policy (vote request)*
  - *Finance (Diane Wolfe)*
    - *Audit Committee to present 08-09 budget review recommendations*
  - *Education – Monthly Programs (Tricia Clement, CMP)*
    - *Season Pass Fee Structure - \$150 to attend 5 programs (vote request)*
  - *Education – Monthly Programs (Shana Hoy)*
    - *2010 PEC pricing (vote request)*
  - *Leadership Development (Danielle Jodts)*
    - *Call for Nominations for “Leader of the Quarter”*
    - *Date for May Leadership Breakfast*
- VII. **Other Business**
  - **UPCOMING EVENTS REMINDER:**
    - i. PCMA/KCMPI Joint Event – July 23<sup>rd</sup>, Sheraton Overland Park - *The Art of Anticipation: Exceed Expectations*

ii. KCMPI Membership Reception – August 13<sup>th</sup>, Kauffman Stadium/Rival's Bar and Grill – *Bring a potential new member and attend for free!*

- **GENERAL REMINDER:** Copy Cheryle Grinter, Chapter Administrator ([kcmpi@kcmpi.org](mailto:kcmpi@kcmpi.org)) in all emails that pertain to operations.

#### **VIII. Adjourn**

**Committee Reports Included:** Chapter Administrator; VP Finance; President-Elect; VP Education and President

**Committee Reports Missing:** VP Communications and Past President