

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

**September 2, 2009
Kansas City, Missouri**

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.

KUDO's

- The member reception was a great success with lots of new faces and at least one person joined.
- Monthly Program has sold 4 education season passes which is more than projected.
- To Deb Arbo for selling the Marriott 4 months of banner ads on the website.
- To Phil Allemang for the program brochure and membership directory.

Votes Taken:

On a motion by Lorie Scott, CMP second by Janice McClain, CMP, the July board minutes were approved as amended.

On a motion by Dan Veglahn, CMP second by Lori Turec, it was approved to offer complimentary exhibit booths for PEC 2010 to: George Fern, VAE, Vista, The Westin, RegOnline and any speakers bureau donating complimentary speakers.

On a motion by Lorie Scott, CMP second by Janice McClain it was approved to offer a 50% registration discount to 2010 PEC breakout peer speakers. In the event the peer speaker presents 2 or more breakout sessions they would receive a complimentary 2010 PEC registration. Peer speakers are defined as MPI members.

On July 23 the following e-vote was requested:

As presented at yesterday's KCMPI Board Meeting, a vote is needed to name two finalists for the "Member of 1st Quarter" designation. We had three nominations:

- **Diane Wolfe, CMP** - Diane volunteered to sit on the Finance Audit Committee when the need to fill the position arose. Diane asked a lot of questions to ensure she was reviewing the chapter's finances to the best of her ability. She dedicated time and effort to create a thorough document for the Board to use to better our financial forecast. Without Diane's talents and input, this could not have been done to the same degree.
- **Maria Davis, CMP** - Maria is a satellite member and continually initiates the chapter to ensure her involvement from afar. As the Newsletter Chair, Maria manages a large amount of responsibility, often requiring her to motivate others to follow strict deadlines.

The newsletter position is typically a co-chair position. Currently, Maria is single-handedly managing most of the requirements. Maria is very thorough in her work and a valued Chair.

- **Jenny Forsythe** - Jenny volunteers for two committees, giving twice the amount of time to benefit KCMPI. Jenny works within the Golf Committee as well as the Membership Committee, bringing her enthusiasm to both groups. The membership committee refers to Jenny as their "article guru" and is thankful that she is willing to do whatever it takes to get the job done.

The winners for July are Jenny Forsythe and Maria Davis, CMP.

Actions Agreed Upon:

Shana Hoy will work with Cheryle Grinter to add the registration for peer speakers to the speaker's contract.

By-Laws:

None

Policies:

2010 PEC breakout peer speaker registration to be "the 8 requested peer speakers would receive a 50% discount on PEC registration. In the event the peer speaker presents 2 or more breakout sessions they would receive a complimentary PEC registration." Peer speakers are defined as MPI members.

Old Business:

2010 PEC Refund Policy

Dan Veglahn, CMP reported the 2010 PEC Refund Policy will remain the same.

Registration Cancellation Policy:

Full refunds less \$25.00 processing fee per registrant, will be granted if written requests are received by Monday, March 8, 2010. No-shows and cancellations received after Monday, March 8, 2010 will not be refunded. Substitutions are permitted and should be put in writing to KCMPI Headquarters by Wednesday, March 31, 2010.

Exhibit Cancellation Policy:

Refunds will be made for any written cancellation received prior to Monday, March 8, 2010. A \$50.00 administrative processing fee will be retained. Any cancellations received after Monday, March 8, 2010 will result in the loss of the entire registration fee.

Proposed Minimum By-Law Changes

Vickie Brawley reported the committee has met and needs additional information/clarification from MPI HQ before they can proceed.

May Leadership Breakfast

Discussion tabled until the October board meeting.

Other Items:

Financial Report

A profit & loss yearly comparison report through August 25, 2009 was distributed.

Account balances as of August 31, 2009:

- US Bank Reserve Fund	\$339.01
- US Bank Checking Account	\$2,833.07
- US Bank Money Market Account	\$78,845.02
- Outstanding Invoices	\$580.00
Total:	\$82,597.10

COMMITTEE REPORTS

Finance

Lorie Scott, CMP reported PEC has collected \$2,400 in exhibitor fees. CMP registration fees are more than half way to their goal. Lorie thanks the Membership committee for coming in WAY under budget on their 1st reception. Lorie discussed ways to use a portion of the remaining money toward membership recruitment, but to be fiscally responsible.

The 2008 tax returns have been submitted to the account for filing.

Chapter Administrator

None

Committee Highlights

Governance

Vickie Brawley reported the committee met and has some questions for MPI before they proceed.

Programs

KCMPI PEC

Lacey Spilatta, CMP presented the logo and theme "Drive Change".

There was a discussion of complimentary exhibitor booths. The Westin and RegOnline were added to the list of complimentary exhibit booths.

There was discussion of PEC registration fee for peer speakers. If they are MPI members and present breakout sessions they will receive a 50% discount unless they present 2 sessions then it would be complimentary. If they are presenting and they choose to attend the conference they will be eligible for a 50% category in registration "speaker only"

CMP

Dan Veglahn, CMP reported members Sarah Morrissey, CMP, Maria Davis, CMP and Karen Bond, CMP passed their CMP examination.

Leadership

Andrayana Getchell led the nomination for Leader of the Quarter. The two nominations are:

- Diane Wolfe, CMP
- Rebecca Hensel

60 Second Updates:

Monthly Programs

Tricia Clement, CMP reported Dan Veglahn, CMP will cover while she's on maternity leave. Program leads are still needed for an October on-site person and January and February leads.

Member Care/Job Bank/Scholarship

Andrea Brack reported the Membership Committee will be meeting next week and discuss the buddy system for the next program.

The committee will follow-up with the member reception membership promo to see if anyone joined before October 1st. If so, they will receive 2 complimentary registrations to either the holiday party or the awards banquet. The registration fee will be a journal line item transfer from the membership budget.

Andrea is working with Sue Heley, CMP, Scholarship Chair, to get the scholarship information updated on the website.

Student/Satellite Membership

Andrea Foulkes has 4 dates at JCCC to speak on behalf of KCMPI. She will send out a list for volunteer speakers. Andrea is looking at some job fair exhibit opportunities but has no money budgeted specifically for exhibit costs.

Andrea reported there are 40 students signed up to volunteer for the Field 2 Table. The list has been sent to Diane Wolfe, CMP to organize.

The satellite membership meeting will be coordinated with the Spring Board retreat at the lake.

PEC

Dan Veglahn, CMP reported Lacey Spalitta, CMP is doing a great job of contacting and coordinating the 2010 exhibitors. She is working on securing sponsors for the event.

Shana Hoy & Adam Kelly are working on speakers focusing on balancing the topics.

Chef Gary Hild will do a presentation as well as Shel Israel who wrote a book on the why of Twitter. Shel Israel will present for \$500.

Lori Turec stated it was her opinion we should not pay for speakers. Speakers are currently paying to get in front of groups like ours.

Marketing

Phil Allemang reported the directory should make some money. It will be released the end of September and mailed directly to members. There was discussion of the electronic version format update mid-year.

Phil requested if anyone needed printing to try to use the printer of the brochure if possible FRD Communications, Inc.

Leadership Development

The committee will meet on Friday to divide tasks to update the website.

Strategic Alliance

Lorie Scott, CMP, reported the Holiday Party, February & Dine Around have not been confirmed.

There was discussion and brainstorming of catering needs for upcoming events.

Golf

Janice McClain, CMP, reported they had a conference call to discuss the RFP and pricing. The RFP will be released when approved by Michelle Lizak, CMP & Karen Hoch.

The committee has decided on an afternoon tournament with a reception to follow.

Janice asked for information on free conference call websites to be used for meetings.

Other

The KCMPI Education Program Season Pass is on sale until September 14th. Be sure to purchase your pass before the deadline.

Michelle Lizak, CMP reported March 23, 2010 is the Meetings Industry Council Speakers Showcase. They are supporting community outreach for Restart, a shelter/halfway home for homeless families. KCMIC will be conducting a drive this fall for donations to be brought to meetings. Michelle suggested we consider adding Restart Community Outreach to our November event and ask members to donate if they are attending the program.

Michelle Lizak, CMP shared the *Successful Meeting Magazine* Pinnacle Awards. Michelle has written letters to congratulate our members on receiving the awards for the board to sign. She has also written congratulations letters to the partners to go out over her signature.

Members:

Lodge of Four Seasons (Maria Davis, CMP and Renee Price),
Chateau on the Lake (Tina Persinger),
Branson Area Lakes CVB (Justin Stine and Vienna Bowling, CMP)

Partners:

Rosen Shingle Creek (Nancy Kemp)
STL CVB (Sue Hagin, CMP)

Michelle Lizak, CMP and Deb Arbo participated in the website prototype meeting. Based on the meeting the website will have more flexibility than originally thought. In the event MPI decides they don't want to be involved, the contract will be with Nfi. The cost from MPI came after the budget was approved. The MPI foundation will give us a grant for the difference in the cost and what we have in our budget. Michelle is working on the grant but cannot finalize until the contract and costs are received. This will go toward our \$5,000 yearly grant allowance. The beta version should be ready in a month. We will have 2 months to test and we will determine when it will go live. There are 10 chapters that are participating in the beta version. The costs are a sliding scale based on chapter size. Michelle has a power point presentation from the meeting to share.

Lorie Scott, CMP presented the Field 2 Table list of supplies needs. If you know of a vendor who might want to donate, please let the Field 2 Table committee.

Upcoming Dates:

September 17, Town Pavilion, The New Federal Stimulus Law and The Meeting Industry:
Conducting Business in Challenging Times.

September 24, Field 2 Table: A Locally Grown Dining Experience – fundraiser
Next board meeting is October 21st location TBD.

Michelle Lizak, CMP, President, adjourned the meeting at 9:59 AM

AttendanceMembers Present

Michelle Lizak, CMP, President
Vickie Brawley, Immediate President
Lorie Scott, CMP, VP of Finance
Janice McClain, CMP, Director Special Events
Phil Allemang, Director Marketing & PR
Andrea Foulkes, Director Student & Satellite Membership
Tricia Clement, CMP Director Monthly Programs
Andrea Brack, Director Member Care
Dan Veglahn, CMP, CTS, VP Education
Andrea Cowsar, VP Membership
Lori Turec, VP Communication

Members Absent

Karen Hoch, President Elect
Danielle Jodts, Director Leadership
Kara Brady, Director Strategic Alliance
Shana Hoy, Director Special Education

Non-Members Present

Cheryle Grinter, Chapter Administrator
Lacey Spallita, CMP, PEC Strategic Alliance Co-Chair
Andrayana Getchell, Volunteer Recognition Chair



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



- I. **Call to Order**
- II. **KUDOS! GO TEAM! CHEERS! WAY TO GO!**
- III. **Review/Approve Minutes**
- IV. **Financial Report (Lorie Scott, CMP)**
 - Update on 08-09 year end financials and tax forms for Oct 1 MPI HQ deadline
 - Update on 09-10 current financials
- V. **Review Old Business Action Items**
 - Discuss 2010 PEC Refund Policy (Shana Hoy/Dan Veglahn)
 - Review and Vote on Proposed Minimum By-Law Changes (Vickie Brawley)
 - Dates for May Leadership Breakfast (Danielle Jodts)
 - Tabled to Oct Board Meeting
- VI. **Actions Requested by Committees:**
 - Education – PEC (Shana Hoy)
 - 2010 PEC Logo (Board Review)
 - 2010 PEC Comp Exhibit Booths (vote request)
 - 2010 PEC Breakout Speaker Comp Policy Revision (vote request)
 - Leadership Development (Andrayana Getchell)
 - Call for Nominations for “Leader of the Quarter”
 - Vote on final selections for “Leader of the Quarter”
 - President (Michelle Lizak, CMP)
 - KCMIC Speaker Showcase Date – March 23rd (Board Discussion)
 - KCMIC Community Outreach Project – November (Board Discussion)
 - Pinnacle Awards Letters
 - New CMPs in Chapter
- VII. **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 (Andrayana Getchell) – ***Congrats to Danielle and welcome to Charles Davis Jodts!***
 - Strategic Alliance (Kara Brady)
 - Golf (Janice McClain)
 - Other (Michelle Lizak, CMP) – Grant Submission for 09-10
- VIII. **Other Business**
 - UPCOMING EVENTS REMINDER:

- KCMPI Monthly Program – September 17, Town Pavilion, The New Federal Stimulus Law and The Meetings Industry: Conducting Business in Challenging Times.
 - KCMPI Specialty Event – September 24, Wolfe Farms, Field 2 Table: A Locally Grown Dining Experience. Fundraiser – help sell tickets to raise funds for our chapter!
 - KCMPI Season Pass – Remember to purchase your discounted season pass before the deadline of September 14!
- GENERAL REMINDERS:
- Copy Cheryle Grinter, Chapter Administrator (kcmpi@kcmpi.org) in all emails that pertain to operations.
 - Please use Google calendar to coordinate events and e-blasts
 - Monthly Metrics Report will close on September 10, please make sure to fill in your information.

IX. Adjourn

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

Committee Reports Missing: Immediate Past President

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