



KANSAS CITY CHAPTER

M E E T I N G P R O F E S S I O N A L S I N T E R N A T I O N A L

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

**October 28, 2009
Shawnee, Kansas**

The meeting was called to order by Michelle Lizak, CMP, President, at 8:55 AM. A quorum was present; the agenda is attached as Exhibit #1.

KUDOS! GO TEAM! CHEERS! WAY TO GO!

- Thank you to Phil Allemang for the membership directory.
- Thank you to Lorie Scott, CMP for submitting the taxes on time.
- Thank you to Danielle Jodts for developing the leadership program.
- Thank you to Bill Hartnett for sold out exhibit booths at the November Speaker's Showcase.
- Thank you Lynne Fleenor & Shari Hockenbery, CMP for their fundraising efforts.

Votes Taken:

On a motion by Lorie Scott, CMP second by Karen Hoch, the September board minutes were approved as amended.

On a motion by Lorie Scott, CMP second by Lori Turec, it was approved to reimburse Shari Hockenbery, CMP and Lynne Fleenor for their liquor license required for the Levy Non-Profit Volunteer Program at the Sprint Center.

Actions Agreed Upon:

Phil Allemang will send the list of information requested by Naylor for the membership directory ad sales calls to Lorie Scott, CMP to include with the Strategic Alliance survey to be sent to the planner members.

Phil Allemang will get the dates of the membership directory selling season from Naylor.

Lori Turec will write the copy for the total marketing packet that includes advertising, PEC opportunities and strategic alliance.

By-Laws:

None

Policies:

None

Financial Report:

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Approved 12.16.09

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A profit & loss budget verses actual yearly comparison report through October 12, 2009 was distributed.

Account balances as of September 30, 2009:

- US Bank Reserve Fund	\$339.01
- US Bank Checking Account	\$2,719.36
- US Bank Money Market Account	\$78,864.46
- Outstanding Invoices	<u>\$1,500.00</u>
Total:	\$83,422.83

Lorie Scott, CMP reviewed highlights of the budget verses actual report and noted the in-kind will be posted.

The fundraising monies from the Levy Non-Profit Volunteer Program at the Sprint Center will be posted to the Fundraising Board of Directors account.

Lorie Scott, CMP reported Michelle Lizak, CMP has registered for the hosted buyer program for MeetDifferent in Cancun. MPI and Cancun are sponsoring the chapter member receptions this year. If Michelle's application is accepted, these two items will save the chapter money.

Michelle Lizak, CMP discussed the chapter rebates as budgeted in income. Membership numbers are down, which is reflected in the rebates.

Lorie Scott, CMP thanked everyone for being fiscally responsible.

OLD BUSINESS:

Proposed Minimum By-Law Changes:

Vickie Brawley reported there are by-law questions outstanding that need to be answered. The discussion was tabled until the November meeting.

Fundraising Update:

Lorie Scott, CMP reported there will be a "books are fun" book sale at PEC.

Lorie Scott, CMP discussed the "Sweetheart Auction" at the Overland Park Marriott. Lorie will discuss additional details with Vickie Brawley who will chair this event.

Shari Hockenbery, CMP reported on the opportunity for the non-profit volunteer program through the Sprint Center. Sprint has relaxed their requirements.

- A food handlers' certificate is recommended. There is a class in Kansas City for \$20, Independence is free. The classes are offered through the Health Department.
- Liquor permits are required. There is a \$2 temporary liquor permit that can be purchased when you volunteer. You can go seven times with a temporary permit before you are required to get a permit
- We must provide insurance.
- Stand hours – leads arrive at 4:00, 4:30 the rest of the crew arrives, open 6-10.
- We are waiting to be approved.

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There was discussion with questions to pose to Levy. Shari Hockenbery, CMP will get the additional information requested.

ACTIONS REQUESTED BY COMMITTEES:

Fundraising:

Lorie Scott, CMP discussed the cost of liquor license for the Levy program and who will be responsible for payment. Lorie discussed covering the cost of liquor license for Shari Hockenbery, CMP & Lynne Fleenor as the leads.

Leadership:

Danielle Jodts asked for Leader of the Quarter nominations.

- Bill Hartnett for his work on the November program.
- Shari Hockenbery, CMP for chapter fundraising.
- Lynne Fleenor for chapter fundraising.

Communications/Marketing:

Phil Allemang reported there will be no income from the membership directory ad sales. Naylor did not sell enough ads.

Naylor would like planners to identify locations where they are working with hotels or companies outside Kansas City to use as a lead for directory and e-newsletter ad sales. Naylor won't start selling directory ads until February or March. They are continuously selling e-newsletter ads.

Naylor would also like names of Fortune 500 companies that are MPI members.

There was discussion of marketing the total package to include advertising, PEC opportunities and strategic alliance.

President:

TSR Review

Michelle Lizak, CMP discussed the TSR format and solicited ideas of how to better collect information. If you have thoughts or ideas e-mail them to Michelle.

Website

Michelle Lizak, CMP reported MPI has not completed the contract with NFi Studios for website services. They are currently targeting a January or February launch. Michelle currently has access to the beta site. Given the January or February timeline, our website is in need of updating. Michelle is currently creating a grid for updates that will be sent to the board to review each area. If additional changes are needed, respond to Michelle.

The goal is to drive our members to the KCMPI website. When you have a question send the link and have them go to our website for information.

MPI HQ Dashboard

Michelle Lizak, CMP reviewed the dashboard, which shows in all our metrics we are way below where we need to be. There are several contributing factors.

Karen Hoch takes the information from the monthly metrics and inputs into the dashboard for HQ. Michelle will be sharing the dashboard at future board meetings.

1Q09

MPI HQ is asking for quarterly chapter reports to include:

- Issues
- Accomplishments
- Counteractions

For the first quarter Michelle reported the following issues:

- Membership numbers are down;
- Monthly program attendance is down;
- The board is disengaging.

Michelle asked for feedback on how she can be a better leader. Please respond to her with any feedback.

Other:

None

60 SECOND UPDATES

Monthly Programs

Michelle Lizak, CMP reported the October program had 47 registrants. There may be a possible follow-up seminar or webinar series. A survey was sent to attendees to determine the interest in follow-up. There were several new attendees.

Bill Harnett discussed the November Speaker Showcase which currently has 166 registrants. Phil Allemang stated there is confusion on how to register for the event and wine tasting.

Michelle Lizak, CMP reported Abby Ledbetter is the Holiday Gala lead and is working on organizing a committee.

| The next meeting is 7:30 AM, 11/4 at the Plaza Panera Bread.

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Member Care/Job Bank/Scholarship

Andrea Cowsar reported we are currently at 215 members. The committee is focusing on increasing membership. There was an e-blast sent to members regarding renewal and KCMPI scholarship options. Andrea will look at the scholarship budget to see if those dollars can be used for monthly registration fees.

Membership will partner with the golf tournament committee to plan the reception after the tournament to increase attendance.

The committee is currently working on the spring Membership Appreciation reception.

The next membership committee meeting is at 4:00 PM on November 20 at M&S Grill.

Student/Satellite Membership

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Andrea Foulkes reported that Lorie Scott, CMP spoke to nine students. Andrea's Director of Sales spoke to 30-40 students at MU. Andrea is going to speak to JCCC students.

Andrea is looking at spring tradeshows for job fairs to determine which ones to attend. There will be a cost to attend.

PEC

Shana Hoy reported there are several exhibitors registered with a number who have made verbal commitments; a potential of 18 exhibitors. If you know someone who might be interested in exhibiting, introduce them to Lacey Spalitta, CMP.

All keynote speakers have been booked. The RFP for peer speakers has not produced responses. The committee is looking at local speakers and possibly Sterling Raphael to present Web 2.0.

Lacey Spallita, CMP talked with MME and they offered us a complimentary booth for November 2-3 that needs staffing. Lacey will handle organizing the staffing.

PEC is interested in a community service project and will continue with reStart, Inc.

Registration is currently open, encourage people to register.

Marketing

(See above)

Leadership Development

Danielle Jodts reported a second membership e-mail was sent to promote the open chair positions. From that e-mail, a co-chair was placed. There are four positions open. The contact list is being updated and will be uploaded to the e-files and possibly uploaded to the website.

Maria Davis, CMP was recognized as the leader of the quarter. Danielle spoke to her manager regarding her leadership contributions to the chapter.

A plan is being drafted for the leadership incentive program to be rolled out in December. Kara Brady is working on getting sponsors.

Strategic Alliance

Lorie Scott, CMP reported the Holiday Gala is moving forward.

Strategic Alliance will begin working on 2010-2011 sponsorships soon to be ahead of the game.

The Strategic Alliance grant will be completed in November and the final invoice submitted for the \$2,500 balance.

Golf

Karen Hoch reported an RFP was sent out and the responses have been narrowed to seven courses. Karen Hoch will send the list to the board for feedback.

Other

Upcoming Dates:

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October 30 – the next scholarship deadline
November 19 - Speaker Showcase
December 17 - Holiday Gala at Starlight Theater

Board Meeting dates going forward will be changed. Michelle Lizak, CMP will send out the new dates.

MeetDifferent in Cancun is promoting a chapter challenge. We need to work to get our members to go to the conference. We could win a 15 person incentive trip to Cancun.

Remember to copy Cheryle on operations e-mails.

The Monthly Metrics are due November 10th.

Michelle Lizak, CMP, President, adjourned the meeting at 10:50 AM

Attendance

Members Present

Michelle Lizak, CMP, President
Karen Hoch, President Elect
Vickie Brawley, Immediate Past President
Lorie Scott, CMP, VP of Finance
Danielle Jodts, Director Leadership
Phil Allemang, Director Marketing & PR
Andrea Foulkes, Director Student & Satellite Membership
Andrea Cowsar, VP Membership
Shana Hoy, Director Special Education
Lori Turec, VP Communication

Members Absent

Dan Veglahn, CMP, CTS, VP Education
Tricia Clement, CMP Director Monthly Programs
Janice McClain, CMP, Director Special Events
Andrea Brack, Director Member Care
Kara Brady, Director Strategic Alliance

Non-Members Present

Cheryle Grinter, Chapter Administrator
Shari Hockenbery, CMP Co-Chair Fundraising
Bill Hartnett, Chair Strategic Alliance





- I. **Call to Order**
- II. **KUDOS! GO TEAM! CHEERS! WAY TO GO!**
- III. **Review/Approve Minutes**
- IV. **Financial Report (Lorie Scott, CMP)**
 - Update on 09-10 current financials
- V. **Review Old Business Action Items**
 - Review and Vote on Proposed Minimum By-Law Changes (Vickie Brawley)
 - Update on Fundraising opportunities (Lorie Scott, CMP)
- VI. **Actions Requested by Committees:**
 - Fundraising – Lorie Scott, CMP
 - Sprint Center – temporary liquor license (VOTE REQUESTED)
 - Leadership Development (Danielle Jodts)
 - Call for Nominations for “Leader of the Quarter”
 - Communication/Marketing – Phil Allemang
 - Directory Advertising for 2010
 - President (Michelle Lizak, CMP)
 - TSR Review (Board Discussion)
 - KCMPI Website Maintenance (Board Discussion)
 - MPI HQ Dashboard (Board Discussion)
 - 1Q09 Summary to MPI HQ (Board Discussion)
- 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 (Danielle Jodts)
 - Strategic Alliance (Kara Brady)
 - Golf (Janice McClain)
 - Other
- VIII. **Other Business**
 - UPCOMING EVENTS REMINDER:
 - KCMPI Monthly Program – November 19, Ritz Charles, FIVE STAR Speaker Showcase and KCMPI Fundraising Wine Reception
 - Scholarship Deadlines (Andrea Cowsar)
 - KCMPI Holiday Gala – December 17, Starlight Theater, Abby Ledbetter is the lead, contact if interested helping!

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- 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 November 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

X. Call to Order

XI. KUDOS! GO TEAM! CHEERS! WAY TO GO!

XII. Review/Approve Minutes

XIII. 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

XIV. 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

XV. 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

XVI. 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)

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- 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

XVII. 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.

XVIII. 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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