



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

**December 16, 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.

KUDOS! GO TEAM! CHEERS! WAY TO GO!

November Speaker's Showcase & Wine Tasting Reception was a great success!
Newsletter team for getting out the December issue!
Abby Ledbetter for single handedly planning the Holiday gala!
The chapter sponsored a successful adoption of a reStart family.

Votes Taken:

On a motion by Andrea Bauer, second by Andrea Foulkes, the October board minutes were approved as written.

On a motion by Phil Allemang, second by Dan Veglahn, CMP as recommended by the Scholarship Committee, it was approved to award Patti Gaughan, CMP the Membership Renewal Scholarship.

On a motion by Andrea Bauer, second by Phil Allemang, the 2010-2011 Board of Directors Nominations timelines were approved.

Actions Agreed Upon:

Shari Hockenbery, CMP will develop a member survey to determine interest in supporting the Levy Restaurants at Sprint Center non-profit fundraising opportunity.

Michelle Lizak, CMP will check on insurance, through MPI, for the Levy non-profit volunteer opportunity.

By-Laws:

None

Policies:

None

E-Vote:

11/16/09

The following was approved:

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Approved 3.16.10

11/13/09

Recently we had a situation arise regarding the scholarship process that necessitates board discussion and a vote.

Background:

The current KCMPI policy on scholarships reads as follows:

1. Scholarships offered by the Chapter will be determined by Scholarship Committee and approved by the Board of Directors. Recipients must be a Chapter member in good standing and meet the eligibility requirements based on the rules of the scholarship.

The membership scholarship can be awarded to non-members with the approval of the Board. (9/07)

Scholarships offered by the Chapter will be determined by Scholarship Committee and approved by the Board of Directors. Recipients must be a Chapter member in good standing and meet the eligibility requirements based on the rules of the scholarship.

The scholarship deadline has passed and the committee was preparing to narrow down the candidates. During the selection phase for the scholarship, one applicant (named candidate X) was currently on the MPI payment plan – paying in installments. The next payment and updated paperwork are due no later than November 30, 2009 to continue membership. This applicant is currently listed as an “active” member of MPI, however, due to the fact that their payment has not been received in full, they are technically not a member in good standing according to our current chapter policy.

Candidate X is considered a member in good standing by MPI HQ. Candidate X has been in constant contact with MPI and has paid all installments up to this point. Candidate X has been notified of this issue and is willing to pay the next installment of their plan immediately to show their continued interest in maintaining membership.

Our chapter policies have not been updated since 2007 and therefore do not include the changes made by MPI HQ to payment plans and extensions of membership due to hardship.

Note: This is not a motion to change policy or by-laws. A formal change to reflect new MPI policies will be submitted to the Governance Committee to review and propose to the board for approval with the updates to the bylaws currently being reviewed.

Motion:

I move that we allow Candidate X to be included in the scholarship final selection process for the scholarship committee based on MPI HQ’s definition of member in good standing, as long as payment is received by the November 30th deadline.

I am requesting the board to do the following:

- 1) One member reply all to this email with a second to this motion
- 2) Additional members reply all with any discussion to this motion
- 3) If there is no discussion and you approve/disapprove this motion, please reply with your vote

Financial Report:

A profit & loss budget verses actual yearly comparison report through November 25, 2009 was distributed.

Account balances as of November 30, 2009:

- US Bank Reserve Fund	\$339.01
- US Bank Checking Account	\$2,971.91
- US Bank Money Market Account	\$82,404.29
- Outstanding Invoices	<u>\$1,000.00</u>
Total:	\$86,715.21

Michelle Lizak, CMP discussed the budget comparison report pointing out we still need cash sponsorships. If anyone has any suggestions please contact Kara Brady.

Program fees were budgeted with an average number of attendees. When we are short in registration fees, expenses have been spent according to the number of registrants. Make sure you keep your expenses in line with the income.

Our membership rebate is down as our membership is down. Be aware of expenses keeping in mind the shortfall in rebates.

Diane Wolfe, CMP discussed points of the Audit Committee report.

If the income is down control expenses.

The program committee is at 45% of their budgeted income for the year-good job!

The income from Directory Advertising will not be received as budgeted.

Reallocation of funds will need to take place. Lorie Scott, CMP and Diane Wolfe, CMP will present reallocations at the March board meeting.

Bank service charges are over budget and will need to be considered for reallocation of funds. Suggest updating and presenting a budget in February.

Diane shared the Cash Flow analysis worksheets for review. The 2011 -2012 budgets will be submitted on a monthly basis.

OLD BUSINESS:

Proposed Minimum By-Law Changes:

The discussion was tabled until the March meeting.

Fundraising Update:

Shari Hockenbery, CMP and Lynne Fleenor, discussed the non-profit program through Levy Restaurants at the Sprint Center. The original Levy contact left and the new contact pointed out there are a couple of changes. There is a \$25 per person fee to purchase a shirt and visor. Shari & Lynne will be responsible for collecting the shirts, laundering and distributing to volunteers. There is a \$2 per event charge for liquor license. You can volunteer 7 times without purchasing a license. Volunteers need to report one hour before shift starts.

Expenses to volunteers will include the \$2 temporary liquor license and parking costs.

Every group that signs a contract with Levy is required to work the Big 12 Tournament. The tournament is four days, 12-15 people per shift to work approximately a 6 hour shift. The Big 12 Tournament is the second week of March 11-14, 2010. There is potential to make \$30,000 in revenue. If we don't have enough volunteers they will dock part of the income. There was discussion of using non-member volunteers. We have to have insurance. Michelle will check with MPI to see if MPI's coverage applies.

Discussion of the ability to get the number of volunteers as needed. We have more time to plan for volunteers for the Big 12 Tournament. If we don't have the volunteers how does that affect the chapter. We can reach out to friends and family for volunteers as well.

There was discussion of surveying the membership to see who's interested in volunteering. With the survey outlining all the requirements, schedule, why we need the fundraising and what they will benefit from it.

Leadership of the Quarter:

Nominations are:

Abby Ledbetter, Hyatt, Holiday Gala chair, has done a great job coordinating with the venue and planning it alone.

Kara Brady, Great Wolfe Lodge, Director Strategic Alliance, for the strategic alliance database project, her commitment to data entry and fine tuning the system.

Membership Renewal Sponsorship:

The Scholarship Committee recommended Patti Gaughan, CMP be awarded the Membership Renewal Sponsorship.

Women's Conference:

Cheryle Grinter presented the idea of replacing PEC 2011 with a Women's Conference. The concept was presented with discussion tabled to the next meeting.

Field 2 Table

Field 2 Table is scheduled for September 23, 2010 at Janice McClain's property. The next committee meeting will be in January. If you are interested in serving on the committee contact, Cheryle Grinter, kcmpi@kcmpi.org.

Google Calendar

Don't forget to use the calendar. Add your events, meetings and e-blast dates.

Board Reporting

TSR

Michelle discussed the TSR's were not submitted on time. This causes a delay the development of the board agenda and getting information out to the Board.

MPI HQ Dashboard

Also, the monthly metrics are not being submitted on time. Metrics are due by the 10th of the month. This delays our reporting to MPI HQ.

KCMPI Website Maintenance

Michelle asked each area to go to the website and check out their information to make sure it's correct. Send all updates to Michelle in the next two weeks. In the next couple of months we will be transitioning to the new site and having our website correct will make for an easier transition.

KCMIC

Their community outreach project is reStart, Inc. They will be providing some painting after the first of the year. Michelle will send an e-mail to see who wants to participate.

Next May they will sponsor an awareness day and how the industry impacts the economy.

The speaker showcase will be in March.

ACTIONS REQUESTED BY COMMITTEES:

Fundraising:

There was discussion of the suggested February date and the "sweetheart" auction theme or possibly adding on to the Meet the Board events.

Vickie Brawley discussed the silent auction to be held at the Overland Park Marriott. The date being discussed is March 2nd. The auction is an opportunity for us to raise money and provide community support by donating a portion of the proceeds to a charity. The suggested charity is Cancer Action. Vickie stated the SGMP's national conference is in Kansas City this year and Cancer Action is their charity.

Communications/Marketing:

Phil Allemang the newsletter articles must be submitted on time or early. If it's not received on time it will not be included. There was discussion that a reminder e-mail is helpful to committees to get articles in on time.

Other:

None

60 SECOND UPDATES

Monthly Programs

Michelle Lizak, CMP reported:

Tricia Clements, CMP is back from maternity leave.

Holiday Gala is Thursday.

January webinar invitation will go out next week.

Venue plaques have been ordered.

Member Care/Job Bank/Scholarship

Andrea Bauer reported:

Working on spring reception possibly at the 801 Chop House in the Power & Light the end of March.

Scholarship deadlines are upcoming, information will be sent.

- CMP Certification – Due January 15
- KCMPI PEC Scholarship – Due February 15

Working on Job Bank

Exhibited at MME – Speaker’s Showcase

Student/Satellite Membership

Andrea Foulkes reported she is working on a list of classes needing speakers. K-State sent a request to attend a career fair. The membership committee will be determining where they will be exhibiting.

PEC

Shana Hoy reported it is going well. Lacey Spallitta is moving forward with 12 exhibitors and 10 sponsors. Video games may be available for the reception. Two classic cars will be in the foyer for the event.

Keynote speakers are contracted with no fees only expenses. Breakout sessions are in process. No fees paid for breakouts as well.

Renee Price has been sending out e-blasts and working with Phil on additional marketing.

PEC is focusing on reStart, Inc for community service. Someone from reStart, Inc. will speak on the first day of the conference.

Marketing

Phil Allemang reported a media release has been sent for PEC.

Leadership Development

Andrayana Getschell reported there are still open chair positions. They will be sending out cards to new members.

Leadership incentive will be rolled out in January.

Strategic Alliance

Kara Brady reported she is wrapping up contracts. Kara will meet with Bill Hartnett on Friday to work on the Dine Around.

Golf

Karen Hoch reported it will be held May 20th, at the Drumm Farm Golf Course. The membership committee will be working with the golf committee on the reception.

Other

Upcoming Dates:

Holiday Gala tomorrow night.

January webinar is January 21st.

Remember to copy Cheryle on operations e-mails.

Use the Google Calendar.

Turn in monthly metrics.

Michelle Lizak, CMP, President, adjourned the meeting at 10:25 AM

Attendance

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Members Present

Michelle Lizak, CMP, President
Karen Hoch, President Elect
Phil Allemang, Director Marketing & PR
Andrea Foulkes, Director Student & Satellite Membership
Shana Hoy, Director Special Education
Dan Veglahn, CMP, CTS, VP Education
Andrea Bauer, Director Member Care
Kara Brady, Director Strategic Alliance
Lynne Fleenor, Fundraising Co-chair
Andrayana Getschell, Volunteer Recognition Chair
Vickie Brawley, Immediate Past President

Members Absent

Tricia Clement, CMP Director Monthly Programs
Janice McClain, CMP, Director Special Events
Lorie Scott, CMP, VP of Finance
Danielle Jodts, Director Leadership
Andrea Cowsar, VP Membership
Lori Turec, VP Communication

Non-Members Present

Cheryle Grinter, Chapter Administrator
Diane Wolfe, CMP,
Shari Hockenbery, CMP Fundraising Co-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**
 - Update on 09-10 current financials (Lorie Scott, CMP)
- V. **Review Old Business Action Items**
 - Review Proposed Minimum By-Law Changes (Vickie Brawley) – Table to January
 - Update on Fundraising opportunities (Shari Hockenbery, CMP and Lynne Fleenor)
- VI. **Actions Requested by Committees:**
 - Fundraising (Shari Hockenbery, CMP and Lynne Fleenor)
 - Board approval to move forward with Sprint Center/Levy
 - Audit Committee Report (Diane Wolfe, CMP)
 - Leadership Development (Danielle Jodts/Andrayana Getchell)
 - Call for Nominations for “Leader of the Quarter”
 - Scholarship (Andrea Cowsar)
 - Vote to approve final scholarship recipient for renewal
 - Women’s Leadership Conference 2011 (Karen Hoch and Michelle Lizak, CMP)
 - Field to Table 2010 (Michelle Lizak, CMP)
 - Location update
 - Committee meeting in January
 - Volunteers needed
 - President (Michelle Lizak, CMP)
 - Board Reporting (Board Discussion)
 - Google Calendar (Board Discussion)
 - KCMPI Website Maintenance (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/Andrayana Getchell)
 - Strategic Alliance (Kara Brady)
 - Golf (Janice McClain)
 - Other
- VIII. **Other Business**
 - UPCOMING EVENTS REMINDER:

- Scholarship Deadlines (Andrea Cowsar)
- KCMPI Monthly Program – Holiday Gala, December 17, 6:30 p.m. – 9:30 p.m. at Starlight Theater in the Helzberg VIP Room.
- KCMPI Monthly Program – Face-to-Face vs. Virtual Webinar, January 21

➤ GENERAL REMINDERS:

- Copy Cheryle Grinter, Chapter Administrator (kcmpi@kcmpi.org) in all emails that pertain to operations.
- Please use Google calendar to coordinate communications, please make sure to fill in your information.
- Monthly Metrics Report will close on December 10, please make sure to fill in your information.

IX. Adjourn

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

Committee Reports Missing: Immediate Past President

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