

March 13, 2024

Treetops Resort, 3962 Wilkinson Road, Gaylord, MI

The Michigan Chapter Board Meeting was called to order on March 13, 2024, by President Novak at 12:03 p.m. The SGMP Bill of Rights was read and a link to the SGMP Code of Ethics was shared. Roll call was taken, and a quorum of voting members was present.

**Present**

Tammy Novak, President	Shelley Long, First Vice President
Randi Talmage, Second Vice President	Kristen Taylor, Secretary (Virtual)
Stephanie Wohlfert, Treasurer	Tara Draper, Director
Cathy Mayhew, Director	Terese McInnis, Director
Laurie Nickson, Immediate Past President	

**Guests Present**

Nick Stratton

**Motions**

1. **Motions held in the meeting:**
  - a. March 13, 2024, a motion was made and seconded to approve the February 21, 2024, board meeting minutes. Motion carried.
  - b. March 13, 2024, a motion was made and seconded to accept the February 2024 financials as presented. Motion carried.
  - c. March 13, 2024, a motion was made and seconded to accept the AEC 2025 RFP from the Courtyard by Marriott at CMU. Motion carried.
  - d. March 13, 2024, a motion was made and seconded to accept the Kids’ Food Basket and Mission for Area People for the 2024 May community service projects. Motion carried.
  - e. March 13, 2024, a motion was made and seconded to accept the March 13, 2024, member report as presented. Motion carried.

2. **Reports:**

**Financial**

**Wohlfert**

BANK BALANCES	PREVIOUS MONTH DATE	CURRENT MONTH DATE
Checking	\$66,918.85	\$67,187.07
Other	\$10,084.39	\$10,084.47

- Reached out on 3/8 to FullSteam, the StarChapter credit card company for \$1,000.09 in bank charges. They do not have a phone number, only an email and have not responded to date. The two charges were \$595 and \$405.09 but there was no explanation on the bank report for what these charges were for.

- Sherida Aikins, NEC scholarship recipient, paid more than allotted budget for flight; however, not paying the registration fee.
- Reaching out to Holiday Inn & Suites, Mt Pleasant re: past member's monthly meeting registration fee that was not paid prior to their departure.
- Any member who has an outstanding silent auction balance will be flagged at registration this week.

*Strategic Focus #6 - Financial Stability:* Ensure resources, costs, and budget align with MiSGMP mission and goals. Track all financials as income is received and expenses occur.

### Advertising/Sponsorships

**Draper/Wohlfert**

Committee has worked to secure as many AEC sponsorships as possible. All have been secured except: (1) breakfast, (1) lunch and (1) dinner. Committee will continue to secure remaining sponsorships for the Special Event in June. All exhibit table sponsorships have been filled. Will update the bundling details for next year.

*Strategic Focus #7 - Visibility and Focus:* Continue with sponsorship bundling format. Reach out to prior bundling sponsorship partners for first right of refusal.

### AEC EXECUTIVE SESSION

**Talmage**

- Current AEC Registration – 72 (includes speakers).
- Mobile app up and running – surveys will be anonymous and linked within the app.
- Run of Show completed – copies can be found in the binder at the podium and the AEC Planning Committee binder.
- Committee has internal text chain in case anything is needed during conference.
- The board discussed using in/out codes for future mobile app survey and decided it would be too much work for the committee to take on the tracking.
- Reviewed 2025 AEC REP responses and selected the Courtyard by Marriott at CMU as the host conference property.
- There have been no RFPs received for the 2026 location. Reminder was sent by President Novak on 3/4 with a submission deadline of 3/29.

After AEC, there will be a post-conference meeting, and the task and timeline will be updated.

*Strategic Focus #3 - Education, Resources, and Networking:* Provide education programs and speakers which attract attendees and grow AEC attendance to 75.

### Communications

**Mayhew**

- Many website updates including updating broken links and removal of "Join Our Mailing List" link.
  - Submitted articles for the Government Connections on (1) Mittens for Detroit and (2) The City Rescue Mission community service projects.
- Submitted the Communications of the Year (COY) application.

- Multiple social media posts spotlighting the AEC conference, highlighting AEC speakers, etc.

Committee will continue to review the website during each monthly committee meeting to catch any broken links, errors, etc. Next committee meeting is March 18.

*Strategic Focus #5 – Communications:* Create a consistent presence on all MiSGMP social media platforms. Create a bi-monthly e-Newsletter with relevant and timely information. Retain and grow committee members to assist with communications. Understand and utilize social media analytics. Strive to meet the qualifications of the Communion of the Year Award.

## **Community Service**

**McInnis/Mayhew**

Committee worked with Visit Muskegon to get a list of current community service projects in the Muskegon area. The board was asked to review the list provided. A motion was accepted to support the Kids' Food Basket and Mission for Area People. The committee will work with respective MiSGMP committees to ensure the information and needs for both are shared with members.

<https://kidsfoodbasket.org/volunteer/>  
<https://www.missionforareapeople.org>

Will continue to provide a QR code for the tables to “donate now” for all community service projects. Reminder that our April community service project is the East Lansing Haven House – the only housing option in Lansing designed for families – mom, dad, and kids can stay together.

*Strategic Focus #2 – Volunteer Leadership:* Highlight work of committees as relevant during monthly meetings and invite/encourage member participation.

## **Education**

**Long/McInnis**

Programming of the Year application was submitted. The committee will be meeting to get things moving for the FY24-25 schedule of events including the review of the RFP, online presenter's form, etc.

*Strategic Focus #3 - Education, Resources, and Networking:* Provide relevant and timely education programs to attract and support members. Strive to meet the Programming of the Year Award.

## **GMS**

**Taylor**

- Three new members entered the GMS program.
- Jodie Shaver will be presenting info on the GMS during the State of the Chapter at AEC.
- Will be recruiting more member volunteers for GMS committee. Will be looking for a new board liaison.

- Next GMS Committee meeting is April 2, at 3:00pm.

Kristen will go back to committee to discuss possibility of StarChapter keeping track of attended monthly meetings for GMS holders as well as those who are non-GMS holders so they can see the benefit of their progress in hopes they will submit a letter of intent for their GMS.

*Strategic Focus #3* - Education, Resources, and Networking: Provide relevant and timely education programs to attract and support members. Actively market and grow GMS participation.

### **Honors and Awards**

**Wohlfert**

Zenith Awards are ready to be presented at AEC. Dorothy Mott will be accepting the two Mt. Pleasant longevity awards on behalf of the properties. The committee will continue the ongoing discussion of how we can encourage submissions and the ease of filling out the nomination form.

*Strategic Focus #7*: Visibility and Marketing - Continue with sponsorship bundling format. Reach out to prior bundling sponsorship partners for first right of refusal. Create/distribute/sell MiSGMP promotional items.

### **Membership**

**Novak**

Completed membership upload for month ending February 2024. Reached out to members on the new member list, 60-day out renewal list, at risk list, and dropped list. Per Policy No: C-28, Chapter financial and membership reports must be reviewed and accepted monthly by the chapter board. Each month's approval needs to be recorded in the minutes for the next held board meeting. The membership committee will need a motion to approve this month's membership report.

Committee will continue to attend Satellite Chapter meetings to understand the process.

Additional information includes:

[FY24-28 SGMP Strategic Plan](#)

*Strategic Focus #1* – Increase and maintain membership; actively work to engage members. Send monthly membership emails. Reach out to attendees. Use templates consistently. Strive to meet the qualifications of the Membership awards.

### **Nominations and Elections**

**Nickson**

Committee completed all tasks for the 2024-2026 MiSGMP Board of Directors nominations and election processes.

Committee plans to conduct the installation of the 2024-2026 Board of Directors at the June 5, 2024, special event. The board retreat is scheduled for June 17, 2024.

*Strategic Focus #9* - Relationships with National: Maintain positive relationship with the National Board. Follow Policy C-20, Chapter Board Elections/Voting; C-23, Chapter Board Transition Schedule.

### **Registration**

**Long**

The final registration schedule for AEC has been identified and can be found on the Google Drive.

*Strategic Focus #2* – Volunteer Leadership: Encourage and expand volunteer and leadership roles.

### **Scholarships**

**Draper/Wohlfert**

The Board voted and approved the (4) AEC Chapter Scholarship and (1) NEC Chapter Scholarship recipients during the February meeting. The Recipients were notified, and their registration and arrangements have been made. Crystal Flood notified the committee that she is not accepting the AEC Chapter Scholarship since her employment status has changed. So, only (3) AEC Chapter Scholarships were awarded. The AEC Committee and Registration Committee were notified of the recipients and asked to reach out to them for assistance during AEC.

Committee will update the Scholarship Committee Task and Timeline to ensure the incoming board liaison is set for 2025 scholarships.

*Strategic Focus #2* - Volunteer Leadership: Encourage and expand volunteer and leadership roles. Provide chapter scholarships to AEC and NEC.

### **Special Events**

**Nickson**

Committee has been preparing for the 2024 AEC auction. Committee would like Board to encourage members to bid on 2024 AEC auction items and promote the June 5, 2024, special event.

The board will think about other fundraisers outside of the auction to help support scholarships.

*Strategic Focus #7* – Visibility and Marketing: Promote MiSGMP activities to grow awareness of the chapter and the society.

### **National Update**

**Novak**

- 3/25 room deadline. Warren Buffet has every room booked outside of the NEC room block.
- 4/10 early bird registration ends.

- Still need a JLM lunch sponsor.
- JLM Break Sponsor – Shelley 2 minutes mic time on behalf of MiSGMP. All 7 sponsorships have been picked up.
- Memberclicks vs. StarChapter.
  - Totally separate website, with SGMP National Database = \$750-\$1,000 one-time fee
  - Site within SGMP website – Free (Northern Lights has chosen this option)
  - Credit card processing fees are 3.9% plus \$.15 per transaction.
  - Training available for how to access both website for edits and the database for reports, forms, and communications.
  - Tammy will schedule a meeting with Katie and include Kristen, Nick, Cathy to run through what this would look like.
- [Policy C-28](#) – Board Meetings; Attendance Reminder.
- [Policy C-31](#) – Transition Meeting; Transition document.  
<https://drive.google.com/drive/folders/11nkPCigx0Bx65jvZO8Vdn1HD8A2lef0l>
- **Login and Update Profiles on New Website**
- Planner and Supplier of the Year submission deadline 3/22/2024
- Christine reached out to National Board re: member honoraria but has not received a response.

### Announcements/Other

**Novak**

- The board discussed a future community service event around a blood drive with Versiti. Tammy will get more details.
- Randi and Nick will review the current layout of the MiSGMP Task and Timeline Calendar to reformat so that it correlates to the task and timelines for the committees.

Next board meeting is April 17, 2024, 9:00 a.m. – 11:00 a.m. at the Graduate East Lansing, 133 Evergreen Avenue, East Lansing, MI. Tammy will provide Cathy with the parking instructions and overnight accommodations for the website.

Meeting adjourned at 1:58 p.m.

Respectfully submitted,

Kristen Taylor, GMS, CTA, VEMM

*Secretary*

**MiSGMP**