

August 21, 2024
Mt. Pleasant, MI

The Michigan Chapter Board Meeting was called to order on August 21, 2024, by President Stratton at 9:20am. The SGMP Bill of Rights was read. Roll call was taken, and a quorum of voting members was present.

Present

Nick Stratton, President
Stephanie Wohlfert, Second Vice President
Dorothy Mott, Treasurer
Stephanie Reed, Director
Tammy Novak, Immediate Past President

Jodie Shaver, Secretary
Tammy Palmer, Director

Absent

Cathy Mayhew, First Vice President
Randi Talmadge, Director

Guests

Christine Pribbernow, SGMP National

1. Motions:

Motions held in the meeting:

- a. August 5, 2024, a motion was made and seconded via email vote to approve the June 17, 2024 Board meeting minutes. Motion carried.
- b. August 21, 2024, a motion was made and seconded to approve the July 17, 2024 board meeting minutes with corrections. Motion carried.
- c. August 21, 2024, a motion was made and seconded to accept the July 2024 financials with corrections. Motion carried.
- d. August 21, 2024, a motion was made and seconded to accept the August 2024 membership report. Motion carried.
- e. August 21, 2024, a motion was made and seconded to approve the absences of R. Talmadge (illness) and C. Mayhew (vacation) at the August 2024 MiSGMP BOD meeting. Motion carried.
- f. August 21, 2024, a motion was made and seconded to approve the purchase of eight (8) easels at the maximum of \$50 each. Motion carried.
- g. August 21, 2024, a motion was made and seconded to have all board liaisons review the powers assigned to their committee members within StarChapter. Motion carried.

- h. August 21, 2024, a motion was made and seconded to approve the letter drafted by N. Stratton to send to National, requesting a discounted rate for non-exhibiting suppliers at NEC. Motion carried.

2. Reports:

Financial Report (D. Mott)

BANK BALANCES	PREVIOUS MONTH	CURRENT MONTH
Checking	\$56,502.17	\$57,758.71
Other	\$10,084.80	\$10,084.89

3. Committee Reports:

Advertising / Sponsorships (D. Mott, S. Wohlfert)

The committee is working on contacting past sponsors. A request was made and approved for the purchase of eight (8) easels for events.

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

AEC (R. Talmadge, S. Reed)

No report provided.

Communications (C. Mayhew)

The committee is working to train M. Trombley on sending the newsletter through Constant Contact. C. Mayhew created and sent the May/June newsletter. M. Trombley is in the process of creating the July/August newsletter. C. Mayhew submitted articles for the SGMP publication, Government Connections. The committee agreed that whoever is at a monthly meeting/event will take pictures and coordinate afterwards to share in one place for use in newsletters, social media, website, etc.

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. Yearly review the scoring rubrics of the COY.

Community Service (C. Mayhew)

No report provided.

Education (T. Palmer, S. Wohlfert)

The education committee has chosen all the speakers for the SGMP monthly meetings and sent the Special Event committee and AEC committee ideas for speakers. The link for the updated schedule can be found [HERE](#). The committee is working on getting the chapter education calendar in order before September 13th deadline. Also, they are getting hotel contracts, payment forms and menus gathered for all the meetings. The hope is to have that done before Thanksgiving. They continue to make sure to offer the GMS required Core Competencies with National's requirements and keep it relevant.

Strategic Focus #3 -Education, Resources, and Networking: Provide relevant and timely education programs to attract and support members.

GMS (J. Shaver)

The committee is working on updating the GMS tracker to reflect the additional core competencies of Diversity, Equity, Inclusion and Belonging, Business Management, and Leadership. New member, A. Mazuca is learning her new role of emailing members to notify them of expiring GMS certificates. The committee plans to review how digital badges will work when/if MiSGMP moves to the National website, as the badges are currently housed within StarChapter.

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 (T. Novak)

The committee updated the honors and awards roster. With the transition of board liaisons, the committee has not met. Committee's upcoming plans include outreach to current members of the committee to determine interest in remaining on committee. Plans include:

- November/December - Committee discussion on possible Zenith Award criteria updates. Work on Program of the Year award; review calendar year surveys.
- February – Zenith Award Nominations Due
- March (AEC) – Award Zenith Award, Rockstar Recruiter Award, and Supplier Longevity Certificates.

Strategic Focus # 8 - Building on Strengths: To ensure the chapter has the information and materials needed to promote and support the chapter mission. Create rosters to track the longevity of supplier members.

Membership (T. Novak, J. Shaver)

The committee completed the membership upload for month ending July 2024. They reached out to members on the “New Member” tab, “60-Day Out” tab, “At Risk” tab, and “Dropped” tab. As of July 31, 2024, Michigan has 159 members: 85 planners/70 suppliers/4 other. The planner/supplier ratio is at 55%. WE HAVE MET OUR THE STRATEGIC FOCUS #1 BY INCREASING THE MISGMP MEMBERSHIP TO 150 MEMBERS.

New Members:

- Adam Nelson, Supplier – Creative Day Technologies (MiSGMP is 2nd Chapter)
- Greg Taft, Supplier – Delta by Marriott and Conference Center Kalamazoo
- Lindsay Randolph, Supplier- Delta by Marriott and Conference Center Kalamazoo
- Sophie Lindsay, Planner – Michigan State Police
- Corey Starmer, Planner – MPHI (not official yet)

NATIONAL MEMBERSHIP COMMITTEE UPDATES

- Meeting held with chapter Presidents on 8/12/2024.
- Total growth for FY2024 is up 10%. Total members = 1,424. Goal is to have 1,500 members or higher by NEC 2025.
- Need to update MiSGMP Member Benefit page to look more like SGMP’s page. Would like to ask that MiSGMP share National’s membership initiatives across socials.
- Meeting held 8/7/2024 to revamp the President’s Report.
- Next National Membership Committee meeting is TBD.
- Next National Membership Committee meeting with chapter Presidents is 9/9/2024.

SGMP Membership Strategic Plan 2024-2028

Strategic Focus #1 - Membership: 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 (T. Novak)

No report provided.

Registration (D. Mott)

August and September committee members have been assigned. The committee is delighted

credit card payments will no longer be accepted at the door. A request was made for a review of administrative users in StarChapter as it appears all committee members have full access (see motions). The registration committee will assign a member to welcome new members at monthly meetings and introduce them to the board and other members. Discussion on the badge printer determined this will go in the emergency kit.

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

Scholarships (D. Mott)

No report provided.

Special Events (N. Stratton)

The committee did outreach to committee members to determine if still interested in serving on the committee. Began setting up monthly meetings and appointed a Committee Chair. Upcoming plans include discussion of RFP for June 2025 special event.

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

4. Discussion Items:

- I. NEC Letter to National- The board reviewed the drafted letter to National to request a discounted rate for non-exhibiting suppliers at NEC. Board approved (see motions).
- II. Call for Volunteers- A call for volunteers will be sent out by C. Mayhew through StarChapter. Discussion on other ways to recruit volunteers, including introducing board liaisons during monthly meetings and competing in recruitment.
- III. Task and Timeline Calendar- The new twelve (12) month task and timeline calendar is updated in the google drive.
- IV. Committee Rosters- A request for all board liaisons to review the committee rosters in the google drive, found [HERE](#). The last updates were done in April 2024.
- V. National Website Move- A meeting has been set for September 5th. It is recommended that all board members watch the new website information video prior to the meeting.
- VI. National Update- C. Pribbernow discussed MiSGMP board transition and encouraged leadership and board to work together through this process, with open communication. As part of the Membership Strategic Plan, the new core

competencies are available on the website. SGMP has approved the budget for FY2025, and it can be found on website. SGMP continues to work on 2025 NEC, with a planner tour on Monday afternoon prior to NEC, with the help of Explore St. Louis. They are actively working on developing Learning Labs for NEC, which will include networking opportunities, in addition to the eight (8) CEU credit hours offered. The Learning Labs will include working with federal agencies, working with F&B in stadiums, AV Learning, etc. NEC will end around 2:15pm on Thursday. Registration for NEC will open the second week of November to enable registration for Learning Labs. National approved the sponsorship prospectus. Looking to extend the 2026 RFP due date which is presently due on August 30th. They have received three (3) proposals so far, but want to keep door open for any others to come in. Meeting on new website in a couple of weeks. National will be evaluating the call for volunteers in the next month.

5. President's Notebook: (N. Stratton)

- I. Storage sense (our storage unit) has notified us that there will be an increase in monthly rent, from \$62/month to \$73/month, \$15 of which is storage insurance.
- II. A new core competency has been added (DEI & Belonging). Discussions are being held with the GMS committee and myself for National's instruction / feedback / guidance doesn't align with how the program started in Michigan.

Next meeting will be September 18, 2024 at 9:00am at the DoubleTree by Hilton, Bay City.

Meeting adjourned at 10:49am.

Respectfully submitted,

Jodie Shaver, MPA, GMS
Secretary, **MiSGMP**