

## July 17, 2024 Virtual Meeting

The Michigan Chapter Board Meeting was called to order on July 17, 2024, by President Stratton at 9:03am. The SGMP Bill of Rights and Code of Ethics were included in the agenda for review. Roll call was taken, and a quorum of voting members was present.

### Present

Nick Stratton, President	Cathy Mayhew, First Vice President
Stephanie Wohlfert, Second Vice President	Jodie Shaver, Secretary
Dorothy Mott, Treasurer	Randi Talmadge, Director
Stephanie Reed, Director	Tammy Palmer, Director
Tammy Novak, Immediate Past President	

### Guests

Christine Pribbernow, SGMP National joined at 10:26am.

### **1. Motions:**

#### **Motions held in the meeting:**

- a. June 27, 2024, a motion was made to approve the FY2025 Budget. Motion carried via email.
- b. July 17, 2024, a motion was made and seconded to approve the June 21, 2024 board meeting minutes with changes. Motion carried.
- c. July 17, 2024, a motion was made and seconded to accept the June 2024 financials. Motion carried.
- d. July 17, 2024, a motion was made and seconded to accept the June 2024 membership report. Motion carried.
- e. July 17, 2024, a motion was made and seconded to accept the 2025 Sponsorship Prospectus as presented. Motion carried.
- f. July 17, 2024, a motion was made and seconded to increase late monthly meeting registrations by \$5 (total \$20) and a \$25 registration add on for onsite registrations. Motion carried.
- g. July 17, 2024, a motion was made and seconded to keep committees as is but work on revision for 2025. Motion carried.

## 2. Reports:

### Financial Report (D. Mott)

BANK BALANCES	PREVIOUS MONTH DATE	CURRENT MONTH DATE
Checking	\$57,686.72	\$56,502.17
Other	\$10,084.72	\$10,084.80

## 3. Committee Reports:

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

No report provided.

### AEC (R. Talmadge, S. Reed)

Committee is reviewing contracts for 2025 and 2026. Scheduling their next committee meeting. Upcoming tasks will include signing contracts for 2025 and 2026, updating task and timeline, begin planning 2025 AEC, and sending calendar invites for monthly committee meetings.

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

### Communications (C. Mayhew)

No report provided. T. Damchuk is working on new board of directors profiles. Newsletter recently went out.

*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 (C. Mayhew)

No report provided. The August community service organization will be The Care Store.

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

## **Education (T. Palmer, S. Wohlfert)**

S. Long has stepped in to be the new Committee Chair. The committee has confirmed the following speakers and is diligently working to fill April. We will be specifically targeting speakers who can present on Facilities and Services, Protocol, Financial and Contract Management and Education and Programming.

August 21 – Valada Sargent – The Power of Inclusive Benefits (Segment 3 or 3)

September 18 – Paul White

October 16 – Kim Corcoran

November 20 – Randall Dean

December 11 – Adam White

*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 (J. Shaver)**

No report provided. J. Shaver will be new board liaison starting July 2024.

## **Honors and Awards (T. Novak)**

No report provided.

## **Membership (T. Novak, J. Shaver)**

Completed membership upload for month ending June 2024. Reached out to members on the 60-Day Out tab, At Risk tab, and Dropped tab. As of June 30, 2024, Michigan has 156 members: 85 planners/67 suppliers/4 other. The planner/supplier ratio is at 56%. **WE HAVE MET OUR THE STRATEGIC FOCUS #1 BY INCREASING THE MISGMP MEMBERSHIP TO 150 MEMBERS.**

**MiSGMP is up +12 members.** LaJone McClinton is the new membership committee chair. The membership committee is working on updating membership benefits page on website and will share National initiatives on social media.

National Committee Updates:

- National Membership Committee met with Chapter Presidents on 7/8/2024.
- Total growth for FY24 is up to 14%. Goal is 1,500 members or higher by NEC 2025.
- Initiating quarterly membership initiatives. Katie will be creating a flier and social media announcements regarding the new membership initiatives. Need to update MiSGMP Membership, Member Benefits page. MiSGMP share national's membership initiatives across socials.

- Bridging the gap between SGMP and NDTA, MPI, and other related organizations. Discussion on how MiSGMP can promote the society at a MPI event.
- Updated SGMP Calendar is now available on the Chapter Toolkit for FY25 (July 1, 2024- June 30, 2025).
- National current and past presidents are reviewing president's reports to work on efficiency.
- NEC will have offsite breakout sessions and will end by 2:15pm on Thursday.
- Next National Membership Committee meeting is August 2.
- Next National Membership Committee meeting with Chapter Presidents is August 12.

*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 (T. Novak)**

No report provided.

### **Registration (D. Mott)**

No Report provided. Discussion on asking Mary Trombley to step down as chair and have Mandi VanOoteghem as chair since she is onsite, running registration at all meetings.

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

### **Scholarships (D. Mott)**

No report provided.

### **Special Events (N. Stratton)**

No report provided. A review of June 2024 special event evaluation was done. N. Stratton will become the board liaison beginning July 2024.

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

## 4. Discussion Items:

- I. Committee Restructure- Discussion on paring down MiSGMP committees from twelve (12) to six (6) with the goal of improving efficiency and reporting. Board of directors seems to be split on this and the topic will be tabled for now, keeping committees as is with discussions continuing for changes in 2025. New board liaisons were created for moving forward and are as follows:
  - a) Advertising / Sponsorship- D. Mott and S. Wohlfert
  - b) AEC- R. Talmadge and S. Reed
  - c) Communications- C. Mayhew
  - d) Community Service- C. Mayhew
  - e) Education- T. Palmer and S. Wohlfert
  - f) GMS- Jodie Shaver
  - g) Honors and Awards- T. Novak
  - h) Membership- T. Novak and J. Shaver
  - i) Nominations and Elections- T. Novak
  - j) Registration- D. Mott
  - k) Scholarship- D. Mott and S. Wohlfert
  - l) Special Events- N. Stratton
  
- II. Late Registration Increase- The board discussed and approved increasing the late registration fee by \$5, making it a total of \$20 for registering late. In addition, for attendees who are not registered and come to a monthly meeting, they will incur a \$25 additional walk-in fee. Language will be updated on the website to reflect this and include the possibility of no lunch being available.
  
- III. National Update- C. Pribbernow provided an update. A review was done on supplier / planner rates and will remain with the higher rate for suppliers. Continuing education policy changes will be announced. National hopes to have the budget finalized by the end of the month. The RFP for 2026 NEC should be posted by the end of this week. A review of the 2025 NEC agenda was given.
  
- IV. Move to National Website- The board discussed moving the MiSGMP website to National's website. The informational video will be shown at the August board meeting. T. Novak will spearhead the switch to the new website, which should occur by the time the StarChapter subscription is expired.
  
- V. Task & Timeline Calendar-N. Stratton requested all committee board liaisons review the task and timeline calendar and send any changes to him.

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

- I. StarChapter shared they will not provide any refunds if we end our term early.
- II. Reminder: June 2025 Special Event RFP to be built and sent out.
- III. Reminder: May 2025 Social Event needs to be planned.

### 6. Other Updates:

- I. Discussion on how the board of directors would like to receive meeting documents prior to the upcoming monthly board meeting. The materials will be attached to the calendar invite.
- II. For future meetings, on the agenda, the President's Notebook will be information for the members to know.
- III. Destination Michigan will have a table at their November DM event for SGMP. N. Stratton and C. Mayhew will be present for discussion and recruitment.

Meeting adjourned at 11:29am

Respectfully submitted,

Jodie Shaver, MPA, GMS  
*Secretary, MiSGMP*