

June 17, 2024

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The Michigan Chapter Board Meeting was called to order on June 17, 2024, by President Novak at 9:14 a.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
Nick Stratton, Incoming President	Kristen Taylor, Secretary
Randi Talmage, Second Vice President	Jodie Shaver, Incoming Secretary
Stephanie Wohlfert, Treasurer	Terese McInnis, Director
Cathy Mayhew, Director	Laurie Nickson, Immediate Past President
Stephanie Reed, Incoming Planner Director	Tammy Palmer, Incoming Supplier Director

Absent

Dorothy Mott, Incoming Treasurer
Tara Draper, Director

Motions

1. **Motions held in the meeting:**
 - a. June 17, 2024, a motion was made and seconded to approve the May 15, 2024 board meeting minutes with corrections. Motion carried.
 - b. June 17, 2024, a motion was made and seconded to accept the May 2024 financials with corrections. Motion carried.
 - c. June 17, 2024, a motion was made and seconded to accept an increase in the monthly meeting registration fee by \$5.00. Motion carried.
 - d. June 17, 2024, a motion was made and seconded to approve the Sheraton GR Hotel for the 2026 AEC. Motion carried.
 - e. June 17, 2024, a motion was made and seconded to approve the June 17, 2024, membership report. Motion carried.
 - f. June 17, 2024, a motion was made and seconded to reinstate the August monthly meeting and move forward with a social event in May. Motion carried.
 - g. June 17, 2024, a motion was made and seconded to excuse Incoming Treasurer, D. Mott due to personal illness. Motion carried.
 - h. June 17, 2024, a motion was made and seconded to approve the absence of Director, T. Draper, due to work conflict. Motion carried.
 - i. June 17, 2024, a motion was made and seconded to approve the locations of the MiSGMP educational sessions from August 2024-April 2025. T. Palmer abstained. T. Novak opposed. Motion carried.

2. Reports:

Financial

Wohlfert

BANK BALANCES	PREVIOUS MONTH DATE	CURRENT MONTH DATE
Checking	\$58,879.73	\$57,686.72
Other	\$10,084.64	\$10,084.72

Advertising/Sponsorships

Draper/Wohlfert

Committee has solicited sponsors for the special event in June and was able to secure seven total sponsorships for a total of \$2,050.

Upcoming plans include a meeting in August to prepare the 2025 Sponsorship Catalog. Will then send to suppliers once approved by the board at August's board meeting.

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

AEC

Talmage

Committee is reviewing contracts for 2025 and 2026.

Committee would like the Board to have updates on contracts for:

- 2025 – Mt Pleasant
 - Contract and diagrams received and being reviewed
- 2026 – Western Region
 - Contract from Sheridan received
 - AV equipment cost waived, only charged for labor - N

Upcoming plans:

- Finalize and sign contracts for 2025 and 2026
- Update task and timeline
- Begin planning 2025
- Next meeting is August 1, 9:00am

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

Communications

Mayhew

- Anne Wilson and Terra Damchuk have promoted our awards on Facebook, Instagram and Linked In.

- E-Newsletter – Kristen Taylor will work with Mary Trombley to train her on Contact Contact. Cathy Mayhew is going to help with proofing. Mary is to reach out to the board members and committee chairs for content.
- Anne will send Mary the pictures from NEC.
- Committee will assign someone to take pictures at each monthly meeting.

The Board Induction at June meeting. We will use the pictures from StarChapter and will check to find out about bios. We will start posting on social media after July 1 which is when the new board takes office.

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

McInnis/Mayhew

The Committee cannot determine the community service projects until the location of each meeting is decided.

In 2023-2024, the Board decided to choose a monthly community service project each month that will benefit and support the local area we are meeting in each month. For that reason, this Committee could join with the Education Committee as they determine the location of the monthly chapter meetings. The AEC and the Special Event meetings are an exception to this. The AEC committee chooses the charity to support based on its location, as does the Special Event committee.

Potential changes:

- a. Collect every other month vs every month to get more support.
*Tough for ppl to remember.
- b. Adding months together – collecting for the same or similar charity increases our donations. For example- Adding Sept/Oct/Nov together, we collected a lot for the Eaton County ISD “welcome baby” baskets.
- c. When selecting charities each month, I tried to look at a variety of people and situations to help- like children one-month, single moms another month, senior citizens for a few months, families the next month, etc.
- d. I also tried to choose charities that work well with our members. Charities that ask for individual shampoo, conditioner, soap etc. fits in with our supplier side without causing financial burden.

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

Education

Long/McInnis

- Committee reviewed the RFP for FY24-25 meeting locations. Have made a recommendation for the incoming/outgoing board. The board reviewed and determined (see motion) the locations for the MiSGMP calendar from August 2024-April 2025. Discussion on having a social event in May 2025 and reinstating the August 2024 meeting. June will remain a special event, location TBD with the RFP.
- Adding speakers to the MiSGMP Presenter Ideas document.
- Jocelyn Davis will be stepping down as the education committee chair.

Committee would like the Board to review the FY24-25 RFPs for monthly meeting locations.

Upcoming plans include providing the Education Committee Task and Timeline to the new board committee liaison. The committee will review the core competencies needed and then begin reaching out to potential speakers.

Additional discussion was around National adding THREE new core competencies.

1. Diversity, Equity, and Inclusion & Belonging
2. Business Management
3. Leadership [Core Competency Education \(sgmp.org\)](https://sgmp.org)

Will need to work with the GMS Committee to update the tracking sheet to include these three new core competencies. GMS Committee will need to meet to see how this will fit into the program.

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 people received their GMS certificates on June 5: Dorothy Mott, Mandi VanOoteghem, and Tammy Palmer. Thank you to Kristen for taking those to the meeting.
- Brenda Haight and Debbie Kopkau reached out to Viki Gotts to find out why when Brenda sends to her list of members working on their GMS, but not registered for the monthly event, the system has changed since the upgrade, and we are no longer able to take people out from sending the email. We made a decision to change the template so it would say, "if you have already registered, please disregard. We look forward to seeing you there."
- Modified the verbiage in the tracking sheet so members understand it is the member's responsibility to complete the form. Next meeting we will work through all the letters together to make sure everyone is comfortable with the process and make any changes if necessary.

- Will work on integrating the three new core competencies into the GMS program.

Next meeting is August 21 at 11:00 am.

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

No awards are available currently as AEC was in March.

Committee will need to start receiving the monthly meeting surveys to review for the **Program of the Year**. This award recognizes an outstanding initiative that has demonstrated exceptional effectiveness and innovation, and one that excelled in achieving the overall goals and mission of the Society of Government Meeting Professionals – Michigan Chapter. Thank you for exemplifying excellence, leadership, and the ability to inspire others through your achievements and best practices.

The award definition will need to be revamped once the board has had an opportunity to discuss its purpose.

Additionally, Committee will continue the ongoing discussion of how to encourage submissions and the ease of filling out the Zenith nomination form.

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

Membership

Novak

Completed membership upload for month ending May 2024. Reached out to the following members. Kristen sending welcome new member post cards.

As of May 30, 2024, Michigan has 159 members: 87 planners/68 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 +16 members**

2 New Members:

Chandler Alpiner, Contract Planner, NCMS
Chad Byrne, Contract Planner DCG Communications

Memberships expired April & May 2024. Have not heard from the following members:

- Amy Castner, Planner, State Bar of Michigan
- Crystal Flood, Planner, United States District Court-EDMI
- Jen Preslar, Planner, Michigan State University College of Osteopathic Medicine
- Megan Cole, Supplier, Firekeepers

Memberships at risk expired March 2024. Have not heard from the following members:

- Kathleen Mulder, Contract Planner, Hybrid Events and Resources LLC
- Katherine Vuckovich, Planner, MPHI
- Randi Talmage, Supplier, AHC Hospitality

Memberships that have dropped:

- Jodi Hammond, Planner, CMHAM
- Chris Ward, Planner, CMHAM
- Kate McPherson, Planner, BIGGBY
- Lisa VanDaele, Planner, MI DNR Wildlife Division
- Sharonda Jennings, Planner, MDHHS

Upcoming plans are to consider reassigning the board liaison for the membership committee. Tammy Novak is willing to stay on as board liaison.

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

NATIONAL MEMBERSHIP COMMITTEE UPDATES

- Initiating quarterly membership initiatives
- Kim and Tammy still working on digital badges for award winners.
- Tammy Novak will connect with Katie from National to give Kristin Taylor access to National’s Google Drive

Membership

Chapter Name	Planner Members	Supplier Members	Planner Ratio	Other Members	Prior Members	Total Members
Arizona	15	2	88%	3	20	20
Birmingham Satellite	7	3	70%	0	10	10
Central Florida	11	9	55%	4	20	24
Florida Capital	27	15	64%	9	48	51
Georgia Peach	32	23	58%	7	62	62
Golden State	32	33	49%	5	70	70
Greater Oregon	26	24	52%	0	52	50
Louisiana	25	16	61%	1	43	42
Michigan	87	68	56%	4	160	159
Mississippi Satellite	1	0	100%	0	1	1
Missouri State Capital	25	14	64%	6	43	45
National Capital	325	119	73%	24	474	468
North Carolina Satellite	18	7	72%	4	28	29
North Texas Satellite	2	5	29%	0	5	7
Northern Lights	12	25	32%	2	36	39
Oklahoma	7	7	50%	1	15	15
Old Dominion	32	29	52%	7	69	68
Pacific Northwest - WA State	16	12	57%	2	32	30
Pittsburgh Satellite	3	3	50%	0	6	6
Rocket City Alabama	28	23	55%	3	56	54
Rocky Mountain	28	28	50%	4	62	60
San Antonio Alamo	8	6	57%	1	15	15
Texas Lone Star Capital	33	21	61%	6	59	60
At Large	21	9	70%	4	36	34
SGMP Totals	821	501	62%	97	1422	1419

Nominations and Elections

Nickson

On June 5, 2024, eight members of the 2024-2026 MiSGMP Board of Directors were inducted. Stephanie Wohlfert, the remaining board member, was inducted on 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

Committee members have jumped in to help where they can. Mary Trombley is happy to continue as the Committee Chair but feels she has not done much, so the new Board Liaison should work with her to get her more involved.

Committee would like the Board to review the Registration Policy and Pricing [page](#). Walk-ins are increasing, as well as onsite payments. Onsite payments cause a backup at registration especially with WiFi at certain properties. Upon registering online, can we change the payments options to *Check, *Cash, *Online payment and not give an option to pay with credit card at the door? Need to communicate with members the importance of this policy.

Update the page to remove Stephanie's name and list either the Treasurer's email or Education's email.

For upcoming monthly education meeting, for walk-ins, the registration person will begin using the label maker for name tags vs. handwriting them.

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

Scholarships

Draper/Wohlfert

No report.

Special Events

Nickson

The June 5, 2024, special event was completed.

Future plans are to carry out fund raising and special events for 2024-2025 as directed by the Board. Fund raising and special events for 2024-2025 will be discussed.

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

National Update

Novak

Updates were given to the new board on obtaining credits from National. Fourteen (14) microsites are being launched. In August the new board will view the LMS video for review and decision on MiSGMP website.

- Chapter archives will be moved to National's Google Drive. Tammy has asked Katie, National Executive Director, to provide Kristen with access to the National Chapter Google Drive. Data migration will need to be completed by September 2024 as the Dropbox subscription renews on September 21, 2024. This will save \$120/year.

Announcements/Other

Novak

- **Transition** - The new board discussed and planned for website changes, update of board of directors, the MiSGMP storage unit, and administrative users in StarChapter. Committees were discussed and tabled for next month for further discussion.
- **FY24-28 Chapter Operations Plan** - The new board reviewed the FY24-28 Chapter Operations Plan.

Meeting adjourned at 3:58 p.m.

Respectfully submitted,

Jodie Shaver, MPA, GMS,
Secretary, MiSGMP