

Minutes
MPI Minnesota Board of Directors Meeting
April 16, 2008
Edinburgh, Brooklyn Park

Present: Erin Feeney
Leslie Skyrms
Marilyne Bouteiller
Tracey Smith, CMP, CMM
Ann Young
Jan Tolle MacDonald, CMM, CMP
Jaimie Mattes
Brooke Stoeckel
Ellie Madson, CMP

Absent: Terrie Maley
Liz Vardaman, CMP
Michael Bergman

Staff: Maria Huntley

Guests: Jami Burbidge
Emily Nelson
Shawna Suckow

Call to Order and Announcements

The meeting was called to order at 10:05 a.m. by President Jan Tolle MacDonald.

President's Report – Jan Tolle MacDonald

The announcements from International were forwarded to all board members electronically prior to the meeting for review.

The May Gala and EMPI Awards will be held on May 21st at International Market Square. There will be a rehearsal for board members from 4:00 – 5:00 p.m., networking from 5:00 – 6:00 p.m. followed by dinner and awards from 6:00 – 8:00 p.m. An overview of individuals included in planning the event was provided. An update of the script and agenda for the evening was reviewed.

All board members were reminded and encouraged to submit old MPI pictures to Ann Margaret for use at the 30th Anniversary celebration next year.

The new member metric's for next year are in process and will be provided at the next meeting. Ann Margaret and Jan have been meeting monthly via conference call to discuss these metrics with our chapter business manager.

Education Report – Ellie Madson, VP Education

There were 164 individuals registered for the event this morning. Attendees provided positive feedback. The committee is working on finalizing the details for the May Awards Gala. Of the \$3000 that was approved for CMP books at the last meeting, \$639 was spent. Denise Woods is already selling these books to recoup this expense. The CMP/CMM breakfast on May 1st will be another opportunity to sell these books.

Membership Report – Juli Wagner, Director Membership

The recruitment committee is working on getting a MPI display from Freeman for the chapter to use at the trade shows. A proposal of the design options was passed around for board members to provide

feedback. The dates for next year's trade shows are being developed by Sue Hussman., The committee will be looking for a new recruitment chair for next year.

The retention committee continues to reach out to lapsed members each month. The series of letters that are sent out to all new members are being reviewed and updated at this time. The new member luncheon is next week with 44 new members registered to attend.

The student relations committee has been working hard to increase the visibility of MPI in colleges and universities.

The nominations for EMPI have all been received and the judges are meeting tomorrow to review and determine the winners for the awards. There was a recommendation that all chairs develop timelines for the programs/tasks that they work on to be able to hand off to new chairs in the future.

There was a request made that the committee share with the board the feedback that they are receiving about why members are not renewing their membership.

Communications Report – Terrie Maley, VP Communications

No report at this time.

Community Outreach Report – Erin Feeney, Director Community Outreach

The committee had a successful day raising about \$820 today with the Sun Country ticket raffle. The Cooks for Kids program is coming up in a week and a half. Co-chairs for the committee have been identified for next year. The committee is also talking about the 2008/2009 partners. The committee is going try to focus on a variety of different opportunities with different organizations. Please let the committee know if you have any suggestions for charities.

Financial Report – Jaimie Mattes, VP Finance

For the month ending March 31, organization revenue was \$36,328, cost of sales \$4,704, and expenses of \$9,184 for a net income of \$22,469. The year-to-date revenue was \$134,706, cost of sales \$42,274, expenses are \$58,962 for a net income of \$33,469.

With KQ changing months this year – the chapter is slightly behind pace compared to last year. After today's program that was almost totally sponsored that should turn around. Jaimie provided a review of the position the chapter is as aligned to the budget that was set at the beginning of the year. The projection for year end is looking very positive.

There was discussion about what the chapter can do in the final three months of the year to promote sponsorship opportunities in an effort to try to meet the goals. The committee is looking at the development of online commercials as revenue opportunities for the chapter.

The committee has revamped the sponsorship program; information was distributed to the board on the updates to the program for 2008/2009. If board members have any feedback for this program please send it no later then the end of the day on Friday.

An update on the sponsorship recruitment for the golf tournament was provided. Currently almost all of the hole sponsors have been filled. The golf fees are \$60/person for the golf, cart, lunch and dinner.

To date there have been five scholarship applications submitted. Jaimie is working to put together the selection committee.

The committee is working on a wine sponsors for the May Awards Gala.

Leadership Development – Leslie Skyrms, VP Leadership Development

The committee is working on the final details for the All Team Meeting in May.

June 5th is the Mentor Next Door program at the St. Paul Hotel with three panelists confirmed.

The Power of Two program is coming along; the committee is looking for more mentees for the program. Board members were encouraged to promote the program.

The committee is also working on board training for the incoming board members. They are looking at planning a board 101 session prior to the board retreat.

At the all team meeting, each team will be asked to provide a “report” on what their team accomplishments were for the year to incorporate recognition.

Consent Items

Jaimie Mattes made a motion to approve the March board minutes and the April TSR's, seconded by Ann Young. Following discussion, a vote was called; the motion was carried.

Strategic Plan Review – President Elect

The leadership development team has been a great help with the president elect tasks for this year. Ann has been able to attend at least one of each of the committee meetings.

June 3 & 4 board retreat is scheduled with a facilitator and facility in place. Chairs will be there all day on Wednesday June 4.

Ann has attended and participated in WEC and PEC this year. She has also helped with education plan for 2008/2009.

Chapter Exchange went well with Michigan.

Working on developing the details around the Chapter Leadership Conference.

Tasks lists for all the board members will need to be reviewed and updated. All chairs will also be asked to develop these by the board retreat in June, templates are available.

Discussion Items

None at this time.

Unfinished Business

Leadership Award – Leadership Committee

The award was presented to Staci Kavnsnik at the meeting this morning.

Nominations Update – Immediate Past President

There will be an announcement made in the next newsletter.

Foundation Grant – Immediate Past President

The development of the grant request is in process.

EMPI Awards/Nominations – Membership

Nothing additional to report.

Partnerships for 2008/2009 Year – Education

Added to education plan discussion.

New Business

2008/2009 Education Plan – Director Education

A draft of the plan was distributed for review. Background information on the development of this plan was provided. There was discussion about a possible partnership with ISES at the April event and the guidelines for the partnership.

2008/2009 Budget – VP Finance

The budget template for 2008/2009 with actual through March 31st is ready for teams to start looking at numbers. The hope is that the budget for 2008/2009 is completed by the June board retreat. Board members were encouraged to start looking at historical numbers and think about plans for the upcoming year to start determining what the budget needs will be for the year. The final approved budget is due to International by the end of July.

Review graphics for MPI Booth – Membership

Options were distributed and feedback was requested.

Thank You Notes

Other Business

The next board meeting is **Wednesday, May 21st** at 2:00 p.m. at the International Market Square with a rehearsal at 4:00 p.m.

Board reports are due by noon on Monday, May 12th.

Motion to Adjourn

There was no further business and the meeting was adjourned at 11:25 a.m.

Respectfully submitted,

Maria Huntley
MPI Minnesota Office