

Minutes  
MPI Minnesota Board of Directors Meeting  
July 16, 2008  
Nonprofit Solutions, St. Paul, MN

**Present:** Tracey Smith  
Brooke Stoeckel  
Ann Margaret Young  
Barb Oswell  
Tim Samuelson  
Mairlyne Bouteiller

Erin Feeney  
Jan Tolle MacDonald  
Staci Kvasnik  
Emily Nelson  
Jaimie Mattes  
Daphne Meyers (via phone)

**Absent:** Stephanie Pfeilsticker  
Sean Schuette

**Staff:** Jami Burbidge

**Guests:**

**Call to Order and Announcements**

The meeting was called to order at 11:40 a.m. by President Ann Margaret Young.

**President's Report – Ann Margaret Young**

Due to a conflict with Canadian holidays, new dates have been set for the next Chapter Leaders Conference (CLC). It will take place on June 12-14, 2009. The WEC in Las Vegas will be Aug 9-12, 2008 at the Mandalay Bay Resort & Casino. A new awards program, new magazine, and the new volunteer leadership will all be unveiled at August's WEC. MPI is hosting a series of free webinars to help attendees prepare for WEC. MeetDifferent 2009 will take place February 7-10, 2009 in Atlanta, GA. Registration opens at WEC in August and will take place at the Atlanta booth inside the Global Village

Following up on the market research presentation at the Chapter Leaders Conference, a GroupSpace has been created for chapters to share and discuss best practices. As leaders of the membership team, Barb and Tim should log in to access this information.

In order to keep our chapter board on track with member care, Internation has provided the Chapter Member Care Manual online. This free document provides ways in which our chapter board can deliver programs that encourage involvement in the chapter, professional growth and a closer connection with MPI International.

The success of the Chapter Grant Program continues to grow each year. In 2007-2008, the MPI Foundation awarded over \$173,000 to 42 chapters seeking financial assistance for programs such as educational sessions, leadership retreats, student scholarships and website enhancements. To help streamline the process, the deadlines for submission of the chapter grants have gone to quarterly deadlines that are also in alignment with the scholarships. Updated applications can be found on the Foundation homepage. Ann Margaret has asked for new ideas for this year's grant to be submitted by September 30<sup>th</sup>. The executive committee will discuss and then submit ideas to the Board for approval.

**Education Report – Brooke Stoeckel, VP Education**

Brooke passed around venue location forms for each monthly meeting. The education team is working with the finance team to get sponsorship for each venue. A few of the venues are pending because they are looking for partner sponsors (ideas include CVBs and publications). Brooke asked board members to call any contacts they might have on the “wish list” of venues to assist Shawna. Ann Margaret is talking to the Marriott City Center to coordinate for May Gala. Board members discussed the possibility of Meet Minneapolis partnering with Graves 601. Please e-mail Brooke if you are willing to follow up. Brooke pointed out that November is a Thursday meeting – not Wednesday. The November speaker needs internet and computers for the attendees and the education committee is looking for sponsorship. KQ will be the 4<sup>th</sup> Wednesday in February.

August is MPI’s kickoff meeting and each committee will have a recruitment table. The August meeting will be held at the new Hilton in Bloomington. Committees should incorporate the 30<sup>th</sup> anniversary celebration into their booth with a birthday party and/or celebration theme.

**Membership Report – Tim Samuelson, VP Membership**

The membership committee held its first meeting on July 9. The committee chairs reviewed everyone’s responsibilities. This year the committee will focus on referrals as a way to recruit new members. Referral forms will be distributed on tables and those who make a referral will be entered for a giveaway at monthly meetings. The membership committee would like to reuse the top 10 reasons to join a committee marketing piece. Tim suggested it go out in the meeting reminder and/or evaluation. The committee is rewriting the new member kit and letter. At the next membership meeting the committee will begin solidifying plans for the celebration surrounding the 500<sup>th</sup> member. At the board retreat various committees talked about coming up with a leave behind brochure. The membership team will work with the leadership development team to come up with an outline and bring to a printer.

**Communications Report – Emily Nelson, VP Communications**

The RFP for website redesign was just sent out to the entire membership. If there are others that should receive the RFP, please forward. Stephanie is unavailable on bed rest, so please cc Emily on any needs. The communications committee is requesting that each committee pick a liaison to keep the communications team up to date. A request was made to include information on signing up for a committee in NewsNotes. Please send Emily your committee meeting schedules so she can update to the online calendar. A request will be going out in the near future for board member testimonials for the website.

**Community Outreach Report – Erin Feeney, Director Community Outreach**

The first community outreach meeting is scheduled for August 6 at the Mall of America. Erin is currently soliciting committee members for locations for their meetings. Subcommittee chairs are in place and are reviewing charities within their subject area.

**Financial Report –Marilyne Bouteiller, VP Finance**

For the month of June, total revenue was \$26,284.91, cost of sales was \$6,832.67 and gross profit was \$19,452. Expenses were \$12,932.24 for a net income of \$6,520.00. The net income for the year was \$27,953.23. Marilyne complimented Jaimie and the 2007-2008 board on their great control of expenses and the sizeable net. The finance committee will be having their first meeting next week. Shawna has been working extremely hard on sponsorships and would appreciate help making calls. The goal is to finish all sponsorships within the next 2 months and then focus on advertisements. The finance team is starting to work on the holiday party and silent auction and will have more to present next month.

**Leadership Development – Tracy Smith, VP Leadership Development**

The leadership development team had their first meeting last Friday. The team added three liaisons to the committee – one to education, membership, and communications. The all team meeting dates have been set. The committee would like to utilize Nonprofit Solutions to manage the registration of the all team meetings.

**Consent Items**

*Tracey made a motion to approve the June board minutes, seconded by Barb. Following discussion, a vote was called; the motion was carried.*

**Strategic Plan Review – Nonprofit Solutions**

Jami passed out an update from Nonprofit Solutions that listed staff point people and e-mail addresses. The Nonprofit Solutions staff came in at the beginning of the meeting and introduced themselves. Ann encouraged board members to utilize the staff and resources available.

**Discussion Items**

*Marilyne Bouteiller made a motion to approve the 2008/2009 budget as presented. The motion was seconded by Emily Nelson. Jaimie went through the budget and discussed the reductions made as the budget was finalized. Any items put into miscellaneous were taken out and if things seemed “padded” they were reduced. Leadership encouraged the committees to look for sponsorships as much as possible. The board voted to approve the budget.*

**Unfinished Business***Foundation Grant Update*

Jaimie discussed the RFP and encouraged board member to forward it along to others as appropriate. The communications committee is putting together a task force to work on the process. Emily has received one proposal.

*Golf Outing Update Final Numbers*

The golf outing was successful. Seventy people golfed and the sponsors seemed happy. The event cleared between \$16,000-17,000, which is a great increase from previous years.

**New Business***Alternatives to Golf Tournament – VP Finance*

Marilyne made a proposal to replace the golf tournament with a casino night event. The finance committee has received feedback that there are too many golf tournaments in the summer, that some people find them intimidating, and that it is difficult for potential attendees to be out of the office all day. Marilyn proposed finding organizations to sponsor tables and hopes to have one table for every 6-8 players. Eliminated players will be enticed to stay with door prizes, karaoke, etc. The committee would like to propose the third week of June after school is out. They will request Community Outreach to select a charity to receive some of the proceeds. Marilyne will e-mail out her presentation and board members should come to the next meeting with questions and feedback.

*eSource – President / Chapter Administrator*

Jami updated the group that the eSource tool should either be updated or the International resource should be used. The communications team will make a decision as to what to do as they are redesigning the website.

*August Monthly Meeting – President*

Jan will be giving the announcements at the August meeting because neither Ann Margaret nor Jaimie will be able to attend.

*Website – President*

Ann Margaret reiterated that it is each committee's responsibility to check your sections and make sure they are up to date. Please send any updates to Emily for review and the communications team will forward to Nonprofit Solutions.

*Committee Meeting Minutes – President*

It is expected that minutes are taken at all committee meetings. Minutes should be forwarded to Nonprofit Solutions and will be posted on the website.

*Policy & Procedures – President*

Ann Margaret asked that each committee go through the policy and procedures manual and review for updates. Please send updates to Jaimie by August 31<sup>st</sup> and he will coordinate manual updates.

*TSRs – President*

Ann Margaret asked that board members be as accurate and detailed on the TSRs as possible. Please forward any new business for the agenda to Ann Margaret so she can manage the length and content of the agenda. Motions should be brought forward on the TSRs. Please forward the board updates you plan to give at the meeting to Jami so that the minutes can be as accurate as possible.

*Sponsors – President*

Ann Margaret requested that the education committee inform the board of the sponsors prior to the monthly meetings. Each board member can then make an effort to thank the sponsor either personally or with a thank you card.

*Thank you notes*

Board members are asked to write thank you notes at each board meeting. Suggestions for recipients include committee members and sponsors.

**Other Business**

**The next meeting is Monday, August 18 at 10:00 a.m. at Nonprofit Solutions. TSR updates are due Friday, August 8<sup>th</sup>.**

**Motion to Adjourn**

There was no further business and the meeting was adjourned at 1:00 p.m.

Respectfully submitted,  
Jami Burbidge  
MPI Minnesota Office