



MN MPI Board of Directors Meeting  
Minutes  
January 8, 2009  
2:30 – 4:00  
Radisson Conference Center

**Present:** Ann Margaret Young Tracey Smith  
Brooke Stoeckl Erin Feeney  
Jan Tolle-MacDonald Marilyne Bouteiller  
Stephanie Pfeilsticker Barb Oswell  
Tim Samuelson Jaimie Mattes  
Sean Schuette

**Absent:** Daphne Meyers, Staci Kvasnik, Emily Nelson

**Staff:** Jami Burbidge

**Call to Order and Announcements**

The meeting was called to order by President Ann Margaret Young at 2:32 pm.

**President's Report**

President Ann Margaret thanked board members for their great work thus far. The Chapter satisfaction survey is due to launch the week of February 16. The survey will be used as one of the metrics to judge the Chapter. Please encourage committee members to complete the survey. Chapter Business Manager, Stuart Taylor, will be here for the January monthly meeting. Jaimie is coordinating meetings for Stuart and each team. Ann Margaret will follow up to find out if he will be providing a SWOT analysis for the Chapter.

Ann reviewed the December holiday program and reported on the great attendance. She noted that sixty percent of the total membership was in attendance – the highest of any monthly program.

Ann reviewed expectations for verbal reports. She explained that board members are not to read from their TSRs

**Education Report**

Brooke acknowledged the great December event. January 21 is the next monthly program, it will be a luncheon at the Holiday Inn Metrodome. There will be a CMP/CMM information session during the networking time. Board members were encouraged to get to the January meeting at the beginning of the networking time. The committee is busy working on KQ.

**Membership Report**

Tim gave a membership update – the chapter number is 493 and the international number is 482. He pointed out that this month the prospect report is lengthy so that is a great opportunity. Jan suggested paying attention to where the prospects are from and if they are out of state encouraging them to be subscriber members. The board discussed developing a letter for out of state prospects. Jaimie pointed out that there is no chapter in Las Vegas so an effort could be made to solicit for subscriber members.

**Communications Report**

The new website launched December 31 and has been receiving great feedback. There will be a member of the media at the January event and the details surrounding their attendance are being worked out.

**Community Outreach Report**

The charity focus changes to the Animal Humane Society for January and February. The committee will be accepting donations of gift cards, pet foods, leashes, etc. In February the Humane Society is holding a book sale and the community outreach committee will be seeking volunteers to assist.

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**Agreed Rules of Engagement**

1. Come on time, end on time, stay focused throughout the meeting
2. Be respectful of others, focusing your attention on the individual who has the floor, always communicating in a positive manner with other board members.
3. Be engaged and be prepared with what is expected of you.
4. Promote a comfortable atmosphere of professional conduct.

The community outreach committee is working with the venue for the March meeting to incorporate “green” practices. The charity focus will switch to the environment for the last few months of the program year. Erin discussed the pros and cons of having multiple charity focuses. The committee has received positive feedback from members that appreciate the effort to offer options; but the committee has had a hard time getting the word out about the various organizations. As a result they are short on their fundraising goal.

#### Financial Report

Marilyne update the board on the end of December financial numbers. She reported that the silent auction revenue is \$12,435, live auction is \$3025 for a total of about \$15,000. The event fell \$10,000 short of the goal. Marilyne looked at the projections and because of the sponsorships the chapter is doing well. The committee identified a co-chair for sponsorship – Lisa Venne.

Marilyne announced that check requests will only be accepted until Monday at noon prior to the monthly meeting. Sponsorship is working on next year’s venues. The committee is meeting next Monday to begin work on the amazing race event.

#### Leadership Development Report

The leadership development team is busy planning the all team meeting on February 4 at the Hotel Minneapolis. Each team should have either the VP or Director available at the meeting to give a brief overview of their team – comparable to the new member luncheon. There will be a presentation where panelists will talk about what it is to be a board member. The next mentor next door event will be June 4. All is going well with the power of two.

#### Consent Items

*Sean made a motion to approve the December board minutes, Tracey seconded. After a brief discussion the motion was approved.*

#### Discussion Items

None at this time.

#### Unfinished Business

Receivables – President

Because of the early date of the board retreat the receivables are still being compiled. Jami will send them out next week.

Chapter Metrics – President

The board reviewed the metrics. The membership numbers are at a 2% increase and the goal is 5%. The great monthly attendance at the December event increased the membership number to 35%, the goal is 45%. The volunteer goal has been surpassed – currently at 30% and the goal was 27%. Jaimie and Ann Margaret are working with Stuart to create a chart to review the financial metrics.

Adopt A Member – President

Jaimie will be sending out the list and topics soon. The Adopt a Member e-mails seem to be popular and are still a topic of conversation with people. The board discussed feedback from members and personalizing the e-mails has seemed to be effective.

Website Update - VP Communications / President-Elect

Jaimie discussed the new website. Everybody gave positive feedback. The website will be gone thru in detail tomorrow with the board and the chairs.

Grant Update – Immediate Past Pres

The chapter submitted two grant applications. The grants are reviewed quarterly. A grant for \$3500 was requested for the student membership “roadshow”. St. Cloud will be the first location for the outreach into greater MN. Another \$1500 grant was submitted for Diane Pearson to spearhead a networking group for people in job transition. Both efforts will take place before the end of June.

#### New Business

Membership Brochure – Director Membership

Barb passed around final proof of membership brochure. The new draft is more inviting. The expectation would be that board members and committee members can carry and distribute.

Upcoming Tradeshows – Director Membership

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Amy Englund coordinates the expos for MPI and needs assistance at the February 3 tradeshow. She is also looking for help from noon to 7:00 at the March 4 Event Planner and Suppliers Expo.– looking for help with booth – noon to 7 – setting up at golden valley country club.

#### Student Scholarship Proposal – VP Finance

Marilyne circulated the application form for the student scholarships. The scholarship fund received \$398 from the pledge at the December event. The board discussed the idea to have the students report in the newsletters to give members a “year in the life” perspective. The group would like to add a slide in the presentations at the monthly meeting thanking those that gave to the scholarship fund. The board asked how International defines a student. Jami will follow up with Stuart.

#### Chapter Survey

Jaimie coordinated sending out a chapter survey on the joint educational event with Wisconsin that is proposed for next fall. The rates will be the same as KQ and hotel rooms will be under \$100.00.

#### Thank You Notes

The meeting was adjourned at 3:58 pm.

#### Other Business

The next board meeting is Tuesday, February 24 from 10:00 to 11:30 at Nonprofit Solutions. TSR updates are due Wednesday, February 18.

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