



Agenda
MN MPI Board of Directors Meeting
January 10, 2008
4:00 p.m. – 5:30 p.m.
The Millennium, Minneapolis

Call to Order and Announcements

President's Report
Education Report
Membership Report
Communications Report
Community Outreach Report
Financial Report
Leadership Development

Consent Items

Approval of Board Minutes and TSR

Strategic Plan Review

Team in Review: Immediate Past President

Discussion Items

Michael Bergman made a motion to approve a \$500 donation to the MPI Foundation from the Minnesota Chapter.

Unfinished Business

Leadership Award – President Elect
Nominations Update – Immediate Past President
Membership Directory – Finance
Job Posting Service – President/NS
Update on partnership with ISES and others – Education
Ideas for recruiting student members for KQ – Education
Update on Director of Communications – President
Foundation Grant – Immediate Past President

New Business

Board 101 Session – Immediate Past President
Thank You Notes

Other Business

The board retreat is **TUESDAY**, February 19th at 9:15 a.m. This meeting will be held via Conference Call.
Board reports are due by noon on Friday, February 8th.

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.



Minutes
MPI Minnesota Board of Directors Meeting
December 19, 2007
The Depot, Minneapolis

Present: Michael Bergman Marilynne Bouteiller Erin Feeney
Jan Tolle MacDonald, CMM, CMP Doug Gillam Terrie Maley
Jaimie Mattes Brooke Stockel Liz Vardaman, CMP
Ann Young Ellie Madson, CMP

Absent: None

Staff: Maria Huntley

Guests: None

Call to Order and Announcements

The meeting was called to order at 9:19 a.m. by President Jan Tolle MacDonald.

President's Report – Jan Tolle MacDonald

Jan provided a report on some board changes that are coming up. The executive committee met and determined that the open strategic alliance position will not be filled at this time. The duties will be assigned to the committee to make sure they continue to move forward. There was also discussion at the executive committee about the community outreach position on the board. The chapter is looking at moving that position under the finance team as a committee position. Erin Feeney will complete her director of community outreach position on the board through June 2009. The committee will move from the Communications team to the Finance team at that time. There will be further discussion about the transition at the January retreat.

The bylaw vote is open until December 27. At this time there are 84 votes, all approving the proposed bylaws with the exception of two. Once the bylaws are officially approved the nominations committee will appoint the VP of leadership development to Leslie Skyrms and director of leadership development to Tracey Smith. They both have been leading the Leadership Development Task Force this year. An update will be provided at the January retreat from the Leadership Development Team.

Our chapter has been matched with the Michigan Chapter for the Chapter Exchange Program. Our chapter will likely be the host. There will be a conference call to work on the logistics of the exchange.

The executive committee discussed the Foundation Grant and the ideas that were provided from board members for future grants for our chapter. The leadership team is meeting the first week in January to work on the specifics of the grant application, and an update will be provided following that meeting.

New chapter business model for MPI—a new chapter model with four metrics that the chapters will be measured on has been introduced from MPI. There will be incentives for the chapters to meet the metrics/goals. The four metrics will be: net member growth (retention and recruitment), member

satisfaction (first survey will be launched in January), engagement and participation, and chapter financial management (revenue per member). This new initiative will be rolled out at the PEC in Huston.

The board retreat is scheduled to begin at 4:00 on Thursday, January 10 at the Millennium Hotel. An agenda will be sent out by the end of this week. If you need accommodations please send your requests to Maria Huntley no later than the end of the day on Friday. The board meeting will be from 4:00-5:30 p.m. on Thursday. There will be entertainment from 6:00-7:30 p.m. at Brit's Pub with dinner to follow at the Melting Pot. The meetings will start on Friday morning with the board members and Krista Rogers at 8:30 a.m. Some of the topics for discussion will be leadership succession, review of the needs assessment, board testimonials from each board member, the overview of the new business model and the strategic plan. When the committee chairs join us at noon, we will review the testimonials, the chapter website to identify updates, the TSRs, and the budget for the year. Board members were encouraged to bring along a laptop should they have one.

Education Report – Ellie Madson, VP Education

278 individuals are registered for the event today. The format for the day was reviewed. Registration for KQ is available and promotions for the event have been distributed.

Membership Report – Liz Vardaman, VP Membership

As of the end of November the current membership count is at 450. An update on the prospective, new and lapsed members was provided. The membership TSR was modified this month to add updates on the student initiatives.

Communications Report – Terrie Maley, VP Communications

The PR Internal Committee is working with the finance committee on sponsorship recognition. PR External did a lot of work on the holiday party. The press release process on the website has been updated. The testimonials that will be written at the board retreat will be added to the website in January. There was discussion about the promotion of the Temporary Hero's event that was in the last *NewsNotes*.

Community Outreach Report – Erin Feeney, Director Community Outreach

A special guest, Madonna from the St. Paul Saints, will be joining the committee today to collect donations for the Ronald McDonald House. The committee has collected \$300 from the piggybanks so far this year. Steve DeVries has offered to match the donations again this year, and details are still being worked out on the amount. The Cooks for Kids dates are April 27 – 30.

Financial Report – Jaimie Mattes, VP Finance

For the month ending November 30 the revenues were \$13,037, cost of sales \$16,833, expenses of \$8283 for a net income of (\$12,089). The year-to-date revenues were \$52,658, cost of sales \$26,183, expenses are \$39,518 for a net income of (\$9,438). The chapter is tracking ahead of last year's financial position. There are two scholarships that have not been used at this time. Additional revenue will be recognized in the next month or two from the second half of the Foundation Grant.

The committee has done an outstanding job of pulling together the details of the silent and live auction items today. The minimum bids for today total about \$17,000. The live auction items were reviewed. There are over 140 items for the auction today. There was discussion about the board donating an item for today, and it was determined that each board member has donated through their committee.

Consent Items

Liz Vardaman made a motion to approve the November board minutes and the December TSR reports, seconded by Erin Feeney. Following discussion, a vote was called; the motion was carried.

Strategic Plan Review – Immediate Past President

The development of the Past President's Council has been challenging because of the limited engagement of the past presidents. The new election process is being developed by the nominations team who will be meeting next week. A brief review of the new process for nominations was provided to the board. The partnership with the new Leadership Development Team with strategies for next year is an exciting new initiative the chapter is using to identify future leaders.

The Board 101 session will be held in conjunction with the January monthly program.

The first leadership professional development session was held with Calvin Stovall on November 1. There was a mention in *NewNotes* about the current open VP and director positions on the board, the two current individuals serving on the task force were the only two who have expressed interest in the open leadership development positions. An overview of the nominations and election process was provided. The nomination committee roster was distributed to the board prior to the meeting. The nominations will be completed by the end of January with the final slate to MPI by the end of March.

Discussion Items

Terrie Maley made a motion to appoint Debbie Bequette as director of communications for the balance of 2007-2008 succeeding to Vice President in 2008-2009. This motion was tabled until the January meeting.

Unfinished Business

Sponsorship – Jaimie Mattes

Jaimie provided an update on the offer of sponsorship money from the Mexico Tourism group. He is encouraging them to consider sponsorship of either the golf tournament or of KQ since there are already so many sponsors for the May Awards Dinner.

Membership Directory – Finance

Tabled until the January meeting.

Job Posting Service – President/NS

Tabled until the January meeting.

New Business

Partnership with Meetings: Minnesota's Hospitality Journal—Education

A representative from the Meetings: Minnesota's Hospitality Journal will be holding the state of the industry survey and event. They approached MPI to see if we would be willing to promote this event to our members. Based on the number of MPI members who attend the event, money will be donated to the chapter. The board had discussion about the involvement that MPI should have in this event. The board agreed to promote this event to the membership through various communications.

Update on partnership with ISES and others – Education

Tabled until January meeting.

Ideas for recruiting student members for KQ - Education

Tabled until January meeting.

Other Business

The next meeting is January 10th at 4:00 p.m. at the Millennium Hotel. Board reports will be provided verbally at this meeting.

Motion to Adjourn

There was no further business and the meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Maria Huntley
MPI Minnesota Office



Meeting Recap 2004-2005

*Breakdown of total attendance for each program

Program Date	Total Registered	Total Attended	No Shows	Walk In	Members	Non-Mem	Mtg Card	Comps	Suppliers	Planners	Sponsors	Suppliers Showcase
August 18, 2004		159	13	14	130	29	23	3	65	64	0	
September 15, 2004		110	18	7	84	26	23	1	40	44	1	
October 20, 2004		144	11	17	96	48	23	2	61	35	3	
November 17, 2004		135	20	13	100	35	23	2	62	37	1	
December 15, 2004		174	19	13	109	65	23	4	61	46	9	
January 19, 2005		123	9	10	89	34	17	1	56	30	9	
February 16, 2005		133	6	10	97	36	22	1	62	34	1	
March 16, 2005		131	6	6	87	46	22	13	40	49	0	36
April 20, 2005		127	15	2	88	39	22	1	51	47	0	
May 18, 2005		145	20	6	100	45	22	8	68	49	2	
Totals		1381	137	98	980	403	22	36	566	435	26	

Meeting Recap 2005-2006

*Breakdown of total attendance for each program

Program Date	Total Registered	Total Attended	No Shows	Walk In	Members	Non-Mem	Mtg Card	Comps	Suppliers	Planners	Sponsors	Suppliers Showcase	Suppliers Showcase Lunch Only
August 17, 2005	209	129	24	11	104	25	22	2	58	44	2		
September 21, 2005	146	125	16	8	94	31	22	5	58	53	0		
October 19, 2005	182	157	23	19	121	36	22	3	76	59	2		
November 16, 2005	172	100	21	1	76	24	22	1	45	52	0		
December 21, 2005	219	202	19	13	155	65	22	6	89	71	4		
January 18, 2006	117	115	5	9	84	31	20	1	41	41	0		
February 16, 2006	149	129	19	10	103	16	24	3	52	41	0		
March 15, 2006	167	160	5	5	116	44	30	11	63	49	11	42	
Wednesday, April 19, 2006	155	132	20	14	105	47	24	10	53	47	1		
Wednesday, May 17, 2006	205	190	15	10	142	46	30	20	74	61	0		4
Totals	1721	1439	167	100	1100	395		62	609	518	20		

Meeting Recap 2006-2007

*Breakdown of total attendance for each program

Program Date	Total Registered	Total Attended	No Shows	Walk In	Members	Non-Mem	Mtg Card	Comps	Suppliers	Planners	Sponsors	Suppliers Showcase	Suppliers Showcase Lunch Only
August 16, 2006	210	200	9	23	155	54	34	11	82	78			
September 20, 2006	131	106	19	7	101	18	20	2	49	54			
October 18, 2006	181	163	17	6	128	53	25	3	59	67			
November 15, 2006	172	164	17	10	125	47	30	7	63	62			
December 20, 2006	276	247	17	9	192	84	29	13	104	88			
January 17, 2007	167	153	12	4	113	54	16	4	65	53			
February 15, 2007	164	149	12	8	126	38	27	3	74	50			
March 14, 2007	177	161	9	5	125	52	15	16	125	50		51	4 (one walk-in)
April 18, 2007	155	126	19	5	125	30	13	4	63	61			
May 16, 2007	197	164	20	7	139	58	25	23	80	58			
Totals	1830	1633	151	84	1329	488		86	764	621			

Meeting Recap 2007-2008

*Breakdown of total attendance for each program

Program Date	Total Registered	Total Attended	No Shows	Walk In	Members	Non-Mem	Mtg Card	Comps	Suppliers	Planners	Sponsors	Suppliers Showcase	Suppliers Showcase Lunch Only
August 15, 2007	164	127	16	8	99	28	29 of 45	3	49	48	5		
September 19, 2007	169	169	15	15	148	46	54	11	83	64	7		
October 17, 2007	287	237	30	19	177	145	51	30	76	74	11		
November 14, 2007	228	197	14	15	165	63	55	2	77	95	9		
December 19, 2007	304	249	30	16	214	90	56	3	120	99	9		
January 16, 2007													
February 20, 2007													
March 19, 2007													
April 16, 2007													
May 21, 2007													
Totals													

MN MPI Event Evaluation

December 19, 2007

December Monthly Meeting - Holiday Party and Silent Auction

Holiday Party	Yes	No
Did the Holiday Party meet your expectations?	65	8
One of the primary goals of the Holiday Party is Networking, were you able to network?	69	4

How many new people did you meet at the Holiday Party?

0: 1
1-5: 47
6-10: 16
Over 10: 6

Amount of time allocated to Networking and Silent Auction:

Too high: 4
Somewhat too high: 15
Appropriate: 49
Somewhat too low: 5
Too low:

Amount of time allocated to the Live Auction and Dessert:

Too much: 1
Somewhat too much: 14
Appropriate: 54
Somewhat too little: 3
Too little:

Main reason for attending this session (please mark only ONE):

Presenter / panelist:
Professional networking: 18
Auction: 5
Session description: 39
Topic:

All: 10
Other: 1

- Community Outreach Committee Duties

ORGANIZATION	Excellent	Good	Fair	Not Good	Poor
Room layout	43	25	4	1	-
Quality of audiovisual equipment	19	33	9	9	3
Room temperature	12	36	11	11	3
Noise insulation	16	43	12	2	-
Other (please specify)	1	-	-	4	-

Other:

- Too big of room (lunch area) for an event of this
- I was not impressed with the food
- Food
- Excellent venue for this event. Very spacious for
- Audio-visual production/cues

Portion of this session attended

Half or less:

More than half, but not all: 20

All: 53

Please note ways this session might be improved for you:

- The starting prices on the silent auction items were much too high; it really took the fun out of the event.
- The silent auction minimum bids were high. Many had no bids.
- The minimum bid for the Silent Auction items was too high. I think it prevented alot of people from bidding. It would be nice to have more local items with a variety of prices - restaurants, theaters, car rental. I enjoyed the musical entertainment prov
- The mim bids on quite a few of the auction items were set quite high. Also the bid increments were different on almost each sheet - consistency would have been nice.
- The checkout needed more people to work credit cards.
- Sympathetic with no sound during the Depots video. Ouch!
- Silent auction Minimum Bids started out to high. A lower entry Point would have let more people enter into competitive bidding and probably resulted in more revenue.
- Silent Auction items - starting prices where started high.
Great Hot Chocolate
- should move the food back to stations and heavy hors and then have dessert with the live auction - flows better
- Please revisit the starting bids on the items during the silent auction, there were quite a few that were too high.
- One note. I was bidding on items during the live auction because according to the boards I did not get the item(s) that I was bidding on. Many were blank. I would not have appreciated having to pay for the silent auction item and the active item. In ot

- Minimum bids were set too high.
- Minimum bids on many items were too high - discouraged all the early bids.
- Lunch was served way too late.

But the decor was beautiful!!

- Could have had some lower cost threshold silent auction items. I love silent auctions, but almost everything was too rich for my blood. I know your goal is to raise money, but sometimes you can raise more from a larger number of smaller transactions th
- What a great venue. The decor was beautiful also.
- Unacceptable to not light and amplify events like this well. AVEX didn't plan or check audio/video connections which resulted in no sound for host's presentation. Yikes.
- The silent auction items should include more non-hotel stay items. ie- High end non hotel gifts or restaurant g/c.
- The silent auction items appeared to be a lot more expensive this year then in past years.
- The event was missing the usual festive entertainment. Hotel staff was stingy with the champagne. Hard to hear in back of room, maybe the room was too large for our group? Food was boring and bland.
- The check-out process for the silent auction was somewhat unorganized and took too long (not enough people helping to check everyone out). But...it was all still good!
- Menu was good, but food was luke warm at best. Really liked the Depot and hope they will host us again. Beautiful setting!
- Meeting planners must be making exceptional salaries, I thought the opening bids on most of the auction items were very high.
- lower the opening bids.
- Less time for networking, over an hour and a half is too long
- It was my first time at a holiday meeting. I only brought a few dollars cash and didn't know about the drink tickets for purchase prior to attending.
- It is difficult to network with the silent auction going on and trying to get around to look at the items and watch your bids. It's fun, but hard to talk with people and bid.
- I thought it was perfect. however I did hear some felt it ran too long and noticed we lost quite a few people towards the end. I don't know how you can change that if you keep the auctions in there. Maybe shorten the upfront networking and silent auct
- I think many of the auction items were priced very high and it did look quite tacky when someone would come along and cross off the high price and put in a lower price. I heard quite a few comments that many people did not bid because of the cost of the
- I liked the spacing of the auction tables. Everything looked so professional and beautiful. Very nice job team!!!
- I am really disgruntled about the sponsors taking so much time at these meetings. We can run it on the screen, we post it on the tables - we can announce and applaud, but too much time is given to them.
- Couldn'd see the screens with the white "trees" on the tables
- Better holiday music. Decor was fabulous and room layout was very good.
- Although the food was very good and very well presented, I prefer the food stations we had in past years.

I am a:

Planner: 36

Supplier: 33

Other (please specify): 3

Number of years in the meeting industry:

Under 2: 4

2 – 5: 11
6 – 10: 13
11 – 20: 25
Over 20: 19

Gender:

Female: 60
Male: 12

Please contact me regarding how I can become more involved in MPI:

Yes:
No:

If you answered yes above, please enter your name, e-mail address and phone number.

Jon Young
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Julie Polinsky
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MPI Minnesota 2007-2008 Chapter Calendar					
	Last Updated 11/30/07				
<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>	<u>Team in Review</u>
May 31 & June 1	Thur & Fri	All day	Board Retreat - Spring	Embassy Suites Bloomington	
July 7	Fri	Noon	Board Reports Due		
July 28-31	Sun-Mon	All day conference	WEC	Montreal	
July 18	Wednesday	11:30 AM - 1:00 PM	Board Meeting	Nonprofit Solutions	Nonprofit Solutions
August 3	Fri	Noon	Board Reports Due		
August 15	Wed	9:15am - 10:45am	Board Meeting	Mystic Lake	Education
August 15	Wed	11:00am - 1:30PM	General Meeting	Mystic Lake	
September 10	Mon	Noon	Board Reports Due		
September 12	Wed		Monthly Financials Completed		
September 19	Wed	9:15am - 10:45am	Board Meeting	McNamara Alumni Center	Membership
September 19	Wed	11:00am - 1:30PM	General Meeting	McNamara Alumni Center	
October 3	Mon	3:00 pm - 6:00pm	All Team Meeting	Radisson Plymouth	
October 3	Wed	11:00am - 1:00pm	New Member Appreciation Lunch		
October 4		11:00am - 1:00pm	New Member Appreciation Lunch		
October 10	Wed		Monthly Financials Completed		
October 17	Wed	1:00 - 2:15 p.m.	Board Meeting	Marriott Minneapolis West	Communications
October 17	Wed	2:30 p.m. - 6:00 p.m.	General Meeting	Marriott Minneapolis West	
November 5	Mon	Noon	Board Reports Due		
November 7	Wed		Monthly Financials Completed		
November 14	Wed	9:15am - 10:45am	Board Meeting	Sheraton Bloomington	Community Outreach
November 14	Wed	11:00am - 1:30PM	General Meeting	Sheraton Bloomington	
December 10	Mon	Noon	Board Reports Due		
December 12	Wed		Monthly Financials Completed		
December 19	Wed	9:00 am - 10:30 am	Board Meeting	The Depot	IPP
December 19	Wed	11:00 am - 1:30 pm	General Meeting (Holiday Party)	The Depot	

MPI Minnesota 2007-2008 Chapter Calendar					
January 10 & 11	Thu & Fri	All day	Board Retreat/board meeting - mid-year	The Millennium Hotel	All Teams
January 9			Monthly Financials Completed		
January 16	Wed	11:00am - 1:30PM	General Meeting	St. Paul RiverCentre	
January 30	Wed	3:00pm - 6:00pm	All Team Meeting	Mariott City Center	
February 2-5	Sun - Tue	All day conference	PEC-NA	Huston, Texas	
February 1	Fri	Noon	Board Reports Due		
February 13	Wed		Monthly Financials Completed		
February 19	Tuesday	9:15am - 10:45am	Board Meeting (Conference Call)		Strategic Alliances
February 20	Wed	All day conference	KQ	Earle Brown	
March 11	Mon	Noon	Board Reports Due		
March 12	Tue		Monthly Financials Completed		
March 19	Wed	9:15am - 10:45am	Board Meeting	Crowne Plaza RiverFront	Finance
March 19	Wed	11:00am - 1:30PM	General Meeting	Crowne Plaza RiverFront	
April 8	Mon	Noon	Board Reports Due		
Date TBD		11:00am - 1:00pm	New Member Appreciation Lunch		
April 9	Wed		Monthly Financials Completed		
April 16	Wed	7:00am - 9:00am	General Meeting	Edinburgh USA	President Elect
April 16	Wed	9:30am - 11:00am	Board Meeting	Edinburgh USA	
May 7	Wed	3:00pm - 6:00pm	All Committee Team Meeting/Volunteer Recognition	Dave & Busters	
May 12	Mon	Noon	Board Reports Due		
May 14	Wed		Monthly Financials Completed		
May 21	Wed	2:00pm - 4:30pm	Board Meeting	International Market Square	President
May 21	Wed	5:00pm - 7:30pm	General Meeting - Awards Dinner	International Market Square	
June 20-22	Fri-Sun	All Day	The Leadership Conference	Wesitn, Dallas, TX	
Date TBD	Mon	Noon	Board Reports Due		
June 9	Mon		Golf Tournament		