



Agenda
MN MPI Board of Directors Meeting
April 16, 2008
9:50 a.m. – 11:20 a.m.
Edinburgh

Call to Order and Announcements

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

Consent Items

Approval of Board Minutes and TSR

Strategic Plan Review

Team in Review: President Elect

Discussion Items

None at this time.

Unfinished Business

Leadership Award – Leadership Committee
Nominations Update – Immediate Past President
Foundation Grant – Immediate Past President
EMPI Awards/Nominations – Membership
Partnerships for 2008/2009 Year – Education

New Business

2008/2009 Education Plan – Director Education
2008/2009 Budget – VP Finance
Review graphics for MPI Booth – Membership
Thank You Notes

Other Business

The next board meeting is **Wednesday, May 21st** at 2:00 p.m. at the International Market Square.
Board reports are due by noon on Monday, May 12th.

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
March 19, 2008
Crowne Plaza, St. Paul

Present:	Michael Bergman Leslie Skyrms Tracey Smith, CMP, CMM Ann Young	Liz Vardaman, CMP Terrie Maley Brooke Stoeckel Ellie Madson, CMP	Jaimie Mattes
Absent:	Jan Tolle MacDonald, CMM, CMP	Erin Feeney	Marilyne Bouteiller
Staff:	Maria Huntley		
Guests:	Jami Burbidge	Joanna Morris	Jona Gasper

Call to Order and Announcements

The meeting was called to order at 9:15 a.m. by President Elect Ann Young.

President's Report – Ann Young

Welcome to guests and new board member Juli Wagner.

Mid-Year Community Update Released

The MPI Mid-Year Community Update has been released and sent via e-mail to all MPI members on Feb 28. The Mid-Year Community Update reports on MPI's progress to-date against our vision/mission and strategic imperatives. The Update can be found online.

Chapter Satisfaction Survey

E-mail invitations to the MPI Intl. survey were sent out on Wed., Feb. 27. The feedback of everyone is very important and plays a role in the chapter's success going forward. The MN Chapter has met its response percentage needed to be counted – thank you to all who sent emails to get their committee members to answer.

Webinar E-learning Series

Registration is now open for MPI's new Webinar E-learning series- offered exclusively to MPI members- being presented by the highly rated MPI conference presenter James Spellos. The dates and the topics for the series are: April 2, 2008: Advanced Excel for Meeting Professionals.

Each Webinar is \$39 USD. Each attendee will simply need a computer for the presentation and a telephone for the audio, allowing participation from any location. There is a chat feature available to ask additional questions of the presenter during the session to customize the learning experience.

The European Meetings & Events Conference 2008

The 2008 European Meetings & Events Conference is in London, 18 - 20 April, 2008. For more detail visit us online.

The Gulf Meetings and Events Conference 2008

The first-ever Gulf Meetings and Events Conference 2008 is in Dubai, UAE on April 5-6, 2008 at the Intercontinental Dubai Festival City.

February 2008 MPI Intl Membership Statistics

Membership experienced a net increase of 301 members in February to bring our overall total members to 23,692. Overall membership grew 7.3% year over year and increased 4.5% since the beginning of our fiscal year.

Chapter Leader Training Week

During the week of April 28, 2008, we will be hosting a series of role specific training webinars for chapter leaders. All webinars will begin at 10:00 a.m. Central unless otherwise specified. Registration will open soon.

Monday 4/28:

Membership

Tuesday 4/29:

Education

Wednesday 4/30:

Finance

Thursday 5/1:

Communications

Friday 5/2:

President/President-elect

Monday 5/5:

Chapter Administrator

Education Report – Brooke Stoeckel, Director of Education

A panel discussion on what it takes to hold a national convention will be held today. The audience will have an opportunity to ask questions of the panel. There are currently 192 individuals registered for today's event.

Membership Report – Liz Vardaman, VP Membership

The current membership count for the chapter is 475 members as of the end of February. The committee will be looking closer at net growth numbers next year to align with the chapter business plan. There were 284 letters sent out to prospective members from the *Twin Cities Business* and there have been several responses.

Communications Report – Terrie Maley, VP Communications

Maria Huntley is submitting a nomination to MSAE Awards of Excellence for the *MOTM*. The PR External committee has made strong connections with the press, 4 have attended meetings this year. The board testimonials have been posted on the website. The save the date for the June golf event has also been posted on the home page of the website. Additional International links have been updated on the website as well.

Community Outreach Report – Jaimie Mattes, VP Finance

The committee is reviewing possible new charities for 2008/2009. Please let Erin know if you have ideas on any potential charities that the committee could work with next year. The Cooks for Kids program details are being finalized. The Piggy Bank collections have been slow this past year, the committee is looking at options for increasing these donations. The team is looking at combining efforts with the finance raffle.

Financial Report – Jaimie Mattes, VP Finance

For the month ending February 29, organization revenue was \$36,328, cost of sales \$4,704, 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.

The food and beverage and AV from KQ have not been received at this time, this will be included in next months report. The chapter is tracking ahead of where we were last year at this time, keeping in mind the KQ was a month early this year.

Leadership Development – Leslie Skyrms, VP Leadership Development

The committee is working on the next Mentor Next Door event scheduled for June 5th. The mentoring program continues to be advertised to the membership, all board members were encouraged to sign up to be a mentor or mentee involved in this program. The final all committee meeting and volunteer appreciation event will be at Dave and Busters. The committee is looking for employers who are willing to give a statement on the benefits of having their employees involved in MPI as a leader and/or volunteer.

Consent Items

Liz Vardaman made a motion to approve the February board minutes and the March TSR's, seconded by Terrie Maley. Following discussion, a vote was called; the motion was carried.

Strategic Plan Review – Finance Team

The first goal to raise \$13,000 in advertising and sponsorships is a large challenge the committee has with the departure of the Director in charge of this initiative. There is a new volunteer who has been identified who is going to pick up this program and make improvements for next year. One idea of bring in advertising revenue was shared of having YouTube type ads on the website.

The committee is going to look at the nominations for scholarships that come in next month to help determine what type of scholarship could be added in the future. Jaimie would like to receive feedback from the board on their ideas for a new scholarship.

The revenue goal from the silent auction in December was reach and exceeded. Thank you letters were sent out those who made donations.

The final goal is to increase the revenue from the golf tournament 15% from last year. The tournament is scheduled for June, several sponsors from last year will be participating again in this year's event. The committee is actively soliciting sponsors for the event. The price to participate in the event is the same as last year.

The goal to decrease expenses by \$1500 for the year, that will be determined by the year end numbers.

Discussion Items

Ellie Madson makes a motion to approve an additional \$3000 expense to the education budget in the 2007-2008 year that will be used to purchase new study books, seconded by Jaimie Mattes. Following discussion a vote was called; the motion was carried.

The committee will actively work to sell back the books to people who are signing up to take the exam.

Unfinished Business*Leadership Award – Leadership Committee*

There were two nominations submitted for the month. The nominees were shared and the leader of this month is Sean Schutte.

Nominations Update – Immediate Past President

The final slate for the 2008-2009 board of directors was sent around to the board. The slate will be distributed to the membership to inform them of the slate. The membership will have an opportunity will respond to the slate. There was a suggestion to include a brief bio on the individuals when the slate is distributed.

Foundation Grant – Immediate Past President

An email was distributed to the board this morning with an update on the Foundation Grant proposal. The teams are requested to send to Michael requests and recommendations for the website that can be used in the RFP process for the proposal.

Business Edge Proposal – Maria Huntley

Information was distributed to the board on this proposal following the last board meeting. Maria will move forward with the proposal.

Chapter Exchange – President Elect

There will be meetings following the monthly program today to share ideas. There will be additional individuals meeting with the Michigan representatives for breakfast tomorrow morning.

New Member Luncheon – Membership

The new member luncheon is scheduled for April 24th at the Minnesota Humanities Center. An email will be distributed to the board to have a representative from each team attending this event. There are currently 16 individuals who are registered for the event.

EMPI Awards/Nominations – Membership

The nominations process is in full swing. There are currently close to 30 nominations, all board members were encouraged to submit nominations for these awards. The nominations close on April 4th.

New Business*Cost for Planners to be members – Education*

There was discussion among the education committee about the expense to a planner member to attend a monthly program with registration fees, parking and membership. The board had discussion about possible opportunities that the chapter could provide to members who are not able to participate.

Memberships for sponsorship – Education

There was discussion about the considerations the chapter should discuss if potential sponsors are interested in membership as a benefit. This type of benefit will be considered as the new sponsorship program is being developed.

Thank You Notes

Other Business

The next board meeting is **Wednesday, April 16th** at 9:50 a.m. at the Edinburgh USA. Board reports are due by noon on Monday, April 8th.

Motion to Adjourn

There was no further business and the meeting was adjourned at 10:47 a.m.

Respectfully submitted,

Maria Huntley
MPI Minnesota Office

MPI Minnesota Chapter

Leadership Team Status Report

Date: March 2008

President: Jan Tolle MacDonald, jtollemacdonald@bloomingtonmn.org

President Elect: Ann Young, ayoung@thedepotminneapolis.com

Immediate Past President Michael Bergman, Michael_Bergman@hilton.com

		Budget	Completion Date	% Complete	Responsible Party
Strategic Goal #1	Lead the Board of Directors and Committee Chairs in their efforts to increase volunteer participation, recognition and leadership development.				
Action Item 1.1	Have a board member greet attendees at monthly meetings		5/31/08	70%	All
Strategic Goal #2	Increase communications and collaborations between teams to assist in the implementation of the Minnesota Strategic Plan.				
Action Item 2.2	Participate as a Committee Liaison by attending at least one meeting of each committee.		6/30/08	80%	PE
Action Item 2.3	Place monthly phone calls to new members welcoming them to the chapter and recruiting new volunteers.		6/30/08	80%	PE
Strategic Goal #3	Provide leadership succession development to support the advancement of the Minnesota Chapter				
Action Item 3.1	Develop Past Presidents Advisory Council	\$200	6/30/08	10%	IPP
Action Item 3.2	Implement new election process and have at least two candidates per open board position		1/31/08	100%	IPP
Action Item 3.3	Conduct leadership board session - an informational overview of becoming a board member/leader.		1/31/08	100%	IPP
Action Item 3.4	Hold three Leadership Skills/Professional Development Sessions.		6/30/08	66%	IPP
Strategic Goal #4	Increase communications between MPI International and the Minnesota Chapter. Work to increase communications and collaboration with related local industry associations.				
Action Item 4.1	Conduct three Executive Committee Meetings.		6/30/08	66%	Pres.
Action Item 4.2	Share International announcements in the President's board report, monthly meetings, and <i>NewsNotes</i> and <i>The Meeting of the Minds</i> newsletter.		6/30/08	70%	Pres
Strategic Goal #5	Evaluate, create, implement and monitor leadership task force to gauge feasibility for chapter				
Action Item 5.1	Add leadership board position to increase qualified candidates to the board		6/30/08	100%	Pres
Action Item 5.4	Develop recommended changes to bylaws for review by International.	\$100	12/31/07	100%	Pres

Leadership Team activity this month:

PP - Interview with Jamie Swedberg, Twin Cities Business, re: MPI

PP - Held 2nd Executive Committee Meeting

PP - Attended ISES Awards Event

PP - CBM Monthly Call

PP - May Gala Planning

PE - Attended Monthly Meeting & Chapter Exchange with Michigan

PE - Attended Membership Committee Meeting

PE - Attended KQ Follow-up meeting

PE - Met with MSAE President

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PE - Met with Nominations Committee

PE - Met with 30th Anniversary Committee

PE - Attended Conference Call with CBM

IPP - Completed nominations process announced slate to membership

IPP - Submitted nominations slate to International by the 4/1/08 deadline.

Action taken by Leadership Team that specifically supports chapter strategic plan:

All activity supports the plan

Leadership Team requests the following board motion/action:

Upcoming team plans:

Leadership Team needs for this month's chapter meeting:

Additional comments:

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Community Outreach Committee Team Status Report

VP of Finance: Jaimie Mattes, jmattes@helmsbriscoe.com

Director of Community Outreach: Erin Feeney, erin.feeney@hilton.com

Chair: Emily Nelson, enelson@umn.edu

Date: April 7, 2008

Strategic Goal #1	Create opportunities for MPI members to become involved in activities that support a charitable organization throughout the year.	Budget	Completion Date	% Complete	Responsible Party
Action Item 1.1	Select a charitable organization to partner with for 2007-08.		7/18/2007	100%	Erin Feeney
Action Item 1.2	Contact existing and new volunteers to join and build committee to ensure participation.		7/31/2007	100%	Emily Nelson
Action Item 1.3	Determine three projects/activities for volunteer involvement throughout the year and select sub-chairs and sub-committees for each project.		8/1/2007	100%	All Committee
Action Item 1.4	Recruit additional active and non-active members to support these projects at the August Kick off meeting.		8/15/2007	100%	Erin & Emily
Action Item 1.5	Promote charitable partnership at a monthly meeting to create volunteer awareness of the organization and volunteer opportunities.		9/19/2007	80%	All Committee
Strategic Goal #2	Create a stronger awareness within the community of MPI - as well as outside of MPI - regarding charitable projects MPI will be involved in throughout the year.				
Action Item 2.1	Appoint one volunteer per sub-committee to act as the PR liaison for their specific project.		8/1/2007	100%	Erin & Emily
Action Item 2.2	Co-Chairs will provide a recap/summary of all project successes at the end of the year.		4/30/2008	0%	Emily
Action Item 2.3	Maintain Community Outreach information for web page publication about feature projects, volunteers, successes and opportunities.		4/30/2008	80%	Sub-Committee Chairs
Action Item 2.4	Write personal "thank you" notes to recognize MPI volunteers following each project.		4/30/2008	80%	All Committee
Strategic Goal #3	MPI MN Chapter will partner with a charitable organization to raise funds for the charity. We will donate a portion of the proceeds to the charity and retain a portion to maintain administrative costs.				
Action Item 3.1	Have piggy bank collections at monthly meetings to generate funds for the non-profit partnership.		4/16/2008	85%	Sub-Committee Chairs
Strategic Goal #4	Develop and implement a succession plan within Community Outreach and we will recruit 2 new members.				
Action Item 4.1	Talk about leadership roles and opportunities within MPI at monthly committee meetings.		4/30/2008	85%	Erin & Emily
Action Item 4.2	Recruit co-chairs for 2008-09.		4/30/2008	50%	Erin & Emily
Action Item 4.3	Hold a leadership transition meeting of past director and chairs with new director and chairs.		5/15/2008	0%	Erin & Emily
Action Item 4.4	Maintain Director Task List.		5/15/2008	80%	Erin
Action Item 4.5	Maintain Co-Chair Task List.		5/15/2008	80%	Emily

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Action Item 4.6	Volunteer recognition at May All-Team Meeting.		5/21/2008	0%	Erin
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Community Outreach Team activity this month:

Pop Tab Collections: collected 82 pounds to date.

Piggy Bank Collections:

- We are currently at \$982.18 since the March Meeting. Steve DeVries is planning on matching funds again in 2008. Thanks Steve for his generous donation. We will confirm exact amount at the April meeting.
- The Outreach Committee and Finance Committee are partnering up for the April Raffle to meet the goal for the Ronald McDonald House funds. The prize is 2 roundtrip Sun Country Airline Tickets in the US. Restrictions do apply - see details at the table. The tickets will be on sale prior to the meeting and during the break at the Outreach Table, along with roamers in the crowd to direct with signs. The tickets are \$20.00 per ticket and only 100 tickets will be sold. If the Outreach Committee reaches their \$1000.00 mark or sells (55 tickets), the committee will give the remainder of \$\$ to the Finance Scholarship Fund. Both committees did not want to compete with 2 raffles and wanted to be creative. Should the committee meet and exceed the \$1000.00 mark, the Finance committee will give 2 paid registrations for the June golf tournament. An e-Blast will be going out the week of April 7, stay tuned.

Cooks for Kids: The dates are April 27 Brunch, April 28-30 Dinner at the Ronald McDonald House in Minneapolis. Sign up sheets will be available for **Food and Gift cards only**. We are full with volunteers.

RMH Golf Tournament: August 4, 2008 - Golden Valley Country Club. Sub-Chairs will be working with the RMH on volunteer only opportunities.

Action taken by Community Outreach Team that specifically supports chapter strategic plan:

- Discussed leadership roles at committee meeting.
- Talk about Board Process for 2008-2009 and leadership role for next year.

Community Outreach Team requests the following board motion/action:

- None

Upcoming team plans:

- All Team Meeting - Wednesday, May 7, 2008 at Dave and Buster's, Maple Grove
- Promote Piggy Bank Collections and Raffle at April Meeting.

Community Outreach Team needs for this month's chapter meeting:

- Table at the March Meeting at Edinburgh USA.
- Podium Announcement - 1: at beginning of meeting: Please help the Community Outreach Committee meet our \$2000.00 goal with our raffle today, if you have not had a chance to buy your raffle ticket, please see the Outreach Table during the 1st break for your limited chance to win 2 Sun Country Airline Tickets. 2: Announce the winner of the raffle.

Additional comments:

- None

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Communications Team Status Report - 2007-2008

Date: March 10, 2008

Position/Name/Email:

VP: Terrie Maley

terrie_maley@conferencedirect.com

Director:

PR-External Co-Chair: Victoria Marley

victoria@twinwest.com

PR-External Co-Chair: Blaze Driscoll

blaze@blazedriscoll.com

PR-Internal Chair: John Cosgrove

john@cosgrovetriviachallenge.com

Website Chair: Hanna Werner

hwerner@minncle.org

Strategic Goal #1	PR-INTERNAL: Provide timely and information coverage and promotion of newsworthy MPI projects, programs and events to MPI members	Budget	Completion Date	% Complete	Responsible Party
Action Item 1.1	Broaden scope of content and contributors to the publications (MOTM, Meeting Minders, NewsNotes)	\$0.00	June 1, '08	85%	PR-Internal Committee
Action Item 1.2	Make MOTM more interactive (FUN!) and promote Buy MPI	\$0.00	June 1, '08	70%	PR-Internal Committee
Action Item 1.3	Encourage more committee involvement	\$0.00	June 1, '08	75%	PR-Internal Committee
Action Item 1.4	Get feedback on improvements for the newsletter	\$0.00	Sept. 30, '07	100%	PR-Internal Committee
Action Item 1.5	Update the timeline of deadlines for MOTM, Meeting Minder and NewsNotes; Send it to all committee chairs, Directors and VPs	\$0.00	July 15, '07	100%	PR-Internal Committee
Strategic Goal #2	PR-EXTERNAL: Provide timely and information coverage and promotion of newsworthy MPI projects, programs and events to the media and other external contacts				
Action Item 2.1	Update and improve key PR documents and tools: <ul style="list-style-type: none"> - Create on-line Press page - Update Media list twice a year - Update process description and timeline for media coverage 	\$0.00	June 1, '08	100%	PR-External Committee
Action Item 2.2	Improve access of committees to services of public relations committee: <ul style="list-style-type: none"> - Update the Communications Action Form and educate committees and members on how to use the form - Recruit one individual on each team to act as communications liaison to alert PR committee of important information/messages and provide information and resources 	\$0.00	Sept. 30, '07	100%	PR-External Committee
Action Item 2.3	Build stronger relationships with media people. <ul style="list-style-type: none"> - Invite and have at least six members of the press as guests at three or more MPI meetings - Maintain communication with the press throughout the year - Promote Buy MPI within press releases 	\$0.00	June 1, '08	90%	PR-External Committee
Action Item 2.4	Promote MPI-MN in related association publications	\$0.00	June 1, '08	100%	PR-External Committee
Strategic Goal #3	WEBSITE: Provide timely and information coverage and promotion of newsworthy MPI projects, programs and events on MPI-MN's website				
Action Item 3.1	Create and maintain an updated Events Calendar to include MPI national and international events, MPI-MN events, committee and board meeting dates and locations and special events.	\$0.00	Dec. '07	99%	Website Committee
Action Item 3.2	Maintain updated pages throughout website using information from all committees. Create a schedule for committees on when they	\$0.00	Dec. '07	99%	Website

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	should be reviewing their content on the website and when to send updates to the web site committee.				Committee
Action Item 3.3	Add BOD testimonials to the website.	\$0.00	June 1, '08	100%	Website Committee
Action Item 3.4	Work with NS to determine feasibility of committee pages on the website.	\$0.00	Dec. '07	85%	Website Committee
Action Item 3.5	Review new job board for decrease/increase after we start charging non-members for postings	\$0.00	Dec. '07	85%	Website Committee
Strategic Goal #4	VP: Provide timely and information coverage and promotion of newsworthy MPI projects, programs and events				
Action Item 4.1	Help assure successful succession planning: - Update Leadership Succession tasks lists for VP, Director and Committee Chairs	\$0.00	June 1, '08	90%	Terrie
Action Item 4.2	Continue to recruit committee members and identify those interested in chair and BOD positions	\$0.00	June 1, '08	90%	Terrie
Action Item 4.3	Develop the communications team and improve its effectiveness: -Devise and enact strategies to recruit and retain communications team volunteers -Discuss upcoming events/projects and determine how to promote them most effectively.	\$0.00	June 1, '08	90%	Terrie
Action Item 4.4	Promote "Buy MPI"	\$0.00	June 1, '08	90%	Terrie

Communications Team activity this month:

PR-INTERNAL: Committee continues to find topics for articles and contact members for ideas and submissions.

PR-EXTERNAL: Committee has updated the media list to include related associations and continues to build relationships with the media.

WEBSITE: Posted this month:

- ✓Board member testimonials
- ✓Link to International's industry calendar from our Chapter calendar.
- ✓Copying MPI Int'l w/postings to our local calendar of events
- ✓Updated calendar

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Education Team Status Report

Date: April 2008

Vice President: Ellie Mason, madson@acainternational.org

Director: Brooke Stoeckel, brooke@visitminneapolisnorth.com

Education Co-Chair: Dawn Olson-Wallerus, dolson-wallerus@thedepotminneapolis.com

Education Co-Chair: Staci Kvasnik, SKvasnik@metroconnections.com

CMP Chair: Denise Woods, dwoods@agcmn.org

KQ Chair: Stephanie Ripley, stephanie.ripley@hotmail.com

KQ Co-Chair: Sean Schuette, sschuette@intrinxec.com

Strategic Goal #1	Plan and execute ten programs for the 2007/2008 fiscal year that provide professional development and networking opportunities to all levels of membership.	Budget	Completion Date	% Complete	Responsible Party
Action Item 1.1	Develop a theme to give the Education programs a cohesive message.	\$0.00	August 2007	100%	Ellie
Action Item 1.2	Utilize Platinum series to bring in two high level speakers.	\$1200	March 2008	100%	Ellie
Action Item 1.3	Complete and file the Monthly Meeting workbook for each program.	\$0.00	May 2008	90%	Brooke
Action Item 1.4	Streamline podium announcement process.	\$0.00	September 2007	100%	Ellie
Action Item 1.5	Encourage speakers when appropriate to provide handouts and take-away materials to enhance the learning.	\$1000	May 2008	90%	Ellie/Brooke
Action Item 1.6	Determine what associations we should partner with for the 2008-2009 calendar year.	\$0.00	March 2008	100%	Brooke
Action Item 1.7	Increase monthly meeting cards to 40 by the end of the fiscal year.	\$500	May 2008	100%	Ellie/Brooke
Action Item 1.8	Develop a promotional item to enhance overall attendance at monthly meetings.	\$1500	August 2007	100%	Ellie
Action Item 1.9	Develop a succession plan to also educate the incoming Director on what their role will be as Director and VP of Education in the 2008-2009 calendar year.	\$1500	May 2008	50%	Brooke
Action Item 1.10	Set a standard procedure for payment when partnering with other associations.	\$0.00	October 2007	100%	Ellie
Action Item 1.11	Focus on utilizing MPI MN members for monthly meetings when able.	\$0.00	May 2008	90%	Ellie/Brooke
Action Item 1.12	Continue to move forward with the Affinity Program and increase attendance to 20 people.	\$250	May 2008	90%	Sue Daly
Strategic Goal #2	Sustain our current suppliers at the showcase and increase planner attendance by 50 people over the previous year for a total of 100 planners.				

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Action Item 2.1	Partner with the membership and communication committees to increase student attendance to 10.	\$0.00	February 2008	100%	KQ Team
Action Item 2.2	Provide different levels of education to appease all levels of membership (i.e. Senior Level Track).	\$10,000	February 2008	100%	KQ Team
Action Item 2.3	Move the event to February based on the results of the evaluation sent to planners after KQ 2007.	\$0.00	August 2007	100%	Ellie
Action Item 2.4	Adjust pricing structure to appease planners, suppliers, students and non-members.	\$0.00	September 2007	100%	KQ Team
Action Item 2.5	Provide the membership committee with a script to market the February KQ call-around.	\$0.00	February 2008	100%	KQ Team
Action Item 2.6	A personal hand-written invitation sent to all MPI MN planners to encourage attendance at KQ 2008.	\$110	February 2008	100%	Education Committee
Strategic Goal #3	Increase awareness of the Certification Programs and give support to those who have established this designation.				
Action Item 3.1	Update the list of individuals with certifications on the MPI MN website.	\$0.00	May 2008	50%	Ellie
Action Item 3.2	Schedule an information session on CMP and CMM certifications.	\$0.00	May 2008	100%	Denise
Action Item 3.3	Plan a CMP and CMM private breakfast to reward our members for their certifications.	\$1000	May 2008	100%	Denise/Ellie
Action Item 3.4	Revise CMP study guide based on changes mandated by CIC.	\$1000	January 2008	50%	Denise
Action Item 3.5	Hold CMP boot camp two times in the program year if applicable with test takers.	\$0.00	May 2008	50%	Denise

Action taken by the Education Team that specifically supports chapter strategic plan:

The May Awards Program committee has met several times to finalize the details for the upcoming event. We have a few more meetings before May 21st in which we plan to have all the details fully executed. The invitations for this event will be mailed on April 15th, 2008.

Our committee met on Wednesday, April 2nd and we discussed the April roundtable meeting as well as the May Gala.

Brooke Stoeckel, Ann Young and Ellie Madson met on Thursday, April 3rd to discuss the education plan for the 2008-2009 year. Brooke plans to present this information to the board at the April board meeting and then begin contracting the speakers for the first half of the year.

Denise Woods has ordered the new CIC books and has received volunteers to help re-write the CMP study manual. She intends to have this completed by mid-May so by the June boot camp the new materials will be implemented.

Brooke Stoeckel, Ellie Madson and Staci Kvasnik plan to meet soon regarding the succession planning for next year.

Education Team requests the following board motion/action:

Discussion Item: Brooke to review the 2008-2009 Education plan for the year.

Unfinished Business: Partnerships for the 2008-2009 year.

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We asked the question on our March evaluation: How valuable is it for you to partner with other associations and it was a 50/50 split in yes and no. In addition, we asked them to list the associations they'd like to see MPI partner with and there were no comments.

In the needs assessment that was released earlier this year, 38.9% of our membership said it was somewhat valuable to partner with other associations, 12.2% said very valuable, 23.1% were neutral and 1.1% said not at all.

Based on partnering with 4 associations this year, we are recommending taking a year off and possibly partnering in a different area than meetings. Ann Young brought up partnering with our community outreach activities? All the revenue would be going to a charity so we would not be dealing with who pays for what, etc...

Upcoming team plans:

Education Team needs for this month's chapter meeting:

Podium time to announce the May meeting and also to post this on the email announcement sent after the meeting.

Additional comments:

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Finance and Strategic Alliances Team Status Report

Date: January 2008

VP: Jaimie Mattes, jmattes@helmsbriscoe.com

Directors: Marilyne Bouteiller, mbouteiller@cpmsp.com

Chairs: Kelly Kellin, kellyk@apnadvantage.com; Nicole French, nfrench@premiertrans.com

Strategic Goal #1	Raise \$13,000 in Advertising and Sponsorships	Budget	Completion Date	% Complete	Responsible Party
Action Item 1.1	Establish three (3) Long term Corporate Partnerships 1.1a Tourism/Destination Partnership, Corporate Partner, etc.		6/08	10%	Jaimie
Action Item 1.2	Create Collateral Materials to Promote Initiatives	\$200	12/07	10%	Jaimie
Action Item 1.3	Market to 2 nd and 3 rd Tier Cities		6/08	0%	Jaimie
Action Item 1.4	Contact Non-Traditional Sponsors (Local and National)		6/08	0%	Jaimie
Strategic Goal #2	Add One (1) Additional Scholarship				
Action Item 2.1	Develop a selling tool to present to Organizations about MPI and the Scholarship Program and ask that they Sponsor the cost of the Additional Scholarship		March 2008	0%	Marilyne, Kelly, Ellie
Action Item 2.2	Contact Corporations to Possible Implement a Corporate Sponsored Scholarship		January 2008	0%	Marilyne, Kelly, Ellie
Action Item 2.3					
Strategic Goal #3	Raise \$17,500 in Silent Auction Revenue				
Action Item 3.1	Increase the Number of Items by 5% over 2006		December 2007	100%	Marilyne, Kelly, Ellie
Action Item 3.2	Encourage and Solicit Non-Member Attendance		December 2007	100%	Marilyne, Kelly, Ellie
Action Item 3.3	Explore On-Line Auction and "Buy It Now" Opportunities	\$500	December 2007	100%	Marilyne, Kelly, Ellie
Action Item 3.4	Tap into other Chapters and Obtain Donations		December 2007	100%	Marilyne, Kelly, Ellie
Action Item 3.5	Bundle Items to create more attractive Auction Items		December 2007	100%	Marilyne, Kelly, Ellie
Strategic Goal #4	Grow Revenue for Annual Golf Tournament by 15% over Previous Year				
Action Item 4.1	Increase Planner Participation by only Charging Hard Costs		June 2008	25%	Marilyne, Kelly, Ellie (Dan)
Action Item 4.2	Promote Dinner/Auction Only Option	\$200	June 2008	25%	Marilyne, Kelly, Ellie (Dan)
Action	Increase Sponsorship Opportunities		June 2008	25%	Marilyne,

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Item 4.3					Kelly, Ellie (Dan)
Strategic Goal #5	Decrease Chapter Expenditures by \$1500 for 2007-2008				
Action Item 5.1	Educate Committee Members to ask for Sponsorship Dollars vs. Paying for Items Needed		May 2008	50%	Jaimie
Action Item 5.2	Understand more fully what each committee's expenditures are for and find ways to decrease the dollars spent		November 2008	50%	Jaimie

Finance Team activity this month:

The Finance Team discussed the Golf Tournament and set the rates for teams and individuals. Prices for Sponsorships went up approximately \$50 per item. PSA Charities has been contacted to hold the date so they can offer the signed autograph frames again. It was decided that due to the earlier start time of the Golf Tournament we would hold a heavy reception versus a full meal for the attendees. Shotgun is scheduled at 10.00 am. Box lunches will be delivered on the course. We should be able to start the Award ceremony and reception by 3.00 pm and people should be able to be home by 6.00 pm. The price MPI will be paying for the event is \$52.00 per person including the Golf Cart and reception should be around \$15/\$20. We already have 7 sponsors committed and we will have a push this week as we are making phone calls. The cost for the participant will be the same as last year as we thought it was already high enough and want to make sure we get enough participants.

Erin with community outreach contacted Jaime as they got Two Sun Country Airlines tickets to raffle this month for the Ronald MacDonald House. The Finance Committee decided not to add another raffle, since we thought it may be too much for the meeting participants.

We also discussed a wine sponsorship for the May gala and would like to know if you still want the Finance Committee to pursue this opportunity.

All committee members were invited to the May All Team Meeting at David Busters.

We also are starting to look at committee chairs for next year.

We invited the Committee chairs to the June Board Retreat.

Action taken by Finance Team that specifically supports chapter strategic plan:

By raising our sponsorship rates for this year's tournament we are supporting the Strategic Plan in making our Financial Goals for the upcoming year.

Finance Team requests the following board motion/action:

N/A

Upcoming team plans:

The website, Sponsorship Opportunities and Registration will be up by April's meeting so people can start to register.

We are also dividing up all of the phone calls that need to be made for the golf event to potential sponsors.

We will be promoting the Golf Tournament with a Save the Date flyer that will be put on each chair at this month's meeting.

Finance Team needs for this month's chapter meeting:

We also need time to announce the Golf Event and Scholarship deadline.

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Leadership Development Team Status Report

Date: April 2008

Position/Name/Email: Vice President Leslie Skyrms and Director Tracey Smith, lskyrms@amicusbc.com, Tracey@GarrettSpeakers.com

Strategic Goal #1	Text - To provide education on the importance of mentoring relationships, real life examples of mentoring and to further explore what a formal mentoring program could look like for the Mpls-St Paul MPI chapter.	Budget	Completion Date	% Complete
Action Item 1.1	Develop 3 Mentor Next Door Programs to further educate members on "Mentoring" and the benefits of being involved in a mentoring relationship. These programs would occur in Fall/Winter/Spring Quarters. We would attempt to engage senior level planners/suppliers to be part of these events as panelists/speakers/presentations. The goal would be to get sponsorship dollars/meeting fee collected to offset hard costs. (\$1400 per event to pay for food and beverage \$700 - this assumes \$15 for 45 guests, AV \$200, Room Rental \$200, Linens \$100, Gifts for panelists \$100, marketing (flyer, email blast) \$75, program printing costs \$25) * Anticipated sponsorship/meeting fee dollars would cover costs. In the past we have charged \$30 per person and on an average, have collected approximately \$1200 per event. Average attendance has been around 40 attendees.	0.00	5/31/08 Now 6/5/08	75%
Action Item 1.2	Hold 3 - 4 College Roundtable discussions with surrounding colleges/universities. Promote membership in MPI at these events. Solicit participation on the panel by senior level planners/supplies. (\$250 per event to offset mileage expense and email blast to solicit interest in MPI membership to sit on panel \$200 mileage reimbursement for panel speakers, \$50 for email blasts - 2) Moved to Membership	\$750	5/31/08	0%
Action Item 1.3	Research and develop a formal mentoring program for current MPI members who are looking to move into a leadership role.	\$0	5/31/08	100%
Strategic Goal #2	Provide leadership succession development to support the advancement of the Minnesota Chapter.	Budget	Completion Date	% Complete
Action Item 2.1	Conduct meeting with all committee chairs to get input and approval of proposed program(s). Will need a venue for the meeting and possibly food & beverage. Could be done in concurrence with the August meeting.	\$0	?	10%
Action Item 2.2	Develop proposal for leadership development program(s) for the chapter. Proposal will be circulated for review prior to September board meeting, where a motion will be made to approve the program.		9/10/07	100%
Action Item 2.3	Make determination of need for board-level leadership to oversee Leadership Development for entire chapter. From here, develop recommended changes to bylaws for review by International. Follow through to vote by chapter members.	\$100	9/19/07	100%
Action Item 2.4	Develop and write leadership guidelines, to include job descriptions, for the chapter. Have this document ready for the first Mentor Next Door event in October. Print hard copies and post on website.	\$200	9/15/07	100%
Action Item 2.5	Develop and write testimonials of each Board member, and include comments from their employers. Post on website.	\$100	12/31/07	20%
Action Item 2.6	Develop collateral (web-based) for members to justify joining/renewing membership in MPI and to show benefits of taking on a leadership role (letter to their boss).	\$200	1/15/08	0%

Leadership Team activity this month: Mentor Next Door II is scheduled for June 5 at the St. Paul Hotel. Panelists are Michelle Ledell; Amy Brenengen, Director, Office on the Economic Status of Women; Lori L. Jacobwith, Aporte (Sustainable Strategies Workshops); and Jodi Davis, JD Coaching and

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Consulting. The event will begin with networking at 4:30 pm, program from 5:30 – 6:30, and then prize drawings until 7pm.

Action taken by Leadership Development Team that specifically supports chapter strategic plan: Working with IPP to develop a program to transition new board members for upcoming year (Board 101: Part II).

Leadership Team requests the following board motion/action: If you have employers willing to grant a short interview about your involvement in MPI and the leadership skills you have developed through this, please contact Leslie Skeyrms.

Upcoming team plans: All Leadership Development committees are meeting April 11 at Pazzaluna's for a "final" group committee meeting.

Leadership Development Team needs for this month's chapter meeting: President announcement of Leader of the Month Award recipient. Thank Melting Pot for sponsorship.

Additional comments:

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Membership Team Status Report

Date: 4/7/2008

Position/Name/Email: VP of Membership / Liz Vardaman / liz.vardaman@jostens.com; Director of Membership Juli Wagner, Chairpersons: Sue Hussman, Recruitment; Juli Wagner, Recognition; Ann Ruehling, Retention; Rosealee Lee, Student Membership

Strategic Goal #1	Increase membership to 450 by 6/30/2008	Budget	Resp	Completion Date	% Complete	CHAIR UPDATE
Action Item 1.1	Exhibit at a minimum of four tradeshow that could provide solid leads on new members	\$100	Sue Hussman + Diane Pearson	6/30/08	100%	
Action Item 1.2	Upgrade the MPI booth to present a professional Tradeshow appearance to highlight who MPI is at first glance	\$900	Sue Hussman	3/08	80%	
Action Item 1.3	Continue to track prospects from tradeshows, referrals, inquiries and other forms of leads			On-going	On-going	
Action Item 1.4	Expand new-prospect calls to answer questions and influence buying decision by continuing to call until every prospect is actually talked to (up to five attempts). Expand volunteer list so that no one is responsible for more than 12 prospects each month.		Sue H + others as needed	On-going	On-going	Need to get a hold of Jill Burke to determine if she will do this
Action Item 1.5	Create "leave behind" for tradeshows and other occasions that briefly describes the benefits of belonging to MPI.	\$200	Sue Hussman + Judy Okerstrom	3/08	0%	
Action Item 1.7	Develop and Implement a Corporate New Member Program that will focus on recruiting members from larger companies	\$200	Sue Hussman Anne Michaud +	On-going	0%	
Action Item 1.10	Develop and put in place a procedure to address the "Maximum of three times as a guest" policy		Sue Hussman + Debbie Van Ravenhorst	4/08	60%	
Strategic Goal #2	Expand Recognition for current and prospective members	Budget	Resp	Completion Date	% Complete	
Action Item 2.1	Expand the Branding of eMPI for optimal visibility for members and employers (eMPI awards, tabletops and stickers)	\$1000	Juli Wagner & 1 person			This process needs to be started in January leading up to the kick off of nominations. Will note in timeline for next chair.
Action Item 2.2	Recognize individual members for their yearly membership with 5,10, 15 and 20 year pins	\$130	Juli Wagner + 1 person	On-going	50%	See notes

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Action Item 2.4	Past eMPI award winner program		Juli Wagner + 1 person			
Action Item 2.7	Thank you notes as appropriate	\$50	Juli Wagner + 1 person	Monthly	Ongoing	
Action Item 2.8	Recognize our sponsors with recognition plaques for monthly meetings	\$350	Juli Wagner + 1 person	Monthly	Ongoing	
Action Item 2.9	Up Close profiles		Diane Pearson	Monthly	Ongoing	
Strategic Goal #3	Increase our retention rate to 78% retention rate for 2007-2008	Budget	Resp	Completion Date	% Complete	
Action Item 3.1	Develop a program for contacting lapsing members. Coordinate with MPI Int'l office and MPI MN Chapter President. If they are not renewing continue to record and disseminate reasons.	None	Ann Ruehling + Anne Michaud + Renee Splittgerber	3/08	50	
Action Item 3.2	Hold new member lunch at least twice a year. Continue the town hall Q & A feel so new members are able to ask Board members questions.	None	Lucy Hicks & Judy Okerstrom	4/08 – see notes	50% fall completed event	
Action Item 3.3	Quarterly, communicate with all members who are not on any committees to encourage them to join one. Avoid the use of high-pressure methods.	\$40	Lucy Hicks & Judy Okerstrom	3/08 & 6/08	50	
Action Item 3.4	Continue to send Emails to New members as welcome and how to navigate MN MPI.	\$50	Lucy Hicks & Mary Timmons	Ongoing	Ongoing	
Strategic Goal #4	Increase student membership to 20 members	Budget	Resp	Completion Date	% Complete	
Action Item 4.1	Recruit person or people to chair Student Membership sub-committee	None	Membership Committee leadership	1/1/08	100%	
Action Item 4.2	Recruit other members of MPI to sit on the committee	None	Rosealee Lee	1/1/08	75%	
Action Item 4.3	Coordinate with other chairs on recruitment, recognition, and retention activities for student members	None	Rosealee Lee	Ongoing	75%	
Action Item 4.4	Establish Student Member recruitment program with the objective of recruiting 10 new student members by the end of FY2008.	None	Rosealee Lee	Ongoing	75%	
Action Item 4.5	Identify accredited educational institutions in the state of Minnesota with relevant programs	None	Marnie Fleming & Rosealee Lee	12/31/07	100%	
Action Item 4.6	Participate in education institution curriculum/events by providing panel members and/or guest speakers and/or mock interviewers up to two times annually at each institution; display MPI membership info and network re: MPI at each event.	None	All committee members +	Ongoing	100%	Building on the success of the DCTC December panel, committee members will

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						recruit other MPI members for and also personally provide this service. Invitation has been sent to all other college programs.
Action Item 4.7	Work with student hospitality clubs hosted by educational institutions by attending club meetings and serving as a professional resource to students.	None	All committee members	Ongoing	0%	Pending identification of institutions and clubs
Action Item 4.8	Seek and facilitate quid quo pro web links to/from accredited college educational institution programs in the state of Minnesota to/from the MN MPI web site.	None	Rosealee Lee + 1	Ongoing	50%	Institutions identified; web site map and text in progress
Action Item 4.9	Create web map and text for a student/faculty section of the MN MPI website that will include access to an internship and volunteerism section of the MN MPI web job board.	Unknown	All committee members	Ongoing	35%	Web map created and text in progress
Action Item 4.10	Develop student participation in CMP study group.	None	Rosealee + 2	Ongoing	0%	
Action Item 4.11	Develop granting or other funding opportunities to financially assist students in attending the MPI monthly meetings.	None	All committee members	Ongoing	0%	
Action Item 4.12	Develop connectivity with the existing MPI mentor program.	None	Rosealee Lee	Ongoing	100%	Opportunity will be highlighted on Student portion of MN MPI website.
Action Item 4.13	Maintain Student Initiative communication regardless of work and travel schedules by development of an ongoing communication tool that facilitates dialog among committee members and hosts virtual meetings when physical meetings are not feasible..	Unknown	Rosealee Lee	Ongoing	100%	
Action Item 4.14	Invite students to Knowledge Quest & serve as resource for them during their visit	None	All committee members	Jan 08	100%	Flyer created and distributed to student members, known student non-members and known hospitality program educators. committee members were available to students at Knowledge Quest to inform student attendees of MPI student resources and initiatives. "Students are our future" stickers were

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						distributed to attendees. 8 students attended
Action Item 4.15	Encourage high school programs in hospitality	None	All committee members	2009	10%	Initiate and maintain database of state high schools with programs and offer guest speakers/tours as part of curriculum.
Action Item 4.16	Host twice-annual mock meetings for student participation (1) Mpls, (2) St Paul.	Unknown	All committee members +	2009	0%	Implement and maintain a "MN MPI Student Academy" where students can put their skills to work in real venues.
Action Item 4.17	Greet students at monthly meetings	None	All committee members	2008	Ongoing	Committee members will share the names of registrant students and greet them upon arrival at the meetings.
Action Item 4.18	Press release: MPI MN recognizes students are our future	None	Emily Nelson	2008	100%	Completed; ; press list built
Action Item 4.19	Produce brochure for students and faculty to spotlight "what's in it for me" to students and "this is what we can do for you" to faculty	Unknown	All committee members	2008	0%	

Strategic Goal #5	Work closely with other committees on General Chapter initiatives	Budget	Resp	Completion Date	% Complete	
Action Item 5.1	Share membership intention information with appropriate committees		Liz & Doug		Ongoing	
Action Item 5.3	VP and Director to find candidates to run for 08-09 Membership Director		Liz & Doug		Ongoing	
Action item 5.4	Each Committee Chair develop a task list for their area of responsibility		Sue, Juli, Ann	4/08 Ann	1%	

Membership Team activity this month:

TSR Note: The following action items were removed, to be re-visited at June board retreat for possible inclusion in next years plan: 1.8, 1.9, 2.5, 2.6, 5.2

Recruitment:

- All conventions are completed for this year. Team will make recommendations on which conventions to continue with in the future.
- Final designs are ready for board review to select new banner graphic for Freeman to complete.
-

MPI Minnesota Chapter

Recognition:

- EMPI Awards:
 - Nomination information online now.
 - An article will be included in this month's MOTM
 - An email blast went out on 4/3/08 with an incentive to win a potted herb garden for every nomination made.
 - Letters will go out to bosses and nominees in early – mid March.
 - The nomination deadline is Wednesday, April 2.
- Shelbert Program:
 - This program is going well. To make it even better, we need more information out on this program. We will brainstorm to try and do a "kick-off" in August for the next season.

Retention:

- As of 4/4/08 32 new members have signed up for the luncheon. Nicole from the Humanities Center will be making a few comments on what her membership has meant to her. She has been a new member for about a year (Ann Ruehling knew her before she became a member). She is very excited about hosting this event.
- Board of Directors received an email from Ann Ruehling requesting they or ONE representative from their committee make a 2-3 minute presentation at the New Member luncheon. Please have the representative of your team attending the luncheon keep the comments concise so we can be respectfully of everyone's time. Please RSVP to Ann Ruehling per her instructions in the email.
- Lapsing Members - Calls continue
- Emails to new members – continues
- Communication to members not on committee – Team is discussing next steps.

Student Membership:

- The Student Sub-committee has adopted the following objectives: The committee exists to provide and facilitate opportunities for students of accredited educational institutions in the state of Minnesota to (1) network with industry professionals, (2) enhance education, (3) increase experience and (5) gain employment. On behalf of the current and future student members of MPI, thank you for supporting this initiative.

Request for Education Committee:

- High top table for Shelbert and members of membership committee to greet new members and guests.

Board Meeting:

- We would like the board to review the choices available for the graphic that will be used on a banner stand for our future conventions. Freeman is donating the banner. Please select at the meeting so Freeman can complete in May. Juli Wagner will present to the board. Please add to the agenda.

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Management and Administrative Status Report

Management and Administrative
April 2008

Maria Huntley
mhuntley@nonprofitsolutions.com

Team Activity this month:

Membership – We received our first new member from the Twin Cities Business Monthly mailing that was sent out last month. The EMPI nominations were closed on April 4th. Letters were sent to all nominees on Monday, April 7th. We are working with the committee on the New Member Orientation on April 24.

Communications -- We distributed the February MOTM on time.

Education – The March program was a success with 198 people in attendance. We are preparing for the April Roundtable Discussion and the May Awards Gala in May. We are also managing registrations for the CMM/CMP breakfast on May 1.

Accounting - The budget template for the 2009 fiscal year has been prepared. Individuals with accounts receivable balances over 60 days old were contacted by a member of the Nonprofit Solution's accounting staff. It is our hope that these phone calls and e-mails help with the collection of older items. To date, we have collected \$85.

Administration – Maria has been working with the May Awards Committee on planning for the event which is just over a month away! NS is offering a program free of charge to all board members on Generational Difference on April 11th hosted by the Hilton Minneapolis. Nonprofit Solutions also submitted a nomination for a MSAE Award of Excellence for the *Meeting of the Minds* newsletter. We should know the results of this award by the end of April!

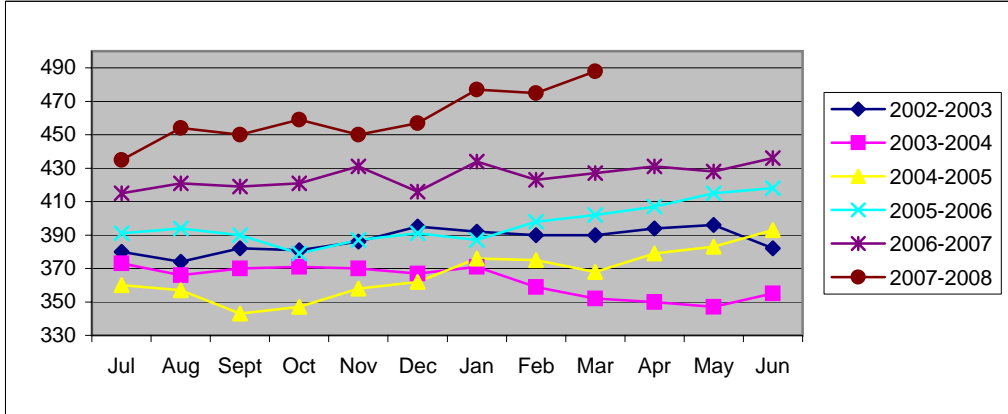
MPI Minnesota 2007-2008 Chapter Calendar					
	Last Updated 1/28/08				
<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>	<u>Team in Review</u>
May 31 & June 1	Thur & Fri	All day	Board Retreat - Spring	Embassy Suites Bloomington	
July 7	Fri	Noon	Board Reports Due		
July 28-31	Sun-Mon	All 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 3-4	Tue-Wed	All Day	Summer Board Retreat	Oak Ridge Conference Center	
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		

MN MPI Membership Report

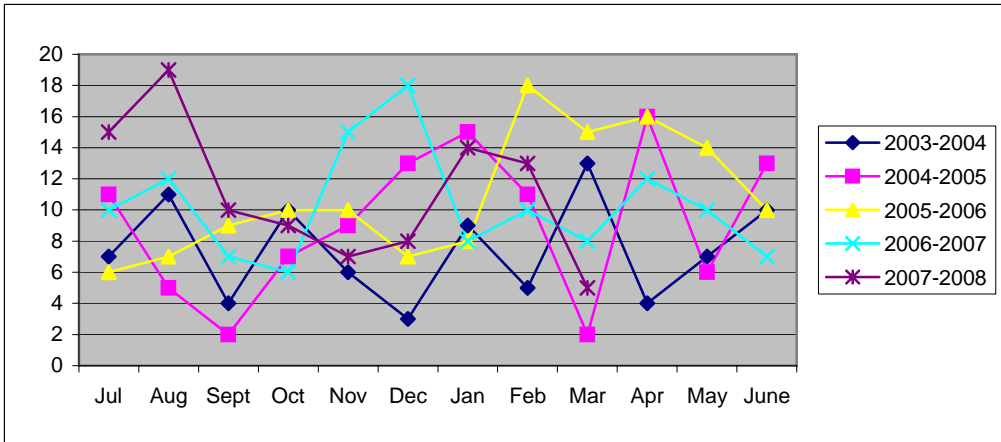
Members

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2002-2003	380	374	382	381	386	395	392	390	390	394	396	382
2003-2004	373	366	370	371	370	367	371	359	352	350	347	355
2004-2005	360	357	343	347	358	362	376	375	368	379	383	393
2005-2006	391	394	390	379	387	391	387	398	402	407	415	418
2006-2007	415	421	419	421	431	416	434	423	427	431	428	436
2007-2008	435	454	450	459	450	457	477	475	488			



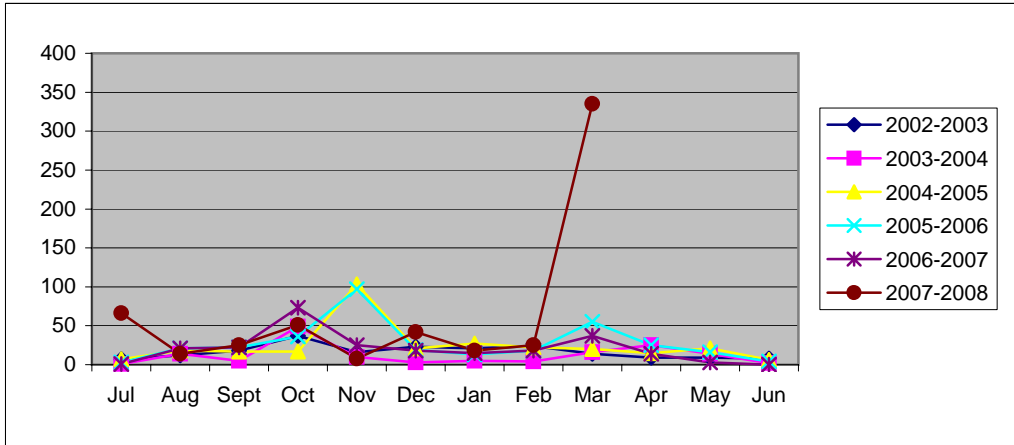
New Members

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
2002-2003	7	10	14	8	9	27	0	10	8	4	6	11	114
2003-2004	7	11	4	10	6	3	9	5	13	4	7	10	89
2004-2005	11	5	2	7	9	13	15	11	2	16	6	13	110
2005-2006	6	7	9	10	10	7	8	18	15	16	14	10	130
2006-2007	10	12	7	6	15	18	8	10	8	12	10	7	123
2007-2008	15	19	10	9	7	8	14	13	5				100



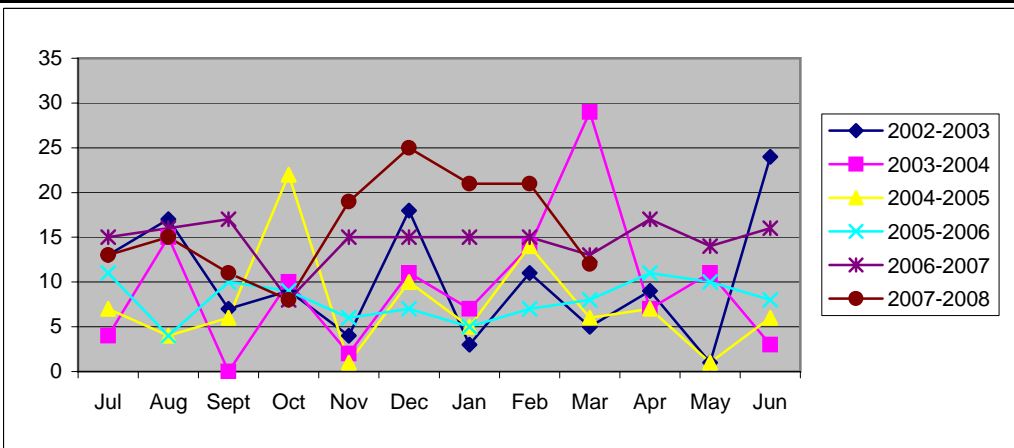
Prospects

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2002-2003	7	12	18	37	16	23	21	24	14	9	9	8	198
2003-2004	1	14	5	49	10	3	5	4	16	25	14	2	148
2004-2005	7	18	17	17	103	21	27	22	20	15	21	6	294
2005-2006	3	21	22	36	97	19	13	18	55	25	16	4	329
2006-2007	1	21	22	73	25	18	15	18	37	14	3	0	247
2007-2008	66	14	25	51	8	42	18	25	335				584



Members Due to Lapse

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2002-2003	13	17	7	9	4	18	3	11	5	9	1	24	121
2003-2004	4	15	0	10	2	11	7	14	29	7	11	3	113
2004-2005	7	4	6	22	1	10	5	14	6	7	1	6	89
2005-2006	11	4	10	9	6	7	5	7	8	11	10	8	96
2006-2007	15	16	17	8	15	15	15	15	13	17	14	16	176
2007-2008	13	15	11	8	19	25	21	21	12				145



Members

Month	Planners	Suppliers	Subscribers	Students	Total Members
April 30, 2004	181	154	12	3	350
May 31, 2004	176	156	12	3	347
June 30, 2004	179	160	13	3	355
July 31, 2004	182	162	13	3	360
August 31, 2004	179	161	14	3	357
September 30, 2004	171	154	15	3	343
October 31, 2004	170	157	16	4	347
November 30, 2004	177	161	16	4	358
December 31, 2004	180	162	16	4	362
January 31, 2005	185	171	16	4	376
February 28, 2005	184	170	17	4	375
March 31, 2005	182	169	13	4	368
April 30, 2005	186	175	13	5	379
May 31, 2005	186	179	13	5	383
June 30, 2005	190	185	14	4	393
July 31, 2005	190	183	14	4	391
August 31, 2005	191	185	14	4	394
September 30, 2005	188	186	11	2	387
October 31, 2005	181	183	13	2	379
November 30, 2005	184	186	15	2	387
December 31, 2005	187	187	14	3	391
January 31, 2006	185	185	16	1	387
February 28, 2006	189	191	16	2	398
March 31, 2006	195	192	13	2	402
April 30, 2006	197	195	13	2	407
May 31, 2006	200	200	13	2	415
June 30, 2006	205	199	13	2	419
July 31, 2006	208	192	14	2	416
August 31, 2006	217	189	13	2	421
September 30, 2006	215	187	13	4	419
October 31, 2006	213	188	15	4	420
November 30, 2006	216	195	15	5	431
December 31, 2006	200	192	16	8	416
January 31, 2007	209	198	19	8	434
February 28, 2007	211	185	19	8	423
March 31, 2007	213	185	19	9	426
April 30, 2007	214	187	21	9	431
May 31, 2007	210	186	23	9	428
June 30, 2007	211	193	22	10	436
July 31, 2007	216	187	22	10	435
August 31, 2007	226	196	22	10	454
September 30, 2007	222	195	23	10	450
October 31, 2007	225	200	23	11	459
November 30, 2007	227	198	14	11	450
December 31, 2007	228	199	16	14	457
January 31, 2008	232	211	16	18	477
February 29, 2008	236	203	18	18	475
March 31, 2008	242	208	18	20	488



MINNESOTA CHAPTER

New Members Monthly Report

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Join Date: 3/14/2008 Status, Type: Member, Supplier
Changed Info: New Member
Jessica Ann Bartram
Project Manager
Freeman
1024 N Hazel St
St Paul, MN 55119
(651) 735-7172
(651) 735-7580 fax
jessica.bartram@freemanco.com

Prospect from:

Join Date: 3/10/2008 Status, Type: Member, Planner
Changed Info: New Member
Lindsey J. Christensen
Marketing Manager
The Sonic Media Group
505 Hwy 169 N, Ste 285
Minneapolis, MN 55441
(763) 593-7648
(877) 883-2717 fax
lchristensen@sonicmedia.com

Prospect from: Debbie Van Ravenhorst

Join Date: 3/3/2008 Status, Type: Member, Supplier
Changed Info: New Member
Steve De Vries
Showcore, Inc
2015 Silver Bell Rd, Suite 110
Eagan, MN 55122
651-994-1500
fax
michelea@showcore.com

Prospect from:

Join Date: 3/28/2008 Status, Type: Member, Planner
Changed Info: New Member
Carl F. Johnson
Corporate Sales Manager
Benchmark Hospitality International
1028 Smokey Mountain Trail
Chesapeake, VA 23320
(757) 705-2822
fax
cjohnson@benchmarkmanagement.com

Prospect from:

Join Date: 3/28/2008 Status, Type: Member, Planner
Changed Info: New Member
Rachel L. Johnson
Events & Marketing Coordinator
4020 E. 52nd St, Ste 107
Minneapolis, MN 55417
(612) 626-1723
fax



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Prospect from: rachellenora@gmail.com

Join Date: 3/14/2008 Status, Type: Member, Planner
Changed Info: New Member
Kay Kammen
Self-employed
1914 Woodstone Dr
Victoria, MN 55386
(952) 443-2691
fax
jskkak@hotmail.com

Prospect from: ISES

Join Date: 3/28/2008 Status, Type: Member, Student
Changed Info: New Member
Christina M. Kraus
fax

Prospect from:

Join Date: 3/3/2008 Status, Type: Member, Subscriber
Changed Info: New Member
Jan Lohman
Sales Manager
New Orleans Metropolitan Convention and Visitors Bureau
2020 St. Marks ve.
New Orleans, LA 70130
(504) 566-5057
(504) 566-5046 fax
jlohman@neworleanscvb.com

Prospect from: e-mail request for info.

Join Date: 3/10/2008 Status, Type: Member, Planner
Changed Info: New Member
Stephanie Myers
Meeting Planner
U.S. Bancorp Investments & Insurance
60 Livingston Ave, EP-MN-WS4M
St. Paul, MN 55107
(651) 495-2167
fax
shmye@hotmail.com

Prospect from:

Join Date: 3/10/2008 Status, Type: Member, Supplier
Changed Info: New Member
Jason Squire
Group Sales Manager
Graves 601 Hotel
601 1st Ave N
Minneapolis, MN 55403
(612) 312-1136
(612) 259-0400 fax
jsquire@graves601hotel.com

Prospect from:



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Join Date: 3/14/2008 Status, Type: Member, Supplier
Changed Info: New Member
Dawn D. Westermann
Skyway Classic Events
8933 Lyndale Ave S
Bloomington, MN 55402
(952) 346-0102
(612) 789-5271 fax
dawnw@skywayevents.com

Prospect from:

Join Date: 3/14/2008 Status, Type: Member, Planner
Changed Info: New Member
Tracy Ann ZanzschCEM
Honeywell
1613 Hillsboro Ave
Golden Valley, MN 55427
(763) 595-4138
fax
tracy.zansch@honeywell.com

Prospect from:



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Lapsed Member Report

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3/1/08-3/31/08

Update Date:
Changed Info:

Status, Type: Member, Planner

Katie Bakke
Grand Casino Mille Lacs
(800) 626-5825
kbakke@grcasinos.com

Update Date:
Changed Info:

Status, Type: Member, Supplier

Pamela Bradford
Hoffman Talent Agency
(952) 470-9855
hta_pam@msn.com

Update Date:
Changed Info:

Status, Type: Member, Planner

Debbie Conlin
Ecolab Inc.
(651) 293-2234
debbie.conlin@ecolab.com

Update Date:
Changed Info:

Status, Type: Member, Planner

Jennifer Dam
Ceridian Employer Services
(952) 853-4165
jennifer.j.dam@ceridian.com

Update Date:
Changed Info:

Status, Type: Member, Supplier

Lucy Hicks
Carrousel Travel - American Express
(612) 798-1484
lhicks@carouseltravel.com

Update Date:
Changed Info:

Status, Type: Member, Planner

Daphne Meyers
Red Barn Group
(701) 347-0142
dmeyers@redbarngroup.com

Update Date:
Changed Info:

Status, Type: Member, Planner

Anne Michaud
amichaud@gmail.com

Update Date:
Changed Info:

Status, Type: Member, Planner

Patti Pearson
Medtronic
(763) 526-1009
patti.kay.pearson@medtronic.com



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3/1/08-3/31/08

Update Date:

Status, Type:

Member, Supplier

Changed Info:

Todd Pottebaum

Quality Resource Group
(763) 478-8636
toddp@quality-resource.com

Update Date:

Status, Type:

Member, Supplier

Changed Info:

John Punzenberger

LXR Luxury Resorts
(952) 404-0400
jpunzenberger@luxuryresorts.com

Update Date:

Status, Type:

Member, Planner

Changed Info:

Pamela Steensland

Piper Jaffray
(612) 303-8184
pamela.k.steensland@pjc.com

Update Date:

Status, Type:

Member, Planner

Changed Info:

Jennifer Summer Lambrecht

North Hennepin Community College
(763) 424-0946
jennifer.summer@nhcc.edu



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	4
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		
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, 2008	167	141	16	11	139	28	48	3	66	59	10		
February 20, 2008	238	210	19	10	143	43	36	16	91	75	13	55	
March 19, 2008	216	198	18	12	136	80	45	11	71	73	9		5
April 16, 2008													
May 21, 2008													
Totals													

MN MPI Event Evaluation

March 19, 2008

Monthly Meeting: What does it take to Hold a National Convention? A panel discussion.

PRESENTATION	Excellent	Good	Fair	Not Good	Poor
The speaker's ability to retain your attention	26	17	4	1	0
The speaker's delivery skills	20	24	4	0	0
The speaker's knowledge of subject	34	13	1	0	0
Extent to which learner outcomes were met	21	18	7	2	0
Usefulness to you of knowledge acquired	12	22	11	2	1
Degree of audience involvement	17	20	8	3	0
Extent to which the content is important to you	15	20	12	0	1
Extent to which you learned anything new	20	19	5	3	0
Extent to which you will be able to apply what you learned to your job	9	19	14	5	1

Level of session content for you:

Too high: 0

Somewhat too high: 2

Appropriate: 39

Somewhat too low: 6

Too low: 1

Amount of time allocated to session:

Too much: 0

Somewhat too much: 6

Appropriate: 31

Somewhat too little: 10

Too little: 1

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

Presenter / panelist: 8

Professional networking: 16

Session description: 13

Topic: 10

Other: 1

ORGANIZATION	Excellent	Good	Fair	Not Good	Poor
Room layout	25	18	3	2	0
Quality of audiovisual equipment	10	17	15	6	0
Room temperature	20	20	7	1	0
Noise insulation	18	23	5	2	0
Other (please specify)	-	-	-	-	-

Other:

- It was hard to see the panel due to the lighting.
- It was hard to hear the speakers at times.
- Parking was difficult.
- The food was excellent!

Portion of this session attended:

Half or less: 0

More than half, but not all: 0

All: **48**

Please note ways this session might be improved for you:

- The decor and table settings were beautiful although the tall vases were a definite distraction.
- The food was fabulous.
- No shellfish next time please; classy, but an allergen for too many people.
- The front desk was telling attendees the wrong place to go for the event: poor hotel service.
- During the entire panel discussion I could not see the panelist's faces because of the sun.
- Speakers were placed in front of bright windows and all that we could see were black outlines.
- Windows should have had blinds; sun was very distracting.
- The sound was poor and it was hard to hear speakers.
- Provide more specific details and hand outs with contact information.
- Should have given us an email/website to utilize and help further our knowledge of RNC.
- Tell chapter members what is going on in the chapter. What happened to elections?
- What happened at PEC? What is going on at International?
- Would have liked to have more audience participation, and time for questions.

I am a:

Planner: 27

Supplier: 17

Other (please specify): 4

Number of years in the meeting industry:

Under 2: 6

2 – 5: 9

6 – 10: 16

11 – 20: 12

Over 20: 5

Gender:

Female: 43

Male: 5

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

- Zong Lor Lee
- Jessica Miller
- Dawn Kvamme
- Tera Fox
- Bridget Walthers
- Hillary Feder
- Liz Jordan

How would you prefer to receive the Chapter announcements during the monthly meeting?

Podium: 21

PowerPoint: 11

Printed: 2

Other: 6

N/A: 8

Monthly question:

Yes: 21

No: 20

N/A: 7