



**MPI Education Committee
Agenda Sept. 7, 2011
3:30 p.m. - 5:45 p.m. (more likely 5:15pm)
ALL TEAM MEETING – Ramada MOA**

1.) Introductions

VP of Education
Director of Education
MPI – Non-Profit Solutions Representative
Roundtable introductions...

Melissa Leal
Stephanie Ripley
Jenny Kraus
Go around and everyone introduce

Melissa Leal, Stephanie Ripley, Jenny Kraus, Marcy McHenry, Lisa Marie James, Gayle Rapoport, Renae Strom, Gina Gassman, Bobby Kroog, Jessica Stephens, Ross Bernstein, Jessica Bartram, Missy Schrupp, Jen Oakland, Julia Mensing, Annette Marquez, Gina Gassman, Tessa Pinkstaff, Clare Dyste, Katie Reesie, Annette Belding

2.) General Business

- Overview of August meeting
 - Recap of evaluations
 - ***Melissa/Stephanie** will forward the evaluations to the committee each month as we receive them to allow for more discussion at future committee meetings.
 - *Adjustments of questions – if committee members should come across weird questions, please notify Stephanie and Melissa
 - Program/layout
- Need to fill Venue Logistics and Speaker spots for most months
- Review of the Workbook and Specs Sheet in detail
 - Go over both Venue Logistics volunteer duties and Speaker volunteer duties for given monthly programs so everyone is familiar with these areas
 - * Melissa and Stephanie gave quick overview of the Venue volunteer duties and Speaker volunteer duties to help clarify these areas and asked for volunteers for given months – see below for those that spoke out immediately and yellow highlighted areas for those still needed.
 - * Discussed how meeting card holders are counted into monthly reg counts – process is that they receive email confirmation for month of program from NS and are asked to reply if they are NOT able to attend – seems to wash with no shows/cancels and walk-ins, so it will continue as is.
 - *CE Credit – We are having problems fitting in the current CMP blueprint per CIC standards; have submitted both August and September programs and they came back not qualifying for a CE.
 - *Ross Bernstein – Offered to seek out 10k speakers to bring to our chapter for free! – He will work with Melissa to forward along the names and topics.
 - *New notebooks in production with 'Save the Date' information to be given at September meeting – extras available at subsequent monthly meetings to push green initiatives.

3.) September 21, 2011 Meeting (Luncheon)

Date: Wednesday, September 21, 2011

Time: 11:00am – 1:30pm

Topic: Know More! Business Relations

Speaker: Sam Richter

Location: The Grand Hotel (downtown Minneapolis)

- Will need a room for Board Meeting 9:00am-11:00am
- Will need a room for Senior Planner Circle of Excellence – 11:00 am–11:30 am
- There will be a video from the Rise Award presentation at WEC
- Meeting Minder completed and already sent to membership
- **Volunteer needed!!** to write the Meeting re-cap, due September 23, 2011 to Stephanie Ripley at sripley@nonprofitsolutions.com – **Bobby Kroog** volunteered to write – will send picture to include.

Venue Logistics – Gina Gassman

Speaker – Melissa Leal

*No parking – school parking ramp, parking ramp across the street - they do have valet, but we will not promote this as they are limited with staffing. No discounted prices being offered

***Gina** will put together information of parking and prices in writing for posting on website – send to

Melissa who will forward to Communications Committee for immediate update of posting

* **Melissa & Stephanie**– Check with committees to see who needs tables

4.) **October 19, 2011 Meeting (Luncheon)**

Date: Wednesday, October 19, 2011

Time: 11:00am – 1:30pm

Topic: Corporate Social Responsibility and Green Initiatives

Speaker: Amanda Gourgue, CMP, LEED AP

Location: St. Thomas University Downtown Minneapolis

Venue Logistics – Marti King

Speaker – Annette Ahrendson-Belding

- Venue Detail update
 - Speaker Detail update
 - Will need a room for Board Meeting 9:00am-11:00am
 - Will need a room for Emerging Leaders from 10:30am-11:30am
 - Marti King to write the Meeting Minder – due September 9, 2011 to Stephanie Ripley at sripley@nonprofitsolutions.com
 - Annette Ahrendson-Belding to write the Meeting re-cap, due October 21, 2011 to Stephanie Ripley at sripley@nonprofitsolutions.com
- * **Stephanie & Melissa** – Connect Annette B with Marti about the speaker and sleeping room
- * **Annette B** – Picking Amanda up at the airport – Transportation sponsor?
- * Volunteers needed to get items for Tubman packages (adjust Agenda – Shorten Networking, speaker, Afterwards – Making packages for Tubman)
- * **Annette B** – volunteered to handle CSR piece, will reach out to Tubman regarding any special specs for basket donations, what items required, etc. and then work to coordinate this.

5.) **November 16, 2011 Meeting (Luncheon)**

Date: Wednesday, November 16, 2010

Time: 11:00am – 1:30pm

Topic: TBD

Speaker: TBD

Location: **Chanhassen Dinner Theatres**

Venue Logistics – Catherine Jensen

Speaker – **volunteer needed**

6.) **December 14, 2011** Holiday Party (Luncheon)**

Date: Wednesday, December 14, 2011

Time: 11:00am – 2:00pm

Topic: Holiday Party

Location: **DoubleTree by Hilton Bloomington – Minneapolis South** (was Sheraton Bloomington)

Chair – Clare Dyste

Co-Chair/Sub-Committee : **Rena Stom (CC)**

Katie Reesie, Jessica Stephens

7.) **January 18, 2012 Meeting (Luncheon)**

Date: Wednesday, January 18, 2012

Time: 11:00am – 1:00pm

Topic: Leadership Development Committee selection

Speaker: TBD

Location: **Bay View Event Center**

Venue Logistics – **volunteer needed**

Speaker – Leadership Development

8.) **February 16, 2012** iConnect 2012 (All Day)**

Date: Thursday, February 16, 2010

Time: 7:00am – 4/5:00pm

Topic: *iConnect 2012* – All Day Education Event

Location: **TBD**

Venue/Speaker – Tessa Pinkstaff

Sponsors/Exhibitors – Jessica Bartram

9.) **March 21, 2012 Meeting (Luncheon)**

Date: Wednesday, March 21, 2012

Venue/Speaker Logistics –

Time: 11:00am – 1:00pm
Topic: TBD
Speaker: TBD
Location: **Marriott Southwest Minneapolis**

Gayle Rapoport & Missy Schrupp team together

10.) **April 11, 2012** Roundtable Discussions (Breakfast)**

Date: Wednesday, April 11, 2012 (Change of date)
Time: 11:00am-1:30pm
Topic: Roundtable discussions
Speaker: Facilitators for each Roundtable
Location: **Hyatt Regency Minneapolis**

Venue Logistics – volunteer needed
Speaker – volunteer needed

11.) **May 16, 2012 GALA (Evening)**

Date: Wednesday, May 16, 2011
Time: 4:30 p.m. – 8:00 p.m.
Topic: EMPI Awards Program and Gala
Location: **TBD**

Chair – Ellie Madson
Co-Chair – Janelle Murphy
Sub-committee volunteers will be needed.

12.) **Looking ahead...**

- All Team Committee Meetings – December 7, 2011 and March 7, 2012 – venues TBD

Next Meeting – Education Committee Meeting

Wednesday, October 5, 2011

4:00pm -5:30pm

Sofitel

Nice Room