

MN MPI Finance Committee Meeting Agenda
Wednesday, July 23, 2008 – 12:00pm - 1:15pm
Fuddrucker's Restaurant – Hwy 394 & 100 area

Minutes

Present at meeting: Liz Jordan, Lynnette Offen, Linda Kilcher, Nicole French, Jennifer Ruthig, Michele Borowicz, Marilyne Bouteiller, Sean Schuette, Shawna Suckow

1. Welcome & introductions All

- 2. Purpose and goals of committee** **Marilyne & Sean**
 - Marilyne reviewed the TSR (Team Status Report) with those in attendance and went over our goals and objectives as a committee for the year
 - Sean went over format of committee meetings and when they will be held

- 3. Board items report** **Marilyne**
 - Marilyne reported on several Board related items
 - o All team meetings are scheduled for the year – all will be held from 3:30pm – 6:30pm
 - Dates are 10/1/08 (speed networking) / 2/4/09 (paying attention) / 5/6/09 (leadership)
 - More information will be sent closer to each meeting
 - o Sean will update committee meeting calendar that is on MN MPI website via sending information to Emily Nelson
 - o Chapter has received a grant for the upcoming year – funds will be used to revamp chapter website
 - o Lynette Offen will be the Communication Liaison for our committee

- 4. Committee Updates**
 - Sean outlined format for committee updates in meetings moving forward:
 - o Each team will report in using the following format
 - Overall status of your committee and projects
 - Report any challenges that you may be having
 - Ask the committee for any resources needed (people, materials, etc)
 - a. Silent Auction – Liz & Louise**
 - o Liz reported that she will oversee the procurement of items and Louise will oversee the actual auction onsite and the collection of payment for items
 - o Focus moving is to work on getting items – committee charged with looking for creative items in addition to traditional items
 - b. Sponsorship – Shawna & Lynnette**
 - o Shawna reported that call for sponsorships this year has been centralized to one overall document that was sent out in late Spring to all potential sponsors

- o Given it is the 30th anniversary year of the chapter, we are looking to have full venue sponsorships for programs – we have secured 6 of them thus far
- o KnowledgeQuest, May Gala, and Holiday Party will be hybrids of full venue sponsorships and are currently being worked on
- o Efforts being focused now on getting Showcase sponsors (similar to what Tucson did in April for Roundtables program) as well as plugging all information into overall tracking document

c. Golf Tournament – Nicole & Jennifer

- committee discussed overall reactions from Golf Tournament – positive on sponsorship dollars raised, but challenge in number of players in attendance
- possible alternate event Marilyne
 - Marilyne discussed the possibility of an alternate event in place of this – proposal for Casino Night event has been presented to the Board at the July meeting with initial feedback
 - committee agreed to come to next meeting with ideas for alternate event that can raise similar dollars in sponsorship as Golf Tournament did – those ideas will be reviewed and recommendations brought to the Board in the Fall – goal is to have event choice finalized before December 08

d. Scholarships – Open

- Marilyne briefly discussed this and it will be worked on by her and Sean primarily – more updates at future committee meetings

5. August kickoff meeting Sean

- a. **Date and location** – 8/20/08 – Hilton Bloomington off 494 and France
- b. **Committee table volunteers** – committee to let Sean know via email if they can assist before event as well as time following event at table
 - i. Lynnette will work on poster for table as well as sourcing stickers and other decorations
 - ii. Sean to bring sign holders for use at table
 - iii. Committee agreed to go with Marilyne's "other GREEN committee" idea – Marilyne will get us information to support that effort
- c. **Monthly Raffle** – need to find item for event and volunteers to sell tickets

6. New business - none

7. Confirm schedule for subsequent meetings All

August – Tuesday, August 26th – 12:00-1:30pm – Cucumbers restaurant in Edina
 September – Thursday, September 25th – 12:00-1:30pm – location TBD

8. Adjourn