

**Board of Directors Meeting  
Tuesday, April 16, 2013  
The Heathman Lodge**

**Vision**

Build a rich global meeting industry community

**Mission**

Make MPI-OC members successful by building connections to:

- Knowledge/Ideas
- Relationships
- Marketplaces

**9:10 am – Call to Order** – Anne Hallinan, CMP, President

**Roll Call** – Tara Thomas, CMP, DMCP; Darcie LaMotte-Waage; Cyndi Holloway, CMP; Anne Hallinan, CMP; Cathy Mason, CMP; Tim Neill; Kim Herrmann, CMP; Jennifer Cox; Midge Dobbs, CMP; Jina Ellison; Janis Ross, CMP; Stephanie Kennedy

On Phone – Melodie King, CMP

Guest – Scott Sadler

Absent – Dawn Rasmussen, CMP

**Approval of Minutes:**

**a. Approval of March 2013 BOD minutes:**

Janis Ross, CMP: I move that the Board accept the March 2013 Board of Directors minutes as presented.

**Second:** Tim Neill

**Motion Passes Unanimously**

**Financial Statement Review:**

- Satellite meetings made money
- Merchant fees still include CEC charges
- Aging looks good – all have been sent reminders

**Review of Dashboard:**

- Number of members stayed the same as February at 257
- Volunteers – 74 (goal – 80)
- New members participating – 17 (goal – 12)
- Education program satisfaction – no march meeting; average is 3.83 (goal – 4.15)

**Review of Business Plan and Board Reports:**

**Strategic Alliance:**

- Eblast and Banner ads - \$200 off – went out through social media and eblast
- Focus is on the Gala to help silent auction
- Following up on the benefits and making sure sponsors are getting their full value

**Fundraising:**

- Silent auction is the focus
  - Tim asked for wine donations from the board – need \$100 bottles, \$20 minimum value – get bottles to Tim by the June 18 board meeting
  - May basket – valued at \$450 – tickets are \$10 each

### **Monthly Education:**

- Satellite meeting
  - Bend – 10
  - Eugene – 23
  - Brasada speakers did a good job
- March Madness – we have entered Cole Chatterson from the January meeting – voting starts April 17
- Only two more meeting – April and May – networking game at the May meeting

### **Special Educational Projects:**

- May meeting going to focus on getting planners to come to that meeting
- Cascadia
  - 335 total attendees
  - 110 planners
  - \$11,060 total for silent auction and wine toss
    - \$125 to SMART
    - \$250 to Beaver Band
  - Good turnout for hosted buyer
  - 2014 site inspection getting settled
  - Survey results
    - Exhibit hall too far away
    - Lots of curve balls – did the best we could with what we had

### **Communications:**

- Postcard to go out May 1
  - Silent auction
  - Gala
  - May meeting
- Online Magazine – went out Monday via email

### **Membership:**

- Membership numbers are the same – would like to hit 260 by the end of June
- Putting cards on guest name badges to get people to join
- Committing to calling prospective members to get our numbers up
- MPI 101 today
- Board touch calls due prior to next meeting
- Four applications for WEC – will be awarded in May
- Gala
  - Masquarade Ball theme
  - Save the date postcard mailed by Friday
  - New members on the committee
- Community service
  - Dress for Success today
  - OR Food Bank Day in honor of Pat Lynch – to be determined

### **Administration:**

- Star of the month – no responses for April
- Return transition documents to Stephanie and Jennifer
- Get your 2013-2014 chairs in place
- Volunteer recruitment
  - Chairs to host a table
  - Podium time to talk about the committees
- Volunteer appreciation – June 18
- Bosses letters will go out in the next couple of weeks
- Quarterly calls are scheduled
- Emerging Leaders with Denise Ker – last one
- Announcing 2013-2014 board at today's meeting

**Pat Lynch Memorial Scholarship Motion - Midge Dobbs, Immediate Past President:** I move that we allow some of the student scholarship funds that we have gathered to be used for a Pat Lynch Memorial OSU scholarship in the amount of \$320 for two student scholarships.

**Second:** Jennifer Cox

**Discussion:** After paying for the 22 students we have already sponsored with our clubs, we have 19 scholarships left, at \$40 each. We are proposing that we allow \$320 to be used for an OSU student membership scholarship. This will allow for two \$40 student memberships and \$120 each for the students to attend MPI-OC programs in the 2013/2014 calendar year. We will look to chapter member Kavinda Arthenayake, Oregon State University Conference Services and the OSU Event Management team for assistance in deciding which students will receive the scholarships. We will pair the students up with MPI-OC mentors as the other student members are. If the funds (\$120 per student) are not used at the end of the year they will remain in the chapter's budget. The student will be responsible for any renewal of their membership, or can seek additional scholarship opportunities on their own following our student guidelines and the MPI International Student in Transition program.

### **Motion Passes Unanimously**

**Student Membership Policy Change - Midge Dobbs, Immediate Past President:** I move that we make the following changes to the policy manual to adopt the student clubs to our chapter.

#### **Discussion:**

#### **ARTICLE VII - DUTIES OF OFFICERS**

Section 4 Immediate Past President:

E. Serve as the Liaison to the Student Clubs for MPI Oregon Chapter

#### **ARTICLE X - STANDING AND SPECIAL COMMITTEES**

Section 3 Special Committees:

O. Student Clubs: The Immediate Past President shall serve as the liaison any Student Clubs that are associated with the Chapter. Each Student Club is required to follow the guidelines set forth by MPI International. There shall be a faculty advisor for each club that is a Chapter member at all times. From time to time the members of the Chapter will chose to sponsor the student members. Should scholarship funds be available, the Chapter Administrator will treat these funds as in-and-out receivables and payables (i.e. no revenue should be made by the chapter as a result of scholarship donations). Furthermore, students that receive scholarships should be advised that there is no guarantee to receive scholarship for renewals. Additionally, when funds are received it should be distributed between all active Chapter Student Clubs. It will be up to the discretion of the faculty advisor of each Student Club to award the scholarships. Whenever possible, it is advised that the Immediate Past President pair the students with an active MPI Oregon Chapter member for mentor/mentee relationships in order to maximize their membership potential. If possible throughout the year to engage the students it's best to offer the students to attend up to 2 membership meetings at no cost (if fiscally possible), in addition to meeting with the Student Clubs on campus in presenting opportunities. Graduating students should be advised of the Student-in-Transition program that MPI International offers (<http://www.mpiweb.org/Community/Students/Studentintransition>) as well as all scholarship opportunities available (<http://www.mpiweb.org/community/students/Scholarships>). It is the responsibility of the Immediate Past President to connect with the faculty advisor for each Student Club as well as the President of each club at the beginning of each school calendar year and maintain accurate records of the Club's leadership.

#### **As a point of reference only:**

We received 41 scholarship donations for our students. We have committed the following:

CC – 11

Mt. Hood – 11

OSU – 2 (total of \$320 pending board approval today)

Remaining funds – 17

Based on when we signed up Mt. Hood we may need to give them up to an additional 10 by the end of June for their new officers. We will allocate the balance to Lane County. It is best to sign up the leadership of each Student Club in the fall of each year so that as the new students start the school year you can begin fresh.

**Second:** Jennifer Cox

**Motion Passes Unanimously**

**Other Business**

- a. New MPI President – MPI officially hired CEO as announced today.

**10:20 am Adjourn** – Anne Hallinan, CMP, President