

**Board of Directors Meeting**  
**Tuesday, June 19, 2012**  
**Trader Vic's**

**Vision**

Build a rich global meeting industry community

**Mission**

Make MPI-OC members successful by building connections to:

- Knowledge/Ideas
- Relationships
- Marketplaces

**3:04 pm – Call to Order** – Midge Dobbs, CMP, President

**Roll Call** – Darcie LaMotte-Waage; Kim Herrmann, CMP; Midge Dobbs, CMP; Tim Neill; Anne Hallinan, CMP; Tara Thomas, CMP, DMCP; Cathy Mason, CMP; Jennifer Cox; Jennifer Walsdorf, CMP, CMM, CTE; Cindy Wallace, CMP, CMM; Melodie King, CMP; Michele Starry; Dawn Rasmussen, CMP; Merrissa Hayden; Christina Devlin, CMP, CMM; Amber Cagle, CMP; Cyndi Holloway, CMP; Stephanie Kennedy

**Approval of Minutes:**

**a. Approval of May 2012 BOD minutes:**

Kim Herrmann, CMP: I move that the Board accept the May 2012 Board of Directors minutes with changes.

**Second:** Anne Hallinan, CMP

**Motion Passes Unanimously**

**Financial Statement Review:**

- Gala on Friday
- Auction budget is \$7,000 – can we get the list to post on website and social media
- Midge has projected a profit of \$19-20,000 – this includes Cascadia and silent auction at \$6,000
- Expenses – most expenses are in, just waiting for awards/gala expenses
- Aging – majority is speaker showcase – some payments in the mail – need to follow up with Alison

**Review of Dashboard:**

- Number of members dropped to 229
- May meeting has 41 planners. Ended the year at 31 average.
- Unique visits in May – 5,843
- Satisfaction score for May was 4.76 which brings the average to 4.14

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

**Strategic Alliance:**

- Speaker Showcase sales were awesome!
  - 25 vendors/15 tables - \$4,775
  - 8 survey's returned – some good comments and some disappointed

**Fundraising:**

- Silent auction
  - Working on final packages
  - Process will be just like a normal auction
  - Live auction
    - Scottsdale
    - Cruise

- Auction off remaining wine wall items that do not sell
- Auction list will be finalized on Wednesday – will put on Facebook and website
- Closing tables all at the same time

### **Monthly Education:**

- Very close to goals
- Great education this year
- RFP for September – Cathy and Stephanie to talk about what has come in

### **Special Educational Projects:**

- Cascadia
  - Review has been called
  - Jenn Cox/Melodie and two WA Chapter
    - Reviewed the Cascadia budget
    - A few line item errors
    - Some outstanding revenue items – will not collect – if it comes in after June 30 then it will go towards the 2013 Cascadia
    - Simplified registration items recommended
    - \$70,282.20 – each chapter will get \$35,141.10
  - No external audit

### **Communications:**

- Oracle article due date – June 28
- Working on summer newsletter
- Post on Facebook about Gala
- August event – networking social

### **Membership:**

- CMP Conclave – Kathleen has requested to use the funds in 2013, but money is coming out of 2011-2012.
- August social – fully hosted by PSU – pool party
- Gala – 97 registered - \$200 under budget – lots of sponsors
- Recruitment
  - Invite went out for the Pre-Gala reception to 11 people and board
  - 4:30 – 6:30 pm in the Skyview Terrace

### **Administration:**

- Past presidents invited to the gala
- Student Club
  - MHCC got a student club logo
  - Midge will be doing quarterly meetings/program with MHCC
  - Court renewed his membership
  - LCC will start their club in the fall
- Volunteers – plan for 2012-2013 in place

### **Other Business**

a. **MOTION:** Anne Hallinan, CMP – I move to approve the 2012-2013 Association Manager contract as written and reviewed by the Executive Committee.

**Second:** Jennifer Cox

#### **Motion Passes Unanimously**

b. **MOTION:** Cyndi Holloway, CMP – I move to approve \$650 to be moved from reserves to line item 473 (raffle expenses) to pay for the cruise that will be in the live auction.

**Second:** Jennifer Cox

Background: Starting bid for the cruise will start at \$650, so it will be paid for and then all extra will be revenue. No expense line in budget. Need authority to purchase. Will not buy until it is sold.

### **Motion Passes Unanimously**

c. **MOTION:** Jennifer Cox – I move that we accept the policy changes as described.

**Second:** Cindy Wallace, CMP, CMM

### **Motion Passes Unanimously**

d. 2013 Cascadia Budget Review & Approval – Cathy Mason, CMP

- o \$20,000 revenue for each chapter
- o Will have a hosted buyer only – no tradeshow
- o Reverse tradeshow – planners seated and buyers will move around
- o Sponsorship – looking at hiring someone to help with a cash incentive to help committee
- o Revamp website – create one that we can maintain ourselves over the years
- o Pre-conference activities – doing through Travel Portland

e. 2012-2013 Budget Review & Approval

**MOTION:** Melodie King, CMP – I move to approve the 2012-2013 budget as amended and presented today.

**Second:** Jennifer Walsdorf, CMM, CMP, CTE

### **Motion Passes Unanimously**

**4:27 pm Adjourn** – Midge Dobbs, CMP, President