



# Arizona Central Chapter Meeting Minutes

October 6, 2016  
Board Meeting

**Meeting called by:** Pat Reasbeck, President      **Note taker:** Kristen Barnett, Secretary

<b>Attendees:</b>	Pat Reasbeck, President	Marcia Philpott, Director
	Risa Simonis, Vice President	Michelle Bennett, Director
	Beth Iacono, Director	Kristen Barnett, Secretary
	Katie Cormier, Webmaster	Chris Hall, Treasurer

## Minutes

**Agenda Item:** Financial Update

**Discussion:**

- Chris sent the financials out for review just prior to the call. The financials were discussed and a full report will be presented at the next meeting with a vote to follow.
- Chris advised \$28,675 in checking account, up from last year about \$1,100 from last year. This includes the recent withdraw of \$5,000 donation for Kids Chance in September.
- Pat advised that the CD is stable. Normally the bank requests confirmation of whether we want to roll it over (around December). We haven't received any request yet, but we plan to roll over going forward.
- Pat requested to know if we broke even with the luncheon attendance for September.
- Chris believes we are approximately \$200 short each monthly lunch and that 40 people is the breakeven number for the Hyatt lunches.

<b>Action item</b>	<b>Person responsible</b>
✓ Bring check stub from Kids Chance donation to Chris	Pat
✓ Send receipt for Spencer Foundation to Chris	Pat
✓ Double check with bank to make sure that the appropriate individual is receiving email communications regarding the CD	Chris
✓ Check the petty cash from September luncheon to see how close we are to breaking even on the luncheon costs.	Chris

**Agenda Item:** Introduction and welcome of new Board member

**Discussion:**

Pat introduced Michelle Bennett with Cable One. Rob Ramos recently stepped down and Michelle accepted the Board position.

**Agenda Item:** Review survey results

**Discussion:**

Monkey survey was sent to approximately 180 individuals. 36 responded.

Type of engagements:

- Based on response to first question, we will not move the lunch location away from downtown/Central Phoenix.

- We had approximately 30 lunch attendees at the September meeting. That amount is good turnout for luncheons compared to other RIMS chapters nationally. Other metro areas are not pulling in many more attendees for the luncheons.
- Minnesota and Denver RIMS chapters move their lunches each month, but they also have some sort of program planning committee.
- We may see some improved attendance by “testing” the waters with a Happy Hour or Breakfast in addition to the breakfasts. We currently only have one happy hour option (December- holiday party).
- Many other chapters plan summer mixers. June is a good time to do that. RIMS AZ Central Chapter may be able to partner with other groups for a joint summer mixer to try and get some attendance back in our meetings. Possibly consider CPCU or PREMA.
- This Chapter has done “Risk Managers only” meetings in the past, but there wasn’t much of a response, so it is not something the Chapter will look into for now.

Event communication/invites:

- In order to attract new members and/or keep members, we may want to send more frequent reminders and/or possibly send notice earlier than a week and a half in advance. We might consider sending reminders or, in the future, a quarterly chapter newsletter. Michelle offered to assist with changing the message to help attract and retain members and get people to come back.
- Chapter should consider sending out calendar invite instead of just email because then recipients will have something saved on their calendar.
- All Board Members can send out emails in Google email, however, it is very time consuming to send out Google email with links to/ through the RIMS website. Michelle offered to help with the email notices.
- After the November meeting we will start to send out earlier notice and then after the new year, perhaps someone else will start sending out an Outlook or other type of notification.

Locations:

- We will wait to see about breakfast pricing at Hyatt and may need to pare down the number of events there. We cannot continue to lose money due to the cost of the meals.
- Although there are not a minimum number of visits required in the Hyatt contract, we have to contract the lunch (or breakfast) dates in advance with Hyatt. The next contract signing is in December.
- Pat has checked some other restaurants and hotels, but they were all comparable OR didn’t meet the Chapters needs.
  - o Marriott Courtyard only had sandwiches (cold food) and a small room
  - o Marriott on 44<sup>th</sup> was \$8-10 more than Hyatt per person.
  - o Some venue minimums are above 30. Hyatt has never demanded above 30.
  - o Doubletree on 44<sup>th</sup> Street was comparable to Hyatt
  - o Most hotels do not offer validated parking. Hyatt offers 90 minutes validated parking.

**Action items**

**Person responsible**

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|--------------------------------------------------------------------------------------------------------------------------------------|----------|
| ✓ Research what other larger groups in Metropolitan areas do (time/type of event/locations) to see if they have any recommendations. | Michelle |
| ✓ Risa will reach out to her friend on the PREMA Board to discuss possibility of organizing joint summer mixer in June 2017.         | Risa     |
| ✓ Send the Chapter Google account and password and how to access it to all Board Members.                                            | Katie    |
| ✓ Check possibility of holding meeting at Cable One office.                                                                          | Michelle |
| ✓ Follow up with Hyatt regarding breakfast pricing                                                                                   | Kristen  |

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**Agenda Item:** Holiday Party Location**Discussion:**

Holiday party is on December 14<sup>th</sup>.

**Action items**

- ✓ Look for a new location for the holiday party

**Person responsible**

Marcia and Katie

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**Other Topics:** Golf Tournament**Discussion:**

- 2017 Golf Tournament will remain at Stone Creek on March 17<sup>th</sup>.
- Pat talked with Allan Smith who has chaired it the last 3 years. He was not enthusiastic about chairing it this year because he doesn't think we attract enough Risk Managers. The point was to have their vendors bring out their clients (Risk Managers.)
- If Allan is not interested in chairing this year, we have interest from Christine Kirk at ATI and Stacey O'Brien with a local law firm to help with the tournament.
- All money we bring in is raised for charities- Spencer, KidsChance and New Mexico students & Rio Salado.
- We must donate the rest of the golf funds by the end of the year. (Already donated: \$5k to KidsChance and \$1500 to New Mexico)
- Last year (11/17/15) we donated \$3,000 to Spencer Foundation. Risa Motioned for \$2500 to Spencer. We will find out what is left and determine where it will go before the end of the year.
- A KidsChance representative may come to the October or November luncheon to thank the RIMS Chapter.

**Action items**

- ✓ Follow up with Allan Smith regarding chairing the 2017 tournament
- ✓ Email chapter accountant to see tax implications if we donate certificates to RIMS members for certification classes. (Clarify if a nonprofit raises money for donation purposes, must it all be donated to another nonprofit.)
- ✓ Confirm amount left from golf tournament to donate

**Person responsible**

Pat

Risa

Chris

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**Agenda Item:** 2017 RIMS AZ Central Chapter Secretary**Discussion:**

Kristen Barnett will not be participating on the Board in 2017.

**Action items**

- ✓ Find a Secretary for the Chapter for 2017.

**Person responsible**

Board