

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –January 10, 2018 -**

**American Legion, Jefferson City, MO**

**Members Present** (A quorum was present)

Beth Rodeman Tina Dillon Tammy Patterson Paige Jones

Lorie Jaegers Terra Crane Melissa Adams Jim Jirik

**Members Excused:**

**Guests:**

Beth called the meeting to order at 9:10 a.m. Central Standard Time.

1. **Decisions Made**
2. The December financials were approved on December 31, 2018 totaling $18,106.76 plus $1,000.99 CD. Melissa needs to be added to bank account. Tammy will authorize.
3. Operations/Business Plan was approved without changes and will be reviewed again at board retreat.
4. **Action Items / Delegated Tasks**
5. Melissa reserving rooms within the block for NEC. Melissa and Lorie will review and compare all associated costs.
6. Melissa will create general email address for National SGMP correspondence to make sure nothing is missed. President, 1st VP & membership liaison to have access to account.
7. Jim will send letter regarding donations for the charity raffle to Beth to send out. Jim will follow up.
8. Melissa will send out information regarding chapter scholarship application.
9. Beth will check with Nationals on forms needed to elect individuals for open positions.
10. Paige & Tammy will work on configuring bank info for iPad.
11. Jim providing write up for January meeting for newsletter.
12. Melissa will send out annual membership survey (same as last year).
13. Tammy to send Stephanie Bommel sign in sheets for CEUs.

III. **Reports / Announcements / Discussion**

1. The board reviewed the current timeline.
2. Discussion on Sam Gilmer Award. Individuals that qualify: Annette Wallace, Lorie Jaegers, Melissa Adams
3. Beth resigning as president. Melissa Adams to fill position. Ideas for 1st VP: Jen Jorgenson, Debbie Neuner
4. The board reviewed national and chapter policy and procedures on
5. Lorie provided inventory of wine glasses and business card holders. Lorie will store all inventory items.
6. Discussion on investing in chapter iPad. Gathering prices to and will vote at next meeting.
7. Membership – 35 planners, 33 suppliers, 8 retired. Tina is continuing to contact at risk members
8. Communications report – Chapter newsletter due by January 21. Lorie is requesting committee updates for newsletter.
9. Honors & Awards – Quarterly award winner presented at January meeting.
10. Charity/Fundraising – Bunco on January 25th – Action Realty. Tickets for charity raffle should be available by February meeting.
11. Super Saver due today – extend deadline as needed.
12. Discussion and vote on funding for NEC at next meeting.
13. RFP for board retreat to be distributed in February.
14. Meeting adjourned at 10:41am.

The next board meeting will be at 9 a.m. at Canterbury Hill Winery, Holt Summit on February 14, 2019.

(Minutes prepared by Terra Crane)