

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –September 12, 2019**

**Capitol Plaza, Jefferson City, MO**

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

Jim Jirik Debbie Davis Tina Dillon Jennifer Jorgensen

Lorie Jaegers Terra Crane Melissa Adams Lance Utley

**Members Excused:**

**Guests:**

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

1. **Decisions Made**
2. The August financials were approved totaling $8,871.84 plus $1,002.48 CD.
3. **Action Items / Delegated Tasks**
4. Maurine Hill and Jennifer Jorgensen will be sworn in at luncheon meeting
5. May 2020 meeting will be moved to May 7 – Board meeting may be held in St Louis in conjunction with NEC
6. Lee Bunch nominated and receiving the Quarterly Recognition Award again this quarter. Lorie will work on write up and Jim will announce at October meeting.
7. Lorie will put together boss’s day gifts and bring them to October meeting.
8. Debbie will check with Annette regarding signature cards due at HQ.
9. Melissa will contact St. Louis CVC/hotel to obtain the rfp and contract and find out our chapter is responsible for.

III. **Reports / Announcements / Discussion**

1. The board reviewed the current timeline.
2. Current Inventory: 13 notepads, 43 business card holders, 47 wine glasses, 60 phone wallets, 33 ipad holders, 65 coasters
3. Board advised to beware of email scams.
4. Programs: Still waiting on information 4 months last part of 2020.
5. All board members will be on the NEC 2020 Committee.
6. This meeting will be the first time charging attendees 3% fee for credit card processing.
7. Next monthly meeting is the hat, coat and glove drive.
8. Need to set up a meeting with St Louis. This could potentially be the November board meeting. Plan around their schedule.
9. Meeting adjourned at 10:27 am.

The next board meeting will be at 9 a.m. at Capital Plaza in Jefferson City on October 10, 2019.

(Minutes prepared by Terra Crane)