

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –April 11, 2019 –**

**Capitol Plaza, Jefferson City, MO**

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

Tina Dillon Lance Utley Jim Jirik Debbie Davis

Lorie Jaegers Terra Crane Melissa Adams

**Members Excused:**

**Guests:**

Melissa called the meeting to order at 9:05 a.m. Central Standard Time.

1. **Decisions Made**
2. The January financials were approved totaling $13,794.54 plus $1,001.99 CD.
3. **Action Items / Delegated Tasks**
4. Terra will send updated donation form and supplier/planner of the year nomination form to Melissa to send to membership.
5. Terra to work on list of individuals for attendance awards.
6. Melissa and Lorie will wrap supplier appreciation gifts for next month’s luncheon.
7. Melissa to send monthly meeting invitation to Jim as soon as received every month for him to add to website.

III. **Reports / Announcements / Discussion**

1. Next month is Supplier Appreciation. Business card holders and notepads will be given.
2. The board reviewed the current timeline.
3. Discussion on 2019 board retreat. Kay Samuelson with The Lodge of Four Seasons is working on the contract.
4. Position for planner director is vacant. Prospects: Brenda Buschjost. She has since respectfully declined.
5. Membership – 38 planners, 35 suppliers, 8 retired.
6. Communications report – Chapter newsletter due by May 20th
7. Missouri Event Summit to be held on August 6th at Capital Bluffs Event Center from 4-7pm featuring food and beverage and networking. $20.00 per planner (discussed looking at policy regarding suppliers paying for planners)
8. Programs - Boss’s Day has changed. Chad Steiferman’s presentation has been changed to January. Will add information regarding NEC scholarship qualifications to June’s program presentation. Sponsor is needed for July.
9. Hospitality – Square is up and running.
10. Maureen Hill has been asked to come back as immediate past president.
11. NEC will be in St. Louis next year. Need to invite CVBs to board meeting or special meeting to talk it up. Need to encourage members to apply for National Scholarship.
12. Meeting adjourned at 9:57 am.

The next board meeting will be at 9 a.m. at Drury Plaza Columbia East in Columbia on May 9, 2019. Board retreat to follow at the Lodge of Four Seasons at Lake Ozark.

(Minutes prepared by Terra Crane)