

**MOCAP Chapter Board of Directors**

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

**Canterbury Hill Winery, Holts Summit, MO**

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

Lance Utley Jim Jirik Debbie Davis Jennifer Jorgensen

Lorie Jaegers Terra Crane Melissa Adams

**Members Excused:** Tina Dillon

**Guests:**

Melissa called the meeting to order at 9:07 a.m. Central Standard Time.

1. **Decisions Made**
2. The June financials were approved totaling $10,542.92 plus $1,002.48 CD.
3. **Action Items / Delegated Tasks**
4. Melissa will distribute committee lists and contacts.
5. Holiday Extravaganza RFP revised by board. Melissa will send to member suppliers. Terra will receive responses and send to committee and board by end of July.
6. Melissa will order leather coasters from MVP for boss’s day (75)
7. Poker Stroll: Date changed to September 20th. Lance will solicit businesses to participate.
8. Debbie to write article for newsletter regarding the importance of RSVPs and count being turned in on time.
9. Jim is working on Flyer, venue and vendor donations for Bunco.
10. Jim to design idea for 2020 NEC t-shirt.
11. Melissa to send out e-mail to membership regarding 3% bank processing fee on all credit card transactions.

III. **Reports / Announcements / Discussion**

1. The board reviewed the current timeline.
2. Inventory of chapter assets moved to August.
3. Programs – 2020 January through April scheduled. Lorie has agreed to be the program for April in conjunction with the charity/fundraiser raffle. Everyone is asked to continue to think about topics/speakers for remainder of 2020.
4. Communications report – Chapter newsletter due by July 23
5. 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
6. Continuing to work on Simple Swipe issue.
7. 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. Idea was brought up about selling t-shirts at NEC. Discuss with St. Louis CVB in August.
8. Drawing from committee sign ups to be held at next meeting – September 12th.
9. Meeting adjourned at 10:28 am.

The next board meeting will be at 10 a.m. at Capital Plaza in Jefferson City on August 6, 2019.

(Minutes prepared by Terra Crane)