

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –June 13, 2019**

**American Legion, Jefferson City, 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:** Annette Wallace

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

1. **Decisions Made**
2. The May financials were approved totaling $12,691.21 plus $1,001.99 CD.
3. **Action Items / Delegated Tasks**
4. September monthly meeting moved to Capital Plaza
5. Melissa to send Jim list of meeting and speakers for Save the Date on the website. Jim will send to Lorie for newsletter.
6. Lee Bunch was voted as the quarterly award winner.
7. Terra will create draft of Holiday Extravaganza RFP and bring to next meeting. RFP will go out by the end of July.
8. Lorie will check into Missouri stickers for NEC. Jim will mock up a design.
9. Jim will create a flyer for the Back to School Drive.
10. Melissa will order leather coasters from MVP for boss’s day (75)
11. Poker Stroll: Lorie will contact United Way to receive portion of proceeds. Lance will contact businesses to participate.
12. Terra will send Melissa Leadership Training presentation for July meeting.

III. **Reports / Announcements / Discussion**

1. The board reviewed the current timeline.
2. Inventory of chapter assets moved to July. Distribute committee lists and contacts in July.
3. Position for planner director is filled: Jennifer Jorgensen
4. Membership – 38 planners, 35 suppliers, 8 retired.
5. Communications report – Chapter newsletter due by June 20
6. 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
7. Maureen Hill will be back on the board as immediate past president beginning in July.
8. 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.
9. Board members to wear polos at July meeting.
10. Debbie will be taking RSVPs starting July 1.
11. Meeting adjourned at 9:57 am.

The next board meeting will be at 9 a.m. at Canturbury Hill in Holts Summit on July 11, 2019.

(Minutes prepared by Terra Crane)