

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –February 14, 2019 - Approved**

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

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

Tina Dillon Tammy Patterson Lance Utley

Lorie Jaegers Terra Crane Melissa Adams Jim Jirik

**Members Excused:**

**Guests:** Annette Wallace

Melissa called the meeting to order at 9:02 a.m. Central Standard Time.

1. **Decisions Made**
2. Revisions were made to this month’s agenda and future agendas, removing review “last month’s meeting evaluations” (will add back if negative feedback is received) and “removing review on national policy” (this will be added as needed).
3. The January financials were approved totaling $16,910.13 plus $1,001.48 CD. Melissa needs to be added to bank account. Tammy will authorize.
4. Registration will be covered by chapter for suppliers on the board wishing to attend NEC.
5. **Action Items / Delegated Tasks**
6. Terra will revise and send out RFP for 2019 board retreat to member suppliers. Dates being considered are first, second and third weekend in May.
7. Tina 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.
8. Melissa to contact Beth to obtain all materials for President , retrieve credit card and remove from bank account.
9. Melissa will send out information regarding charity raffle tickets available and designated person to pick up from in each city.
10. Annette is donating an iPad for chapter use.
11. Melissa will send out annual membership survey (same as last year).
12. Jim will be handing out raffle tickets to sell along with raffle basket descriptions at end of meeting.
13. Lorie will purchase lottery tickets for lottery tree for charity raffle event. Funds will come from profits of bunco night lottery tree.

III. **Reports / Announcements / Discussion**

1. The board reviewed the current timeline.
2. Discussion on 2019 board retreat.
3. Paige has resigned as supplier director. Lance Utley is filling position and will be sworn in at membership meeting.
4. Position for 1st VP is still vacant. Prospect: Steve Loethen. He has been contacted, waiting on answer.
5. Membership – 35 planners, 32 suppliers, 8 retired.
6. Communications report – Chapter newsletter due by February 21.
7. Chapter Scholarship information was sent out to membership and applications are due
8. RFP for board retreat to be distributed soon.
9. Meeting adjourned at 10:40am.

The next board meeting will be at 9 a.m. at American Legion, Jefferson City on March 14, 2019.

(Minutes prepared by Terra Crane)