

**MOCAP Chapter Board of Directors**

**Board Meeting Minutes –March 14, 2019 –**

**American Legion, Jefferson City, MO**

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

Tina Dillon Lance Utley Jim Jirik

Lorie Jaegers Terra Crane Melissa Adams

**Members Excused:**

**Guests:** Annette Wallace

Melissa called the meeting to order at 9:04 a.m. Central Standard Time.

1. **Decisions Made**
2. The January financials were approved totaling $17,622.46 plus $1,001.48 CD. Melissa needs to be added to bank account.
3. Lee Bunch was awarded Chapter NEC Scholarship Award with 96 points.
4. Business card holders and notepads will be given for Supplier Appreciation Day.
5. Tina Dillon has stepped up to 1st VP position.
6. Quarterly Award was tabled.
7. **Action Items / Delegated Tasks**
8. Terra to send out reminder for Board Retreat RFP deadline.
9. 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.
10. Melissa to contact Beth to obtain all materials for President, retrieve credit card and remove from bank account.
11. Melissa will send out reminder regarding charity raffle tickets available and designated person to pick up from in each city.
12. Melissa will send out annual membership survey (same as last year).
13. Additional raffle tickets to be handed out sell at luncheon. Need to decide on date to collect tickets and sort.
14. 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 proposals received. Deadline March 20. Announcement to be made at April meeting.
3. Tammy Patterson has resigned as treasurer. Debbie Davis is filling position and will be sworn in at membership meeting.
4. Position for planner director is now vacant. Prospects: Steve Loethen, Donnetta Iven. They have both been contacted.
5. Membership – 36 planners, 33 suppliers, 8 retired. Several guests attending March meeting.
6. Communications report – Chapter newsletter due by March 22.
7. Missouri Event Summit to be held on August 6th at Capital Event Center featuring food and beverage and networking.
8. Meeting adjourned at 10:31am.

The next board meeting will be at 9 a.m. at Capital Plaza, Jefferson City on April 11, 2019.

(Minutes prepared by Terra Crane)