

## November Board of Directors Meeting Minutes

**Attending Members:** Ashlie Guyberson (P), Joe Daniel (V.P), Shayla Shembarger (Treasurer), Stacy Loar-Porter (Secretary), Phil Freeman, Sandi Kopach, Tom Norbey, Tiffany Moore, Lauren Potts.

**Meeting Date:** Tuesday, November 19, 2019

**Meeting Time:** 12:30 pm

**Meeting Location:** Village of Stevensville

### Meeting Topics:

#### 1. Secretary's Report

- Review & Approval of previous minutes – Reviewed October meeting minutes. Motion to approve by Tom, Second by Phil.
- Received a letter from the IRS on exemption status, Joe will reach out to Attorney McMahon about it.
- Received a sponsorship request from Baroda Queens. Shayla will see what we gave to Miss Stevensville, we will make the same donation.

#### 2. Treasurers Report

- October Treasurer report, balance as of 10/31 \$17,626.14. Motion to approve by Sandi, seconded by Phil.
- The annual insurance premium was paid.

#### 3. Open Forum.

- Town Hall Letter
  - The letter was sent to the executive members to review. Joe will check with Ashlie and see if they went out.
- Annual Dinner Status
  - Venue- is set and deposit has been paid.
  - Save the Date- Postcards went out.
  - Invitation- will be in the mail by 12/9. Stacy will send Joe and Lauren a share link to last year's invite. Lauren will work with Lakeland to get them printed. Stacy will send out a digital version on 12/16.
  - Speaker- is all set. Joe will ask the speaker's for a summary of his talking points and present to the board at the December meeting.
  - Presentation- The structure of the meeting will focus around, Connect, Promote and Participate. Joe and Ashlie will kick off the presentation.
    - Phil will speak on the vision, mission and value. Explain the strategic planning that was completed.

- Shayla, Joe and Ashlie will also speak.
- Food & Drinks- are set.
- Swag- Lauren brought a few ideas, the consensus was to look into glasses with
- Award Criteria- The criteria will stay the same this year. Information on how to make a nomination was sent with the Save the Date. Stacy will also send out via Constant Contact.
- Price/Tickets- All registrations will have to be done online. Joe is setting up the registration and payment collection in EventBrite. Ticket prices will be as follows:
  - Member \$40 per person
  - Non-Member \$45 per person
  - Member late registration (after 1/7) \$ 50.00
  - Non-Member late registration (after 1/7) \$ 55.00
  - The venue stated they do not make extra dinners. Walk-ins will not be allowed. (will be made clear on the invitation). We will order 5 extra dinners just as a precaution.
  - Invite will also state no refunds, but the dinner is transferable to another person.
- Promotion of the event- we need to make a strong appearance on FB about the dinner.
- Branding Request for Proposal
  - Phil sent suggested changes to Ashlie. Joe will check with Ashlie to get the list of who the RFP should be sent to.

Meeting Adjourned at 1:55 pm.