

October 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, October 22, 2019

Meeting Time: 12:30 pm

Meeting Location: Village of Stevensville

Meeting Topics:

1. Secretary's Report

- Review & Approval of previous minutes – Reviewed September meeting minutes. Motion to approve by Ashlie, Second by Tom.
- Makers Trail 19th Hole event by Kitchen Aid will be placed in the upcoming newsletter. Newsletter is scheduled to go out 10/25.

2. Treasurers Report

- Was not available for this meeting

3. Open Forum.

- Board Member Medical Leaves
 - Ashlie, Shayla and Stacy will be on medical leave. Joe will act as President while Ashlie is out. Other board members will need to assist.
- Town Hall Letter
 - Ashlie presented the draft letter to send to those that attended last year's Town Hall meeting. The letter summarizes the work and changes that have been completed throughout the year by the board as a result of some of the attendee's suggestions and questions. Consensus of the board was the letter was good. Ashlie will send out along with a Save the Date card for the Annual Dinner.
- Annual Dinner Status
 - Save the Date card in Constant Contact is done, just needs final approval. Stacy will send the card to Joe and Lauren in Publisher as well. The cards need to be sent to Lakeland Printing to be printed. Tiffany will label, stamp and mail them. They need to be out in the mail by **11/13**.
 - Sponsorship information and nomination information should go out the Save the Date information.
 - Phil, Ashlie and Joe will discuss award criteria on Friday 10/25.

- Formal Invitation needs to be done. Then sent to Lakeland for printing. They need to be in the mail by **12/9**.
- **RSVP deadline is 1/6, late fee starts from 1/7-1/13.** Sandi will talk to Shadow Land to see if walk-ins are allowed. If not, the information will be added to the invitation. Invitations need to state 'all sales are final'.
- Joe is planning on using Eventbrite for online sales of tickets for the annual dinner.
- Speaker- is all set
- Venue- is all set
- Price – Right now the cost is about \$55 per person. This is without any sponsors. The goal is to get the cost closer to \$40/45 per person. There will not be a difference in price between members and non-members.
- Branding Request for Proposal
 - Ashlie presented the draft of the RFP she developed. Stacy, Phil and Joe will review and send suggestions. Phil, Ashlie and Joe will review at their Friday meeting, then send to board. Board needs to submit their suggestions/changes by **10/28**.
 - The RFP will go out by **11/4**, bids must be returned by **12/2**. Phil is going to take the lead on the RFP.
 - The board will review and grade at the December board meeting. The goal is to have some details wrapped up by the Annual Dinner. The entire roll out will not be done at the meeting. There will be a special event to roll out the 'new look'. There will be teasers at the Annual Dinner to get the members excited about the changes to come.
 - If board members have someone, they would like the RFP sent to please let Joe or Phil know.
- Leadership Connection
 - Stacy spoke with LMC they would prefer to move the event to spring. Board set the date to 4/23/2020. Stacy will contact LMC.
- 2020 Board members
 - Stacy and Phil's terms on the board end this year. Ashlie will check if anyone else's term expires this year. Tom spoke with Jessica from the library and she is interested in helping and possibly being a part of the board. He will invite her to attend the November meeting.

Meeting Adjourned at 2:05 pm.