



Northern Michigan Chapter- Governing Board Meeting
Thursday, March 8, 2018
Hagerty Center, Traverse City, MI
Chairman-Barb Somerville, President

MINUTES

Present: Barb Somerville, Linda Waisanen, Helen Postma, Jessie Deiss, Karly Wentzloff, Debra Hall, Clover Roy, Taylor Webb, Jennifer Gaston, Jennifer Marlow, Becky Lancaster, Erika Korndorfer, Kristen Hunt, Gwyn Besner, Katie Hoyt, Colleen Mageau, Stacey Isles

I. Call to Order- Barb Somerville

Meeting called to order by President Somerville 9:51 a.m.

II. Approval of Agenda

1st Jennifer Marlow 2nd Linda Waisanen

III. Approval of Minutes from February 8, 2018 meeting

1st Linda Waisanen 2nd Clover Roy

IV. Reports from Officers, Chairs, and Project Teams:

1. Presidents Report- Barb Somerville

*Proposal of Bras for a Cause tickets

*New Bylaws copied and handed out

*Worked on refining additions to standing rules.

2. Treasurer report, Budget & Finance:

*Treasurer Report- Helen Postma

*Nothing to report

Budget Report- Kristen Hunt

*Revising Budget

*Figuring out where to enter education for Non-members; It will be entered into the education incoming revenue

3. **President Elect**- Jennifer Marlow with Education Update

*All set for April Luncheon

*Still looking for a speaker for May's luncheon; reaching out to Michigan Realtors

4.. **Secretary**- Jessie Deiss

*Nothing to Report

Bylaws & Standing Rules- Colleen Mageau

*Audit will be done twice a year, in June and December, with a year end in Jan

*New Audit team: Gwyn Besner, Colleen Mageau, Lee Miller

"Proposed additions to the Standing Rules: March 2018"

I. Audit:

- Conduct Audits twice a year in June & December. June Audit to be presented in September and year end to be presented in January

Motion **passed by governing board*

II. Realtor Membership Chair:

- Membership director or one of the membership chairs shall be responsible to pick up mail for Women's Council at the TAAR office
- Any checks received shall be recorded, stating the name of company or individual and amount paid, then emailed to Treasurer. Lastly, the report will be added to the "financial folder" in Women's Council drop-box. Checks are then given to the Treasurer to be deposited.

Motion **passed by governing board*

III. Hospitality Desk:

- Complete form at end of lunch to list checks received, name, and amount of each check. Physical count of cash to be listed on form. List amount of credit card payments received per count in Wild Apricot. Hospitality chair to email both the Treasurer and Audit chair the completed form. Audit chair to add monthly luncheon form to drop-box.
- Any lunch reservations made and not cancelled by deadline to be considered due and payable and shall be collected the next time member shows for an event. Or, member can send a substitute on their behalf. (this policy should be stated on our REGISTRATION forms online).
- Walk-in's to be charged non-member rates, if room is available.

Motion **tabled until next governing board meeting*

IV. Treasurer:

- Luncheon deposit to be made by the end of the week that the luncheon program occurred.
- Renewal checks to be deposited by the end of the week from date payment was received.

- All reimbursements to be done within 10 days from the request. President Elect or President shall approve scholarship applicants to approve reimbursement prior to disbursements via email.
- Corporation of Articles and Tax filings to be done by the Treasurer of chair to the Treasurer annually.
- Any checks that don't clear because of insufficient funds will be billed accordingly.
- Treasurer's report of profit & loss statement to be sent to Budget chair a minimum of one week prior to Board meetings; the budget chair will prepare the Actual to budget statements for meetings.
- PayPal to be emptied at first of the month, financial statement reconciled and checking balanced before every Board meeting.
- Treasurer to provide the financial reports for each monthly board meeting: Income Statement/Profit & Loss Statement, Balance Sheet, Statement of Cash flow, and monthly transaction list by date.

Motion **passed by the governing board*

V. Bras for a Cause

- To be determined- All Bras ticket sales and expenses are Women's Council.
- 2018 Bra ticket prices proposed: \$25 per ticket, _____ comp tickets to be provided to the BRAS board for distribution at their discretion.

Motion **tabled until the next governing board*

5. **Program & Marketing Director**- Jennifer Gaston

**Proposal to add a banner boldly stating "last day to register for luncheon"*

**add closing date, for luncheon, to Wild Apricot & Facebook*

Marketing Chair- Teri Micelli-Wolff

**Not present*

6. **Ways & Means- WC Bras**- Taylor Webb

**Tickets will be \$25 per ticket/ Volunteer will be \$10 per ticket*

**Pink Tickets= General Admission, Black= Sponsors, White= Volunteers*

**Tickets will be printed by Aprils Meeting*

**Parade- Need \$\$ for T-shirts*

**Proposal to do a Blood Drive for Septembers Meeting*

Home Tour- Karly Wentzloff

**Nothing to report*

6.. **Membership Director**- Linda Waisanen

**Nothing to report*

Hospitality Chair- Katie Hoyt

**Nothing to Report*

7.. **Past President Committee**- Debra Hall

*Not present

8.. New Business:

*Nothing to report

Adjournment

11:07 a.m.