



Northern Michigan Chapter- Governing Board Meeting  
Thursday, May 10, 2018  
Hagerty Center, Traverse City, MI  
Chairman-Barb Somerville, President

#### MINUTES

**Present:** Barb Somerville, Linda Waisanen, Helen Postma, Jessie Deiss, Debra Hall, Clover Roy, Jennifer Marlow, Becky Lancaster, Erika Korndorfer, Kristen Hunt, Gwyn Besner, Katie Hoyt, Colleen Mageau, Charity Anderson, Todd Jarrold, Renae Hansen

**I. Call to Order-** Barb Somerville

Meeting called to order by President Somerville 9:18 a.m.

**II. A Approval of Agenda**

1<sup>st</sup> Helen Postma 2<sup>nd</sup> Linda Waisanen

**III. Approval of Minutes** from April 12, 2018 meeting

1<sup>st</sup> Linda Waisanen 2<sup>nd</sup> Helen Postma

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

**1. Presidents Report-** Barb Somerville

\*Gave 2 tickets away, to Bras for a Cause, at Strawberries and Toast

\*Cancelled Maggie Roggow for TAAR August Con-ed; want to look into booking her for next year (were concerned with participation due to other events coinciding)

\*Looking into booking Robert Morris for PMN class Sept 25th

\*Home Tour Legitimate "Coming Soon":

Realtors are not allowed to say "I can get you in". Do not verbalize it can be shown until it's in the MLS.

-Go to Michigan Realtors & NAR for rules

**2. Treasurer report, Budget & Finance:**

\*Treasurer Report- Helen Postma

\*Luncheon Cash/Check system working well; The Cash/Check form will be scanned and sent to Katie.

Budget Report- Kristen Hunt

\*Under budget so far

\*Cap on income? Income cannot exceed fees.

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

\*Just trying to finalize Sept before summer break

4.. **Secretary**- Jessie Deiss

\*Nothing to Report

Bylaws & Standing Rules- Colleen Mageau

\*Cash/Check form completed and needs to be added to Standing rules

\* Motion made to adopt changes to standing rules and passed by governing board 1<sup>st</sup> Jennifer Marlow 2<sup>nd</sup> Linda Waisanen

"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 **passed** by governing board*

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

*\*Not present*

Marketing Chair- Teri Micelli-Wolff

*\*Get pictures & banner up to date for website*

*\*Talk to Jennifer Gaston about getting help with social media & industry outreach*

*\*Send pictures to state website*

#### 6. **Ways & Means- WC Bras**- Taylor Webb (not present)

Rena Hansen:

*\*Need to talk to mortgage lender or banker for an auditor*

*\*Looking for a new charity*

*\*Working on where the money goes and plan to nail everything down by the end of the week*

Clover Roy:

\*Introduces Shane Venus from State Savings bank as the new Bras for a Cause mascot. \$500 will be donated to his costume

\*A committee is need to create "the mascot"

\* Bras update: 11 paid sponsors and 3 in the works. Want sponsors to be paid up by Memorial Day and padding by Labor Day

\* Silent auction is in the works

\* Colleen needs ticket sales for Bras for a Cause to get something written up for the standing rules.

Home Tour- Karly Wentzloff

\*not present

Charity Anderson

\*Need to acknowledge Norma (from Bear lake area) on Facebook

\*Hosting Home tour- Stay firm on arranging affiliates, Charity appoints host, not realtor. If Seller requests agent, put affiliate with them.

7. **Membership Director**- Linda Waisanen

\*109 members & 85 affiliates; Nat'l may be slow adding members

\* New members- how do we find out when they sign up?

Hospitality Chair- Katie Hoyt

\*New system going well

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

\*Heading up ticket sales for Bras

9. **New Business:**

\*Todd Jarrold is now in charge of TAAR golf outing

\*fun new ideas for outing

\*adding more sponsorships

- Motion to support sponsorship @ TAAR Affiliate golf outing & name Colleen as Project Manager & donating \$500 towards a sponsorship.

1<sup>st</sup> Jessie Deiss 2<sup>nd</sup> Jennifer Marlow

\*motion **passed**

Adjournment

10:58 a.m.