

**October 14, 2008**  
**MNialcea Minutes**  
**Meeting Attendance**

**Regional Conference:**

- Survey to solicit information from members; complete before leaving; executive board takes into consideration
- Keep current committee chairs; focus on creating chairs for regional conference; if committee chair would like to step down they should talk to Jesse directly
  - Legislative – Mike Barret
  - Affiliate –Curt Schmidt
  - Nominating committee –Mike Mulso
  - Education – Lynette Raymond
  - Membership -John Pack
- Committee Chairs for the regional need to be identified;
  - Registration -Lynette
  - Education -
  - Hospitality –
  - Vendors –Curt Schmidt
  - Doorprizes –Mike Mulso
- Send out something to whole list serve; here are the committees and would they be willing to volunteer so the same people aren't doing all of it:
- Decide on the budget for speakers; last year there was a \$2500 budget; unclear messages; need to involve certain people; not very supportive of co-chairs; need to have really good speakers; goal is to have people walk away with at least 2 new things; don't want to recycle the same speakers; forms are created for the various areas; Jim suggested increasing the speaker budget
- Ideas on topics – watch listserv; members need assessment survey; Mental Health; VIP's; Marketing Department;
- Set schedule and then back fill sessions; Jim can check on if any vendor members need space in the schedule; Jack Lenard accreditation, Suzie will check on accreditation with Jack; LEMAP; Lynn Sedlak could come and talk about member support, list serve, online training and other features of the website;
- Send out comments on the group from the last regional
- Entertainment idea book given to Jesse; include entertainment at the banquet as opposed to the speakers
- Credit card processing is still an issue; John Pack had mentioned that he would look into; Sara and Mike will look into options for online registration and payment.
- Save the date; e-mail from Jesse to Mid-America;
- Website; Joel was going to look into; Ray was told that he would have time after international; Jim will try to get the website up and running;
- Vendor members don't have a place to go
- Mid-Year Conference; 1<sup>st</sup> time offered; \$595 includes registration and meals; offered in Atlanta; Because the international is expensive and in Quebec City we may have a larger draw.
- January 8 is the next meeting date

**Business Meeting:**

- Sara will send out the annual membership bills to the group;
- New business meeting; Tim Thompson’s father passed away; Blackenton Badges;
- Financial report; have found most of the financial statements for the current balance is \$12,977.73 for the chapter;
- Conference expenses are broken down; conference 86 registrants at 149 each – \$14814; \$553 for 1 day;
  - Vendors;
  - Total income;
  - Reference the sheet for the expenses of the conference;
  - Most hospitality events are sponsored by a vendor;
  - Request to have a breakdown of conference registration events; for instance show what are hospitality expenses are versus the sponsorships;
- Rooms for the speakers are included in the conference expenses of the hotel;
  - \$57.93; Kris Arneson room                      \$54.64 Michael Rozin room
  - \$ 167.21 Bruce Matthews room              \$413.58 Ray Thrower room
  - \$54.64 Linda Miller room                      \$54.64 Terry Cook room
  - \$54.64 Bill Carter room                        \$ 57.93 Bill Roiger (reimbursed back to a room)
  - \$413.58 hospitality room                      \$167.21 additional hospitality room
  - \$778.13 Banquets (4/13)
  - \$5811.33 Banquet (4/14) Credit (17.99), 8399.90 (4/15), 1122.37 (4/16)
- Training on MN-iaclea non-profit statement; Google Apps to change documents; work on setting firm dates for financial updates for events; checks with 2 signature lines have been ordered; Sara and Jesse will be authorized signers on the account as well;
- Financial audit; Shawn, Jim and Jen; not done; will try to finalize; continue the process;
- Meeting in November; review expenses from last year’s regional in greater details to be sure that we get
  - Goal is to do something not just talk about doing something; turn a profit on the regional; much of that was vendor driven;
- Policies on expenses which are spent; compensation for IACLEA president for instance should be a policy;

**Attendance:**

Darren Swanson	Erik Bentley
Jesse Cashman	Curt Schmidt
Shawn Vierzba	Jim Schumann
Casey McCarthy	Joe Kleszyk
Mike Barrett	Suzie Dugan
Dan Meuwissen	Carl Sorenson
Chris Pfluger	Sara Lecher
Ben Schnabel	2 from U of M
Josh Urlaub	Laura Goodman
Curt Gullickson	Mike Mulso
Sara Mulso	Duane Czapiewski