



Meeting Minutes

Young Professionals of Martin County

January 20, 2019 Board Retreat and Meeting

Present: Kevin Burn, Amy Snow, Morgan Murphy, Julian Maiucci, Justin Madigan, Brian Ake, Candace Callahan, Phil DeBeard, Sam Bruning, Courtney Buckel, Michelle Miller, Spencer Perna, Megan Petroff, Jennifer Wiggins

Absent: Jessica Grassi, Jessica Allman

Call to Order Board Retreat: 1:09pm **Moved:** Kevin Burn **2nd:** Morgan Murphy

- **What do we do well as a board and how can we improve?**
 - This past year we as a board have received more involvement and now have stronger committees but we need to make sure we don't overwhelm committee and board members including not exhausting individual resources.
 - This past year we have substantially increased the number of corporate sponsorships but we need to work on improving our engagement with them.
 - Volunteering is another challenge.
- **Report from Jennifer Wiggins regarding website.**
 - Jennifer explains that the current website has developed bugs because the Wordpress theme developer has stopped updating and Wordpress isn't self hasn't been updating so this creates holes that hackers can get in and at this point it is beyond repair so we need to rebuild website.
 - Jennifer goes over what the new YPMC website needs to have:
 - MMS (Member Management System) integration
 - Membership Works - \$29 per month up to 300 members, \$49 up to 600 members, No contract + 30 day money back Guarantee
 - Integrates with Mailchimp & Quickbooks
 - Ties into PayPal or Stripe
 - Member Surveys
 - Accepts Donations
 - Private Member Content Pages
 - Membership Management
 - Event Management
 - Event registration process will be streamlined
 - Discussion on who should have access to MMS on Website: Membership Committee Chair and Events Chair.

- New Website Build/Design
 - Keep branded colors
 - Keep came layout/ blow with some improvements
 - Better highlight on Sponsor section
 - Improved event photo gallery so as not to overload site and slow it down
 - Link to Dropbox Gallery and/or Link to Facebook Gallery
 - Social Media Integration
- Total cost to rebuild website is \$2,500 (50% deposit to get started) and will train board members on how to use it.
- 4-6 weeks to build
- New website will be more automatic vs current website which is very manual and time-consuming so new website will be easier to pass on to future board member.
- **Discussion on when we want to have monthly board meeting and where:** 2nd Tuesday of every month from 5:30 – 7pm at the Children’s Services Council for \$25 for the year.
 - **Secretary, Morgan Murphy will send out calendar invites and list of dates.**
- **Kevin goes over of bylaws, policies, board member expectations, voting, and each committee and its role.**
 - What constitutes a Quorum?
 - **Phil DeBeard will look into.**
- **Committee Assignments:**
 - **Communication Committee**
 - Candace Callahan (Chair)
 - Jessica Grassi
 - Jennifer Wiggins
 - **Networking/Membership Committee**
 - Amy Snow (Chair)
 - Michael Weissing
 - Spencer Perna
 - Michelle Miller
 - Sam Bruning
 - Brian Ake
 - **Professional Enrichment Committee**
 - Sam Bruning (Chair)
 - Brian Ake
 - Msebenzi Masondo
 - **Outreach Committee**
 - Candace Callahan (Chair)
 - Julian Maiucci
 - Courtney Buckle
 - **Legislative Committee**
 - Philip DeBeard (Chair)

- **Rules Committee**
 - Morgan Murphy (Chair)
 - Philip DeBeard
 - Michelle Miller
 - Megan Petroff
- **Budget and Fundraising Committee**
 - Jessica Allman (Chair)
 - Brian Ake
 - Justin Madigan
- **Committee chairs need to send roster of committee members**
- **Planning and Goal Setting**
 - **What are we looking to accomplish this Year**
 - Spend resources to maximize member value
 - Give back in a greater capacity
 - Build playbook
 - Create a more turn-key operation in which new board can be transitioned more smoothly
 - **Discussion of Revenues and how we see ourselves spending those revenues (Budget)**
 - Committee chairs need to set budget
 - More money should be reinvesting into organization through marketing
 - Do we want to increase membership fee? **[Tabled]**
 - **Discussion of Reserves**
 - Based on overhead and variable costs
 - Spending Policy:
 - Board Policy vs Bank Policy
 - Board Policy requires Treasurer and President or Vice-President to sign all checks but Bank Policy only requires one signature
 - Board Policy has \$100 cap on Debit card for expenditures without board approval but Bank has \$2,500 a day cap.
 - Approval Policy: Board must give written approval of all spends over \$100 whether it is check or debit.
 - Fraud Prevention: Treasurer monitors and gets Alerts of all expenditures
 - Emergency Procedure/Policy:
 - **Phil DeBeard will look into Robert's rules.**

Call to Order Board Meeting: 3:50pm **Moved: Michelle Miller** **2nd: Sam Bruning**

Approval of December's Meeting Minutes: **Moved: Amy Snow, 2nd: Julian Maiucci**

- Reviewed Action Items:

- Sam Bruning and Brian Ake will draft YPMC Giving Policy.

Business:

- **Budget and Fundraising Committee/Communication Committee:**
 - Kevin motions to approve up to \$3,000 to have Clear SEM Solutions (Jennifer Wiggins) rebuild website plus up to \$50 a month for Member Management System. 1st: Amy Snow, 2nd Michelle Miller, All in Favor, Unanimously Approved.
- **Outreach Committee:**
 - Kevin motions to approve purchase of a tablet, case, and stand to integrate with new Member Management System for use a events. 1st: Phil DeBeard, 2nd: Sam Bruning, All in Favor, Unanimously Approved.
 - Candace hands out 2019 Event Calendar

End of Meetings: time: 4:02pm **Moved:** Candace Callahan 2nd: Sam Bruning

Action Items:

- Committee chairs need to send roster of committee members
- Phil DeBeard will look into Robert's rules and the definition of a Quorum.
- Sam Bruning and Brian Ake will draft YPMC Giving Policy.
- Pay Deposit to Clear SEM Solutions to start rebuilding website.

Recorded Votes

1. Kevin motions to approve up to \$3,000 to rebuild website plus up to \$50 a month for Member Management System. 1st: Amy Snow, 2nd Michelle Miller, All in Favor, Unanimously Approved.
2. Kevin motions to approve purchase of a tablet, case, and stand to integrate with new Member Management System for use a events. 1st: Phil DeBeard, 2nd: Sam Bruning, All in Favor, Unanimously Approved.

Next Meeting: Tuesday, February 12, 2019 at 5:30pm; Location: Children's Council of Martin County, 101 SE Central Parkway, Stuart