



## Meeting Minutes Young Professionals of Martin County June 11, 2019 Meeting

**Present:** Kevin Burn, Morgan Murphy, Justin Madigan, Brian Ake, Candace Callahan, Sam Bruning, Amy Snow, Megan Petroff, Jessica Grassi, Spencer Perna (via phone),

**Absent:** Michelle Miller, Phil DeBeard, Jessica Allman, Julian Maiucci, Courtney Buckel

**Call to Order Board Meeting:** 5:36pm **Moved: Amy** **2<sup>nd</sup>: Sam**

**Approval of May's Meeting Minutes:** **Moved: Brian** , **2<sup>nd</sup>: Amy**

### President/Admin.

- Website development / Stripe
  - Same cost as PayPal
  - **Motion to use stripe to integrate with website: 1<sup>st</sup> Brian, 2<sup>nd</sup> Justin, All in Favor**

### Communication Committee

- Website progress
  - Process and Procedure Manual (Amy Snow) **[tabled until new website is up]**

### Networking/Membership Committee

- T-shirts (Morgan to look at the previous meeting minutes, relative to approval of t-shirts cost)
  - 1<sup>st</sup> time members up to a cost of \$6 each + setup fees of \$25 (not bulk) – September 2018
  - Candace & Amy said that they thought it was \$12? **Morgan will check minutes from 2019 for amendment**
- Julian arrives at this point

### Professional Enrichment Committee

- Giving Policy – (Sam, Courtney, Morgan & Candace had meeting with Cindy LaConte)
  - Sam hands out a draft of Leadership Martin County YPMC Tuition Reimbursement Program Guidelines for Board of Directors *“LEADERShip Martin County (LEADERShip) will be the first program that applicants can apply for a full or partial scholarship in the form of tuition reimbursement. The Young Professionals of Martin County (YPMC) will budget for either 1% of its prior year's assets or the cost of LEADERShip for that year, whichever*

*is lower. The “percentage of budget” model will allow YPMC to offer some form of tuition reimbursement without exhausting its assets and jeopardizing the organization.*

*The Professional Enrichment Committee will be responsible for documenting and retaining applications and the explanation of the determined award. (example: year end balance sheet and an application from LEADERShip stating the cost of tuition).*

*The scholarship will be in the form of a tuition reimbursement, paid when the recipient graduates from the program. Representatives from the Stuart/Martin Chamber’s LEADERShip selection committee stated on Friday, May 24th, 2019 that they would not refund the payment for LEADERShip to YPMC if the award recipient dropped out of the program.*

*It is in the best interest of the Board of Directors of YPMC to award this as a reimbursement. The organization’s assets will be protected in the event the scholarship recipient fails to complete the course. If the award recipient fails to complete the program, the funds earmarked will be reallocated to the General Fund.*

*The Professional Enrichment Committee may seek up to two potential donors to a fund the tuition reimbursement each year. If donors are found, no YPMC allocated funds for this program will be used for that calendar year. In the event no YPMC member applies to LEADERShip, the potential donor will be released from their commitment to the scholarship for that calendar year. The donor(s) will have first right of refusal to be a sponsor the next year, if YPMC is still interested in partnering with the LEADERShip program. 100% of the specified donation will be directed to this program.*

*Applicants for this program are required to submit the attached YPMC Scholarship Application with a full copy of the LEADERShip application. Representatives for LEADERShip will not provide a copy of the completed LEADERShip application due to their privacy policies. Applicants are responsible for submitting their own application to the LEADERShip program. We do not pass applications on to LEADERShip.*

*It is strongly suggested that applicants review their YPMC Scholarship Application with a member of the Professional Enrichment Committee before it is deemed their final submission. Incomplete YPMC Scholarship Applications will remove the applicant from the pool of candidates for the tuition reimbursement program.*

*Applications will be reviewed by the YPMC Board of Directors, which will serve as the selection committee. Members of the YPMC Board of Directors that are employed by the Stuart/Martin Chamber of Commerce must abstain from all aspects of the selection process including but not limited to application collection,*

*application review, and voting for the award recipient. Removal from this process will avoid any, real or perceived, undue influence or conflicts of interest that may present themselves.*

*The selection committee will be expected to conduct in person interviews with candidates. Two members of the selection committee will meet with each applicant. Committee members will be expected to volunteer. If no committee member volunteers, the Professional Enrichment Chair will be required to conduct the interview with the President of YPMC.*

*Board members of the YPMC are eligible for the scholarship. Applicants that serve on the Board of Directors must abstain from all aspects of the selection process, including but not limited to application collection, application review, and voting for the award recipient. In the event a member of the Board of Directors applies, the Professional Enrichment Committee will enlist two fully independent members for the selection committee. These members will be local leaders that the Professional Enrichment Committee feels are suitable for the assignment. Members of the Stuart/Martin Chamber of Commerce and the representatives of the selection committee for LEADERShip Martin County are ineligible to sit on the YPMC selection committee. Past graduates of LEADERShip Martin County may sit on the selection committee if they are not employed by the Stuart/Martin Chamber of Commerce to avoid any, real or perceived, undue influence or conflicts of interest that may present themselves.*

*Applicants whose employer offers a sponsorship are not eligible for this award. The Board of Directors of the YPMC reserves the right to discontinue this tuition reimbursement program between application periods due to lack of interest. The Board of Directors must have a vote, based on the by laws at that time, to discontinue the scholarship program.*

*The Board of Directors may cancel the program at any time in the event of an emergency where allocated funds have to be redirected for other more urgent uses. An example would be if the organization were sued.*

*Donated funds must always be used for this program or returned to the donor, regardless of any emergency, unless the donor approves the redirection of funds in writing.”*

- **Action Item: Sam is going to go over all this with Phil**
- Candace doesn't think we should ask for a donor to support this, YP should pay the full scholarship out of our own pocket
- How long do they have to be a member? Asks on application when you started

- Vote tabled until amendment made
  - Action: Everyone should read and come to next meeting ready to vote
- Sam met with Ted Astalfe – MC Economic Council and he was very impressed with us and he would like someone from YP to be engaged with the council, Sam has volunteered to represent YP and bring info back to our board meetings

#### Outreach Committee

- Treasure Coast Business Summit – Brief Highlight (Great exposure!)
- Action Item: Kevin needs to upload photos to Dropbox

#### Legislative Committee

- Phil absent

#### Rules Committee

- Morgan: Updated By-laws to be directed to J. Wiggins for posting to website
- Morgan Email copy of policy manual

#### Budget and Fundraising Committee

- Pricing Schedule Analysis [tabled]
  - Candace hands out updated Annual Sponsorships & Memberships (*changed the pricing a little and more explanation of opportunity and benefits*)
    - **Corporate Sponsor - \$1,500**
      - (4) memberships (Additional Memberships \$45/pp)
      - Profiles on Online Member Directory for each Member
      - Logo displayed on each YPMC e-blast and e-newsletter
      - Logo and Hyperlink on homepage of YPMC website
      - Event Postings on Online Calendar
      - Job Postings on Job Board
      - Logo on Membership T-shirts
      - Logo on sponsor display banner
      - Shout out and recognition at each YPMC event
      - Opportunity to host a 'Coffee & Connect' at no charge
    - **Corporate Partner - \$500 (Non Profit 501c3 rate \$250)**
      - (2) Individual Employee Memberships
      - (2) Profiles on Online Member Directory
      - Logo and Hyperlink on Sponsor page of YPMC website
      - Event Postings on Online Calendar
      - Job Postings on Job Board
      - Partner Spotlight in YPMC e-newsletter
    - **Professional Membership - \$250**
      - (2) Individual Employee Memberships

- (2) Profiles on Online Member Directory
- Logo and Hyperlink on Sponsor page of YPMC website
- Event Postings on Online Calendar
- Job Postings on Job Board
- Partner Spotlight in YPMC e-newsletter
- **Individual Membership**
  - Profile on Online Member Directory
  - YPMC T-shirt, plus all the Member benefits!
- **Event Sponsorships**
  - Sponsor will be a part of all publicity prior to, during and after event including emails, social media, and event signage
  - Sponsor may display or distribute their marketing materials
  - Opportunity to host an event at your office
  - Opportunity to speak and present to attendees
  - Logo placement on general print or digital marketing collateral
  - Special added benefits depending on format of event

Candace wants to restructure events in 2020 – doing away with Breakfasts and do more Coffee & Connects & Luncheons and make the Coffee & Connects as free for non-members and members pay instead (free for board members and committee members to meet new members or prospective members)

#### **MONTHLY EVENTS \$150-\$300**

- ***New Member Coffee & Connections***  
*These monthly morning events give new and prospective YPMC members the chance to learn more about the organization and connect with one another. At each coffee, Board Members, Committee Members will be present to talk about their experience with YPMC and answer any questions about how to get involved. Coffee & light breakfast is served.*
- ***Member Mixers***  
*These monthly networking events offer members and prospective members a chance to meet new people in a relaxed and casual atmosphere. These events are held at a different venue each month throughout the county. Businesses are also welcome to host at their office.*
- ***Speaker Series Luncheons***  
*Designed to develop and educate Martin County's young professionals. Held every two months featuring a different speaker and/or host, to share and promote their business and market to our group.*

#### **QUARTERLY PROGRAMS**

- ***Executive Round Table Luncheons \$3,500***

*Designed to develop and educate Martin County's young professionals. Every quarter we invite two guest speakers for a casual Q&A and the opportunity to share their story. Speakers include local, established CEOs, company executives and social entrepreneurs. Sponsorship is exclusive to one sponsor for all (3) lunches during the year with co-sponsorship for the Futures Luncheon in November.*

- **YPMC Group Outings \$1,000**

### **SIGNATURE EVENTS**

#### **Annual Signature Event Sponsor \$2,000**

- **Installation Luncheon \$450- January**
- **Speed Networking \$575- February and August**  
*In partnership with the Chamber of Commerce*
- **Summer Bash \$400- July**  
*YPMC Membership Drive and Fundraiser for the Florida Oceanographic Society*
- **Ladies After-Hours \$350- September**
- **Men's After-Hours \$350- September**
- **Monsters & Martinis \$350- October**
- **Futures Luncheon \$1,000- November**
- **Holiday Party \$350- December**

#### **Motion to accept these amended sponsorship levels: 1<sup>st</sup> Sam, 2<sup>nd</sup> Brian, All in Favor**

- Financials and Budgets Analysis – Kevin goes over, **gross profit is just over \$7,000, made over \$3,000 this year to date**
- **\*Ask Kevin for a summary**

#### **Other Business**

- A board member cannot be absent for more than 2 consecutive board meetings in one year?
- Can't miss more than one meeting a quarter?
- 50% of board meetings according to By Laws \*\*\*
- **Morgan will create a policy to be add to our policy manual regarding board meeting attendance to have approved by board at next meeting**
- **Morgan will do an attendance report in excel**
- **Kevin will have conversation with those in question**

#### **Executive Director Compensation**

- Sam to draft proposal relative to comp of Director
  - "The Board of Directors of the Young Professionals of Martin County ("The Board") realizes the value of a strong Executive Director. The Board feels that to retain and recruit the best talent for the position monetary compensation should be offered to an Executive Director. The Board agrees that due to the compensation received for this role, an Executive Director cannot sit on the Board and should have no voting rights. The Executive Director will advise and offer suggestions of how to best run social and

membership aspects of the organization. The voting power of an Executive Director may steer the organization in a direction that benefits the Executive Director. Therefore, to avoid any conflicts of interest, the Executive Director will be able to voice their opinion in voting matters, but have no final vote. An Executive Director that wishes to sit on the Board will forgo all compensation until they submit their voluntarily resignation, which only relieves the individual of their duties as a Board member and not their position as Executive Director. To maintain a sound annual budget, the Board will offer monthly compensation equal to 1.67% of the prior year-end's liquid assets in the operating account. The amount paid to the Executive Director may not exceed \$100,000.00 in any calendar year. To justify this allocation of funds to an Executive Director position, the Board requires that an Executive Director candidate submit a description of duties. These duties should include, but not be limited to, the planning of membership/social events, recruiting new corporate sponsors, maintaining current corporate sponsors, and reviewing & updating corporate and individual sponsorship level descriptions. Any duties that had been the responsibility of past Executive Directors but no longer fall under the new job description must be delegated, in writing, to specific chair positions throughout the organization. The Executive Director description of duties will allow the individual to focus more on the position. An Executive Director that exceeds the expectations of the Board and membership will be recognized for their efforts. The Executive Director will now have the ability to earn incentive compensation for corporate sponsorships. The Executive Director is required to report to the Board any potential sponsorship that is in the Executive Director's pipeline. The Board will note that this potential lead will be credited to the Executive Director for incentive compensation calculations. The calculation will start on July 1, 2019 and end on December 31, 2019. The Executive Director has the opportunity to upgrade and recruit sponsorships with the new corporate pricing plans that took effect June 1, 2019. Starting in 2020, the calculation will be based on a calendar year. The following percentages will be offered based on the sponsorship level. The two percentages represent both new and returning corporate sponsors. Corporate Sponsor - \$2,500 – 20% Corporate Sponsor - \$500 – 15% Non Profit (501c3) - \$200 – 15% YPMC 'Futures Luncheon' Sponsorship – \$1,000 - 20% Corporate Membership - \$250 – 10% Individual Membership - \$90 - 0% The following numbers and percentages will apply if the designated hurdles are met for corporate and individual membership, based on the calendar year. The higher percentage will be offered starting with the first new membership above the hurdle, and continuing for the remainder of the calendar year. A new "hurdle clock" will start on January 1. Corporate Sponsor - \$2,500 – HURDLE (6+) - 25% HURDLE 2 (11+) – 30% Corporate Sponsor - \$500 – HURDLE (11+) - 20% Non Profit (501c3) - \$200 – NO HURDLE - 15% YPMC 'Futures Luncheon' Sponsorship – NO HURDLE – Limited Opportunities - 20% Corporate Membership - \$250 – HURDLE (11+) - 15% Individual Membership - \$90 – HURDLE (26+) - 10% The incentive compensation will only be offered for corporate memberships that pay the entire amount in advance. To protect the assets of the organization, no incentive compensation can be offered for

corporate sponsorships that are on a payment plan. Incentive Compensation will be calculated and reviewed monthly by the President, Treasurer, Secretary, and one other board member. The Treasurer will document the amount due and issue a check to the Executive Director. The Board reserves the right to dismiss an Executive Director, with cause, by way of a vote. The vote must follow the current by-laws at that time, except that the vote will be conducted by way of Secret Ballot to maintain anonymity. An Executive Director cannot be present during discussions leading up to the vote or the meeting to vote. The discussions leading up to the dismissal shall remain confidential. The definition of "with cause" includes failure to perform assigned duties, including but not limited to lack of new sponsorships, lack of returning sponsorships, decline in general membership, failure to schedule events, and failure to attend scheduled events. "With cause" also includes conduct unbecoming of a leader of YPMC. This includes conviction of ANY felony. The Board can also dismiss an Executive Director if there is evidence of misappropriation of funds by the Executive Director, whether tried and convicted or not."

- Amy to draft proposal relative to comp of Director

**Overview:** As a result of recent discussion amongst the board, I would like to propose changes to the role of the Executive Director for Young Professionals of Martin County. It is my belief that this change will ensure long term success of the organization and dedication to this position. As the purpose of our organization is to execute events that enable our membership the opportunity to network, participate in the local community through coordinated events and gain expertise through educational development events, it would be a wise investment of our net income to retain an experienced and competent executive director with event planning experience and a strong community network.

Based on current budget trends, we believe the organization will have a net income of \$9,000 this year. This number is conservative as it does not account for the recent increase in membership dues and re-structuring of the corporate sponsorship program.

I believe that budgeting \$5,000 annually to this role is appropriate use of our member's dues as it will allow us to continue planning professional, well-run events that serve the interest of connecting, educating and providing our members with opportunities to serve in their local community.

**Details:** I propose the Executive Director become a 10-99 sub-contracted position at a salary of \$5,000.00 per year and be removed from the Executive Board. This position would no longer be able to vote but would be able to propose initiatives and make requests to the board.

A contract would need to be developed between the Executive Director and The Young Professionals stipulating expectations, annual performance reviews and options to discontinue the relationship should the board feel this individual is not fulfilling the needs of the organization or that the organization can no longer support the salaried position.



A new position of vice-chair to the outreach and communications committee should be developed with the intention of training and grooming individuals to move into the Executive Director contract position when the role becomes available in the future.

**Action Items:**

- 1) Board Members need to review this proposal and provide feedback and suggested edits/additions/omissions to this proposal by Friday 6/21.
- 2) Information should be e-mailed to Kevin Burn to compile the feedback received. Kevin will provide all of the details of the proposed edits/changes/omissions via e-mail to the board by 6/28.
- 3) There will be a proposed vote on the amended proposal at the July Board Meeting. Failure to provide suggested changes prior to 6/21 will denote that this proposal is acceptable as is to said board members.”
  - Brian asks will there be an annual review process?
  - It is the board discretion to change the annual salary (negotiate)
  - Kevin thinks it to be a 6 month review instead of an annual review
  - Brian thinks quarterly reviews
  - Accountability – active dialogue
  - Monthly payment
  - Amy thinks we should have a base
- Kevin CPA discussion, relative to 1099 vs W2 – CPA is looking into it but Kevin is pushing for 1099, **Action Item: Kevin will follow-up with CPA to hear his rationale.**
- **Motion** to create an adjunct committee to get this **drafted policy** ready for next board meeting :1<sup>st</sup> Sam, 2<sup>nd</sup> Brian, All in Favor.
  - Kevin, Sam, Amy, Spencer, Julian
- **Motion: Provide Corporate Sponsorship recognition to the Humane Society of the Treasure Coast (12 months from June 11, 2019) 1<sup>st</sup> Morgan, 2<sup>nd</sup> Sam, All in Favor)**

**End of Meetings:** Time: 7:28pm **Moved: Sam** **2<sup>nd</sup>: Brian**

**Action Items:**

- Morgan will check past meeting minutes for amended approval to spend \$12 per new member T-shirt.
- Morgan will send updated By-laws to J. Wiggins for posting to website
- Morgan will email all Board Members copy of policy manual
- Board Members should read the Tuition Reimbursement policy and come ready to next meeting to discuss and vote
- Sam will go over the Tuition Reimbursement policy with Phil
- Kevin needs to upload event photos from Treasure Coast Business Summit, etc to Dropbox

- Morgan will create a policy to be add to our policy manual regarding board meeting attendance to have approved by board at next meeting
- Morgan will do an attendance report in excel
- Kevin will have conversation with those in question
- Adjunct Committee (Kevin, Sam, Amy, Spencer & Julian) will draft a policy for Executive Director Compensation
- Kevin will follow-up with CPA regarding 1099

### **Recorded Votes**

- **Motion:** To use Stripe (to replace PayPal) to integrate with website: 1<sup>st</sup> Brian, 2<sup>nd</sup> Justin, All in Favor, Unanimously Approved
- **Motion:** To accept these amended sponsorship levels: 1<sup>st</sup> Sam, 2<sup>nd</sup> Brian, All in Favor, Unanimously Approved
- **Motion:** Create an adjunct committee to draft policy for Executive Director Compensation ready for next board meeting :1<sup>st</sup> Sam, 2<sup>nd</sup> Brian, All in Favor, Unanimously Approved
- **Motion:** Provide Corporate Sponsorship recognition to the Humane Society of the Treasure Coast (12 months from June 11, 2019, 1<sup>st</sup> Morgan, 2<sup>nd</sup> Sam, All in Favor, Unanimously Approved

**Next Meeting:** Tuesday, July 9<sup>th</sup>, 2019 at 5:30pm; Location: Red Hawk Fire & Security, 3150 SW 42nd Ave, Palm City, FL 34990