



Meeting Minutes Young Professionals of Martin County May 14, 2019 Board Meeting

Present: Kevin Burn, Morgan Murphy, Julian Maiucci, Justin Madigan, Brian Ake, Candace Callahan, Sam Bruning, Courtney Buckel, Amy Snow, Jessica Allman, Megan Petroff

Absent: Spencer Perna, Michelle Miller, Jessica Grassi, Phil DeBeard

Call to Order Board Meeting: 5:43pm **Moved: Julian** **2nd: Amy**

Approval of April's Meeting Minutes: **Moved: Sam, 2nd: Justin**

President/Admin.

- **Doddle Poll with regard to meeting time:**
 - Results: 9 votes for 5:30pm, 5 votes for 5:45pm, 4 votes for 6pm, 0 for both 6:30 & 6:15
 - Meetings will remain at 5:30pm

Communication Committee

- Website Development (Paid Jennifer Wiggins): June 1st Launch Date
- Candace shares recommendations for corporate sponsor opportunities for YPMC:
 - *Corporate Sponsorships are valid for a calendar year.
 - Corporate Sponsor: \$2,500
 - (4) memberships Additional Members \$45/pp
 - Logo displayed on each YPMC e-blast
 - Logo displayed on each YPMC event flyer (24)
 - Logo on each page of YPMC website
 - Logo on Membership T-shirts
 - Logo sponsor display banner
 - Shout out and recognition at each YPMC event
 - Opportunity to host a 'Coffee & Connect' or 'Mix & Mingle' at no charge
 - Corporate Sponsorship \$500 – Non Profit (501c3) rate \$200
 - (2) memberships – Additional Memberships \$45/pp
 - Logo displayed on each YPMC e-blast
 - Logo displayed on sponsor page of YPMC website
 - Shout out and recognition at each YPMC event
 - YPMC November 'Futures Luncheon' Sponsorship \$1,000
 - Included in all media vehicles prior and after event

- Logo on event flyer
 - Logo on event banner
 - Reserved Table for (6) at event
 - Table to display marketing materials at event
 - Opportunity to address attendees
 - Company banner to display at event
- Corporate Membership \$250
 - (2) Memberships
 - Logo displayed on Sponsorship page of YPMC website
- Individual Membership \$90
 - Profile on YPMC Member Directory
- Event Sponsor \$250 – Networking Breakfast or Networking Luncheon
 - Logo on event Flyer
 - Logo on event registration page
 - Logo on event signage
 - Opportunity to present to group with a 5-10 min presentation
- Motion to approve pricing schedule, 1st: Amy, 2nd: Justin, All in Favor
- Action Item: Candace will send any revisions to these sponsorship opportunities to the board
- Action Item: Budget & Fundraising Committee will do an analysis on the pricing schedule

Networking/Membership Committee

- Annual Membership will be increasing from \$75 to \$90
- Action Item: Amy needs to create a process and procedures manual with regards to website / CRM access
- Action Item: Morgan will check the previous minutes on the per T-shirt cost that was approved

Professional Enrichment Committee

- Giving Policy – Action Item: Courtney will set meeting with Cindy LaConte to discuss LEADERShip

Outreach Committee

- Business Expo on 5/16/2019: YPMC will have their own booth
- Summer Bash (Budget), Etc.: Candace gives recap from last year which was kept under budget.
 - Candace hands out Budget Request form with cost breakdown for this year:
 - Décor & Misc Items - \$150
 - Bar / Catering Supplies - \$300
 - Linen and Table Rentals: (6) hightops, linens for all tables, fans - \$350
 - (2) speakers & (1) wireless mic rental - \$250
 - Mobile Bar Service - \$500

- Food/Caterer - \$1,000
 - Social Media Promotion - \$100
 - Print Promotion - \$100
- Total Budget Request for event: \$2,750, **Motion to approved, 1st Jessica Allman, 2nd Sam, All in Favor**
- Humane Society Pup Crawl Sponsorship (Saturday, August 3rd) fee of \$250 includes:
 - Company logo on Facebook event cover image
 - Company logo on event flyer
 - Company given a shout out on Facebook event page and on other social media platforms
 - Company banner on display at event (sponsor provides)
 - Table display with company's promotional items and marketing materials
 - Help with Registration
 - (2) free entries to the event
 - **Motion to approve \$250 sponsorship, 1st Brian, 2nd Jessica Allman, All in Favor**

Legislative Committee

- Phil absent
- Kevin mentions that there is a new Executive Director of the BDBMC

Rules Committee

- Morgan directed meeting minutes to Jennifer to be added to the website **but still needs to send updated bylaws.**
- Policy Manual – Reviewed and approved by Phil
 - **Action Items:** Morgan will email a copy to the board.

Budget and Fundraising Committee

- Budget – Kevin and Jessica present 2019 Budget, **Motion to approve budget which can be amended, 1st Megan, 2nd Candace, All in Favor**
- 990 – Jessica filed
- Financials do not have to be public on our website
- After giving sponsor CRI CPAs consideration the committee has decided to go with Loggerhead's CPA, **motion to approve: 1st Jessica Allman, 2nd Sam, All in Favor**
- After Kevin and Jessica met with Cynthia Dantzerward from CRI CPAs (via Morgan) they've decided to add her to the Budget and Fundraising Committee.
- Jessica Allman suggests that each executive board member start thinking about a succession plan for when they are ready to retire from the board.

Other Business

- Sam Bruning – Discussion of Compensation of YP Director **[Tabled]**
 - **Action Item:** Sam will write a proposal to present to the board

- **Action Item:** Each board member needs to come ready to next month's meeting with thoughts and questions to discuss.
- **Action Item:** Phil needs to attend next meeting to weigh in as far as legalities are concerned.
- **Action Item:** Kevin will speak with CPA in regarding 1099

End of Meetings: time: 7:22pm **Moved: Julian** **2nd: Sam**

Action Items:

- Candace will send revision of her proposed sponsorship opportunities to the board
- Budget & Fundraising Committee will do an analysis on the pricing schedule of proposed sponsorship opportunities
- Amy needs to create a process and procedures manual with regards to website / CRM access
- Morgan will check the previous minutes on the per T-shirt cost that was approved
- Courtney will set meeting with Cindy LaConte to discuss LEADERShip sponsorship
- Morgan needs to send updated bylaws to Jennifer Wiggins for new website.
- Morgan will email a copy of the policy manual to all the board members.
- Sam will write a proposal to present to the board in regards to compensating YP Director
- Each board member needs to come ready to next month's meeting with thoughts and questions to discuss compensating YP Director
- Phil needs to attend next meeting to weigh in as far as legalities are concerned compensating YP Director
- Kevin will speak with CPA in regarding to 1099 for compensating YP Director

Recorded Votes

- **Motion:** To approve pricing schedule for sponsorship opportunities, 1st: Amy, 2nd: Justin, All in Favor, Unanimously Approved
- **Motion:** To Approval Total Budget Request for Summer Bash event: \$2,750, 1st Jessica Allman, 2nd Sam, All in Favor, Unanimously Approved
- **Motion:** To approve \$250 sponsorship for Humane Society Pup Crawl in August, 1st Brian, 2nd Jessica Allman, All in Favor, Unanimously Approved
- **Motion:** To approve 2019 budget which can be amended, 1st Megan, 2nd Candace, All in Favor, Unanimously Approved
- **Motion:** To engage with Loggerhead CPA, 1st Jessica Allman, 2nd Sam, All in Favor, Unanimously Approved

Next Meeting: Tuesday, June 11th, 2019 at 5:30pm; Location: Red Hawk Fire & Security, 3150 SW 42nd Ave, Palm City, FL 34990