

Minutes

Planning Session

Scheduled for 3 hours on Jan. 5th, 2008

Chris Bradburn's House

1515 W Field Ave, Ellisville, MO 63011

In Attendance:

Chris Bradburn	Jeff Risley	Brian Boeckmann	Maurine Schmidt	Jeannie Chan	Sara Dogan
Kathy Morse					

Time	Agenda topics	Speaker
1:15	Meeting called to order	Chris Bradburn
	<p>President's Report</p> <ol style="list-style-type: none">1. Welcome2. Suggested Format<ul style="list-style-type: none">○ Opening Statement<ul style="list-style-type: none">▪ Theme/Objective/Area of Focus▪ Goals/Metrics○ Group Discussion/Feedback○ Calendar items/Events○ Budget○ Closing/Action Items3. President's Plan<ul style="list-style-type: none">○ Theme: Having Fun... Doing Good○ Areas of Focus:<ul style="list-style-type: none">▪ Succession Plan<ul style="list-style-type: none">• New Member recruiting• Member Activation▪ Greater Region Participation<ul style="list-style-type: none">• Co-Sponsored Events• Visitations▪ Community Relations<ul style="list-style-type: none">• Reaffirm Existing Relationships• Build New Relationships were sensible○ Goals/Metrics<ul style="list-style-type: none">▪ Have a core board (4 VPs, Secretary & Treasurer for 2009) in addition to Chairman and President.▪ Maintain membership at current level (basic goal); end year at +15 members (aspiration goal). Currently 45 members.▪ Member activation goal: Have 50% of members participate in 2 or more non-meeting events (ID and Community).▪ 4 Visitations for the year▪ Meet with representative of 2 or more community leaders outside of Ballwin—Manchester, Ellisville, Chesterfield. Lunches with officials and follow up later.4. Discussion/Feedback	Chris Bradburn

	<p>Ideas about attracting new members:</p> <ul style="list-style-type: none"> • Membership orientation • Combine social events with meetings • Speakers at meetings <p>Close to 30 people participated by points in two or more events last year (including attending meetings)</p> <p>5. Calendar Items/Events</p> <ul style="list-style-type: none"> ○ TBD <p>6. Budget</p> <table style="margin-left: 40px;"> <tr><td>Presidential Expenses</td><td style="text-align: right;">\$ (300)</td></tr> <tr><td>Postage/Mailings</td><td style="text-align: right;">\$ (450)</td></tr> <tr><td>Committee Expenses</td><td style="text-align: right;">\$ (480)</td></tr> <tr><td>Insurance</td><td style="text-align: right;">\$ (600)</td></tr> <tr><td>Storage Shed</td><td style="text-align: right;">\$ (1100)</td></tr> <tr><td>General Membership Meetings</td><td style="text-align: right;">\$ (480)</td></tr> <tr><td>PO Box</td><td style="text-align: right;">\$ (150)</td></tr> <tr><td>Internet Web Page</td><td style="text-align: right;">\$ (150)</td></tr> </table> <p>7. Closing/Action Items</p> <p style="margin-left: 40px;">Propose Membership Incentive Plan for 2008</p> <ul style="list-style-type: none"> • Propose new incentive plan by next board meeting • Put together a draft of chapter plan in powerpoint • Meet with Mara to discuss community event dates • Schedule next board meeting half an hour before general membership meeting • Send out Monday Morning Memo on Jaycee Week • Board members should confirm budgets and dates 	Presidential Expenses	\$ (300)	Postage/Mailings	\$ (450)	Committee Expenses	\$ (480)	Insurance	\$ (600)	Storage Shed	\$ (1100)	General Membership Meetings	\$ (480)	PO Box	\$ (150)	Internet Web Page	\$ (150)	
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	<p>Management VP</p> <p>1. Opening Statement</p> <p style="margin-left: 40px;">a. Theme/Objective/Area of Focus</p> <p style="margin-left: 80px;">Similar to prior years. Focus on how to run a management project, show proper steps, get them up to speed by Easter Egg Hunt. Will not do trivia night.</p> <p style="margin-left: 40px;">b. Goals/Metrics</p> <ul style="list-style-type: none"> • \$12,000 dollars net • Create knowledge of how to run a management event, and mentor new members into being able to chair events. • Get 3 members who have never chaired a management project to chair one. • Get 95% of members involved in at least one management event. • Work with community in terms of getting local officials involved. Goal: three events with local business officials. <p>2. Group Discussion/Feedback</p> <ul style="list-style-type: none"> • Should we continue Santa visits? We've had some difficulty finding Santas. • Considering adding Japanese Festival at Botanical Gardens. Tabling this for 	<p>Brian Boeckmann</p>																

	<p>now.</p> <p>3. Calendar items/Events Same as prior years. See 2008 Financial Statement for details. Budget</p> <p>4. Closing/Action Items</p> <ul style="list-style-type: none"> • Confirm dates for revenue producing projects • Board members should think about other potential revenue-producing projects, including how to make the Easter Egg hunt profitable. 	
	<p>Individual Development VP</p> <p>1. Opening Statement</p> <p>a. Theme/Objective/Area of Focus Having fun spending money.</p> <p>b. Goals/Metrics</p> <ul style="list-style-type: none"> • Speakers series, diversity dinners, social activities—at least one of the three will occur on a monthly basis. Speakers can be related to community: community college people, local elected officials, officials from places we volunteer for, etc. We should tie them into membership meetings, maybe 4 throughout the year. Target Feb-April and Sept-Oct as best months for speakers. <p>Possible speaker topics: Local schools, Financial planning, insurance, car maintenance, buying a car without getting ripped off</p> <p>Diversity dinners/Cultural events: Greek dinner at Spiro's on Saturday, February 23rd at 7pm. German Diversity Dinner, March 15, Bevo Mill Mexican Diversity Dinner, September 6, Arcelias, 7pm October 26 (Sunday): Brunch at Pucks and a visit to the Art Museum</p> <p>Social events: Jan 16: Happy hour at Fox and Hounds in the Valley (Sara to chair. She will call to try and reserve back room). 7pm June 4th: Happy hour at Botanical Gardens during Outdoor Concert Series. Beer brewing class at Lukas Liquor. February 9th: Wine tasting at Lukas Liquor at 1pm. May 3rd: bbq class at Smoke and Fire. See Calendar for others</p> <p>2. Group Discussion/Feedback</p> <ul style="list-style-type: none"> • Publicize going out after meetings. <p>3. Calendar items/Events</p> <p>4. Budget</p> <ul style="list-style-type: none"> • Happy hours (6 at \$75 each appetizers only) \$450 total • Speakers Series (gifts for 4-6 at \$15/\$20 each) \$150 total 	<p>Maurine Schmidt</p>

	<ul style="list-style-type: none"> • Diversity Dinners: no cost • Social activities: \$350 TBD <p>Total: \$950</p> <p>5. Closing/Action Items:</p> <ul style="list-style-type: none"> • Follow up on butterfly house • Board should think of additional public speakers • Schedule other happy hours • Sara should call Fox and Hounds about happy hour on Jan 16 	
	<p>Chairman/Membership</p> <p>1. Opening Statement</p> <p>a. Theme/Objective/Area of Focus</p> <p>b. Goals/Metrics</p> <ul style="list-style-type: none"> • Gaining 15 new members <p>2. Group Discussion/Feedback</p> <p>Develop content for website. Reinstitute the buddy system. How do we keep people coming back once they come to something?</p> <p>Ideas:</p> <ul style="list-style-type: none"> • Put fliers on college campuses in the area • Reach out to church and youth groups. • Use management events for recruitment to build membership. • Print business cards and chapter-specific flyers to hand out. • Post articles in HTML on website and send them out to the email list • Babysitting at meetings. <p>3. Calendar items/Events</p> <p>4. Budget</p> <p>5. Closing/Action Items</p> <p>Jeff: Develop a buddy system. Document an onboarding process.</p> <p>Jeannie: Will develop a business card for Jaycees.</p>	Jeff Risley
	<p>Community VP</p> <p>1. Unavailable for comment</p>	Mara Otley
	<p>Finalize Chapter Plan</p> <p>1. Review Presentation from 2007</p>	Chris Bradburn
	Meeting adjourned	

Actions Items

Chris:

- Propose new incentive plan by next board meeting
- Put together a draft of chapter plan in Powerpoint
- Meet with Mara to discuss community event dates
- Schedule next board meeting half an hour before general membership meeting

- Send out Monday Morning Memo on Jaycee Week

Brian:

- Confirm dates for revenue producing projects

Maureen:

- Follow up on butterfly house
- Schedule other happy hours

Jeff:

- Develop a buddy system.
- Document an onboarding process.

Jeannie:

- Develop a business card for Jaycees.

Sara:

- Call Fox and Hounds about Happy Hour Wed Jan 16th.

Entire Board:

- Confirm budgets and dates
- Board members should think about other potential revenue-producing projects, including how to make the Easter Egg Hunt profitable.
- Board should think of additional public speakers for meetings