

## Final - Meeting Minutes

Meeting Attendees Check (X) indicates "attendance"			
X	Jason Schulist	X	Debra Setman
	Chris Wilson	X	Renae Hesselink
X	Phil Berry	X	Les Sutherland
X	Willie Brown	X	Kevin Swiatoschick



### DATE, TIME, and PLACE

Date: 1/21/2010	Time: 11:00 a.m. – 3:00 p.m.	Place: Ann Arbor– Ashley Mews
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### ROLES

LEADER: Jason Schulist	Timekeeper: Renae Hesselink	Recorder: Jason Schulist
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### MEETING PURPOSE

Leadership Resource Planning Meeting
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AGENDA ITEM		ACTI ON	LEADER
11:00 - 11:05	Approval of Agenda	D	All
11:05 - 11:15	Approval of Previous meeting minutes	D	All
11:15 - 11:35	Chair Report	I,C	Schulist
11:35 - 12:05	Vice Chair Report	I,C, D	Setman
12:05 - 12:15	Secretary's Report	I,C	Wilson
12:15 – 12:45	Treasurer's Report	I,C	Sutherland
12:45 – 1:00	Membership Report	I,C	Berry
1:00 – 1:15	Marketing Report	I,C	Hesselink
1:15 - 1:45	City of Detroit	I,C, D	Setman
1:45 - 2:15	Fund Raising Committee	I,C	Brown
2:15- 2:30	Any Other Business	I,C	All
2:30 – 2:45	AAR	I,C	Schulist
2:45 – 3:00	Summary of Actions	I	Schulist
I = Information (information sharing/one-way)		C = Consultation (information sharing, questions, clarification, exchange of ideas)	
		D = Decision Making (information processing, analysis and decision)	

### Next Meeting

<b>Date:</b> February 18, 2011	<b>Time:</b> 10:00-3:00	<b>Place:</b> Grand Rapids, TBD
<b>Leader :</b> Schulist	<b>Facilitator:</b>	<b>Recorder:</b> Wilson

### Meeting Minutes:

- Started at 11:15am
- Approval of the agenda: Motion: Les, Phil 2<sup>nd</sup>, all in favor
- Approval of previous meeting minutes as amended in the meeting: Motion – Deb, 2<sup>nd</sup> by Phil, all in favor
- Amended by-laws with signatures of Board members ongoing
- Role of Advisory group discussed

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- Vice-Chair report: Reviewed event list and made decisions with respect to list
- Secretary report: 501c6 application is 80% complete.
- Treasurer's Report: See attached financial statement
- Membership Report: 114 members, new application being worked on, 3 people not in the database
- Marketing Report: Sent out a form on the mapping exercise; reviewed draft of 2011 marketing plan
- City of Detroit Report: 8 interviews complete for the Pam Moore workforce development event. Deb is lead facilitator supported by Willie and Bev Brown on days 1 and 2 respectively, Les as lead documenter with Kevin and Rebecca Krause supporting. Phil and Jason to support on Day 2 as well. Work funded by NEI grant. Sent proposal to Kim James awaiting reply. Interviews went well and scoped the event to internal contracting focus.
- Project Update report – Lot of expected interest, Les's focus on governments – state, city, and local
- Outreach Committee – No update
- Fund Raising Committee – looking at 3 methods – individual, corporate, and governmental. Our best stream is pursuing grant money from private foundations on specific projects – awaiting 501c6 to move forward
- Discussed blog info and process – Renae to review blogs before posting and send to Kevin.
- We will also track hits of the website monthly.
- Paypal update – waiting on 501c6 for tax purposes. Paypal is working on the site.
- Renae suggested potential programs like Lean 101 that could be a webinar/online training that we would offer to members.
- AAR - discussed to actions to fix the agenda and for people to come 15 minutes early to start on time.
- Adjourned at 2:46pm

	Date Assigned	Due Date	Action Items	Lead
1	1/21/11	1/25	Post meeting minutes as a PDF file	Kevin
2	1/21/11	1/21	Send email list to the Board	Kevin
3	1/21/11	1/24	Send Email to MLC members on committees	Jason
4	1/21/11	2/1	Develop Role of the Advisory Group	Jason
5	1/21/11	2/18	Contact list of potential advisors and get feedback responses	Jason Deb
6	1/21/11	2/18	Complete final draft of 2011 membership application	Phil
7	1/21/11	2/4	Fill out mapping exercise form from Renae	All
8	1/21/11	1/24	Send Conflict of Interest policy	Renae
9	1/21/11	2/18	Report out web hits at board meeting	Kevin Renae
10	1/21/11	2/15	Validate that your email address is working and feed info to Kevin	All

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11	1/21/11	2/4	Add Business cards to the agenda for next meeting	Chris
12	1/21/11	1/24	Send email to existing advisory group about the new committees	Phil
13	1/21/11	1/31	Develop Survey monkey survey for next event	Phil
14	1/21/11	2/4	Modify the standing agenda to add outreach and project committee	Chris