



**IMAGIN Inc.**  
**416 South Cedar St, Ste C**  
**Lansing, MI 48912**  
**517-338-3035 x 709**  
**866-298-2115**  
**www.imagin.org**

#### 2016/2017 Board of Directors:

Thomas Van Bruggen: President (2017)	Andrew Giguere (2018)	Bill Rowe (2018)
Sarah Merz: Vice President (2018)	Brodey Hill (2018)	Lori Schultz (2017)
Scott Ambs: Treasurer (2017)	Jonathon Merrick (2018)	Kathleen Stack (2017)
Pete Schneider: Secretary (2018)	Janet Moadlo (2017)	Scott Swan (2018)
Chad Collins (2017)	Diane O'Connell (2018)	Michael Woods (2017)

### **Minutes of the IMAGIN Inc. Board of Directors Meeting** **Friday, August 12, 2016** **Location: Teleconference**

#### **1. Call to Order - Board Member Roll Call**

##### **1.1. President Thomas Van Bruggen called the meeting to order at 9:06 am**

##### **1.2. Roll Call**

President Thomas Van Bruggen: Present  
Vice President Sarah Merz: Present  
Treasurer Scott Ambs: Present  
Secretary Peter Schneider: Present  
Chad Collins: Present  
Andrew Giguere: Absent  
Brodey Hill: Present  
Jonathon Merrick: Present  
Janet Moadlo: Present  
Diane O'Connell: Present  
Bill Rowe: Present  
Lori Schultz: Present  
Kathleen Stack: Present  
Scott Swan: Absent  
Michael Woods: Absent

Quorum Obtained

Others present:

Maryellen Jansen (Riehl Solutions)

#### **2. Approval of Agenda**

**Thomas Van Bruggen presented the agenda**

**Sarah Merz motioned and Bill Rowe supported the motion to accept the agenda.**

**Motion carried**

#### **3. Approval of Minutes from July 15, 2016 IMAGIN Board of Directors Meeting**

**Thomas Van Bruggen pointed out several flaws with the meeting minutes:**

On page 4, section 8 the header reads 2015/2016 Meeting Schedule Review. It should read 2016/2017 Meeting Schedule Review. This has been changed in the minutes.

On page 3, section 9, sub-point 9.1 the date was incorrect. The date showed August 12, 2017 meeting. The date should have read August 12, 2016. This has been changed in the minutes.

On page 4, section 13, the date was incorrect. The date showed July 15, 2017. The date should have read July 15, 2016. This has been changed in the minutes.

On page 26, as part of the Planning Session, an incorrect date was supplied in action item AI-2017-04. The

date read August 12, 2017. The date should have read August 12, 2016. This has been changed in the minutes.

**Scott Ambs motioned and Sarah Merz supported the motion to accept the minutes of the July 15, 2016 IMAGIN Board of Directors Meeting with the changes noted.**

**Motion carried**

**4. Resignation of Michael Woods from the IMAGIN Board of Directors**

**Thomas Van Bruggen shared the resignation of Board member Michael Woods. Woods emailed the Board regarding his resignation.**

**Thomas Van Bruggen motioned to accept Woods' resignation. Scott Ambs supported the motion.**

**Motion carried**

**5. Appointment of Director to fill vacant seat**

**Bill Rowe gave a brief history of how Board Member resignations and the accompanying board vacancies have been handled.**

**Discussion was held regarding candidates and how to proceed with filling the vacant slot.**

**6. Treasurers Report**

**Scott Ambs reported that IMAGIN has \$32,613.71 across all accounts. Comparing to last year, IMAGIN had \$20,387 across all accounts. Ambs noted that income from this year to last is down almost \$5,000. Maryellen Jansen informed Ambs that this year is the first year of breaking out registration types as individual line items, which is the cause for that disparity.**

**Ambs concluded by reporting that conference revenues were around \$51,000 in 2015 whereas this year the conference brought in \$54,500.**

**Pete Schneider moved to approve the Treasurers Report. Chad Collins seconded the motion.**

**Motion carried**

**7. Old Business – Review Action Items**

**Thomas Van Bruggen reviewed the open action items.**

**AI-2017-01: All Board members shall search for articles that can be used in future newsletters**

**AI-2017-02: Board members shall review the bad email contacts list and submit those changes to either Thomas Van Bruggen or Pete Schneider**

**AI-2017-03: Teams need to clean up the Dropbox files for their respective team by the September 16, 2016 meeting.**

**AI-2017-04: All teams must SMART goals developed by the September 16, 2016 meeting.**

**AI-2017-05: All team chairs shall submit their budgets to the Treasurer by the end of the day August 26, 2016.**

**Van Bruggen closed action item AI-2017-02.**

## **8. Team Reports**

### **8.1. Executive Team**

Thomas Van Bruggen reported that the team met on Thursday 8/11/16 and discussed the meeting agenda and the Michael Woods resignation.

### **8.2. Communications Team**

Sarah Merz asked the Board to give the team articles. She stressed that the team is willing to do the leg work to research and contact people for the articles, however that the team needs leads on stories. Merz continued by stating that the team has started SMART goal development. Merz finished by informing the Board that the team is going to develop a flyer for Board members to carry and distribute interested.

### **8.3. Conference Team**

Chad Collins sent out an email to the team with their SMART goals.

Thomas Van Bruggen reported that IMAGIN has signed a contract with Park Place Hotel. The hotel is also putting together a proposal for 2018.

### **8.4. Nominating & Governance Team**

Bill Rowe reported that they worked on the Michael Woods's resignation and vacancy and is prepping for the 2017 election.

### **8.5. Professional Development Team**

Scott Ambs reported that the team is meeting on Tuesday 8/16/2016.

### **8.6. Student Poster & Paper Competition Team**

Pete Schneider reported that the team has met and has reached out to the State of Michigan and Lansing Community College in an effort to partner with them to host the competition.

## **9. IMAGIN E-mail Accounts & Address Forward Verification**

Thomas Van Bruggen informed the Board that email accounts have been updated and that Board members should be receiving correspondence to their preferred email account.

## **10. State of Michigan Parcel Pilot Program Update**

Thomas Van Bruggen reported that the parcel pilot group met a couple weeks ago. The State reported that they are developing some internal applications and are bringing new counties on board.

## **11. State of Michigan Framework Program Changes**

Thomas Van Bruggen addressed State of Michigan Framework Program changes and clarified some questions.

## **12. New Business**

Thomas Van Bruggen informed Board members not present at the July planning session that they will have to sign policy and procedure documents and return them to Maryellen Jansen.

### **13. Upcoming Meetings**

- 13.1. September 16, 2016 9:00 am to 10:30 am – Board Meeting Teleconference
- 13.2. **October 14, 2016 9:30 am to 1:00 pm – Board Meeting – Face to Face – Mt. Pleasant, MI**
- 13.3. November 18, 2016 9:00 am to 10:30 am – Board Meeting Teleconference

### **14. Closing Roundtable**

Nothing heard during this section.

### **15. Adjournment**

Scott Ambs motioned and Sarah Merz supported the motion to adjourn the August 12, 2016 IMAGIN Board of Directors meeting at 10:28 am.

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN

**IMAGIN, Inc.**  
416 S Cedar St  
Suite C  
Lansing, MI 48912

**Balance Sheet [Cash]**

**As of July 2016**

8/3/16

9:33:18 AM

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Assets		
Imagin Savings S1	7,103.95	
Educational Scholarship Fund	4,291.71	
Imagin Checking S4	21,218.05	
Total Assets	<u>21,218.05</u>	<u>32,613.71</u>
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	11,144.75	
Current Earnings	18,838.96	
Total Equity	<u>18,838.96</u>	<u>32,613.71</u>
Total Liability & Equity	<u>32,613.71</u>	<u>32,613.71</u>

**Profit & Loss Statement [Cash]**

**October 2015 through July 2016**

8/3/16  
9:34:11 AM

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Income		
Contributions Income		
Educational Scholarship	1,188.00	
Total Contributions Income		<u>1,188.00</u>
Annual Conference Revenue		
Gold Level Exhibit Booth Sales	7,000.00	
Silver Level Booth Sales	4,950.00	
Conference Sponsors, Non-Booth		
Non-Booth Sponsor / Ad	1,650.00	
Pre Conference Social Activity	300.00	
Awards Luncheon Sponsor	500.00	
Euchre Tournament	500.00	
FirePit Sponsor	400.00	
Map Gallery	300.00	
Attendee Regis Social Act.	410.00	
Member Full Conference	26,520.00	
Single Day Member	1,050.00	
Non-Member Full Conference	9,200.00	
Non-Member Single Day	800.00	
Student Registration	550.00	
Non-Vendor Sponsorships	450.00	
Total Annual Conference Revenue		<u>54,580.00</u>
Membership Dues		
Membership Dues	14,785.00	
Total Membership Dues		<u>14,785.00</u>
Dividend Income		4.37
Educational Class Registration		1,730.00
Total Income		<u>72,287.37</u>
Expenses		
Bank Service Charges		1.00
Credit Card Processing Fees		1,556.20
Board Meetings		
Board Meeting Food Costs	95.65	
Board Meeting Lodging Expenses	359.20	
Mileage	86.02	
Total Board Meetings		<u>540.87</u>
Team Expenses		
Communications Team - Printing	928.32	
Total Team Expenses		<u>928.32</u>
Conference Expenses		
Facilities Expenses		
Audiovisual Expenses	735.56	
Meeting Room Rental	1,080.00	
Exhibitor Table / Booth Rental	768.00	
Food and Beverage	14,625.96	
Marketing / Graphics		
Postage	119.29	
Program Printing	365.33	
Photocopies	5.72	
Conference On Site Signage	338.70	
Graphic Desgin Services	1,075.00	
Marketing / Publicity	494.50	

# IMAGIN, Inc.

## Profit & Loss Statement [Cash]

October 2015 through July 2016

8/3/16

9:34:11 AM

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Registration Supplies	103.84	
Member Recognition Expense	240.57	
Attendee Premiums/ Give Aways	1,591.64	
Social Event Expenses		
PreConference Social Activity	640.00	
Euchre Tournament Expenses	350.00	
Monday Social Event Beverages	1,262.40	
Vendor Appreciation Food	901.20	
Staff Travel/ Meals	581.92	
Speaker Expenses		
Speaker Gifts	572.77	
Speaker Meals/Travel	304.28	
SPPC Rooms	98.69	
Total Conference Expenses	<u>26,255.37</u>	
Educational Class Expense	834.39	
Licensing	20.00	
Postage & Delivery		
Postage	123.87	
Total Postage & Delivery	<u>123.87</u>	
Professional Fees		
Professional Fees	21,375.00	
Total Professional Fees	<u>21,375.00</u>	
Program Expense		
Student Scholarship Award	500.00	
SPPC	1,000.00	
Total Program Expense	<u>1,500.00</u>	
Other Expenses	77.00	
Telephone		
Telephone - Conference Calls	20.00	
Total Telephone	<u>20.00</u>	
Web Hosting	181.39	
To Be Determined	35.00	
Total Expenses	<u>53,448.41</u>	
Operating Profit	<u>18,838.96</u>	
Other Expense		
Net Profit/(Loss)	<u><u>18,838.96</u></u>	