



IMAGIN Inc.
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2013/2014 Board of Directors:

Scott Ambs: President (2015)	Andrew Brenner (2014)	Shane Pavlak (2015)
Bill Rowe: Vice President (2014)	Chad Collins (2013)	Peter Schneider (2014)
Aaron Boos: Treasurer (2014)	Dharmesh Jain (2015)	Lori Schultz (2015)
Thomas Van Bruggen: Secretary (2015)	Sarah Merz (2014)	Scott Swan (2014)
Robbie Beller (2015)	Dianne O'Connell (2014)	Michael Woods (2015)

Minutes of the IMAGIN Inc. Board of Directors Meeting

Friday, October 18, 2013

Location: Central Michigan University Bovee University Center, Mt. Pleasant, MI

1. Call to Order - Board Member Roll Call

1.1. President Scott Ambs called the meeting to order at 9:31 AM

1.2. Roll Call

President Scott Ambs: Present
Vice President Bill Rowe: Teleconference
Treasurer Aaron Boos: Present
Secretary Thomas Van Bruggen: Present
Robbie Beller: Present
Andrew Brenner: Present
Chad Collins: Present
Dharmesh Jain: Present
Sarah Merz: Present
Diane O'Connell: Present
Shane Pavlak: Present
Peter Schneider: Present
Lori Schultz: Teleconference
Scott Swan: Teleconference
Michael Woods: Present

Quorum Obtained

1.3. Others In Attendance

Maryellen Jansen – Riehl Solutions

2. Approval of Agenda

Moved by Thomas Van Bruggen and supported by Andrew Brenner to approve the agenda as presented.

Motion Carried

3. Review and Approval of Board Meeting Minutes

Moved by Sarah Merz and supported by Peter Schneider to approve the minutes of the September 13, 2013 Board Meeting

Motion Carried

Treasurers Report

Aaron Boos presented the Treasurer Report as follows:

Checking Account Balance: \$4,677.00

Notable transactions: \$2500 withdrawal for management fees.

Savings Account Balance: \$2,229.00

No change from previous report

Combined Account Balance: \$6,906.00

Open Discussion:

The question was asked if IMAGIN will be able to not go in the red. It was the opinion that with membership renewals going out by the end of October or first of November that we will be fine.

Membership renewals only go out in the mail to current (previous year) members, but could also go to members from one year back.

Moved by Dharmesh Jain and supported by Sarah Merz to approve the Treasurer's report as presented.

Motion Carried

The Balance Sheet report is attached to these minutes as Addendum 1: Balance Sheet

The Profit and Loss report is attached to these minutes as Addendum 2: Profit & Loss

4. Old Business

Scott Ambs reviewed the Action Item List

5. 2014 Budget

Aaron Boos presented the budget worksheet and a work session was held to set the budget for the 2013-2014 year.

Moved by Scott Ambs and supported by Andrew Brenner to approve the budget as presented.

The 2013-2014 IMAGIN Budget, as approved, is attached to these minutes as Addendum 3: Budget

AI-2013-10: ACTION ITEM: Thomas Van Bruggen to work with Michael Henderson on 5% fees Add Processing Fees to website at 5.00%

AI-2013-11: ACTION ITEM: Exec Team and Andrew Brenner to negotiate contract by the November Meeting.

6. Team Breakout Sessions

Member	Collaboration	Communication	Conference	Education	Membership	SPPC	Prof Rec
Scott Ambs	X				X		
Bill Rowe				X	X		
Aaron Boos	X		X				
Thomas Van Bruggen		X					X
Robbie Beller				X	LEAD		
Andrew Brenner			LEAD				
Chad Collins				LEAD			X
Dharmesh Jain	LEAD				X		
Sarah Merz		LEAD				X	
Diane O'Connell	X					X	LEAD
Shane Pavlak			X			X	
Peter Schneider			X			LEAD	
Lori Schultz		X	X				
Scott Swan				X			X
Michael Woods		X				X	

From 10:30 am until 12:30 am, breakout team meetings were held at various locations in the Bovee University Center.

7. Team Reports

7.1. Executive Team

Scott Ambs reported that the team met to discuss today's meeting and the budget.

7.2. Conference Team

Andrew Brenner reported that the team is looking at keynote speakers and track chairs. The conference format will be similar to this past year. Sunday afternoon will have an early evening event to bring people in. A lot of new ideas about the direction of the industry are being discussed for implementation into the conference.

7.3. Education Team

Chad Collins reported that the team met today and decided to focus more on website utilization for education resources. Additional content for webinars of our own as well as linking to others webinars. Also education for topics for items such as the SAW grant. The team will also work with the Conference Team for workshops.

Open discussion regarding the marketing of the education events.

7.4. Student Paper and Poster Competition Team

Pete Schneider reported that the team has determined purse values of \$300 for 1st place, \$150 for 2nd place, and \$50 for third place for both the paper and poster competitions. Judges are being contacted, and two have been confirmed. Ashton Shortridge at MSU and Frank Sobie at CS Mott Community college have agreed to be a judge. The team is looking for a third and alternate judge. The first email blast went out last week to 100+ contacts in the education field contact list. The first round of phone calls for contacts at education institutions have been made. Scoring rubrics for the competition are being developed.

Open Discussion:

Possible way to recognize the University and professor who referred the student into the contest.

7.5. Professional Recognition Team

Thomas Van Bruggen reported that the team met and discussed website content, the silent auction and fund, and changing the Jim Living Geospatial Achievement Award to the IMAGIN Geospatial Achievement Award. The team will be meeting again in November.

7.6. Communication Team

Sarah Merz reported that the team has been meeting regularly. Facebook and LinkedIn profiles are in use and the website is being continually updated. The team is going to be working on enhancements to the calendar / list of events. The IMAGIN database is being worked on. The first release of the new IMAGIN newsletter will be published in January of 2014. The team is also working on branding throughout all IMAGIN publications.

7.7. Collaboration Team

Dharmesh Jain reported that the team met and discussed the team goals. The first two goals are mostly accomplished and the team will be meeting November 5 at 10:00 am.

The first goal is to identify at least three organizations to collaborate with. MiCAMP, MAA, and Michigan Planners group are the first groups identified and will be reviewed.

7.8. Membership Team

Robbie Beller reported that the team met and is looking to obtain a membership list to review. The team is also working on looking at the collaboration partners. The team will also be looking into potential changes of the price structure. The team will also work on some marketing materials in coordination with the communication team.

8. Closing Roundtable

Consensus that the meeting today was productive utilizing the new format for the meeting.

9. Next Meeting Date

November 8, 2013
9:00 AM
Teleconference

10. Adjournment

Moved by Thomas Van Bruggen and supported by Andrew Brenner to adjourn the October 18, 2013 IMAGIN Board Meeting at 1:14 pm.

Motion Carried

Minutes respectfully submitted by Thomas Van Bruggen, IMAGIN Secretary

Balance Sheet [Cash]**As of September 2013**10/7/13
1:39:31 PM

Assets		
Imagin Savings S1	2,229.36	
Educational Scholarship Fund	677.10	
Imagin Checking S4	4,677.04	
Total Assets	<u>7,583.50</u>	<u>7,583.50</u>
Liabilities		
Equity		
Temporary Unrestricted	2,630.00	
Retained Earnings	7,643.18	
Current Earnings	(2,689.68)	
Total Equity	<u>7,583.50</u>	<u>7,583.50</u>
Total Liability & Equity	<u>7,583.50</u>	<u>7,583.50</u>

Profit & Loss Statement [Cash]

October 2012 through September 2013

10/7/13
 1:54:34 PM

Income	
Contributions Income	
Jim Living Scholarship Fund	500.00
Educational Scholarship	677.00
Total Contributions Income	<u>1,177.00</u>
Convention Revenue	
Exhibit Booth Sales	9,500.00
Conference Registrations	23,775.00
Non-Vendor Expo Sponsorships	1,050.00
Total Convention Revenue	<u>34,325.00</u>
Membership Dues	
Membership Dues	13,095.00
Total Membership Dues	<u>13,095.00</u>
Checking Interest	0.24
Dividend Income	1.18
Other Income	9.17
Total Income	<u>48,607.59</u>
Expenses	
Bank Service Charges	50.00
Credit Card Processing Fees	1,181.48
Board Meetings	
Board Meeting Food Costs	215.48
Non-Conference Facility Rental	320.00
Total Board Meetings	<u>535.48</u>
Conference Expenses	
Conference Supplies Misc.	144.69
Member Recognition Expense	603.96
Annual Conference Costs	14,056.07
Total Conference Expenses	<u>14,804.72</u>
Postage & Delivery	
Postage	95.30
Total Postage & Delivery	<u>95.30</u>
Professional Fees	
Professional Fees	32,500.00
Total Professional Fees	<u>32,500.00</u>
Program Expense	
Jim Living Scholarship Award	500.00
SPPC	1,000.00
Total Program Expense	<u>1,500.00</u>
Office Expense	32.35
Other Expenses	132.06
Telephone	
Telephone - Conference Calls	110.00
Total Telephone	<u>110.00</u>
Web Hosting	155.88
Organizational Memberships	200.00
Total Expenses	<u>51,297.27</u>
Operating Profit	<u>(2,689.68)</u>
Other Expense	
Net Profit/(Loss)	<u><u>(2,689.68)</u></u>

A3: 2013-2014 IMAGIN Budget

Revenue:	2011-2012 Actual	2012-2013 Actual	Average	2013- 2014 Budget
Jim Living Scholarship Fund	\$500.00	\$500.00	\$500.00	\$500.00
Silent Auction	\$0.00	\$677.00	\$338.50	\$500.00
Conference	\$41,115.00	\$28,375.00	\$34,745.00	\$41,125.00
Membership Dues	\$11,285.00	\$13,095.00	\$12,190.00	\$13,000.00
Checking Interest	\$7.24	\$0.24	\$3.74	\$0.00
Processing (Credit Card Processing)				\$1,200.00
Dividend Income	\$2.19	\$1.06	\$1.63	\$0.00
Other Income	\$0.00	\$9.17	\$2.00	\$0.00
Adjustment for Deferred Income	\$495.00	\$0.00	\$247.50	\$0.00
Total Revenue:	\$53,404.43	\$42,657.47	\$48,028.37	\$56,325.00
Expenses:	2011-2012 Actual	2012-2013 Actual	Average	2013 - 2014 Budget
Bank Service Charges	\$0.00	(\$50.00)	(\$25.00)	\$0.00
Credit Card Processing Fees	(\$752.00)	(\$1,156.95)	(\$954.48)	(\$600.00)
Board Meeting Food Cost	(\$230.00)	(\$215.48)	(\$222.74)	(\$200.00)
Communications Team	\$0.00	\$0.00	\$0.00	(\$1,500.00)
Conference Team	\$0.00	\$0.00	\$0.00	\$0.00
Collaboration Team	\$0.00	\$0.00	\$0.00	\$0.00
Educational Team	\$0.00	\$0.00	\$0.00	\$0.00
Executive Team	\$0.00	\$0.00	\$0.00	\$0.00
Membership Team	\$0.00	\$0.00	\$0.00	\$0.00
Professional Recognition Team	\$0.00	\$0.00	\$0.00	\$0.00
SPPC Team	(\$500.00)	(\$1,000.00)	(\$750.00)	(\$1,000.00)
Non-Conference Facility Rental	\$0.00	(\$320.00)	(\$160.00)	(\$300.00)
Conference Supplies Misc.	\$0.00	(\$144.69)	(\$72.35)	\$0.00
Member Recognition Expense	(\$541.21)	(\$603.96)	(\$572.59)	\$0.00
Annual Conference Costs	(\$17,844.00)	(\$13,408.00)	(\$15,626.00)	(\$19,490.00)
Postage	(\$14.68)	(\$95.30)	(\$54.99)	(\$100.00)
Professional Fees	(\$27,025.00)	(\$30,000.00)	(\$28,512.50)	(\$30,000.00)
Jim Living Schilarship Award	(\$500.00)	(\$500.00)	(\$500.00)	(\$500.00)
Office Expense	(\$137.64)	(\$32.35)	(\$85.00)	(\$50.00)
Other Expenses	(\$20.00)	(\$132.06)	(\$76.03)	(\$150.00)
Telephone Land Line	(\$103.77)	\$0.00	(\$51.89)	\$0.00
Telephone Conference Calls	(\$145.00)	(\$110.00)	(\$127.50)	(\$100.00)
Web Hosting	(\$155.00)	(\$155.88)	(\$155.44)	(\$160.00)
Organizational Memberships	\$0.00	(\$200.00)	(\$100.00)	(\$200.00)
Adjustment for Defferreed Expenses	(\$31.06)	\$0.00	(\$15.53)	\$0.00
Total Expenses:	(\$47,999.36)	(\$48,124.67)	(\$48,062.02)	(\$54,350.00)
Net Revenue (Loss)	\$5,405.07	-\$5,467.20	-\$33.65	\$1,975.00

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