



IMAGIN Inc.
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2014/2015 Board of Directors:

Thomas Van Bruggen: President (2015)	Chad Collins (2015)	Shane Pavlak (2015)
Sarah Merz: Vice President (2016)	Andrew Giguere (2016)	Bill Rowe (2016)
Scott Ambs: Treasurer (2015)	Brodey Hill (2016)	Lori Schultz (2015)
Pete Schneider: Secretary (2016)	Dharmesh Jain (2015)	Scott Swan (2016)
Andrew Brenner (2016)	Diane O'Connell (2016)	Michael Woods (2015)

Minutes of the IMAGIN Inc. Board of Directors Meeting **Friday, July 11, 2014** **Location: Teleconference**

1. Call to Order - Board Member Roll Call

1.1. President Thomas Van Bruggen called the meeting to order at 9:03 am

1.2. Roll Call

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

Others Present:
Maryellen Jansen - Riehl Solutions

Quorum Obtained

2. Approval of Agenda

President Thomas Van Bruggen presented the agenda for the meeting

Moved by Scott Ambs and supported by Sarah Merz to approve the agenda

Motion carried

3. Approval of Minutes from June 6, IMAGIN Board of Directors Planning Session

Sarah Merz expressed concern with team assignments, citing confusion about placement of the Conference team

Thomas Van Bruggen advised that the Board of Directors will take a second look during the meeting agenda

Moved by Sarah Merz and supported by Andrew Brenner to approve the minutes of the June 6, 2014 planning session

4. Treasurers Report

Scott Ambs reported that IMAGIN has \$13,679.52 cash on hand. Ambs noted that the charge for the conference center has cleared. He also stated that IMAGIN appears to be in a slightly better

place than last year.

Scott Ambs moved and was supported by Dharmesh Jain to approve the Treasurers Report

5. Recap of IMAGIN Planning Session

Thomas Van Bruggen thanked the Board of Directors for attending and actively participating in the June planning session.

Dharmesh Jain asked "what will happen to current activities for teams that have been condensed?" Thomas Van Bruggen answered by stating that the teams that were absorbed by other teams (Professional Recognition, Education, and Collaboration) will have the opportunity to continue their work on those open goals and activities as part of the new teams.

6. IMAGIN Team Structure and Assignments

Bill Rowe started discussion about the Nominating and Governance team being absorbed by the Executive Team. Discussion led to a motion.

Bill Rowe moved to keep the Nominating and Governance team as its own team instead of placing those responsibilities on the Executive Team. The motion was supported by Lori Schultz.

Pete Schneider opposed.

Motion carried

6.1.1. Executive Team

6.1.1.1. Team Members

Thomas Van Bruggen
Sarah Merz
Scott Ambs
Pete Schneider
Maryellen Jansen (Riehl Solutions) (non-voting member)

6.1.1.2. Team Assignments

Thomas Van Bruggen – President
Sarah Merz – Vice President
Scott Ambs – Treasurer
Pete Schneider - Secretary

6.1.2. Conference Team

Thomas Van Bruggen highlighted the Executive Team's ideas for the Conference Team. The team will be autonomous from the Communications Team (as opposed to what was recorded in the June 6, 2014 minutes)

6.1.2.1. Team Members

Andrew Brenner
Chad Collins
Diane O'Connell
Pete Schneider
Scott Ambs
Thomas Van Bruggen

6.1.2.2. Team Assignments

Tracks & Keynotes
Site Coordination
Map Gallery & Poster Display
Vendor Show

**Social Events
Awards Luncheon
Silent Auction**

6.1.3. Communications Team

6.1.3.1. Team Members

**Sarah Merz (Chair)
Lori Schultz
Michael Woods
Brodey Hill
Thomas Van Bruggen**

6.1.3.2. Team Assignments

Team assignments left up to individual teams

6.1.4. Membership Team

6.1.4.1. Team Members

**Shane Pavlak (Chair)
Scott Ambs
Chad Collins
Dharmesh Jain
Brodey Hill
Bill Rowe**

6.1.4.2. Team Assignments

Team assignments left up to individual teams

Thomas Van Bruggen asked for the Membership Team to conduct and evaluation into the structure of membership and to analyze the pricing of IMAGIN membership

6.1.5. Student Paper & Poster Competition

6.1.5.1. Team Members

**Pete Schneider (Chair)
Andrew Giguere
Diane O'Connell
Scott Swan**

6.1.5.2. Team Assignments

Team assignments left up to individual teams

7. 2015 Budget Preparation

Riehl Solutions presented an 'a la carte' pricing option for their services. The quotes were prepared by Traci Riehl.

Thomas Van Bruggen created an action item for all Board members to familiarize themselves with the pricing option and be prepared to vote on the contract at the August Board of Directors meeting

8. 2015 Annual Conference

Thomas Van Bruggen presented the recommendation of the Executive Team to pursue a conference date of 5/17-5/19, in the 2015 calendar year, at both Great Wolf Lodge and West Bay Holiday Inn, both in Traverse City, MI.

2015 IMAGIN Annual Conference Proposals										
Dates Available	Location	Style	Room Rates	Other Fees/Taxes	Meeting Room Rental	Food and Beverage Minimum	Board Meeting	Room Comps	Other considerations	
Sun 5/31 - Tues /02	Shanty Creek	Resort	\$85.00 - \$100.00	9% resort fee, 5% local assessment	\$0.00 - \$1,500.00; free water service in rooms; comp podium, screen, pens and paper; 20% off Shanty Creek AV		4 comp hotel rooms; comp meeting space, additional room @ \$85 per night	1 for 50 comps; Presidential Suite Complimentary; 2 Studio Parlor Upgrades at guest room rate	Rates avail 2 days before /after event; free wi-fi; complimentary shuttle service to Bellaire	
Sun 6/7 - 6/9			\$99.00 - \$115.00							
Sun 5/17 - Sun 5/19	West Bay Beach, Holiday Inn	Downtown	\$134.00		\$1,900	\$7,000		2 VIP Delux King at regular rate	Comp Wi-Fi	check on govt rate
Sun 6/7 - Tues 6/9	Grand Traverse Resort	Resort	\$169 - \$199	5% local assessment + \$15.00 per night per adult fee	\$3,000.00					
Sun 5/17 - Tues 5/19	Great Wolf Lodge	Resort/Downtown	\$80.00	5% local assessment + 9.99 per room resort fee	\$600.00		Comp space for board meeting	1 for 40 comp; Comp Majestic Bear Hospitatly Suite for event; attrition waived; three upgraged for staff/speakers; comp projectors and screens	Comp Wi-Fi; all rooms include waterpart passes	

Maryellen Jansen suggested a site visit to both locations to determine feasibility for our needs. Sarah Merz, Michael Woods, Andrew Giguere, Scott Swan, and Chad Collins volunteered to accompany and report back their findings.

9. Closing Roundtable

Thomas Van Bruggen asked Andrew Giguere about potential educational credits towards assessor certifications.

Pete Schneider noted that open Action Items had not been reviewed earlier in the meeting. He presented the two open action items:

AI-2014-05	Open	6/6/14	Executive Team must work with Riehl Solutions to come up with an 'a la carte' pricing option for the conference registration fees
AI-2014-06	Open	6/10/14	All team chairs from the 2013-2014 year need to clean up their respective folders on Dropbox. Please delete any files that are no longer needed. Please archive any files that need to be kept by placing them into a 2014 folder.

The Board determined that AI-2014-05 was complete and could be closed. AI-2014-06 was not yet complete and will remain open. AI-2014-06 shall be completed before the August 8, 2014 Board of Directors meeting.

10. Next Meeting Date

August 8, 2014 9:00 AM - Teleconference

11. Adjournment

Bill Rowe moved and was supported by Lori Schultz to adjourn the IMAGIN Board of Directors July 11, 2014 teleconference meeting at 10:24 am.

Minutes respectfully submitted by Pete Schneider, Secretary - IMAGIN