



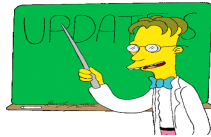
MAPSA BOARD MEETING MINUTES SEPTEMBER 8, 2011



MEMBERS PRESENT: Tim, Levi, Ronalea, Tara, Amy, Aaron, Jill & Diana

MEMBERS ABSENT: Gary

NOTES BY: Tara Rother, MAPSA Secretary



COUNTY/MEMBER UPDATES:

*Amy has a new job at Dakota County - she is hoping they will support her continued involvement in MAPSA. It seems promising so far. Congratulations Amy!!!

*Jill has emailed us that some changes have happened in Brown County as well, and it appears like she might be leaving us??!! She will hopefully update us at the next meeting and it looks like she may have a replacement if she must move on (No!!!!!!).

*Levi's second precious little one is just about to arrive, so he will be taking some time off in October to enjoy Baby #2. Levi also noted his schedule has changed at work and he will have Thursdays off, so we may need to look at a change in days for our meetings.

We still need to focus on recruiting our Regional Members. Amy is working on the Pretrial Directory. She will likely need to take some time to focus on the new job for awhile. The Newsletter looked amazing for the summer quarter - not too early to start sending Amy ideas for the Fall quarter.

Once we have Mystic Lake committed with an April date and we can pin down the menu and AV needs, we can start working out the speakers and schedule. By next meeting we should be able to cancel the Landmark reservation.



FINANCIAL REPORT:

Treasurer Levi provided the updated report by handout, although we did not get time to address it at the meeting.

We have a **\$5294.41** balance.

We are still waiting for the Feds to pay the \$60 registration and the \$500 NAPSA grant money has not yet been sent to us.

The account balance after the collection of the two amounts due will be **\$5854.41**.



MEMBERSHIP COMMITTEE AND OUTREACH:

Diana will provide information on her progress.

CONFERENCE PLANNING COMMITTEE:

We started the meeting with a delicious lunch at the Mystic Lake Buffet. It was nice to take a break from work and relax a bit. We then met with the Event Coordinator - Defil. She showed us around the ballroom area and we were able to preview 2 different sizes of rooms. The Wabasha Room was just about right if we have from 100-120 people. It has room for a speaker and podium up front and comes with a projector ready for the laptop presentations. The Buffet lunch would be served in the walkway area outside the room allowing for a break from the room and a nice view of the outdoor area. There are benches and restrooms very close by for the conference attendees to access.

The larger Dakota Room was much more spacious if our numbers are larger and for years to come as we grow in attendance. It can be closed

off for less space so we are not overwhelmed with the open space. Defil told us the round tables seat 8-10 - we all seemed to like the idea of seating 8 in a crescent type pattern so everyone is turned toward the speakers without having to flip around. Tablecloths, centerpieces, and water stations are all provided.

Our discussion centered around deciding if Mystic Lake was the final decision on where to hold the conference. Although it will definitely be more expensive than we are used to, it was agreed we need to make some strides in regaining me membership and getting people interested again. A search of numerous other hotels provided food costs that were similar and more than Mystic, so we seem to have found a decent deal. There is still concern about the costs.

The next discussion centered around what food choices we would like. The Classic breakfast has fruit, rolls, muffins, and drinks. The Lunch Buffet would have chicken and hamburgers, jo-jo potatoes, 2 salads, desserts, and drinks. If we choose separate items, we will still need to think about an afternoon snack of a cookie or bar.

The other options include a plated lunch for \$13 (Asian wrap, Chicken Salad croissant, or deli sandwich, salad, and hard-boiled egg) and going with the Snack Break option for \$19 each - this includes beverages all day, breakfast, and afternoon snack. Tax will be added (estimated 6.8%) and an 18% gratuity.

These are the best estimates:

OPTION A:

19.00 Continental Breakfast (no fruit)/Snack Break/Unlimited Drinks
+ 18.95 Lunch Buffet - includes dessert and drink
37.95 TOTAL
+ 2.58 Approximate Tax
40.53 TOTAL
+ 7.30 Approximate TIP
\$47.83 GRAND TOTAL

OPTION B:

9.75 Classic Breakfast (includes fruit)
+ 18.95 Lunch Buffet - includes dessert and drink
+ 4.00 Approximate Cost for one Cookie/Bar and a Cup of Punch or Pop
32.70 TOTAL
+ 2.22 Approximate Tax
34.92 TOTAL
+ 6.29 Approximate TIP
\$41.21 GRAND TOTAL

OPTION C:

19.00 Continental Breakfast/Snack Break/Unlimited Drinks
+ 13.00 Plated Sandwich Lunch - includes soup/salad and dessert
32.00 TOTAL
+ 2.18 Approximate TAX
34.18 TOTAL
+ 6.15 Approximate TIP
\$40.33 GRAND TOTAL

I broke down the numbers on the \$19.00 Breakfast/Snack Break and if you take out \$8.50 for Continental breakfast and \$4 for the cookie/pop, we are paying \$6.50 for unlimited beverages all day. If people drink what they want at breakfast and lunch (included) and get a pop/punch in the afternoon for \$2.25, that is \$4.25 less cost. We can vote on this next time, but I think Option B - Classic Breakfast (includes fruit), Lunch Buffet, Cookie/Pop is the best option for \$41.21. (We don't need all day soft drinks because they are free on the casino floor!)

If we charge \$65 for the Conference, we have \$23.79 per person to use for conference expenses - \$18.79 if we charge \$60 this year.
23.79 X 120 members = \$2854.80 after food costs
18.79 X 120 members = \$2254.80 after food costs

If we use approximately \$50 for Wireless Microphone and \$20 for the Projector - we may only have around \$70 in AV expenses since the podium and microphone up front are included.

Other expenses we may have:

- Music to be played at opening, lunch, and closing - some AV cost
- Candy Bars/Gas Card Giveaways
- Gift Basket for Drawing - have an idea - what if we give 5-6 minutes right before closing remarks to fill out survey since it is so important to us this year and collect them - we can shuffle them and draw one out of pile for the gift basket winner - that way we will have more surveys to consider and need to be present to win!
- Gift cards for thank you notes for speakers
- MAPSA Logo Polo shirts for Board or Ribbon Name Tags?
- Any speaker costs we may have (trying to keep this very low or no costs if possible)

It seems we may still make a profit if we can reach 120 members attending - even at 100 members we may still come in making \$1800+. We are still in discussion on whether to offer a County Large Group Rate or break it down to individuals only this year. Levi located some numbers and found Hennepin membership was only about 35 last year, so we may

not need to rely on them as heavily as we thought. Diana's awesome recruitment skills and emails to all county supervisors/directors this year may bring in the membership we need.



NEWSLETTER:
SEND AMY NEWS STORIES FOR THE FALL ISSUE



**IMPORTANT TIME REMINDER
NEXT MEETING!**

THURSDAY, OCTOBER 13, 2011

SEWARD OFFICE BUILDING - HENNEPIN COUNTY