

MiCTA Board Meeting Minutes

June 9th, 2017

Present Board Members: Walt Magnussen, Tim von Hoff, Cedric Banks, Mark Burger, Ken Schindler, Mark Reynolds, Brad Bouwkamp, Rick Haugerud, Dawn Kaiser, Dave Moeggenberg, Lisa Priebe, John Windhausen and John Sundstrom.

Absent Board Members: Jeff Carpenter and Rob Jenkins

Call to order

Walt called meeting to order

Approval of minutes from May 10th, 2017.

Motion Tim von Hoff

Seconded Ken Schindler

No discussion Minutes passed

Treasurer's report Dawn

May income \$66,721.30 and year to date \$335,960.61. We had more expense in May, but with expenses, MiCTA is still above water with \$23,121.65. MiCTA runs off the calendar year instead of a fiscal year

Question Mark R: *how are we trending from last year?*

Answer Tim: *we are not doing that well mainly due to low income from Sprint. We are still looking for an upward trend because of new RFPs. (FBOS and DAS)*

Question Mark R: *How many universities know about and use MiCTA as a tool for RFP?*

Answer Tim: *MiCTA actively communicates with members daily; also partners with vendors to highlight contracts through various social and PR channels.*

Follow-up Walt: *MiCTA also deals with other markets beside Higher Ed like K-12 and government agencies. Tim would you send an email showing paid member over the past couple of years.*

Answer Tim: *We have that information currently on our website. Data contains active and in active member.*

Follow-up Mark R: *If I can do anything to help in MiCTA marketing let me know. On occasion purchasing departments may not be aware of the MiCTA contracts and how to use them.*

Follow-up Tim: *We have a standard package of information that describes what MiCTA is and how the RFP process works.*

Question John W: *Does MiCTA prepare a monthly balance sheet showing spending per month compared to year to date budget.*

Answer Tim: *Yes internally and there is a monthly reconcile process with a CPA*
Motion John Sundstrom
Seconded Ken Schindler
Motion Passed

Committee reports:

Bylaw Committee Mark Reynold

Mark wants to thank everybody for working on the By-Law Committee. The by-laws have gone through a complete section by section overhaul. The final document has been looked over by several people including the lawyers and are now posted on the board website. Once Walt approves it will be sent to entire membership. John Sundstrom expressed concern about section 5.3B which deals with Board Members being removed from the board. After your term is over and you do not belong to a member institution, the board member will not be able to retain his board seat.

Personnel Committee Brad Bouwkamp

Brad turned over the report to Tim von Hoff. MiCTA has developed and implemented a restructuring plan. After consulting with Yeo & Yeo on current needs and positions; and identifying the right type of person needed, the Membership Specialist position has been eliminated. The person has signed a separation agreement. The new position will be filled by the end of the month.

Motion by Brad Bouwkamp
Seconded by Lisa Priebe
Motion Passed

Board Policies: Change in board member employment status with member organization

Walt recommended creating a policy that states if a Board Member quits, retires or changes jobs in an unrelated field that board member should contact the President of MiCTA. They should inform the President of his or her intent to leave the organization so that another person can be found as a replacement.

Annual meetings

Vendor Meeting Thursday August 3rd.
Annual Member Meeting Friday August 4th

Adjourn

Motion Tim von Hoff
Seconded Ken Schindler
Motion Passed