

MINUTES
MID AMERICA CONFERENCE
SPONSORING CHAPTER REPRESENTATIVES MEETING
Des Moines, Iowa
May 6, 2008

Representatives of the Central Iowa, Eastern Iowa, Nebraska, Topeka (not a sponsoring chapter) met with Val Lay, a regional AFP representative to discuss the Mid America Conference planning for 2009 (see attendee attachment).

An agenda was distributed by Paul Strawhecker (see attached). The history of the Mid America Conference was discussed. Also discussed was the availability of documents on the Paul J. Strawhecker, Inc. website, http://www.pjstraw.com/resources/conference_materials.html which provides previous hosting chapter activities. The purpose of this information is to create a reference for hosting chapters in the future. Please review this information to assist in organizing the MAC Conference. To add information, please contact Ryan Strawhecker at ryan@pjstraw.com.

Following discussion, the group recommends or acknowledges that the participating Mid America Conference chapters consider the following:

1. **Seed money** distributed annually post-conference to succeeding host chapters, is now in the amount of \$5,000.
2. The **distribution formula** for residual funds after the Conference allows for distribution by distributing 50% of residual funds to the sponsoring chapters, and allocating the other 50% by AFP chapter member MAC attendees.
3. Regarding **hotel arrangements**, which can be a key issue for a chapter, Lynn Smith at AFP International can be of assistance.
4. It is highly recommended that sponsoring chapters appoint a **board representative** as a Mid American Conference (MAC) liaison member. This individual's only responsibility would be to communicate information about the Mid America Conference. There is no obligation for this individual to participate in helping to organize the MAC, but only to communicate information to their representative chapter.

5. It is recommended that the annual sponsoring chapter communicate with appropriate **AFP regional representatives** who are Pat Bjorhovde (520 299-4315) or Val Lay (614 266-9918).
6. The **website** being used for Mid America is transferable. The Central Iowa Chapter will coordinate this transfer with the Eastern Iowa Chapter for 2009.
7. Each chapter is encouraged to provide **chapter promotional material** about its chapter at future Mid America Conferences, including educational meeting schedules and other information so that those attending MAC can find information about the appropriate chapter. This would encourage nonmembers to better understand each chapter's activities. There would either be a separate booth at future conferences providing this information, or it could be included in the AFP booth.
8. AFP has a policy of providing one **joint mailing** between chapters and AFP on an annual calendar year basis. Chapters are encouraged to use this promo for the Mid America Conference. This needs to be coordinated with either Val or Pat.

Should you have any questions regarding this meeting, please feel free to contact any of the participants.

Minutes submitted by:

Paul J. Strawhecker, MPA, ACFRE