



Board of Directors Meeting Minutes
Meeting Type: Web/Phone Conference
November 27, 2012
4:00 pm Eastern/1:00 pm Pacific

Present: Milo Y. Woodward, Chair; Trish Hudson, President; Jim Hudson, Vice President; Walter C. Schatz, Secretary; Matt Baggetta, Director; Kevin Whorton, Director

AGENDA

1. Call to Order - Chair Milo Woodward welcomed the Board and reviewed the meeting's purpose and called the meeting to order at 4:03/1:03 PM.

2. Remembering Jane Fong - In recognition of the passing of Jane Fong, the board's treasurer, chair Woodward asked for a moment of silence.

3. Board of Directors Board Meeting Minutes - January 25, 2012

Action: W. Schatz moved to accept the minutes. Seconded. *Carried, unanimously.*

4. Intellectual Property Policy - The Board reviewed the draft of the proposed Intellectual Property Policy.

Action: J. Hudson moved to accept the policy, as drafted. Seconded. *Carried, unanimously.*

5. Board Term Renewal - In light of Ms. Fong's passing the treasurer's position is vacant. Mr. Schatz reviewed this situation and suggested that the Vice President temporarily fill this position until further review.

Action: W. Schatz moved to approve this recommendation. Seconded. *Carried, unanimously.*

6. Financial and Program Update - President Trish Hudson reviewed the Institute's current financial position and program status.

7. Annual Board Contribution - M. Woodward discussed the objective of having each Board member make a contribution to the Institute.

Having no further business, Ms. Woodward adjourned the meeting at 4:54/1:54 PM.

Respectfully submitted,

Walter C. Schatz, Secretary

**Melos Institute
Year-End Budget Report**

Melos Institute: 2012 Annual Budget - Approved

Line Items			
EXPENSES			
	Budget Line Item Total	Year-End	December 31, 2012
Capital Expenses			
1 Equipment Leases			
<i>Service Contracts</i>	\$ -		
2 Capital Equipment			
<i>New Computer (1)</i>	\$ 1,200.00	\$	-
Administrative			
3 Personnel			
<i>Contract Employee (\$40,500 annum; starting April)</i>	\$ 30,375.00	\$	6,100.00
<i>Consultant Services</i>	\$ 1,000.00	\$	-
4 FICA/Withholding			
	\$ -		
5 Insurance			
<i>Other (D&O Liability)</i>	\$ 1,060.00	\$	-
<i>Health</i>	\$ -		
6 Office Supplies			
<i>Toner, Paper Copying, Misc</i>	\$ 1,156.00	\$	404.82
7 Postage/Mailings			
<i>Priority/Overnight Mail</i>	\$ 60.00		
<i>Regular Mail</i>	\$ 270.00	\$	275.63
<i>Permit Fee</i>	\$ 200.00		
8 Communications			
<i>Web Meeting Services</i>	\$ 600.00	\$	588.00
<i>Phone/Internet</i>	\$ 1,320.00	\$	1,328.26
<i>Web Services (Wild Apricot)</i>	\$ 600.00	\$	600.00
<i>Email Marketing Services</i>	\$ 200.00	\$	-
9 Public Relations/Marketing			
<i>Press Release Mailings</i>	\$ 450.00	\$	-
10 Community/Fund Development			
<i>Direct Mail: Printing</i>	\$ 1,250.00	\$	-
<i>Direct Mail: First & Standard Mail</i>	\$ 750.00	\$	-
11 Refunds			
<i>Refund</i>	\$ -		
12 Miscellaneous (bank and other fees)			
<i>Bank Fees (monthly and check production)</i>	\$ 120.00	\$	144.75
<i>PalPal Fees</i>	\$ 36.85	\$	36.85
<i>Annual State Fee</i>	\$ 20.00	\$	20.00
13 Travel and Expenses			
<i>Conferences</i>	\$ 1,550.00	\$	-
14 Professional Development			
<i>Memberships</i>	\$ 700.00	\$	-
15 Office Lease/Utilities			
<i>Rental/Utilities</i>	\$ -	\$	-
SubTotal Page 1	\$ 42,917.85	\$	9,498.31

**Melos Institute
Year-End Budget Report**

Line Items		
EXPENSES, continued		
	Line Item Total	
Products		
16 Production Costs		
<i>Production Costs: Working Papers</i>	\$ 300.00	\$ -
Administrative & Cap Expenses		
Total	\$ 43,217.85	\$ 9,498.31

INCOME (2)		
	Line Item Total	
Contributions		
Campaigns & Other In-kind Support		
<i>Hudson Consulting In-kind Support*</i>	\$ 2,500.00	\$ 3,361.46
<i>Fall Campaign</i>	\$ 10,000.00	\$ -
<i>Year-end Campaign</i>	\$ 10,000.00	\$ 1,500.00
Research Initiative Sponsors		
Horizon Sponsorship Program		
<i>4 Sponsors @ \$5,000/ea</i>	\$ 20,000.00	\$ -
Special Services		
<i>Special Donations for Speaking</i>	\$ 5,000.00	\$ 5,500.00
<i>Donations for Desk Reference Guides</i>		\$ 600.00
GRAND TOTAL	\$ 47,500.00	\$ 10,961.46
<i>net</i>	\$ 4,282.15	\$ 1,463.15

net income can be directed toward building an endowment

**provided on an as needed basis*

(1) privately purchased hardware; will remove from budget for 2013

(2) October 2012 Note: Delay in Research Initiative Launch has a direct impact on Fall/Year-end Campaign and Sponsorship Program

**Melos Institute
Budget Report**

Melos Institute: 2013 Annual Budget - Awaiting Approval

Line Items		
EXPENSES		
	Budget Line Item Total	YTD Aug 2013
Capital Expenses		
1 Equipment Leases		
<i>Service Contracts</i>	\$ -	
2 Capital Equipment		
<i>New Equipment</i>	\$ -	\$ -
Administrative		
3 Personnel		
<i>Contract Employee</i>	\$ 40,500.00	\$ 3,500.00
<i>Consultant Services</i>	\$ 1,000.00	\$ -
4 FICA/Withholding		
	\$ -	
5 Insurance		
<i>Other (D&O Liability)</i>	\$ 1,060.00	\$ -
<i>Health</i>	\$ -	
6 Office Supplies		
<i>Toner, Paper Copying, Misc</i>	\$ 1,156.00	\$ 324.10
7 Postage/Mailings		
<i>Priority/Overnight Mail</i>	\$ 60.00	
<i>Regular Mail</i>	\$ 250.00	\$ 15.32
<i>Permit Fee</i>	\$ 200.00	
8 Communications		
<i>Web Meeting Services</i>	\$ 343.00	\$ 152.58
<i>Phone/Internet</i>	\$ 960.00	\$ 823.72
<i>Web Services (Wild Apricot)</i>	\$ 600.00	\$ 400.00
9 Public Relations/Marketing		
<i>Press Release Mailings</i>	\$ 450.00	\$ -
10 Community/Fund Development		
<i>Direct Mail: Printing</i>	\$ 1,250.00	\$ -
<i>Direct Mail: First & Standard Mail</i>	\$ 750.00	\$ -
11 Refunds		
<i>Refund</i>	\$ -	
12 Miscellaneous (bank and other fees)		
<i>Bank Fees (monthly and check production)</i>	\$ 120.00	\$ 20.00
<i>PalPal Fees</i>	\$ -	\$ -
<i>Annual State Fee</i>	\$ 20.00	\$ 20.00
13 Travel and Expenses		
<i>Conferences</i>	\$ -	\$ -
14 Professional Development		
<i>Memberships</i>	\$ -	\$ -
15 Office Lease/Utilities		
<i>Rental/Utilities</i>	\$ -	\$ -
Total	\$ 48,719.00	\$ 5,255.72

**Melos Institute
Budget Report**

Line Items		
INCOME (2)		
	Line Item Total	
<u>Contributions</u>		
Campaigns & Other In-kind Support		
<i>Hudson Consulting In-kind Support*</i>	\$ 8,719.00	\$ -
<i>Fall Campaign</i>	\$ -	\$ -
<i>Year-end Campaign</i>	\$ 10,000.00	\$ -
<u>Research Initiative Sponsors</u>		
Horizon Sponsorship Program		
<i>4 Sponsors @ \$5,000/ea</i>	\$ 20,000.00	\$ -
<u>Special Services</u>		
<i>Special Donations for Speaking</i>	\$ 10,000.00	\$ 3,500.00
<i>Donations for Desk Reference Guides</i>		
GRAND TOTAL	\$ 48,719.00	\$ 3,500.00
<i>net</i>		

Current bank balance (as of 8.28.13): \$1,650.32

*provided on an as needed basis

Melos Institute: 2013 Annual Budget - Proposed

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Line Items														
EXPENSES														
	Line Item Total													
Capital Expenses														
1&2	Equipment Leases/Capital Equipment													
Administrative														
3	Personnel													
	<i>Contract Employee</i>	\$ 40,500.00	\$3,375.00	\$ 3,375.00	\$ 3,375.00	\$3,375.00	\$ 3,375.00	\$ 3,375.00	\$3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	\$ 3,375.00	
	<i>Consultant Services</i>	\$ 1,000.00				\$1,000.00								
4	FICA/Withholding													
		\$ -												
5	Insurance													
	<i>Other (D&O Liability)</i>	\$ 1,060.00											\$ 1,060.00	
	<i>Health</i>	\$ -												
6	Office Supplies													
	<i>Toner, Paper Copying, Misc</i>	\$ 1,156.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 100.00	
7	Postage/Mailings													
	<i>Priority/Overnight Mail</i>	\$ 60.00					\$ 30.00						\$ 30.00	
	<i>Regular Mail</i>	\$ 250.00			\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	
	<i>Permit Fee</i>	\$ 200.00											\$ 200.00	
8	Communications													
	<i>Web Meeting Services</i>	\$ 343.00	\$ 49.00	\$ 49.00	\$ 49.00						\$ 49.00	\$ 49.00	\$ 49.00	\$ 49.00
	<i>Phone/Internet</i>	\$ 960.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	
	<i>Web Services (Wild Apricot)</i>	\$ 600.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	
9	Public Relations/Marketing													
	<i>Press Release Mailings</i>	\$ 450.00	\$ 225.00								\$ 225.00			
10	Community/Fund Development													
	<i>Direct Mail: Printing</i>	\$ 1,250.00											\$ 1,250.00	
	<i>Direct Mail:First & Standard Mail</i>	\$ 750.00											\$ 750.00	
11	Refunds													
	<i>Refund</i>	\$ -												

Line Items														
EXPENSES, continued														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	Line Item Total													
12	Miscellaneous (bank and other fees)													
	Bank Fee	\$ 120.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
	PayPal Fees	\$ -											\$ -	
	Annual State Fee	\$ 20.00							\$ 20.00					
13	Travel and Expenses													
	Conferences	\$ -												
14	Professional Development													
	Memberships	\$ -												
15	Office Lease/Utilities													
	Rental/Utilities	\$ -												
16	Production Costs													
	Production Costs: Working Papers (copying)	\$ -												
Administrative & Cap Expenses														
	Total	\$ 48,719.00	\$3,905.00	\$ 3,680.00	\$ 3,705.00	\$ 4,656.00	\$ 3,686.00	\$ 3,656.00	\$ 3,616.00	\$ 3,636.00	\$ 3,890.00	\$ 3,665.00	\$ 3,665.00	\$ 6,959.00
INCOME (2)														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
	Line Item Total													
Contributions														
	Campaigns and Other In-Kind Support													
	Hudson Consulting In-Kind Support*	\$ 8,719.00											\$ 8,719.00	
	Fall Campaign	\$ -												
	Year-end Campaign	\$ 10,000.00											\$ 10,000.00	
Research Initiative Sponsors														
	Horizon Sponsorship Program													
	4 Sponsors @ \$5,000/ea	\$ 20,000.00										\$ 10,000.00	\$ 10,000.00	
Special Services														
	Special Donations for Speaking	\$ 10,000.00	\$ 1,500.00				\$ 2,000.00				\$ 3,500.00	\$ 1,500.00	\$ 1,500.00	
GRAND TOTAL		\$ 48,719.00	\$ 1,500.00				\$ 2,000.00				\$ 3,500.00	\$ 11,500.00	\$ 30,219.00	
	net	\$ -												

*provided on an as needed basis

Melos Institute: 2013 Annual Budget

Line Items				
EXPENSES				
	Line Item Total	Admin	Research	Outreach
		<i>contract at 15%</i>	<i>contract at 60%</i>	<i>contract at 25%</i>
Capital Expenses				
1&2 Equipment Leases & Capital Equipmen	\$ -	\$ -	\$ -	\$ -
Administrative				
3 Personnel				
<i>Contract Employee</i> (\$40,500 annum; starting April)	\$ 40,500.00	\$ 6,075.00	\$ 24,300.00	\$ 10,125.00
<i>Consultant Services</i>	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -
4 FICA/Withholding	\$ -	\$ -	\$ -	\$ -
5 Insurance				
<i>Other (D&O Liability)</i>	\$ 1,060.00	\$ 1,060.00	\$ -	\$ -
<i>Health</i>	\$ -	\$ -	\$ -	\$ -
6 Office Supplies				
<i>Toner</i>	\$ 700.00	\$ 200.00	\$ 250.00	\$ 250.00
<i>Paper</i>	\$ 90.00	\$ -	\$ 40.00	\$ 50.00
<i>Copying</i>	\$ 66.00	\$ 66.00	\$ -	\$ -
<i>Misc</i>	\$ 300.00	\$ 100.00	\$ 100.00	\$ 100.00
7 Postage/Mailings				
<i>Priority/Overnight Mail</i>	\$ 60.00	\$ 60.00	\$ -	\$ -
<i>Regular Mail</i>	\$ 250.00	\$ 50.00	\$ 200.00	\$ -
<i>Permit Fee</i>	\$ 200.00	\$ 200.00	\$ -	\$ -
8 Communications				
<i>Web Meeting Services</i>	\$ 343.00	\$ -	\$ 343.00	\$ -
<i>Phone/Internet</i>	\$ 960.00	\$ 320.00	\$ 320.00	\$ 320.00
<i>Web Services (Wild Apricot)</i>	\$ 600.00	\$ 200.00	\$ 200.00	\$ 200.00
9 Public Relations/Marketing				
<i>Press Release Mailings</i>	\$ 450.00	\$ -	\$ 200.00	\$ 250.00
10 Community/Fund Development				
<i>Direct Mail: Printing</i>	\$ 1,250.00	\$ -	\$ 1,250.00	\$ -
<i>Direct Mail:First & Standard Mail</i>	\$ 750.00	\$ -	\$ 750.00	\$ -
11 Refunds				
<i>Refund</i>	\$ -	\$ -	\$ -	\$ -
12 Miscellaneous (bank and other fees)				
<i>Bank Fee</i>	\$ 120.00	\$ 120.00	\$ -	\$ -
<i>Annual State Fee</i>	\$ 20.00	\$ 20.00	\$ -	\$ -
13 Travel and Expenses				
<i>Conferences</i>	\$ -	\$ -	\$ -	\$ -
14 Professional Development				
<i>Memberships</i>	\$ -	\$ -	\$ -	\$ -
15 Office Lease/Utilities				
<i>Rental/Utilities</i>	\$ -	\$ -	\$ -	\$ -
SubTotal Page 1	\$ 48,719.00	\$ 9,471.00	\$ 27,953.00	\$ 11,295.00

Line Items				
EXPENSES, continued				
	Line Item Total	Admin	Research	Outreach
Products				
16 Production Costs				
<i>Production Costs: Working Papers</i>	\$ -	\$ -	\$ -	\$ -
Administrative & Cap Expenses				
Total	\$ 48,719.00	\$ 9,471.00	\$ 27,953.00	\$ 11,295.00

INCOME				
	Line Item Total			
Contributions				
Grants				
<i>Hudson Consulting Grant*</i>	\$ 8,719.00			
<i>Fall Campaign</i>	\$ -			
<i>Year-end Campaign</i>	\$ 10,000.00			
Research Initiative Sponsors				
Horizon Sponsorship Program				
<i>4 Sponsorships @ \$5,000/ea</i>	\$ 20,000.00			
Special Services				
<i>Special Donations for Speaking</i>	\$ 10,000.00			
GRAND TOTAL	\$ 48,719.00			
<i>net</i>	\$ -			

net income can be directed toward building an endowment

**provided on an as needed basis*

2012 Institutional Donors	Amount
Institutional Donors To Date	
American Academy of Cardiology	1500
California Society of Enrolled Agents	2000
California Society of Association Executives	3500
Total	7000

2013 Plan Update

Mission

The Melos Institute is dedicated to creating and disseminating a comprehensive body of knowledge for the advancement of membership-based organizations.

Vision

Membership-based organizations providing meaningful and transformative experiences for their members, the discipline they represent, and the society-at-large.

Key Priorities

- A respected producer of high-quality research on all aspects of MBOs.
- The preferred source for information and tools for engaging members in MBOs.
- Recognized as a reliable partner.
- A sought-after resource to support the projects among a wide range of MBOs.

2013 Status Update

Research: Expand Research Initiatives.

Update

Designed and launched Phase 2 of the Member Engagement Research Initiative including: establishing methodology, Advisory Group (30-35), timeline, and relationships with state societies (12-15 currently in place).

Published *Special Interest Society: How Membership-based Organizations Shape America* highlighting Research Initiative on Organizational Emergence.

In Process

- Conduct outreach with suppliers and vendors to develop industry partnerships that provide financial support to Melos.
- Work with California Society of Enrolled Agents as pilot site - to change cultural norms/perception regarding membership development using relation-centered management techniques.
- Incorporate information from research into on-site presentation (Oct at CalSAE) and articles (Wild Apricot, CalSAE and Midwest SAE). Midwest reported receiving request to reprint.
- Expand Research Initiative on Organizational Emergence further with professional papers.
- Refresh Melos website to reflect progress.

Outreach: Build network with key associations and selected professionals.

Update

Established and fostered relationships with association professionals, volunteer leaders, university scholars, and content specialists; over 250 since January 2013.

In Process

- Expanding participants to reflect greater diversity.
- Shifting perception of Melos as consulting firm to independent nonprofit think tank.
- Expand the network of those interested in the research.
- Build more reliable database for ongoing cultivation (volunteerism and donation).

Organizational Sustainability: Establish dependable means for fund development.

Update

Developed “*Business Industry Partner Program*” guidelines for creating business industry partnerships.

Established informal institutional donor program to gain access to Melos presenters.

In Process

- Develop and conduct year-end individual donor campaign.
- Pursue business industry partnerships.