DECARLO’S RESTAURANT
6015 TEN MILE ROAD
WARREN, MICHIGAN

GENERAL MEETING AGENDA
FEBRUARY 11, 2020
NOON

CALL TO ORDER:

APPROVAL OF MINUTES: November 11, 2019


PRESIDENT’S REPORT: January Board meeting summary is attached. Meeting minutes provide more detail.

VICE PRESIDENT’S REPORT:

TREASURER’S REPORT:

OTHER BUSINESS: Officer and Board nominations: President, Vice President, Secretary, Treasurer, four Board and 2 alternate Board members. Nominations also taken in March, voting is in April.

ADJOURN

THERE IS A $20 TRAINING FEE WHICH INCLUDES A BUFFET LUNCH. A MINIMUM OF 35 PEOPLE IS REQUIRED, AN ACCURATE COUNT IS NEEDED BY FRIDAY FEBRUARY 7, 2020. REGISTER THROUGH WILD APRICOT https://maceo30.wildapricot.org/. REPORT DIFFICULTIES TO STEVE WATRIPONT AT swatripont@cityofwarren.org OR PHONE 586-574-4610

RESERVE YOUR SEAT BY FRIDAY FEBRUARY 7, 2020.
January MACEO Board meeting highlights:

Websites:

There is a desire to merge our old and new websites. Paul Evans will be working with our network administrator to 1) get important, multi-year meeting education history directly on the new website; and 2) consider what other information needs to be integrated.

A volunteer member website administrator for Wild Apricot is desired. February meeting attendees will be polled for interest. Until then, all Board members will take time to learn how to manipulate website in order for us to give cogent direction to future administrator.

Monthly meeting location/2019 survey summary: 1st choice DiCarlos in Warren, 2nd choice Novi, 3rd choice East Lansing. Board voted to have June 2020 meeting in East Lansing, November 2020 meeting in Novi, to gauge true interest.

December 2020 regular meeting venue: Wyndham Garden Sterling Heights having financial difficulties, we don’t want them to cancel once signed. Seeking a few volunteer members to check on alternate venue in their City. Their 202 proposed contract is attached.

Modifications to Job Duties spreadsheet:
- Clearly state that Education Committee oversees Scholarship programs
- Formal “thank you” to educational speakers: Board Member Underhill
- ICC Credit Tracking: Board Member Underhill
- The Board confirmed that the President signs all contracts
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MACEO General Meeting – 11/12/2019

Call to order at 1:20 pm

Approval of September meeting minutes

Accepted. Move: Mark of Rochester Hills Second: Steve Watripont, Unanimously passed

Agenda Items

Training speaker: InnerCity Demo discussed the “dangerous building” demolition process with the group.

President’s Report: Hank is absent, but has speakers scheduled for future meetings and board members will be assigning more speakers at the board meeting in January.

December meeting will be at the Sterling Inn of Sterling Heights. Dan Fouts is the tentative speaker. Nathan and Brian will give a brief report on the information learned at the AACE conference in Minneapolis.

Debbie has suggested a “bottle exchange” in lieu of the traditional “white elephant” gift exchange. Suggested price of gift was set at $25.

Treasurer’s Report:

Wild Apricot now accepts credit card payments. All scheduled meetings will come with an invoice with the online reservation. There is also a prepayment option available.

Account balance is $24,583.78

Approval of account balance accepted. Move: Al Daisley Second: Jack Skinner Passed unanimously

Steve explained the credit card companies charge fees for use. With no baseline, it is difficult to figure out how much it will cost MACEO to accept credit cards. To keep it simple the board would like to increase annual membership from $60 to $65. The board has elected to increase the dues for the purpose of offsetting the credit card costs. Per the bylaws, a 50% approval from the general membership is needed to increase the annual membership dues. The floor was open to discussion:

Maureen believed this matter ought to be on the agenda prior to voting. Nathan concurred. Rick suggested increasing training costs rather than membership dues for nonmembers attending trainings. Steve moved to table the matter 6 months until all membership is informed and so a baseline can be determined. Move: Steve Second: Jody Passed: Unanimously

Announcements:

Paul announced that the board has approved the treasurer and secretary to purchase hardware and software for the use of their duties at a total of $1100.
Avoid Lamar Grace of Simply Construction and Metropolitan Environmental Services per city of Southfield.

Recommendations for future speakers:

   Marijuana use in business and home
   Consumers Energy Theft

Free Lunch: Judy Fletcher

Adjourned at 2:00pm

Nathan Izydorek
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# MACEO 2018 Officer and Board Member Responsibilities

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>President</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Secretary</th>
<th>Board Member</th>
<th>Education Committee</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>President</strong></td>
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<td>Liaison between MACEO and ICC / MML / AACE</td>
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<td>Preside Over Monthly Meetings</td>
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<td>Booking Hotels for Conferences</td>
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<td>Sign checks and contracts</td>
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<td>Clarified Jan 2020</td>
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<td><strong>Vice President/Education Committee</strong></td>
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<td>Select and schedule speakers for meetings and conferences</td>
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<td>VP (Chair), Board member, one member at large</td>
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<td>Book Regular Monthly Meeting facility</td>
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<td>Apply for ICC / ACT 54 credit approvals for classes/speakers</td>
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<td>Manage Projector and IT for Speakers</td>
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<td>Conference packets agendas, evaluation forms, attendee list</td>
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<td>Choosing Menus for Meetings &amp; Conferences</td>
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<td>All aspects of Scholarship programs</td>
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<td>Maintain member meeting attendance records</td>
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<td>Prepare Annual Membership Applications</td>
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<td>Dues Collection</td>
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<td>Job Duty</td>
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<td>Education Committee</td>
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<td>Issue Payment to Speakers and Vendors</td>
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<td>All Banking and Accounting</td>
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<td>Process reservations and payments for</td>
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<td>Take and distribute meeting minutes</td>
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<td>Keeper of all records</td>
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<td>Officer/Board member as</td>
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<td>Website Management</td>
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<td>50/50 charity donation monthly meetings</td>
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<td>Responsibilities to be assigned at</td>
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<td>annual January Board meeting</td>
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<td>Yearly elections: prepare ballots and proxy</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td>ballots, count ballots</td>
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<td>Track education credits</td>
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<td>Underhill for 2020</td>
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<td>Formal &quot;thank you&quot; to educational</td>
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<td>speakers</td>
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</tbody>
</table>
Banquet Event Order

Wyndham Garden Sterling Heights
34911 Van Dyke, Sterling Heights, MI 48312
Phone 586-979-1400 Fax 586-979-0430

Function Date  Tuesday 12/8/2020
Organization  MI Assn. of Code Enforcement Officers
Contact - On Site  Paul Evans -
Address  
Telephone  248-524-3359  Fax
Post As  MI Assn. of Code Enforcement Officers

Room  Monterey
Time  11:00 AM - 03:00 PM
Function Type  Catering
Catering Mgr.  Paul Scalzi
Set For  70  Guarantee  55
BEO #  358100  Status  Tentative

FOOD REQUIREMENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Qty</th>
<th>Menu</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 PM</td>
<td>50</td>
<td>Three Entree Luncheon Buffet</td>
<td>$23.99</td>
<td>$1,199.50</td>
</tr>
</tbody>
</table>

Relish Tray
Roast Top Round of Beef
Chicken Picatta
Glazed Ham
Penne Pasta with Meat Sauce
Herb Roasted Redskins
Green Beans Almondine
Garden Salad
Seasonal Fruit Salad
Cole Slaw
Rainbow Pasta Salad
Rolls and Butter
Seasonal Dessert Selection
Coffee Station featuring Premium House and Decaffeinated Coffee and Hot Tea.

ROOM/RENTAL/MISC FEES

<table>
<thead>
<tr>
<th>Time</th>
<th>Qty</th>
<th>Menu</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>1</td>
<td>Podium With Microphone</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>1</td>
<td>Guest Arrival Time</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>1</td>
<td>12x12 Pull Down Screen</td>
<td>$0.00</td>
<td>$0.00</td>
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</tbody>
</table>

Set-Up
Rounds of 10
Registration Table, Gift Table

Special Instructions
Minimum of 50 Guests

Estimated Charges

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Food</td>
<td>$1,199.50</td>
<td>Room Rental</td>
<td>$0.00</td>
<td>Service</td>
</tr>
<tr>
<td>Beverage</td>
<td>$0.00</td>
<td>Staff</td>
<td>$0.00</td>
<td>Tax</td>
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<tr>
<td>Audio/Visual</td>
<td>$0.00</td>
<td>Miscellaneous</td>
<td>$0.00</td>
<td>Total Charges</td>
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</tbody>
</table>

Payment Instructions

Accounting  
Check #:  BEO Id  358100

BEO # 358100  Page 1
I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the . A deposit in the amount of $0 is due on . Final Menu Due By: . The final guarantee number of guests is due by . Should the final guarantee not be received by this date, the above Sat For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature


Hotel Representative


Catering Policies and General Information
34911 Van Dyke Ave., Sterling Heights MI 48312

Food and Beverage
No food or beverage of any kind will be permitted to be brought into or taken from the hotel by the guest, or any attendees, with the exception of the wedding cake. The hotel will purchase any items request from a licensed purveyor. All food and beverage pricing is subject to change due to market conditions.

Alcoholic Beverages
The Michigan State liquor Commission regulates the sale and service of all alcoholic beverages. The Wyndham Garden Sterling Heights is required to adhere to any enforce those regulations. In compliance with Michigan State Law as and Regulations, favors or gifts for your guest that will contain alcohol must be verified with your Sales Manager, as most are not allowed.

Banquet Room Liability
The hotel reserves the right to inspect and control all functions held on premises. The client will be held liable for any and all damages to facilities by their guest or independent contractors. The hotel will not permit the affixing of anything to walls, ceilings, or floors, without the prior written consent of hotel management. Only approved, insured, and certified vendors may provide Audio/Visual, staging equipment, or hang any items from the ceiling.

Guarantee
A final guest count is required no later than 5 days prior to your event date. This number will be considered the minimum amount of which you will be charged even if fewer guest attend. If the guarantee count is below the original minimum, then the room rental charges will be assessed.

Deposit and Payments
A $250 deposit is required at the time of event booking. All deposits are non-refundable and non-transferable. 50% of the total estimate final balance is due 180 days, or 6 months, prior to the event date. The final balance is due two weeks prior to the event date. Personal checks are not accepted within 20 days of event date.

Cancellation Policy
Cancellations received will be subject to a cancellation penalty as follows:
- 240 days or more prior to the function date: 25% of the contracted total
- 91-239 days prior to the function date: 50% of the contracted total
- 31-90 days prior to the function date: 75% of the contracted total
- Less than 30 days prior to the function date: 90% of the contracted total
A 1.5 monthly interest fee will be added to any amount still owing if payment of the cancellation penalty is not paid in full within 30 days after cancellation of the event. The undersigned shall reimburse the hotel of all legal fees, collections costs and expenses legally recoverable that are caused by their failure to make timely payments of said cancellation policy.

Applicable Service Charge and Taxes
All goods and services including food and beverage, room rental, audio-visual, and any other miscellaneous banquet charges are subject to a taxable service charge and current sales tax. All hotel rooms are subject to current hotel tax.

Room Schedules
Function rooms are assigned according to the anticipated number of guest. The hotel reserves the right to reallocate function rooms at its discretion. If a change in the original room set-up is requested on the day of your function, a labor charge will be assessed. It is the policy of the hotel that all schedules in the contract are strictly adhered to as the rooms are vacated as scheduled. An additional service charge will be assessed for rooms occupied beyond contracted arrival and departure times (this includes any equipment). Access to your banquet rooms for preparations, deliveries or decorations is 90 minutes prior to event start time. For guaranteed access more than 90 minutes prior to your event space, it may be secured with payment of a room rental, based upon availability.

Other
The hotel will not assume liability for any damage or loss of any merchandise or articles left in the facility before, during or after event. All decorations supplied by the event organizer must meet with the regulations of the local fire department codes. Candles are permitted, but the wick is not allowed to be exposed. Smoke and/or fog machines are not permitted. No music allowed on Monday-Saturday, before 6:00p without prior written consent of the hotel management. The hotel reserves the right to control the volume level of your group, or sound system (band, DJ, or other). Additional clean up fees will be charged if confetti, silly string, glitter, rice or bubble are used inside the Sterling Inn Banquet and Conference Center.

By signing I agree to adhere to all the policies above.

Signature: X Date: X
Minimum Guarantee Requirement: 50% Function Date: 12/9/20 Event ID: 358100