



Building professionalism in project management

**Project Management Institute  
Michigan Capital Area Chapter**

PMI-MCAC Board of Directors Meeting Minutes for 1/02/2007

**PMI Monthly Board Meeting**

**Date: January 2, 2007**

**Members Present:** Cathy, Charlie, Arun, Amy, John, Pam, Karl, Dan, Dave

**Location/time:** PTD Conference Room, 4<sup>th</sup> Floor, 3001 Coolidge, East Lansing – 5:30 – 7:00 PM

**Guests:** Leo Dion – our new webmaster

**Absent:** Dean Feldpausch, Stanley Samuel,

**Food Assignment:** David Smith

**Minutes Recorder:** David Smith

**I. Review Action Items from Prior Meeting**

*(Status as of 1/02/07 C–Completed, O–Open, H–Hold):*

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	STATUS
	1/2/2007	Add PMP certification to the February agenda.	David	2/6/2007	O
	1/2/2007	Schedule a meeting with Dan to discuss the annual membership survey.	David	2/6/2007	
	1/2/2007	Send out a hold the date email for our January presentation	David	1/3/2007	O
	1/2/2007	Follow up with Amy on an EDS speaker, Linda, who can do a technical presentation.	Cathy	2/6/2007	O
	1/2/2007	Send an email to the listserv from the president regarding Cathy's resignation	John	2/6/2007	O
	1/2/2007	Create a proposal on how we will provide PMP Exam prep material for our members.	Amy	2/6/2007	O
	1/2/2007	Send advertising specifications to Amy for the Kerzner advertising	David	2/6/2007	O
	1/2/2007	Notify the other chapters of our October 8 <sup>th</sup> 2007 PDD day and request they don't schedule PDDs near ours.	John	2/6/2007	O
	1/2/2007	Send Draft Content Management Requirements to the board for review.	David	2/6/2007	O

2	8/1/06  9/5/06	Review the possibility of using a portion of the net profit from last year's PDD to offer a grant to an initiative in a college or other non-profit organizations, that is appropriate to the chapter's mission.  Dean to include a budget item for this scholarship.	Dean	10/1 for budget  12/1 for grant proposal	C
4	8/1/06	Get price quote from Western Michigan for their course material. This didn't work out. The item has been closed.	Amy		C
5	8/1/06	Provide links to training institutes to David Smith to be displayed on the training page on the web site.	Amy		O
6	6/6/06	Revise Maximum Float print format. Charlie needs technical assistance creating a template for the new newsletter style based on Frankfurt's newsletter. David will follow up.	David		O
7	6/6/06  9/5/06	Organize a Michigan chapters conference  Dave has put together a budget. Need to review with the Board.	Dave/Pam		O
10	8/1/06	Put together the strategic plan initiatives into the PMI strategic plan document. Finish updates to the Operations Manual.	Stanley	3-4 months	O
13	9/5/06	Great Lakes chapter is organizing a 36 PDU, 6-day session. Need to distribute the information to members.  Transferred to Udhi before he left, now to Dave. John to look for information on this and pass to Dave if found.	Cathy Dave		O
16	6/6/06	Provide requirements for volunteer repository to be put on our website.	VP of Outreach		H
19	11/07/06	Send email requesting authorization to sign/send tax exempt status forms. Board to respond.	K. Meier/ Board		O
20	11/07/06	Discuss questionnaire with D. Smith & D. Buonodono.	A. Sampath		O
21	11/07/06	Investigate/resolve .NET issue. This item will be closed because this issue was related to testing the Dot Net Nuke platform.	L. Dion		C
22	11/07/06	Fill web developer, a web designer, web marketer, and Data Exchange Program Subject Matter Expert position(s). One of our members sons, Chris, will fill the web designer position.	D. Smith/ Board		O

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
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New issues	<p>A. Amy Piper – Our PDD day 2 hour keynote will be from Harold Kerzner on Managing Projects in Crisis. We need additional speakers. James Brown on leadership. Neil Whitten on something?</p> <p>Dinner will be Thursday 1/4/2007 @ Amy's.</p> <p>PMP Prep material – Should we have a PMP prep course? Should we have a library to loan out books? If we do have books, they should be focused on PMP prep and not general Project Management because these are the books our members have checked out in the past.</p> <p>What is the goal of our Professional Development Day? Is it to make money or are we providing a service to our members. If we are trying to make money, this should be stated and we may want to raise the price. If the goal is to make money, what will the money be used for? General funds?</p> <p>B. Leo Dion – Leo Dion is a programmer analyst with the Michigan Department of Information Technology. He is an experienced web developer.</p> <p>Website changes should be proposed to the board before implementation.</p> <p>C. Arun – Developed a DRAFT survey trying to increase meeting attendance. Wondering if it is appropriate to ask members why their colleagues who are Project Managers don't attend meetings. We will consider combining this survey with our yearly membership survey and deliver it to our membership electronically. We have had low membership response rates in the past with pre stamped and addressed envelopes. (~15%)</p> <p>D. Charlie Kidd – VPs need to get our articles for the newsletter in.</p> <p>E. Cathy Pelham – Due to unexpected occurrences Cathy must resign.</p> <p>Teri Takai is our January speaker. She is in Japan and will contact Cathy with details on her presentation. Teri was featured in the December issue of PMI Journal.</p> <p>Our February speaker is Phil Hughes and Maureen may be speaking in March.</p> <p>We don't have any bonus programs lined up for the 2007 year.</p> <p>If we decide to pay for speakers, getting speakers won't be a problem.</p> <p>Amy knows Linda from EDS who will be able to give a technical presentation.</p> <p>F. David Smith – Working with Leo and Chris to kickoff our PMI-MCAC Content Management System (CMS) project. We will base the project on existing functionality and change requests received since our current CMS was implemented.</p> <p>G. Dan Buonodono – Our membership is at 221 members.</p> <p>Strategic Plan – What is the status of our Strategic plan? Is a strategic plan required by PMI? Our current board focuses on operational issues. Do we have the need and capacity for strategic work? Does our chapter size warrant Strategic VPs with other</p>

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	<p>officers focused on operations? Maybe each VP can come up with an objective outside of their normal operations to focus on. In the future we should spend meeting time to discuss strategic topics.</p> <p>H. Karl Meier – Our treasury balance is \$22,377.80. The October meeting cost the chapter \$650.09</p> <p>I. Pam Sawatzki – we are booked through May with the Clarion.</p>
Other issues	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Next Meeting(s)</b>	<b>February 6, 2007 @ 5:30 pm PTD Conference room</b>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Arun – draft membership survey.</li> <li>• Karl – Financial report</li> </ul>