



Building professionalism in project management

**Project Management Institute
Michigan Capital Area Chapter**

PMI-MCAC Board of Directors Meeting Minutes for 2/06/2007

PMI Monthly Board Meeting

Date: February 06, 2007

Members Present: Karl Stanley Dean Amy John Dan Charlie Amita Pam David Leo Arun
Location/time: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing – 5:30 – 7:02 PM
Guests:
Food Assignment: John LeTourneau **Minutes Recorder:** David Smith

I. Review Action Items from Prior Meeting (6:58-7:02)

(Status as of 2/06/07 C–Completed, O–Open, H–Hold):

#	Date	DESCRIPTION	OWNER	TARGET	STATUS
1	2/6	Send email re: Region 4 leadership conference requesting members say if they want to go.	John	2/6/2007	O
2	2/6	Send the spreadsheet to Dave for posting in Google Docs	John	3/6/2007	O
3	2/6	Send finalized survey questions to Dave by Sunday.	Dan	2/11/2007	O
4	2/6	Revise PMI MCAC brochure based on board member feedback	Dan	3/6/2007	O
5	2/6	Update the pmi-mcac website with the upcoming speakers	Amita	3/6/2007	O
6	2/6	Send MSHDA disclaimer verbiage to Dave	Dean	3/6/2007	O
7	2/6	Check other PMI-MCAC chapter's of a similar size advertising rates	Dave	3/6/2007	O
8	2/6	Resend instructions on how to sign up for Google and Google Docs	Dave	3/6/2007	O
9	2/6	Change board email forward to forward directly to users addresses	Dave	2/12/2007	O
10	2/6	Send David Schafer's contact info to Arun.	John	3/6/2007	

11	2/6	Contact David Schafer for integration of PMI-MCAC with University of Phoenix	Arun	3/6/2007	
12	2/6	Check on component website for information related to creating a strategic plan	John	3/6/2007	
13	1/2	Follow up with Amy on an EDS speaker, Linda, who can do a technical presentation.	Amita	2/6/2007	O
14	1/2	Send an email to the listserv from the president regarding Cathy's resignation	John	2/6/2007	C
15	1/2	Create a proposal on how we will provide PMP Exam prep material for our members.	Amy	2/6/2007	O
16	1/2	Notify the other chapters of our October 8 th 2007 PDD day and request they don't schedule PDDs near ours.	John	2/6/2007	O
17	8/1	Provide links to training institutes to David Smith to be displayed on the training page on the web site.	Amy		O
18	6/6 9/5	Organize a Michigan chapters conference Dave has put together a budget. Need to review with the Board.	Dave/Pam		O
19	8/1	Put together the strategic plan initiatives into the PMI strategic plan document. Finish updates to the Operations Manual.	Stanley	3-4 months	O
20	9/5	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.	John		C
21	11/7	Send email requesting authorization to sign/send tax exempt status forms. Board to respond.	K. Meier/ Board		C
22	11/7	Discuss questionnaire with D. Smith & D. Buonodono.	A. Sampath		C
23	11/7	Fill web developer, a web designer, web marketer, and Data Exchange Program Subject Matter Expert position(s). Judy Allard's son Kris, has filled the web designer position.	D. Smith/ Board		C
24	2/6	Provide requirements for volunteer repository to be put on our website.	Arun		O?

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
Strategic Status Reports (5:50 – 6:50)	A. President (John) John will not be running for a PMI-MCAC board position next year. John and Karl worked to get our charter turned in to PMI Global. John introduced Amita to the rest of the board.

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	<p>There is a Mackinac leadership conference May 18th – May 20th @ Mission point on Mackinac Island. The estimated hotel cost is ~\$125 per night. Suketu Nagrecha is our new regional mentor.</p> <p>B. pastpresident (Stanley)</p> <ol style="list-style-type: none"> 1. Board Elections 2007 Stanley will be taking a two year sabbatical from the board beginning in May. Vacant positions: President, VP Membership, VP Finance, VP Publicity, VP Special Projects and VP Outreach 2. Ops Manual Updates: A preliminary recommendation from the OPS manual team is to change the president's term from one year to two years. The content for the manual has been completed. The manual is being edited before being submitted to the board. Stanley requested the Strategic plan be assigned to someone else. <p>C. Membership (Dan)</p> <ol style="list-style-type: none"> 1. Membership Survey Questions and Progress (6:02-6:11) <ol style="list-style-type: none"> a. Looking for actionable questions! The intent of the survey is to gather thoughts instead of statistics. This leads more to an open ended survey than a multiple choice survey. Board members need to review their questions and send updates to Dan by Sunday. We need to publish the survey before our next chapter meeting so we can discuss it there. 2. Membership Stats (6:11-6:16) Net Net – 44 new members in the past 12 months. Our membership is currently around 224 members. Global PMI membership is around 222,000 members. 3. Knick Knacks (6:16-6:17) Should we get PMI-MCAC coolers pens etc? We decided to do this as part of PDD. 4. PMI MCAC Brochure (6:17-6:19) Members need to review the brochure handed out at the meeting and send any updates to Dan. <p>D. Professionaldevelopment (Amy 6:19-6:30) Amy submitted a PDD proposal expected to net ~\$10,000 by increasing the pricing from \$99 to \$129 for the early bird rate and adjusting the rate structure accordingly. Attendees will be able to claim 7 PDU's for the event (\$18.43 per pdu) Kerzner will be the keynote speaker.</p> <p>E. Finance (Karl 6:30-6:32) Current PMI-MCAC.org book keeping is setup on an accrual basis but we operate on a cash basis. Karl checked with PMI to see if we can change to cash accounting and they said we can, so Karl will make the change accordingly.</p> <p>F. Programs (Amita 6:32-6:39)</p>

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	<p>Cathy will still work with Amita by helping to get new speakers. They met on the 19th of January to transfer the position. We have speakers for February, March, and April. Amita has emails regarding potential speakers from board members. Phillip Hughes is our next speaker, and Maureen will do a bonus program on project server. Dave Davis is our March speaker. Amy can probably get a technical presenter from EDS if Amita sends Amy an open date. It was suggested we list all upcoming speakers on our website. There was some concern that members may pick and choose if they see our entire line up.</p> <p>G. Publicity (Charlie 6:39-6:40) We have a new newsletter format. Articles need to be submitted to Charlie by 2/8 for the newsletter for publishing on Monday.</p> <p>H. Communications (David 6:40-6:48)</p> <ol style="list-style-type: none"> 1. Website Advertising Policy: Proposed allowing companies to be on the front page of our website for 2 months by submitting articles for \$100, allowing companies to advertise on our link page for 1 year for \$150, and allowing companies to be on a new 'partner' page for 1 year for \$100. The target revenue is \$500 to support the Chapter's technology needs. The board wants Dave to check into other chapter's rate structures. 2. Chapter Email – Google Mail Our chapter has a new email system available through Google. Dave would like to switch Chapter members over to this system to ease email administration and increase reliability. 3. Chapter Documents – Google Docs Our chapter has a new spreadsheet and document storage option available via Google Docs. The service has been tested by Dan and Dave. It allows board members to securely share documents, allows multiple people to edit a document, has revision tracking, and allows publishing of the document to the world wide web. This storage option does not work well for documents which have advanced formatting needs (ie. a newsletter). <p>I. Logistics (Pam 6:48-6:49) 6 people have registered for the February dinner meeting.</p> <p>J. Specialprojects (Dean 6:49-6:52) Researching grant information should have something available for our next board meeting.</p> <p>K. Outreach (Arun 6:52-6:55) Will send membership questionnaire updates to Dan. Arun will work with Dave Schafer from the University of Pheonix to explore partnering opportunities.</p> <p>L. Webmaster (Leo 6:55-6:57) Has been working on Job postings and other items from John. Is working on fixing a spelling error on the front page of our website and on implementing a new Content Management System.</p>

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Other issues 6:50-7:00	<ul style="list-style-type: none"> • PMP certification (Professional Development Not discussed) • Strategic Plan (President 6:57-6:58) We didn't develop a good product from last year's strategic planning meetings. John will check on the component website to research this.
Summary of Issues 7:00 – 7:10	<ul style="list-style-type: none"> •
Next Meeting(s)	<ul style="list-style-type: none"> • March 6, 2007 @ 5:30 pm PTD Conference room • Food Assignment: Pam
Attachments:	<ul style="list-style-type: none"> •