



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Agenda

Meeting Date: February 8, 2005
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 5:30 – 6:30 PM

President's Corner- Dan Buonodono

- **Feb 26 – Michigan Component Leadership Meeting** – Dan Buonodono, John LeTourneau, Amy Piper and Stanley Samuel are planning to attend this meeting. The following upcoming programs for MCAC will be mentioned in the meeting;(a) Neal Whitten – Best Practices for Project Management, (b)PMP prep class, (c) Rush Night, (c) Brian Jennings – Feb Program, (d) Robert Bradley's program in March.
- **Rush Night – Action Item**-Stanley will email the invitation to the listserv. Rush Night planning will start, as soon as the volunteers are found. This meeting will be scheduled after the Board Meeting on the 2nd Tuesday of every month until Rush Night.
- **March 19, Morning Meeting** – Dan requested if any additional agenda items were needed to be discussed, other than the review of the "By laws" of the chapter. Stanley suggested revamping the MCAC Website. **Action Item** – Dan will invite Tony to this meeting to discuss the website revamp issue.
- **Election Office turnover** – Dan mentioned that we need to start thinking about our positions and see who will be running next year and who's position will be replaced through election.
- **Newsletter Content** – Dan mentioned that he was concerned about the duplicative content in the newsletter. He suggested that the Board members should be careful not to mention about programs that may be an action item from other person's area. **Action Item** – Dan will discuss this issue with Amita and also ensure that the timing of the newsletter will be changed to reflect upcoming programs rather than the previous programs.
- Dan suggested that the order of the agenda be rotated so that Finance and Special Projects aren't always the last items on the agenda.

Communications- Stanley Samuel

- Stanley mentioned that he would like to change the format of the Board Minutes. He suggested the review of the last Board minutes to capture any carry forward action items. The Board was in agreement to this suggestion.

Programs- John LeTourneau

- John mentioned that;
 1. For the main program in Feb 2005, Brian Jennings will be speaking on the new PMBOK updates and Paul from OTS will be speaking in the bonus program.
 2. For March 2005 Bob Wangen will be speaking on either Quality or Risk and for the bonus program Tony will be speaking on the MS Project Discussion group.
 3. For April the Robert Bradley will speak on "Which comes first – Process improvement or project management and for the bonus program Amy will be doing the PDD Workshop.
 4. The May program has not been finalized.
- **Action Item** – John will send program details to Pam at least 1 month ahead of scheduled date.
- **Action Item** – John will email Tony for the April bonus program and also for the May 5th program to be put on the website.

Logistics- Pam Sawatzki

- Pam mentioned that 17 members have registered for the Feb 15th Program Meeting. She requested Stanley to email a reminder to the listserv. **Action Item-** Stanley will send program reminder to listserv.
- Pam also mentioned that she is looking at other meeting locations, like Gilbert & Blake, Cadillac Club and Park Lake Grill.

Publicity- Amita Das

- Absent

Membership- Deb Mosher

- Absent

Professional Development- Amy Piper

- Amy mentioned that the Prof Dev program by Neal Whitten – Best Practices for Project Management is scheduled on May 5th at the Radisson. The cost for the actual program, inclusive of the payment to Neal, lunch and room charges will be calculated by Amy. This meeting will be cancelled if a minimum of 30 people do not register.
- Amy mentioned that there will be a PMP Review class in March/April where John LeTourneau will be teaching with Brian Jennings & Maithili Vadula.
- Amy suggested that the April bonus program could be about “PDD Day Exploratory”.
- **Action Item:** Karl/Amy will create a power point slide to display the upcoming events in the Dinner meeting and also to solicit volunteers for the Rush Night.
- The Board also discussed about the Chapter Library – regarding looking into keeping only PMP Prep books and possibly giving the others as door prizes on at the Rush Night event and also possibly at dinner meetings.

Finance- Karl Meier

- Karl mentioned that he has the final numbers from the PDD day in Oct 2004. He mentioned that MCAC made a profit of \$3359.46 from the PDD Day. He also provided the monthly expense log for Jan 2005.

Special Projects- Maureen Myers

- Maureen mentioned that the Archives for the 2004 PDD has been sent to Amita and the project plan has been closed.

Carry Forward Action Items:

1. Amita will send a draft of the email to solicit volunteers for the newsletter to Stanley to be sent on listserv.
2. John will get some initiatives for the survey.
3. Amy will frame an email to solicit volunteers for the next PDD Day

NEXT MEETING:

The MCAC Board Meeting in March, 2005 has been **CANCELLED**. The next Board meeting is scheduled for **12th April, 2005** at the PTD Conference Room at 5:30 PM